

# **ACADEMIC HANDBOOK**



**DIRECTORATE OF ACADEMIC AND PG STUDIES  
KERALA AGRICULTURAL UNIVERSITY**

KAU P.O., THRISSUR DISTRICT, KERALA – 680 656

Website : [www.kau.edu](http://www.kau.edu)

## **2013**



## **Academic Handbook**

### *Publisher*

Dr. E.V. Nybe  
Director (Academic & PG Studies)  
Directorate of Academic & PG Studies  
Kerala Agricultural University

Copies: 2000

Year of publication : 2013

### *Edited by*

Dr. E.V. Nybe  
Dr. K. Lila Mathew  
Dr. E. Komalamma  
Dr. M.V. Rajendra Pillai  
Ms. V.R. Santhakumari

### *Typesetting*

Mr. B. Shiras  
Ms. P.K. Babitha

### *Printed at*

KAU Press, Mannuthy

---

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

---

KAUP 178/13/2000/1/2014

# PERSONAL MEMORANDA

Name.....Admn. / ID No.....

Degree Programme.....Year. ....

Hostel Address.....

.....

.....

Telephone .....email .....

Residential Address .....

.....

.....

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

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

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

Driving Licence No. ....

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

To be renewed on .....

Insurance Policies

No.....Due Date.....

No.....Due Date.....

## IMPORTANT CONTACTS

.....

.....

.....

.....

.....

.....

# FOREWORD

The Kerala Agricultural University (KAU) focuses its strategy on synergizing multi-disciplinary education and strengthening problem-specific research, relevant to the State and help building innovative extension systems for sustainable agricultural production and overall improvement of rural livelihoods. The Kerala Agricultural University, established in 1972 as the 15<sup>th</sup> State Agricultural University under the ICAR was trifurcated into Kerala Veterinary and Animal Sciences University (KVASU), Kerala University of Fisheries and Ocean Studies (KUFOS) and KAU in the year 2011.

The University fulfills its mission through a network of institutions spread through the length and breadth of the State consisting of 6 Constituent Colleges, 6 Regional Agricultural Research Stations, 7 Krishi Vigyan Kendras, 15 Research Stations and 16 Research and Extension Units. The Kerala Agricultural University is proud that it is accredited by the ICAR Accreditation Board since 2001. Right from inception, the University is keeping its reputation as one of the best Agricultural Universities in the Country.

The “Academic Handbook” published by the University is subjected to periodic revision, in tune with the recommendations of the ICAR and decisions of the Academic Council of the KAU. I am happy to learn that the “KAU Academic Handbook 2009” is being revised incorporating the up-to-date academic regulations applicable to various courses being offered by the University. No doubt, the revised Academic Handbook will be of great use to the students, teachers and administrators of the University.

I express my deep sense of appreciation to Dr. E.V. Nybe, Director (Academic & PG Studies) and his team who were instrumental in bringing out the “KAU Academic Handbook 2013”.

**PROF. (DR.) P. RAJENDRAN**  
VICE-CHANCELLOR

## PREFACE

Education is universally recognized as an important investment in building human capital, which is a driver for technological innovation and economic growth. Human resource development is critical for sustaining, diversifying and realizing the potentials of agriculture. The choice based credit system will provide opportunities for the students to pursue courses according to their needs and aspirations. Higher education has so far been largely examination centered. The end-of-term examination, to a great extent, insulates students from the quest of knowledge, excitement of discovery and joy of learning and often leads to insensitive cramming up of superficial information. It may hence be more prudent that the assessment of student performance be carried out through a combination of internal and external evaluation where the internal assessment should be a continuous one. Fully realizing the aforesaid fact, Kerala Agricultural University has modified the system of evaluation for undergraduate programmes as internal: external to 50:50 from 20:80.

The mission of Kerala Agricultural University with respect to education is to transform the states' agricultural education into a demand-driven efficient system, to provide academic services and high quality output in agricultural education and to provide skilled, analytical and globally competitive human resources to meet the national needs for sustainable and inclusive growth.

Kerala Agricultural University is imparting education through its 6 constituent colleges located throughout Kerala. In addition, an Academy of Climate Change Education and Research and one Institute of Diploma in Agricultural Sciences are also functioning under KAU. Semester system of education is being followed for all the academic programmes. Academic Council is the supreme authority of the University responsible for the maintenance of academic standards of instruction, education and examinations in the University. All the academic regulations are framed and periodical need based revisions are effected (in tune with ICAR recommendations) by the Academic Council on recommendations by the Board of Studies of faculties.

This publication "KAU – Academic Handbook – 2013" contains all the information regarding the academic regulations pertaining to various UG, PG, Integrated M.Sc., Ph. D., Diploma and Certificate programmes being offered by Kerala Agricultural University. It also provides an overview of education, research and extension activities of the University and all the academic forms prescribed by the University.

I take this opportunity to place on record my sincere thanks and gratitude to all the Deans, Associate Deans and Academic Officers of all the academic institutions of Kerala Agricultural University who were instrumental in the preparation of the manuscript. The help and support rendered by Dr. Lila Mathew K., Professor (Academic), Dr. E. Komalamma, Academic Officer (UG), College of Agriculture, Vellayani, Ms. V.R. Santhakumari, Joint Registrar (Academic), Ms. P.K. Babitha, PA to Director (Academic) and Mr. B. Shiras, Section Officer (FC & D) for the compilation, editing and typing of this handbook are greatly and gratefully acknowledged.

Vellanikkara,  
10<sup>th</sup> October 2013

**PROF. (DR.) E.V. NYBE**  
DIRECTOR (ACADEMIC & PG STUDIES)

## UNIVERSITY EMBLEM



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

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

### Relative dimensions

Height to breadth ratio - 2:1

Bud-seed-animal relative height - 4:2:1

### Leaves of the Bud

Central bud flanked by five leaves on either side

### Animal sequence from left to right

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

ആമുന്ത്രണഗാനം

[University Anthem]

ഗുരുനിദാഹോഷ്ണതപ്തമാം ഭൂമിയി  
ലുരുകരുണതന്നസാരധാരകൾ  
ചൊരിയുമംബികേ പർജ്ജന്യദേവതേ  
സുരൂചിരോദാരസന്താനശാഖിലാൽ

കരികലപ്പകൾ കാളകളൊപ്പമാൽ  
വരിവരിചാലുകീറി നീങ്ങിടവേ  
ധരണിയിൽഹുല്ലസസ്യഹലാഘ്യാൽ  
ഹരിതരോമാഞ്ചകംബളാഭോഗലാൽ

മനുജവിജ്ഞാനസീമാവികാസത്തി  
നന്നുസ്യതമാലസുലഭസിദ്ധികൾ  
അവികലം ശാസ്ത്രചക്രവാളങ്ങളി  
ലവിടവിടെ വിതയ്ക്കുന്നു വിത്തുകൾ

വിവിധ വിജ്ഞാനബീജോർജ്ജ്വലംബിത  
ലവനിവീര്യസുവാൽ ഭവിക്കുമ്പോൾ  
കടലടിയും തരംഗമുദംഗങ്ങൾ  
അടവി പാടീടും മംഗളമർമ്മരം

വരദവാത്സല്യരൂപിണി, വാനവ  
സുരഭിപോൽ സർവകാമാർഗദാലിനി  
ധരണിയിൽ തേനും പാലുമൊഴുകി നീ  
ശരണമേകു രസാമൃതവർഷിണി

പുതിയ ദീപം കൊളുത്തുക - നാളത്തിൽ  
പുതിയ ജീവൻ തുടിക്കട്ടെ മേൽക്കുമേൽ  
അരിയ സൗഭാഗ്യധാരകൾകക്ഷയ  
സ്വരികയാക നീ, കർഷകക്ഷേത്രമേ

ചെങ്ങാരപ്പള്ളി നാരായണൻ പോറ്റി

## ആമുദ്രണഗാനം - പരാവർത്തനം

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

കരികലപ്പകളും കാളകളും, വരിവരിയായ് ചാലുകൾ കീറുമ്പോൾ ഭൂമി സസ്യഫലാവ്യയായി (സമ്പുഷ്ടയായി) ഹരിത രോമാഞ്ച കംബളത്തിൽ (പുതപ്പ്) ആഭോഗയായി (പരിപൂർണ്ണതയിലേത്തി),

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

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

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

നല്ല വിളവിന് നിമിത്തമാകുന്നതിനാൽ ഭൂമിയും, പ്രഗത്ഭർക്ക് ജന്മം നൽകുന്നതിനാൽ സർവ്വകലാശാലയും വീരപ്രസുവാകുന്നു

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

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



## ENGLISH TRANSLATION OF THE UNIVERSITY ANTHEM

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

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

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

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

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

# CONTENTS

<i>Sl. No.</i>	<i>Items</i>	<i>Page</i>
	<b>Personal memoranda</b>	
	Foreword	
	Preface	
	University emblem	
	University anthem	
<b>1.</b>	<b>Introduction</b>	<b>1</b>
<b>2.</b>	<b>University administration</b>	<b>3</b>
<b>3.</b>	<b>Research and extension programmes</b>	<b>8</b>
<b>4.</b>	<b>Faculties and Colleges</b>	<b>10</b>
<b>5.</b>	<b>Academic Regulations</b>	<b>17</b>
	Regulations for Bachelors Degree programme 2013	17
	Regulations for Post-graduate programme 2013	35
	Regulations for M.Sc. (Integrated)courses 2013	95
	Regulations for MBA in Agri-Business Management 2013	113
	Regulations for Certificate/Diploma/PG Diploma courses 2013	126
<b>6.</b>	<b>Students Welfare and benefit schemes</b>	<b>134</b>
	Scholarships and fellowships	134
	Travel and other allowances	139
	Book bank scheme	140
	Endowments and Prizes	142
<b>7.</b>	<b>Library rules</b>	<b>144</b>
<b>8.</b>	<b>Hostel rules</b>	<b>149</b>
<b>9.</b>	<b>Co-curricular activities</b>	<b>157</b>
<b>10.</b>	<b>Students Union of Colleges</b>	<b>164</b>
<b>11.</b>	<b>National Service Scheme (NSS)</b>	<b>168</b>
<b>12.</b>	<b>National Cadet Corps (NCC)</b>	<b>168</b>

## **Appendices**

I.	Election rules (KAU Union)	169
II.	Nomination paper	170
III.	Academic forms	171
IV.	Fee structure	191
V.	Study tour	195
VI.	Duplicate degree certificate	197
VII.	Caution deposit	199
VIII.	Application for admission to convocation	200
IX.	Student information – data sheet	201
X.	Guidelines to prevent ragging	202
XI.	Guidelines for granting grace/talent marks for excellence in sports, games, NCC and arts activities	205
XII.	Guidelines for granting concession for physically challenged students in University examinations	206
XIII.	Indian Council of Agricultural Research	207
XIV.	Indian Council of Forestry Research and Education	210
XV.	List of State Agricultural Universities	212
XVI.	KAU Telephone Numbers and e-mail IDs	218

## **Figure**

I.	Academic Management Structure in KAU	222
----	--------------------------------------	-----

## **Annexures**

I.	Detailed guidelines for examination, evaluation and grading of various courses in the Bachelors Degree programme	32
II.	Checklist to accompany the application for extension of time limit for submission of thesis for PG courses	54
III.	Guidelines for constitution of advisory committee of PG students	55
IV.	Guidelines for conducting comprehensive and final examination of PG students	58
V.	Guidelines for thesis preparation and submission	60
VI.	Guidelines for PG seminar	68
VII.	General Guidelines for citation and listing of references in thesis	71
VIII.	Detailed guidelines for examination, evaluation and grading of various courses in the Certificate/Diploma/PG Diploma programmes	132

# 1. INTRODUCTION

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

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

On the recommendation of the Second National Education Commission (1964-66) headed by Dr. D.S. Kothari, the then Chairman of the University Grants Commission, one Agricultural University in each State was established. The State Agricultural Universities (SAUs) were established in India as an integral part of the National Agricultural Research System to give the much needed impetus to Agriculture Education and Research in the Country. As a result the Kerala Agricultural University (KAU) was established on 24th February 1971 by virtue of the Act 33 of 1971 and started functioning on 1st February 1972. The Kerala Agricultural University is the 15th in the series of the SAUs.

In accordance with the provisions of KAU Act of 1971, the Agricultural College and Research Institute at Vellayani, and the College of Veterinary and Animal Sciences, Mannuthy, were brought under the Kerala Agricultural University. In addition, twenty one agricultural and animal husbandry research stations were also transferred to the KAU for taking up research and extension programmes on various crops, animals, birds, etc.

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

Now the University has six colleges (three Agriculture, one Agricultural Engineering, one Forestry, one Co-operation Banking & Management), six RARSs, seven KVKs, 15 Research Stations and 16 Research and Extension Units under the faculties of Agriculture, Agricultural Engineering and Forestry. In addition, one Academy on Climate Change Adaptation and one Institute of Agricultural Technology offering M.Sc. (Integrated) Climate Change Adaptation and Diploma in Agricultural Sciences respectively are also functioning in Kerala Agricultural University.

### **MISSION AND GOAL**

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

To Provide human resources, skills and technology required for sustainable development of agriculture, including crop production, Co-operation, Forestry, Agricultural Engineering, Home Science and other allied disciplines by integrating education, research and extension.

### **STRATEGY (Objectives)**

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

## 2. UNIVERSITY ADMINISTRATION

The Kerala Agricultural University is an autonomous institution with academic programmes. The University under its three faculties (Agriculture, Forestry and Agricultural Engineering & Technology) offers five under-graduate programmes *viz.* Agriculture, Co-operation and Banking, Forestry, Agricultural Engineering and Food Engineering. Post-graduate programmes are offered in almost all the disciplines and specialities related to Agriculture. In 26 disciplines, the university offers post-graduate programmes leading to Master's degree. Doctoral programmes are offered in ten disciplines of Agriculture, four disciplines of Horticulture, five disciplines of Forestry, one discipline of Home Science (Food Science & Nutrition), one discipline of Co-operation, Banking & Management and three disciplines of Agricultural Engineering and Technology. Five year – Integrated Master's degree programmes are offered in Biotechnology (College of Agriculture, Vellayani, Thiruvananthapuram) and Climate Change Adaptation (Main Campus, Thrissur). An MBA programme in Agribusiness Management is offered at the College of Co-operation Banking and Management, Main Campus, Thrissur. Post Graduate Diploma (one year duration) in Solid Waste Management and Diploma in Organic Agriculture are offered at College of Agriculture, Thiruvananthapuram. Diploma in Agricultural Science (2 year duration) is offered at Regional Agricultural Research Station, Pattambi, Palakkad.

The Governor of Kerala is the Chancellor and the Minister for Agriculture, the Pro-Chancellor of the university. The supreme authority of the university is the General Council. The chief executive body is the Executive Committee. The Academic council and the Board of Studies of each faculty are responsible for the maintenance of academic standards of the University. The Vice Chancellor is the principal executive and academic officer of the University who is assisted by Registrar, Comptroller, Deans of Faculties, Director of Research, Director of Extension, Director of Academic and PG Studies, Director of Physical Plant, Director of Students' Welfare, Director of Planning, Director (CITI), Director (CEL) and University Librarian.

Dean of Faculty of Agriculture is also the head of the College of Agriculture, Vellayani. Dean of Faculty of Agricultural Engineering and Dean of Faculty of Forestry are the heads of the respective colleges also. The College of Horticulture, College of Co-operation, Banking and Management, at Vellanikkara and the College of Agriculture, Padannakkad, are headed by Associate Deans.

### **Authorities of the University**

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

**General Council**

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

The General Council consists of the following members:

***Ex-officio members***

The Chancellor (Governor of Kerala)

The Pro-Chancellor (Minister for Agriculture)

Vice Chancellor

Agricultural Production Commissioner

Secretary, Department of Agriculture

Secretary, Department of Animal Husbandry

Secretary, Department of Finance (Expenditure)

Secretary, Department of Fisheries

Director of Agriculture

Director of Animal Husbandry

Director of Dairy Development

Director of Fisheries

Chief Conservator of Forests

Chairman, Rubber Board

Chairman, Spices Board

Chairman, Marine Product Export Development Authority

Director, Central Plantation Crops Research Institute

Director, Kerala Forest Research Institute

Representative of the Indian Council of Agricultural Research.

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

***Elected members***

Four members of Legislative Assembly (including one from SC/ST).

One member elected by the Deans of Faculties of the University.

Two members elected by the Students of the University from among themselves.

Four members elected by the Teachers of different faculties.

Two members elected by the Non-Teaching staff of the University.

Two members elected by the Permanent Labourers of the University.

***Members nominated by the Chancellor***

Four eminent scientists.

Four farmers of whom one belongs to a scheduled caste or a scheduled tribe and one shall be a woman.

One member from the Association of Planters of Kerala.

Two Presidents of Grama Panchayats.

***Other members***

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

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

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



## **Executive Committee**

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

### **Members**

#### *Ex-officio members*

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

#### *Other members*

- The member representing the Indian Council of Agricultural Research in the General Council.
- Dean of the Faculty elected by the General Council.
- One member elected from among the teachers in the General Council by the Council.
- Five non-official members of the General Council elected by the Council of whom one shall be a member belonging to a scheduled caste or scheduled tribe and one shall be a woman.
- The Member of Legislative Assembly representing the constituency in which the headquarters of the University is situated.

#### *Powers of the Executive Committee*

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

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

### **Academic Council**

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

The Academic Council shall consist of the Vice-chancellor (Chairman), Deans of Faculties, Director of Academics, Director of Research, Director of Extension, Director of Students Welfare, University Librarian, The Director of Agriculture, The Director of Animal Husbandry, Five members from among those connected with services of Agriculture, Animal Husbandry, Forestry, Fisheries, Dairy Development, Co-operation and Community Development nominated by the Chancellor, Five scientists from the ICAR and/or its institutions, from other Universities of India or from well known scientists in India, nominated by the Chancellor, Six members from among the Heads of Departments of the Faculties, nominated by the Chancellor on rotation basis, Three members from among the staff of the research stations of the University, nominated by the Chancellor, Two members from among the Post-graduate students and one member from among the Research students of the University, elected in such manner as may be prescribed, One member elected by the teachers (other than the Dean) of each Faculty, from among themselves and the Registrar.

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

### **Board of Studies**

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

### **Directorate of Academics**

A Directorate of Academics is functioning in Kerala Agricultural University under the control of the Director (Academic & Post Graduate studies) who is responsible for planning, monitoring and conduct of academic programmes of the University. Professor (Academic) helps in academic matters and Joint / Deputy Registrar (Academic) and the administrative staff assist him in administrative matters. The mandatory duties of the Directorate include various processes like admission to different courses under each faculty, conduct of University level examinations, arranging external evaluation of answer papers, publication of results and issue of certificates and transcripts in consonance with the academic rules and regulations of KAU. In addition, Academic Council meetings are organised by the Directorate at least once in six months.

### 3. RESEARCH AND EXTENSION PROGRAMMES

#### Research

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

<i>Zonal Research Station</i>	<i>Location</i>
Regional Agricultural Research Station (Southern)	Vellayani, Thiruvananthapuram
Regional Agricultural Research Station (Onattukara)	Kayamkulam, Alappuzha
Regional Agricultural Research Station (Problem zone)	Kumarakom, Kottayam
Regional Agricultural Research Station (Central)	Pattambi, Palakkad
Regional Agricultural Research Station (Northern)	Pilicode, Kasargode
Regional Agricultural Research Station (High Range)	Ambalavayal, Wayanad
<i>Research station</i>	<i>Location</i>
Coconut Research Station	Balaramapuram, Thiruvananthapuram
Cropping Systems Research Centre	Karamana, Thiruvananthapuram
Farming Systems Research Station	Sadanandapuram, Kollam
Agricultural Research Station	Thiruvalla, Pathanamthitta
Rice Research Station	Moncompu, Alappuzha
Cardamom Research Station	Pampadumpara, Idukki
Pineapple Research Station	Vazhakkulam, Ernakulam
Rice Research Station	Vytilla, Ernakulam

<i>Research station</i>	<i>Locaton</i>
Aromatic and Medicinal Plants Research Station	Odakkali, Ernakulam
Agronomic Research Station	Chalakkudi, Thrissur
Agricultural Research Station	Mannuthy, Thrissur
Cashew Research Station	Madakkathara, Thrissur
Banana Research Station	Kannara, Thrissur
Agricultural Research Station	Anakkayam, Malappuram
Pepper Research Station	Panniyur, Kannur.

### **Extension**

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

The extension education activities are implemented through

- Communication Centre
- Farm Advisory Service
- Central Training Institute
- Krishi Vigyan Kendras (KVKs) – 7 Nos. located at Kannur, Wayanad, Malappuram, Palakkad, Thrissur, Kottayam, Kollam.

Publications of the Extension Directorate include:

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

## 4. FACULTIES AND COLLEGES

### FACULTY OF AGRICULTURE

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

#### **Agriculture**

1. Agronomy
2. Plant Breeding and Genetics
3. Pomology, Floriculture & Landscaping
4. Processing Technology
5. Agricultural Entomology
6. Agricultural Extension
7. Agricultural Statistics
8. Plant Pathology
9. Agricultural Meteorology
10. Plant Physiology
11. Plantation Crops and Spices
12. Olericulture
13. Soil Science and Agricultural Chemistry
14. Agricultural Economics
15. Home Science
16. Seed Science and Technology
17. Agricultural Microbiology
18. Plant Biotechnology
19. Agricultural Engineering
20. Animal Husbandry
21. Physical Education

#### **Co-operation, Banking and Management**

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

The Colleges/Institutions functioning under the Faculty of Agriculture are:-

#### ***College of Agriculture, Vellayani***

Address: College of Agriculture, P.O. Vellayani, Thiruvananthapuram 695 522.  
Telephone 0471-2381915, 2381002, 2382439, Fax: 0471-381829.  
E-mail: [deanagri@kau.in](mailto:deanagri@kau.in), [coavellayani@kau.in](mailto:coavellayani@kau.in),

The college is the first of its kind to be established in the State and is located in the Kalliyoor Village of Thiruvananthapuram Taluk of Thiruvananthapuram District. The college is about 12 km south of the capital city of Thiruvananthapuram and 4 km north-west of the famous Kovalam Beach Resort. The Agricultural College and Research Institute came into existence in August, 1955 by acquiring the Senior Maharani's Palace building at Vellayani. The campus was laid out in one of the hillocks surrounded by the beautiful freshwater lake "Vellayani lake".

The college has excellent facilities for teaching, research and extension education. The courses offered are:

Bachelor of Science in Agriculture	: B.Sc (Hons.) Ag
Master of Science in Agriculture / Horticulture	: M.Sc (Ag), M.Sc. (Hort.)
Master of Home Science	: M.Sc. Home Science (FS & N)

M.Sc (Integrated) Biotechnology - 5 years duration.

PG Diploma in Solid Waste Management - 1 year duration

PG Diploma in Analytical techniques in Soil fertility and Crop production - 1 year duration

Diploma in Organic Agriculture - 1 year duration

The Masters' programmes are offered in the disciplines of:

Agronomy	Plant Breeding and Genetics
Soil Science and Agricultural Chemistry	Agricultural Entomology
Plant Pathology	Agricultural Extension
Plant Physiology	Agricultural Economics
Agricultural Statistics	Home Science (Food Science and Nutrition)
Agricultural Microbiology	Plantation Crops and Spices
Plant Biotechnology	Pomology and Floriculture
Processing Technology	Olericulture

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

Agronomy	Plant Breeding and Genetics
Soil Science and Agricultural Chemistry	Agricultural Entomology
Plant Pathology	Agricultural Extension
Home Science (Food Science and Nutrition)	Agricultural Economics
Plant Physiology	Plant Biotechnology
Plantation Crops and Spices	Pomology and Floriculture
Processing Technology	Olericulture

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

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

**College of Horticulture, Vellanikkara**

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

Telephone : 0487-2438301, 0487-2438303

Fax : 0487-2370790.

E-mail : [adhort@kau.in](mailto:adhort@kau.in), [cohvka@kau.in](mailto:cohvka@kau.in)

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

The college has excellent facility for teaching, research and extension education. The courses offered are:

Bachelor of Science in Agriculture	:	B.Sc (Hons.) Ag
Master of Science in Agriculture / Horticulture	:	M.Sc (Ag), M.Sc. (Hort.)
Master of Home Science	:	M.Sc. (HS & N)

The Masters' programmes are offered in the disciplines of:

Agronomy	Plant Breeding and Genetics
Soil Science and Agricultural Chemistry	Agricultural Entomology
Plant Pathology	Agricultural Extension
Plant Physiology	Seed Science and Technology
Agricultural Statistics	Home Science (Food Science and Nutrition)
Agricultural Microbiology	Agricultural Economics
Plant Biotechnology	Agricultural Meteorology
Plantation Crops and Spices	Pomology and Floriculture
Processing Technology	Olericulture

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

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

***College of Agriculture, Padannakkad***

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

Telephone : 0467-2280616, 782699

Fax : 0467-2284099.

E-mail : [adpad@kau.in](mailto:adpad@kau.in), [coapad@kau.in](mailto:coapad@kau.in)

The College of Agriculture at Padannakkad was established in 1994. The College is located 9 km south of Kanhangad town and 1 km north of Nileshwar town by the side of NH 17.

The courses offered are:

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

Master of Science in Agriculture / Horticulture : M.Sc (Ag), M.Sc. (Hort.)

The Masters' programmes are offered in the disciplines of:

Agronomy

Agricultural Entomology

Plant Breeding and Genetics

Soil Science and Agricultural Chemistry

Pomology and Floriculture

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

Address: College of Co-operation, Banking and Management, KAU-PO., 680 656, Thrissur

Telephone : 0487-2438501, 0487-243852, Fax: 0487-2370019.

E-mail : [adccbm@kau.in](mailto:adccbm@kau.in), [ccbm@kau.in](mailto:ccbm@kau.in), [dirmba@kau.in](mailto:dirmba@kau.in)

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

Courses offered in the College are:

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

M.Sc. (C&B) in the disciplines of:

Rural Banking & Finance Management

Rural Marketing Management

Co-operative Management.

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

M.B.A. Agri-business Management



***Institute of Agricultural Technology, Regional Agricultural Research Station, Pattambi, Palakkad – 679 306***

Tel. No. (O) 0466 2212228; Fax: +91 466 2212275

Associate Director of Research: 0466 2212275

Email: [adrptb@kau.in](mailto:adrptb@kau.in)

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

***Academy of Climate Change Education and Research, Vellanikkara, KAU P.O. Thrissur – 680 656***

Tel. No. 0487 2372413; Fax: 91 487 2372413

Email: [accer@kau.in](mailto:accer@kau.in), [kauaccer@gmail.com](mailto:kauaccer@gmail.com)

The Academy of Climate Change Education and Research (ACCER) is situated in the main campus of Kerala Agricultural University. The M.Sc. (Integrated) Climate Change Adaptation was introduced in the academic year 2010-'11. It is envisaged to provide quality education and research in climate change adaptation and mitigation, in society linked sectors like Agriculture, Forestry, Fisheries, Animal Husbandry, Biodiversity and Water Resources. It is an academic and research exchange programme with the collaboration of various national and international institutes. The academy is offering a five year (10 semesters) Integrated M.Sc. (Integrated) Climate Change Adaptation programme and is functioning on a cost sharing basis.

## **FACULTY OF FORESTRY**

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

***College of Forestry, Vellanikkara***

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

Telephone : 0487-2438401, 2438412, Fax: 0487-2371040

E-mail : [deanforestry@kau.in](mailto:deanforestry@kau.in), [cofvka@kau.in](mailto:cofvka@kau.in)

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

The College of Forestry offers:

Bachelor degree programme in Forestry : B.Sc (Hons.) Forestry

Master of Science in Forestry : M.Sc (Forestry)

Ph. D. in Forestry

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

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

## **FACULTY OF AGRICULTURAL ENGINEERING**

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

Address : Kelappaji College of Agricultural Engineering and Technology, Tavanur,

(via) Kuttippuram, Malappuram 679 573.

Telephone : 0494-2686214 Fax : 0494 2686009

E-mail : [deankcaet@kau.in](mailto:deankcaet@kau.in), [kcaet@kau.in](mailto:kcaet@kau.in)

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

The college is located in Tavanur Village in Malappuram District of Kerala. It is adjacent to the NH 17, on the Kuttippuram-Ponnani sector. Tavanur is about 8 km from Kuttippuram railway station on the Shornur-Mangalore sector of Southern Railway.

Previously it was one of the fourteen Rural Institutes established in India for the education of the rural youth. In 1975 it was taken over by Kerala Agricultural University as per the provisions of KAU Act 1971 and was re-named as 'Institute of Agricultural Technology' (IAT). IAT offered Diploma courses in two disciplines, namely, Diploma in Agricultural Sciences (D.A.Sc.) and Diploma in Agricultural and Rural Engineering (D.A.R.E).

The courses offered are:

UG programme : B.Tech (Agrl. Engg.), B.Tech. (Food Engg) (Self Financing)

PG and Ph.D programmes are offered in the disciplines of :

Soil & Water Engineering,

Farm Power Machinery

Agricultural Processing and Food Engineering.

## **LIBRARY FACILITIES**

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

## **DIRECTORATE OF STUDENTS' WELFARE**

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

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

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

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

Every college is having a placement cell to help the students to get job placement, admissions and scholarships for higher studies, etc. At the college level Deans/Associate Deans are responsible for the activities of placement cells. At the University level there is a Central Placement Cell under the control of DSW.

## **5. ACADEMIC REGULATIONS**

### **REGULATIONS FOR THE BACHELORS DEGREE PROGRAMME (2013)**

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

#### **1. Short title**

These regulations shall be called Kerala Agricultural University Bachelor's Degree Regulations 2013.

#### **2. Scope**

The regulations provided herein shall apply to all Bachelor's degree programmes offered by the Kerala Agricultural University, to the students admitted from the academic year 2013-'14 onwards for Agriculture; Co-operation, Banking and Management; Forestry and Agricultural Engineering.

#### **3. Definitions**

In these regulations unless the context otherwise requires:

- 3.1. 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University.
- 3.2. The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters, the 'third year' the fifth and sixth and the fourth year, the seventh and eighth semesters.
- 3.3. 'Advisor' means a teacher of the Faculty who has been nominated by the Dean/Head of the Institution to advise a particular student in academic matters.
- 3.4. 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credits.
- 3.5. 'Course catalogue' is a list of approved courses for each degree programme.
- 3.6. 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two/three hours duration per week shall count as one credit.
- 3.7. 'Credit load' of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.
- 3.8. 'Credit point' means the grade point multiplied by credits of the course.
- 3.9. 'Curriculum' is a group of courses and other specified requirements for the fulfilment of the degree programme.

- 3.10. 'Dean' means the Dean of the Faculty concerned.
- 3.11. 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the research stations/projects will be the members of the Department of the teaching institution concerned.
- 3.12. Grade point earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical-credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be rounded off to single decimal.
- 3.13. Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10.0 point scale. The GPA shall be rounded off to two decimal places.
- 3.14. Overall Grade Point Average (OGPA): It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. It shows the overall performance of a student in all the courses taken up to the period of reckoning. The OGPA shall be rounded off to two decimal places.
- 3.15. 'Repeat course' is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
- 3.16. 'Re-examination course' is a course registered by a student in which he/she had satisfactory attendance and secured a grade point of 6.5 or less when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course.
- 3.17. 'Semester' means a term consisting of a minimum of 110 working days consisting of 95 instructional days and 15 examination days.
- 3.18. 'Student' means a student as defined in the Kerala Agricultural University Act.
- 3.19. 'Teacher' means a teacher as defined in Kerala Agricultural University Act.
- 3.20. 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.

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

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

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

The number of candidates to be admitted in an academic year to the first semester of each degree programme shall be decided by the Academic Council from time to time. 15%

of the total seats to be filled by ICAR through All India Entrance Examination. In the absents of ICAR candidates the vacancy will be filled from the respective category.

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

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

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

## **7. System of teaching**

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

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

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

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

An inter-semester break of about 10-15 days shall ordinarily be allowed between two consecutive semesters except VII and VIII Semesters.

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

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

## **11. Admission**

- 11.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Institution concerned shall arrange for registration of courses. The student shall fill in the Course Registration Card with relevant details in consultation with the Advisor.
- 11.2 Reservation of the seats will be given as per the rules of State Government. 15% of seats are reserved for ICAR candidates coming through All India Entrance Exam. In the absence of ICAR candidates the vacancies will be filled from the State Merit list from the respective categories.
- 11.3 On admission to a particular degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of

3 components (example 2013-41-101), the first component indicating the year of admission, the second being the fixed code number allotted for the degree programme in the University and the third the serial number of the student in the list of students admitted for that particular degree programme during the year. In each college the serial number of the student will start from 001. For agriculture where there are three colleges the numbering pattern will be as follows. College of Agriculture, Vellayani will be allotted 101 to 200, College of Horticulture, Vellanikkara from 201 to 300 and College of Agriculture, Padannakkad from 301 to 400.

The fixed code number for the degree programmes are:

<i>Sl. No.</i>	<i>Code No.</i>	<i>Degree</i>
1.	41	B.Sc. (Hons.) Ag.
2.	02	B.Tech. (Ag. Engg.)
3.	45	B.Sc. (Hons.) C&B
4.	47	B.Sc. (Hons.) Forestry
5.	06	B. Tech. (Food Engg.)

- 11.4 After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form 1) maintained in the college.
- 11.5 A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2) shall be supplied to the University by the Head of the Institution.
- 11.6 An admission register shall be maintained in the Colleges wherein the bio-data of the students, in Academic form No.2 shall be entered. In addition, a register showing semester-wise academic performance of all students shall also be maintained. The details of Transfer Certificate, Conduct Certificate, etc. issued to each student shall be recorded in the admission register and the entries authenticated by the Head of the Institution at the time of issue of such certificates.
- 11.7 After assigning admission number, each student shall be issued an identity card by the College, with photo furnished by the student duly attested by the Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the Institution.
- 11.8 The campus transfer of students will be restricted only to the first semester of the admitted year.

## 12. Advisors

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

### **13. Credit requirements**

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

### **14. Credit load in a semester**

14.1 The maximum credit load including repeat courses in a semester should not exceed 27 for a student excluding the credits for farm training/implant training/project work/work experience/practical field training/physical education and the courses registered as re-examination courses. However, a student can take upto 32 credits which will include regular, repeat and re-examination courses but exclude farm training/ in-plant training/project work/work experience/practical field training/ physical education.

14.2 A course will be offered only once in an academic year normally during the semester in which it is listed in the course catalogue. Courses can be registered as re-examination only when they are offered as regular courses. A student will be permitted to register a course as re-examination course only three times. Thereafter, he/she can register it only as a repeat course. In re-examination courses, the marks already obtained by the student for regular practical class works and practical records, when registered as a regular course will be carried forward.

### **15. Study tours**

15.1 The study tours will be sanctioned by the Head of the Institution strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours put together shall not exceed 40 days. There shall be two Study tours with one All Kerala Tour covering all research stations of Kerala Agricultural University and other important central/state institutes which will be attached to the last module of RAWE and one All India study tour which will be conducted towards the end of 3<sup>rd</sup> year of study (See Appendix V).

15.2 All study tours which are part of the syllabus are compulsory and those who miss study tours for any reason may be asked to undertake another tour(s) as specified by the Head of the Institution before the award of the degree. However, if the absence is with valid reasons and it is with the prior permission of the Head of Institution, the student may be ordered to put in equivalent attendance in specified Farms/Fields/ Institution in lieu of their absence, at their expense during semester break or after the completion of VIII semester. The farms attached to the college where the student studied shall not be allotted for this purpose.

### **16. Registration of students**

16.1 A student shall be present in person for registration. In absentia registration shall not be permitted.

16.2 For registration in a semester, a student after payment of the approved fee shall, fill up one copy of the Course Registration cum Grade Card, with the help of the Advisor



(Academic Form No. 3), on the day of registration itself. Advisor shall forward the Course Registration Card to the Head of the Institution immediately. The Head of the Institution after scrutiny and approval will return the copy to the Professor (Academic)/Officer i/c (Academic).

- 16.3 The symbol 'R1, R2 or R3' shall be indicated against repeat courses and RE1, RE2 or RE3 against re-examination courses in Course Registration Card.
- 16.4 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Head of the Institution is authorised to permit him/her for registration within 5 working days by paying a late-registration fee as prescribed from time to time.
- 16.5 At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.
- 16.6 Students who are having back log of previous semester(s) courses are not allowed to register for the RAWE. Such students will be permitted to register for re-examinations of the courses during the VII<sup>th</sup> semester. RAWE will be offered only once in a year. For UG courses, the students have to clear all the courses before the start of RAWE programme. Registration of 6<sup>th</sup> semester will be allowed only if he/she has cleared all the courses of the 1<sup>st</sup> year.
- 16.7 The supplementary examination will be indicated in the CRCGC as "SUP". The grade for the semester in which the student fail to write the final exam will be indicated as "SUP-I" and the credit will not be considered for calculating OGPA.
- 16.8 Initials of the course teacher is not required in the course registration card/form, at the time of registration using the AMS. The Deans/Associate Deans will give a list of students registered for each course, to the concerned course teacher/teachers after completion of the registration.

### **17. Tuition and other fees**

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

### **18. Class time table**

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

## 19. Course teachers

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

## 20. Discontinuance and re-admission

- 20.1 A student may discontinue on valid and genuine grounds, his/her studies temporarily with prior permission of the Head of the Institution. He/She shall be awarded symbol 'T' for all the courses for which he/she has registered. He/She can rejoin on payment of re-registration fee. The student shall not be allowed to discontinue beyond a period of two semesters. If the discontinuation is for more than two semesters, his/her admission shall stand cancelled. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her degree programme.
- 20.2 On no account a student who discontinued without written permission of the Head of the Institution be admitted for further studies. Such students shall be removed from the rolls by the Head of the Institution, after serving notice, with intimation to the University.
- 20.3 If a student admitted to the first year UG course does not register for the courses of first semester of that year or having registered, fail to secure 75 per cent attendance in at least 3 courses, his/her name shall be removed from the roll. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision ordered based on individual merits of each case.
  - a) The student who avail leave on medical grounds will submit the medical certificate within one week of the ailment so that in suspected cases, it can be referred to Medical Board.
  - b) The students who discontinue in violation of UG regulation Clause 20.1 and 20.2, will not be eligible for benefits under Clause 36.1, if they appear for the Common Entrance Examination conducted by Commissioner for Entrance Examinations, Government of Kerala or any other competitive examinations for admission to other courses.
  - c) A certificate from CEE or an affidavit countersigned by a Notary will be produced by the student along with the application for relaxation of clause 20.1 and 20.2 of UG regulations, stating that he/she has not appeared for the CEE of Government of Kerala or any other admission test during the period of absence from the College and levying a special re-registration fee of Rs.25,000/-
  - d) If a student who discontinues the programme permanently has to remit the liquidated damages as per the rules prescribed by CEE of Government of Kerala.

## 21. Attendance

21.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% subject to the provisions in 21.2. For this, attendance shall be reckoned for theory and practicals together. A student who fails to put in the minimum attendance shall not be permitted to appear for the semester final examination and shall be awarded zero grade. The minimum attendance for RAWWE programme shall be 85%.

- The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures 'I' will be deducted. A course in which "zero" grade point or 'I' is awarded, shall be repeated.
- Attendance shall be maintained by the course teacher who shall display the details of attendance at the end of 35 and 70 working days with a copy to the head of institution.
- For indoor hospitalization and other genuine reasons absence not exceeding 5% of the total working days in a semester may be allowed.

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

- a) The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
- b) Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorised to recommend to the Head of Institution for duty leave. The concerned officers authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisations and conduct of approved University sports, programme, cultural meets, NSS programme, College Union/University Union activities etc., for granting duty leave.
- c) Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in inter-Collegiate/Inter-University competitions for approval of the Head of the Institution.
- d) Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.
- e) NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.
- f) Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- g) Officers who are authorised to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/

meet, days for to and fro journey, to the Dean/head of the Institution sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted within 7 days of the termination of the event.

- h) Decision of the Head of the Institution shall be final in this matter.
- i) Students activities like NSS camps etc., should be conducted during the semester break/holidays to the extent possible.
- j) The student representatives of the General Council and the Academic Council is eligible for 10% duty leave and student representing KAU in competitions are eligible for another 5% extra duty leave over and above the 25% of shortfall in attendance permitted.
- k) In any case the overall attendance-shortage shall not exceed 40% (25+10+5%) inclusive of duty leave and other cases of absence.
- l) 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.

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

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

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

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

F	-	Failed
I	-	Incomplete
T	-	Temporary Discontinuance
R	-	Repeat
RE	-	Re-Examination
S	-	Satisfactory
US	-	Unsatisfactory
SUP	-	Supplementary Examination

### **22.2 Internal evaluation**

- a) The internal evaluation component shall have two internal examinations conducted around 35 and 70 days after the commencement of the semester with a weightage of 50 per cent marks.

- b) A schedule of the internal examinations shall be prepared by the Head of the Institution and notified to the students at the beginning of each semester.
- c) Supplementary examination for the 1<sup>st</sup> and 2<sup>nd</sup> internal examination shall be conducted only with the prior approval of the Head of Institution following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.
- d) Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include Head of Department and a teacher nominated by the Head of the Institution besides the course teacher.
- e) Answer scripts of internal examinations evaluated by the teacher shall be shown to the students within 10 days after the conduct of the examination. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This, however, shall not apply for semester final examinations.
- f) Unless a student appears for 2<sup>nd</sup> internal examination, he/she is not eligible to appear for the semester final examination in the course concerned.

### 22.3 External evaluation (Semester final examination)

- a) The external evaluation component shall be the final theory examination conducted by the University for each course at the end of the semester. Specific guidelines for the conduct of examination and evaluation are issued separately by the University.
- b) In theory examination, there shall be internal-external examinations in the proportion of 50:50. Examinations in each semester will have 2 internals + 1 external examination with marks distributions as 20+30 for I & II internal exams and 50 for final theory (external) examination. Marks distribution pattern for both theory and practical is detailed in 23.1.
- c) Semester final examination in theory shall be of a minimum of two hours duration. It shall be the responsibility of the University to conduct the final theory examination covering the entire syllabus. No supplementary examination for final examination shall ordinarily be conducted. The student may write the final exam as and when the course is offered again.
- d) The students shall be given five preparation days (inclusive of holidays) before the commencement of semester final examinations. The preparation holidays may be distributed between the days of examinations also.

## 23. Computation of grades

23.1 From 2013 admission onwards, marks allotted for theory and practical shall be in the proportion as detailed here under:

Theory	Internal (1 <sup>st</sup> Exam)	20
	Internal (2 <sup>nd</sup> Exam)	30
	Final Exam	50
	Total	<u>100</u>

Practical	Regular practical class works (RPCW)	15
	Records	15
	Assignment (handwritten)	10
	Viva – voce exam	10
	Final Practical Examination	50
	Total	<u>100</u>

- 23.2 The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be  $\frac{ax + by}{(a + b)}$  where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100. The grade point for a course is obtained by dividing the combined marks by 10 and correcting to the first decimal.
- 23.3 The minimum grade point required for passing a course shall be 6.00/10.00. A student getting less than 6.00 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 6.50 out of 10.00.
- 23.4 A separate minimum of 40% marks in theory and practical examinations are essential for passing a course.

#### 24. Revaluation

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

**25. Late arrival in examinations**

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

**26. Malpractice in examinations**

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

**27. Grade report**

- 27.1 The course teachers shall maintain the academic record of the students registered for the respective courses. At the end of the semester, the teacher shall report the internal marks of various courses, marks of the final examination of experiential learning courses, marks for the practical exams, practical records, RPCW, viva-voce etc. These marks shall be reported to the Head of the Institution within fifteen days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University within another 7 days, for publishing the results.
- 27.2 The Advisor shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution. The Head of the Institution, after scrutinizing the grades entered shall return the same to the Advisor concerned.
- 27.3 It shall be the responsibility of the Advisors to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.



## 28. Registration for repeat/re-examination courses

- 28.1 A student who does not satisfy the attendance requirement in a course or gets a grade of “Zero” shall repeat the course as and when it is offered as a regular course to the junior batch.
- 28.2 A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course shall register it as a re-examination course along with juniors. However, for the regular practical class work and practical record, the marks obtained by the student for the first time shall be taken into account. Re-examination can be registered only as and when it is offered as a regular course.
- 28.3 A student may also register for re-examination course if he/she has secured a grade point of less than 6.5 for improving the OGPA. In such cases, he/she has to take all the scheduled examinations for that course. When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.
- 28.4 In the registration card, the symbol ‘R1, R2 or R3’ will indicate repeat courses and RE1, RE2 or RE3 indicate re-examination courses, depending on the number of chances taken by the student. The details of semester/s in which the courses were registered earlier and the grade points secured shall also be shown in the registration card.

## 29. Calculation of GPA/OGPA

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

*Example:*

<i>Sl. No.</i>	<i>Catalogue No. of the course</i>	<i>Title of the course</i>	<i>Credit hours</i>	<i>Grade point obtained</i>	<i>Credit point</i>
1	2	3	4	5	6
1	Agro 1203	Irrigation and Water Mgmt	3	8.0	24.0
2	Agro 1204	Weed Management	2	6.0	12.0
3	Econ 1201	Principles of Agrl. Econ	2	3.0	06.0



1	2	3	4	5	6
4	Engg. 1202	Farm Power & Machinery	2	4.0	08.0
5	Ento 1202	Insect Ecology & IPM	3	8.3	24.9
6	Hort 1202	Plantation Crops	2	9.4	18.8
7	Path 1101	Introductory Pl. Path	2	3.0	06.0
8	Ssac 1202	Agrl. Biochemistry	3	6.4	19.2
9	Stat 1201	Basic Statistic	2	7.0	14.0
<b>Total</b>			<b>21</b>		<b>132.9</b>
Total credit points for the semester					132.9
Total credit hours for the semester					21
Overall Grade Point Average (OGPA) $132.9/21 = 6.3285 = 6.33$ *					

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

29.2 The grade obtained and the credit assigned to a course in which a student fails, shall be taken into account in calculating the Overall Grade Point Average (OGPA) until the student register for re-examination of that course. But when the course is registered as re-exam, only the latest grade obtained for the course and the credit points for it shall be taken into account and the previous credit points should be deducted while calculating the Overall Grade Point Average (OGPA).

### **30. Credit requirements for award of degrees**

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

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

The successful completion of all the approved courses for the degree programme with an Overall Grade Point Average (OGPA) of 6.50/10.00 shall be the minimum requirement for the award of the degree.

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

32.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students. It shall be the privilege of the Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him.

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

32.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.

### 33. Award of degree

The degrees, namely, B.Sc. (Hons.) Ag., B.Sc. (Hons.) C&B, B.Tech. (Ag. Engg.), B.Tech. (Food Engg.) and B.Sc. (Hons.) Forestry shall be awarded under the seal of the University to students who have satisfactorily completed the graduation requirements.

### 34. Amending or cancelling the result

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

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

### 35. Convocation

The convocation of the university is held for conferment of degrees and other academic distinctions on the recommendation of the Academic Council and approval by the General Council. The degrees and other distinction are conferred either in person or *in absentia*. The convocation is conducted once in a year or at such times as may be decided by the Vice Chancellor. The candidates for degree shall submit applications to the Registrar in the prescribed form for the purpose along with the fees on notification of the convocation.

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

### 36. Removal of difficulties

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

## ANNEXURE-I

### *Detailed guidelines for examination, evaluation and grading of various courses in the Bachelors Degree Programme*

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, class work and other types of exercises.
2. There shall be an internal examination component and an external examination component as semester final University examination. The internal examination component consists of two examinations conducted around 35 days and 70 days after the commencement of the semester with a weightage of 50 per cent. The internal examination will be conducted and evaluated by the course teachers concerned under the supervision of the Heads of Departments.
3. A schedule of the internal examination shall be prepared by the Head of Institution and notified to the students at the beginning of each semester.
4. There shall be an examination week for the internal examinations in which all the examinations are to be completed. The 1st internal examination shall have half an hour duration and 2nd internal examination with one hour duration.
5. The question papers of the internal examinations shall be approved by the Head of Department concerned. The internal examinations shall cover all the portions scheduled up to the examination as per the approved schedule of classes.
6. The examination papers shall be valued and marks awarded at the earliest possible time but not later than 10 days from the date of examination. The valued answer papers may be shown to the students. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them. This shall not apply for semester final examinations.
7. Supplementary examination shall be conducted as follows:  
Student shall apply for the supplementary examination within five working days of the conclusion of the concerned semester examination.

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

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

8. The student shall apply for the supplementary examination to the concerned Head of Department duly recommended by the course teacher, student Advisor and the Assistant Warden in the case of hostellers. The Head of Department shall place the request of the student in the committee prescribed under clause (7) above and the committee shall examine the genuineness of the case and make its recommendation

- to the Head of Institution. The Head of Institution shall submit the case to the Vice Chancellor with his recommendation. Accident, hospitalization and contagious diseases are identified as genuine reasons for applying supplementary examination.
9. The number of 2nd internal and final supplementary examinations shall be limited to 3 sets each during the whole course programme. One set means one or more examination including re-examination, if any, in a scheduled set of examination in a semester.
  10. A register shall be maintained at the College as well as University for documentation of the supplementary examinations to avoid misuse of chances.
  11. The students are permitted to withdraw a re-examination, if he desires, after notification of the revaluation result of that course under the condition that the fees remitted shall not be refunded.
  12. The course teacher shall keep the valued answer scripts of internal examinations till the final grades are awarded at the end of the semester.
  13. Unless a student appears for the 2nd internal examination he/she is not eligible to appear for the semester final examination in the course concerned.
  14. The semester final theory examination shall have a weightage of 50 per cent marks.
  15. The semester final theory examination shall be conducted by the University. This shall be conducted simultaneously in all the Colleges to the extent possible.
  16. The final theory examination of each course shall be of a minimum of two hours duration.
  17. The final theory examination shall cover the total syllabi of the course.
  18. Students shall be given 5 preparation holidays inclusive of public holidays for the final theory examination. The preparatory holidays may be given before the examination or spread between the days of examination.
  19. For the final theory, there shall be only one examination in a day, as far as possible.
  20. The question paper setters will be appointed by the University and the required number of question papers handed over to the respective Deans/Associate Deans in the appropriate time. Conduct of examinations and invigilation arrangements shall be made by the Head of Institution concerned.
  21. Centralized valuation of answer scripts shall be done and the teachers for evaluating answer scripts shall be appointed by the University.
  22. The answer scripts shall be properly packed, sealed and handed over to the Director (Acad. & PGS) / Controller of Examinations / to the officer authorized.
  23. Practical examination including Viva-voce for each course shall be conducted by a Board of Examiners consisting of the course teacher, the Head of Department and another teacher from the discipline nominated by the Head of Institution. The Head of Department shall be the Chairperson of the Board of Examiners. In case another teacher from the same discipline is not available, the Head of Institution may nominate a suitable person from another discipline.

24. The distribution of marks for theory and practical examination shall be as in 23.1
25. Separate minimum of 40 per cent marks in theory and practical examinations are necessary for successful completion of a course with a minimum grade point of 6.00/10.00 for passing a course. To complete the degree requirement, the student shall have minimum OGPA of 6.50 out of 10.00.
26. For arriving at OGPA the value calculated shall be rounded off to the second decimal point.
27. No student who is late by more than 15 minutes will be allowed in to the examination hall. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.
28. For UG courses, the students have to clear all the courses before the start of RAWI programme. Registration of 6th semester will be allowed only if he / she has cleared all the courses of 1st year.
29. For students having back log, one-time re-examination will be conducted during VII semester.

## **REGULATIONS FOR POST GRADUATE PROGRAMMES** (Masters & Doctorate Degree) (2013)

### **1. Short-title**

These regulations shall be called 'Kerala Agricultural University Post Graduate Regulations 2013'.

### **2. Scope**

The regulations provided herein shall apply to all Post-graduate degree programmes offered by the various faculties of the Kerala Agricultural University for the students admitted from the academic year, 2013 and onwards.

### **3. Definitions**

In these regulations, unless the context otherwise requires:

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

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

#### 4. Degrees awarded

##### a) Faculty of Agriculture

- |     |   |  |
|-----|---|--|
| i   | Master of Science in Agriculture            | M.Sc.(Ag)  |
| ii  | Master of Science in Horticulture           | M.Sc.(Hort)  |
| iii | Master of Science in Ag. Statistics         | M.Sc.(Ag. Stat)                                    |
| iv  | Master of Science in Co-operation & Banking | M.Sc.(C&B)   |
| v   | Master of Science in Home Science           | M.Sc.Home Science (FS&N)<br>(Food Sc. & Nutrition) |
| vi  | Doctor of Philosophy                        | Ph.D.  |

##### b) Faculty of Agricultural Engineering

- |    |                                   |                    |
|----|-----------------------------------|--------------------|
| i. | Master of Technology in Ag. Engg. | M.Tech (Ag. Engg.) |
| ii | Doctor of Philosophy              | Ph.D.              |

##### c) Faculty of Forestry

- |     |                               |                  |
|-----|-------------------------------|------------------|
| i.  | Master of Science in Forestry | M.Sc. (Forestry) |
| ii. | Doctor of Philosophy          | Ph.D.            |

#### 5. Number of seats

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

#### 6. System of teaching

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

#### 7. Eligibility for admission

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

## 8. Mode of selection

### PG & Ph. D Programmes:

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

### Reservation of seats:

Reservation of seats shall be governed by the rules of State Government. 25% of the seats are to be filled by ICAR through all India entrance examination. In the absence of ICAR candidates, the vacancy shall be filled from the respective categories.

## 9. Admission

On admission to a particular programme of Masters/Doctorate degree, the student shall be assigned an admission number. The admission number allotted to the student shall consist of three components (eg: **2013-11-101**), the first component indicating the year of admission, the second one the fixed code number allotted for the post graduate Degree Programme in the University and the third component the serial number of student in the list of students admitted to the particular Degree Programme during the year. The fixed code numbers for P.G. programme are as follows:

- 11 M.Sc. (Ag.)
- 12 M.Sc. (Hort.)
- 15 M.Sc. (C & B)
- 16 M.Sc. Home Science (FS&N)
- 17 M.Sc. (Forestry)
- 18 M.Tech. (Ag. Engg.)
- 19 M.Sc. (Ag. Stat)
- 21 Ph.D. in Agriculture
- 22 Ph.D. in Horticulture
- 24 Ph.D in Home Science - Food Science & Nutrition
- 25 Ph.D in Co-operation & Banking
- 28 Ph.D in Agricultural Engineering
- 27 Ph.D in Forestry

## 10. Registration of students

- a) A student admitted to the post-graduate programme shall pay all fees as stipulated by the University and report in person to the Head of the Institution on the date of registration. The Head of the Institute will direct them to the concerned Head of Department. In absentia registration shall not be permitted.



- b) If the student admitted to the programme finds it difficult to register in the first semester he/she may request in writing for extension of joining time to the Head of the Institution through the Head of Department on or before the last date of registration. Such cases may be sanctioned by the Head of Institution and reported to the Registrar. The extension of joining time (which will not be counted towards the minimum time limit) shall not go beyond one semester under any circumstances.

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

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

Special fee for extension of time beyond the maximum time limit for PG and Ph.D. will be charged as per 11e.

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

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

#### **11. Fee**

- a) The registration for a semester is valid only if the candidate remits the approved tuition fee and other fee, if any, for the semester. The details of remittance of fee (Receipt Number & date) shall be quoted in the Course Registration Card.
- b) Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.
- c) Part-time students who are employees of the university only are exempted from payment of any caution deposit, but they should pay half of the tuition fee prescribed for full time students and all other fee in full.
- d) Part-time students registered to Ph.D. programme shall pay additional fee specified if their programme extends beyond twelve semesters.
- e) Those who are granted extension beyond the maximum permissible time limit are required to remit a special fee of Rs.15,000/- for M.Sc., Rs.25,000/- for Ph.D. and Rs.10,000/- and Rs.15000/- respectively for SC/ST per semester over and above the normal fee. The above rates will be applicable to international students also.

**12. Procedure for registration**

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

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

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

**14. Course teachers**

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

**15. Advisory committee**

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

- c) To be a chairperson of a doctoral degree candidate, the teacher shall have a Ph.D degree.

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

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

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

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

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

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

- g) The extension shall be recommended only on medical grounds or failure of experiments due to loss of crop, or on similar grounds, which are to be supported by appropriate documents.
- h) The Advisory Committee should be convinced that the student had made earnest effort on his/her part to complete the work within the approved time limit.
- i) The request for extension time for submission of thesis should contain the original request of the student, documentary evidences to justify the delay, the minutes of the Advisory Committee meeting and the remarks of the Head of the Department and Head of the Institution. A checklist in the prescribed proforma duly signed by the Major Advisor should also be submitted along with the request (proforma of check-list is appended in Annexure-III) to the Director (Academic & PG Studies).
- j) The request for extension of time should specifically mention the number of semesters required to complete the programme. The maximum extension of time shall normally be limited to two semesters. The advisory committee shall ensure that the student will complete the work within the extended time limit itself.

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

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

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

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

## 20. Credit requirements

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

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

#### Course work :

Major subject	:	20 credits
Minor subject	:	09 credits
Supporting subject(s)	:	05 credits
Non-credit compulsory courses	:	06 credits
Seminar	:	0+1 credit
Total for course work	:	35 + 6 (Non credit compulsory course)
Research Work/Thesis work:	:	20 credits

**Total credits : 35 + 20 = 55 credits and 6 non-credit compulsory courses**

**Note:** For M.Sc. (Ag. Stat) the credits for Remedial courses (32 credits) will be over and above the total credits mentioned above. The remedial courses in agriculture are required only for students coming from Maths-stream. PGS 504 (1 credit) is exempted for M.Sc. (Ag.) Economics, M.Sc. (Ag.) Extension and M.Sc. (C&B) students.

### b) Doctorate Programme

#### I. Course work

Major subject	:	15 credits
Minor subject	:	08 credits
Supporting subject(s)	:	05 credits
Non-credit compulsory - Courses	:	06 credits
(exempted if already studied in their Masters Programme)		
Seminar	:	0+2 credits
<b>Total for course work</b>	:	<b>30 credits</b>

II. Research/Thesis work : 45 credits

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

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

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

#### I. Course work (minimum)

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

**Total for courses : 35 + 6 (Non credit compulsory course) credits**

**Remedial courses : 32 credits (Applicable only for non-agrl. graduates)**

II. Research work : 20 credits

**Total credits = 35 + 32 + 20 = 87 credits and 6 non-credits compulsory courses**

### **21. Credit load in a semester**

- a) The maximum credit load, including the credit for research work, assigned to a full time post graduate student for a semester shall not exceed 20. The non-credit compulsory courses can be taken over and above the 20 credits.
- b) Part-time students shall be permitted to take a maximum of 9 credits per semester for research.
- c) During the last semester there is no minimum credit restriction for all students.

### **22. Research requirements**

#### **Approval of technical programme:**

##### **Masters degree:**

Approval of technical programme: The outline of research work/thesis project/technical programme (Acad. Form No.10a) should be approved by the FRC within six months (1st semester) of the admission.

##### **Doctoral degree (Ph.D):**

Thesis-Research project proposal (Acad. Form No.10a) to be approved in FRC and Academic Council within first semester of the admission.

### **23. Attendance**

23.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75%. For this, attendance shall be reckoned for theory and practical together. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade. The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures 'I' will be deducted. A course in which "zero" grade point or 'I' is awarded, shall be repeated.

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

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

Maternity leave shall be granted to P.G./Ph.D. women students for one semester, 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 purpose. Such candidates have to rejoin the course on the date of registration of the next semester.

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

- a) The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
- b) Associate Patron of the students' Union/ Officer i/c of Physical Education alone are authorized to recommend to the Head of Institution for duty leave. The concerned officers authorized 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.
- c) Associate Patron can recommend the names of the students who actually represent the College/ University for cultural activities in inter-Collegiate/inter-University competitions for approval of the Head of the Institution.
- d) Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.
- e) Number of duty leave eligible shall be limited to days of (i) to and fro journey, (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- f) Officers who are authorized to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean/Head of the institution sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted without 7 days of the termination of the event.
- g) Decision of the Head of the Institution shall be final in this matter.
- h) The student representatives of the General Council and the Academic Council is eligible for 10% duty leave and students representing KAU in competitions are eligible for another 5% extra duty leave over and above the 25% of shortfall in attendance permitted.
- i) In any case the overall attendance-shortage shall not exceed 40% (25+10+5%) inclusive of duty leave and other cases of absence.
- j) Students other than the office bearers of the Union shall not be entitled to have the additional 10% leave provided to the Union office bearers.



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

#### 24. Evaluation of course work

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

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

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

#### Suggested pattern of Examinations:

Theory examination :- Internal : conducted by the Course Teacher / HoD.

#### Distribution of marks for theory examination:

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

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

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

#### Distribution of marks for Practical examination:

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

### Computation of Grade Point

The evaluation of a course shall be indicated by grade points ranging from 0 to 10. The total marks in percentage divided by 10 will give the grade point which has to be rounded off to the first 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.

### 25. OGPA requirement for continuing studies

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

The overall grade point average shall be rounded off to two decimal places. Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls of the University.

### 26. Absence from examination

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

Students can apply for supplementary examination within 5 working days of the conclusion of the previous examination. A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merits of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution.

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

### 27. Grade reports

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of the semester, the teacher shall prepare the marks (mid-term, final and practical examinations) of various courses and report to the Head of the Institution within 15 days after the examination with the counter signature of the Head of Department. Head of Institution shall send the marks to the University, within another 7 days for publishing the results.

- b) The Advisor shall fill up the Course-Registration cum-Grade cards and forward three copies to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades shall forward one copy to the Registrar/Controller of examinations, return one copy to the Advisor (to be handed over to the student) and retain one copy in his office. It shall be the responsibility of the Advisors to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

### **28. Repetition/re-examination of courses**

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

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

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

relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be not be considered.

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

### **30. Comprehensive examination**

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

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

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

- a. He/She shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit if any) under Rule 18, subject to the condition that he/she should register for every intervening semester till the submission of the thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- b. The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guide lines approved for this purpose. The student is required to remit the special fee at the approved rate over and above to normal fee for each of the extended semester.
- c. A Post graduate and Ph.D. student before submitting his/her thesis should present the synopsis of the same in a seminar of the faculty members and PG students of the College concerned. A committee will evaluate the defense seminar. Scientists from other related institutions of education and research shall also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advice the student accordingly.
- d. A post graduate student can submit his/her thesis only after producing the proof of submission of atleast one research paper based on the research work for publication in a referred journal and a Ph.D. student can submit his/her thesis only after producing the proof for the acceptance of atleast one research paper based on the research work for publication in a referred journal.

- e. Copies of the thesis type written or photo copy, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 14 & 15) for appearing for the final examination with details of examination fee remitted shall also be indicated at the time of submission of thesis.

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

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

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

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

### **34. Final viva-voce examination**

- a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- b) The board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and external examiner. The

chairperson of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the University for decision.

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

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

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

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

- a) On receipt of the intimation of the approval of thesis and the report of final viva-voce examination from the 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 certificate and transcript to the candidates. The student shall apply for the issue of Provisional/Degree Certificate and/or transcript.

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

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

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

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

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

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

### **40. Penalty for unauthorized discontinuance**

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

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

### **41. Convocation**

The convocation of the university is held for conferment of degrees and other academic distinctions on the recommendation of the Academic Council and approval by the General Council. The degrees and other distinction are conferred either in person or *in absentia*. The convocation is conducted once in a year or at such times as may be decided by the Vice Chancellor. The candidates for degree shall submit applications to the Registrar in the prescribed form for the purpose along with the fees on notification of the convocation.

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

**42. Removal of difficulties**

- a) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders, which appears to him to be necessary or expedient for removing the difficulty.
- b) No orders made under rule 42(a) shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- c) Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the university as soon as possible.



## ANNEXURE II

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

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

Date of admission	Date of joining	Reasons for delay

5. Details of semesters completed :

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

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

Signature of the Major Advisor

## ANNEXURE III

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

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

- The Dean/Associate Dean/Head of the Institution will appoint the Major Advisor of a student based on the recommendation of the Head of Department.
  - The Head of Institution may appoint a Grievance Committee if there is any complaint regarding student allotment. The issue may be settled based on the recommendation of the Grievance Committee.
8. Teachers to be appointed as Chairperson/Major Advisor and as members of the Advisory Committee shall possess a minimum service to retire on superannuation, three years in the case of Ph.D. and two years in the case of Master's Degree programmes. However, Head of Department can act as a member in the Advisory Committee by virtue of their position, irrespective of time left for retirement.
  9. The following categories of teachers shall be recognized as PG teachers.
    - i) Professors;
    - ii) Associate Professors who possess Ph.D. qualification;
    - iii) Associate Professors or Assistant Professors not in possession of Ph.D. with a minimum of 3 years teaching/research/ extension experience and having at least three research publications (as in item 7);
    - iv) Assistant Professors with Ph. D. and at least one year teaching/research/extension experience and three scientific publications (as in item 7);
    - v) The Head of the Institution can recommend a teacher as a PG teacher based on the guidelines issued by the University and the Director (Academic & PG Studies) will issue orders accordingly.
  10. The maximum number of PG students that a teacher can guide at a time as Major Advisor is normally limited to six (M.Sc. & Ph.D. together) including full-time and part-time students.
  11. If the Major Advisor or any member(s) of the Advisory Committee of a student is absent in the course of the PG programme for reasonably long period, ie., more than six months or one semester, proposals for substitute arrangement shall be made to the Head of Institution by the Head of Department. If any member is absent for the comprehensive and final viva-voce examinations, substitute arrangements can be proposed to the Head of Institution who shall approve the same and inform the University.
  12. If 75% of the thesis work (research credit load) of the student is completed, the same Major Advisor can continue till the final examination is conducted even if he/she is absent at the College due to retirement/transfer or otherwise. In such cases if the Chairperson insists for a change due to valid reasons the same can be agreed to and the Head of Institution shall appoint a suitable member as the Major Advisor.

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

## ANNEXURE IV

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

- 1) The comprehensive examination for M.Sc./Ph.D. shall be conducted preferably for all students of a batch in a Department simultaneously. It is intended to test the student's mastery of the requisite disciplines.
- 2) The Post Graduate students (Master's and Doctoral degree) shall be allowed to appear for the qualifying examination after completion of 75% course work separately in major and minor subjects with an OGPA of 6.5/10.0.

There will be two papers for Master's 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 three 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 & 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 Academic Form No. 13 to the Controller of Examination / Registrar.
- 4) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- 5) The Head of Department shall make arrangements to get the question papers from different teachers and to conduct the theory examination. He/She will also make arrangements to get the theory papers valued by competent teachers and kept in ready for the viva-voce examination. The Major Advisor will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination (Academic Form No.13) to the Registrar/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) For Masters and Doctorate degree programme the viva-voce examination shall be conducted by the Advisory Committee and one External Examiner as per the guidelines issued by the university.
- 7) Only those candidates who secure 60% and above marks for Master's and Doctorate degree programme in the comprehensive theory examination shall be qualified to appear for viva-voce examination.
- 8) A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of four months.
- 9) A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue for the post-graduate programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
- 10) The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- 11) The Major Advisor shall forward the panel of external examiners in Academic Form No.15 along with the proposal (Academic Form No.14) for final examination and the Head of the Institution will select the external examiner.
- 12) If any of the members of the Board of examiners excluding the external examiner fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Registrar/Controller of Examinations shall appoint a suitable substitute examiner.
- 13) The examiners selected as external examiners for the Master's degree programme shall be of the rank of Associate Professor/equivalent cadre and above and for Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.

## ANNEXURE V

### Guidelines for thesis preparation and submission

1. A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on completion of 75% working day of his/her final semester subject to the above conditions.
2. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18, subject to the condition that he/she should register for every intervening semester till the submission of the Thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
3. If a student is not able to submit the thesis within six months after completion of his/her credit requirements, he/she may still be permitted to submit the thesis within the maximum time limit prescribed by remitting the late fee as prescribed by the university.
4. The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester.
5. A Post Graduate or Ph. D. student before submitting his/her thesis should present the synopsis of the same in the seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. A committee will evaluate the defense seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advise the student accordingly.
6. A Ph. D. 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 referred journal. In the case of PG student, one research paper with proof of submission can submit his/her thesis.
7. Copies of the thesis typewritten/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her Advisor. A proposal (Academic Form No.14) for appearing for the final examination with details of examination fee remitted shall also be submitted at the time of submission of thesis.

8. The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission. One copy of the thesis in the case of Master's degree and two copies in the case of Ph. D. are to be submitted for sending to the external examiner for evaluation.
9. Five copies of the thesis are to be submitted of which one copy for the department, one for the college library, one for the major advisor, one for the university library and one to be returned to the student. Additional copy may be required for candidates deputed, sponsored or financial supported by other agencies like ICAR, CSIR, UGC, etc. The copies should be lucid, legible and identical in all respects. An electronic copy of the thesis (in CD in MS Office format) also has to be submitted along with three additional copies of the bound form of abstract in English and Malayalam versions. The thesis may be prepared in A4 size (210 x 297 mm), good quality white Xeroxing paper using word processing software. A margin of about 3.5 cm may be set at all sides of the page. The text may be entered only in one side of the paper using 12 pt. Times New Roman font with a line space of 1.5. Paragraph may be indented 1.0 cm from the margin. Only 1 space shall be given between words and two spaces after sentence. Page may be centralized at the top of the page. Roman numerals should be used for numbering the pages preceding the body of the thesis and Arabic numerals should be used for the body of the thesis.

The thesis shall be organized as follows:

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

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

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

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

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



Declaration from the candidate and the certificate from the major advisor of the student shall be in the performa prescribed by the University.

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

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

The body of the thesis includes the chapters, introduction, review of literature, materials and methods, results, discussion, summary and references.

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

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

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

The results of the study with the appropriate tables and illustrations should be presented in the chapter entitled **results**. All measurements shall be in SI units. For mineral contents, etc., the element symbols (N, K, Ca, etc.) should be used. Isotopes should be indicated as  $^{14}\text{C}$ ,  $^{32}\text{P}$ , etc. Ions should be mentioned as  $\text{H}^+$ ,  $\text{Mg}^{2+}$ , etc. For normal and molar concentrations, italics *N* and *M* should be used. The scientific names of the species should be italicized. Authenticity of the scientific name should be quoted at the first instants in the body of the thesis and in the title if applicable. Numerical data should be organized into tables. Every table will have a number and title given at its top. The title should be in lower case with only the first letter capitalized. The title should precisely indicate the content of the table. In order to make the table compact, the font size for the matter within the table may be reduced 10 pt. and single line space. If a table can not be accommodated in appropriate orientation, it may be given in landscape. When in landscape orientation, the title of the table should appear along the left margin of the thesis. If necessary, the table can be continued to the next page with appropriate column, headings and title indicating the continuation (example: table 1 continued). Under no circumstance, introduction of a page larger than the A4 size and folding the page while binding shall be resorted. Units of the measurements should be clearly indicated along with the column headings. Whenever the entire the data given in a table relate to a single unit, the units can be indicated at the end of the title itself, the unit being preceded by a comma (example Table 15. Available micronutrient content of soils during different seasons, ppm).

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

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

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

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

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

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

All the references cited in the test of the thesis shall be arranged alphabetically and given under the chapter **References**. References may be written as per the style followed in the journal of tropical agriculture. (Please consult instructions for arranging reference section issued by the journal of tropical agriculture. See web-site [www.kau.edu](http://www.kau.edu)).

The chapter entitled **abstract** is a condensed form of the chapters of the thesis and should essentially cover the objectives of the study, the experimental techniques employed and important findings. The abstract shall not ordinarily exceed 300 words. (Sample of thesis cover page and certificates to be furnished with the thesis is given below).

YIELD MAXIMIZATION OF ORIENTAL PICKLING  
MELON (*Cucumis melo* var. *conomon* (L) Makino) BY  
HIGH DENSITY PLANTING AND NUTRIENT  
MANAGEMENT

by

**RAJEES P.C.**

(2010 - 11 - 130)

THESIS

Submitted in partial fulfilment of the  
requirements for the degree of

**MASTER OF SCIENCE IN AGRICULTURE**

Faculty of Agriculture

**Kerala Agricultural University**



DEPARTMENT OF AGRONOMY  
COLLEGE OF HORTICULTURE

VELLANIKKARA, THRISSUR - 680 656

KERALA, INDIA

**2013**

## **DECLARATION**

I, hereby declare that this thesis entitled “**YIELD MAXIMIZATION OF ORIENTAL PICKLING MELON (*Cucumis melo* var. *conomon* (L) Makino) BY HIGH DENSITY PLANTING AND NUTRIENT MANAGEMENT**” is a bonafide record of research work done by me during the course of research and the thesis has not previously formed the basis for the award to me of any degree, diploma, associateship, fellowship or other similar title, of any other University or Society.

Vellanikkara,

Date:

**Rajees P.C.**

(2010-11-130)

## **CERTIFICATE**

Certified that this thesis entitled “**YIELD MAXIMIZATION OF ORIENTAL PICKLING MELON (*Cucumis melo* var. *conomon* (L) Makino) BY HIGH DENSITY PLANTING AND NUTRIENT MANAGEMENT**” is a record of research work done independently by Mr. Rajees P. C. under my guidance and supervision and that it has not previously formed the basis for the award of any degree, diploma, fellowship or associateship to him.

Vellanikkara,  
Date:

**Dr. P. A. Joseph**  
(Major Advisor, Advisory Committee)  
Professor (Agronomy)  
College of Horticulture  
Vellanikkara.

## **CERTIFICATE**

We, the undersigned members of the advisory committee of Mr. Rajees, P.C., a candidate for the degree of **Master of Science in Agriculture** with major in Agronomy, agree that the thesis entitled “**YIELD MAXIMIZATION OF ORIENTAL PICKLING MELON (*Cucumis melo* var. *conomon* (L) Makino) BY HIGH DENSITY PLANTING AND NUTRIENT MANAGEMENT**” may be submitted by Mr. Rajees P.C., in partial fulfilment of the requirement for the degree.

**Dr. P. A. Joseph**

(Chairman, Advisory Committee)  
Professor (Agronomy)  
Department of Agronomy  
College of Horticulture, Vellanikkara.

**Dr. C. T. Abraham**

(Member, Advisory Committee)  
Professor and Principal Investigator  
AICRP on Weed Control  
College of Horticulture, Vellanikkara.

**Dr. U. Jaikumaran**

(Member, Advisory Committee)  
Professor and Head  
Agricultural Research Station, Mannuthy

**Dr. S. Krishnan**

(Member, Advisory Committee)  
Associate Professor & Head  
Department of Agricultural Statistics  
College of Horticulture, Vellanikkara.

**EXTERNAL EXAMINER**

(Name and Address)

## ANNEXURE VI

### GUIDELINES FOR POSTGRADUATE SEMINAR

#### 1. Scope

Seminar in the concerned discipline carrying one credit (one hour per week) is listed in the Post-graduate course Catalogue. The procedure for conducting and evaluation of this course is obviously different from that of other courses.

#### 2. Objectives

- 1) To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- 2) To inculcate in post graduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.
- 3) To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.
- 4) A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

#### 3. Organisation and conducting of seminars

- 1) *The teacher in-charge of seminars:* The Dean will nominate one of the faculty members as the teacher i/c of postgraduate seminars. The organization of the seminar will be done by the Major Advisor (course teacher) of the student concerned in consultation with the teacher-in-charge of the seminar, who will notify the name and time and send round the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and post-graduate students under them.
- 2) *Topics for the seminar:* The Major Advisors of post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge within 15 days after the registration for the Semester. The topics are fixed by the major Advisor in consultation with the student considering the special interest and research programme of the student.
- 3) *Timing of seminar:* The date, time and venue of presentation of seminar is fixed by the teacher in-charge of the seminar and intimate the same to the students, Major Advisor and Head of the Department. The seminars will be included in the time-table for P.G / Ph. D. students.
- 4) *Write up:* The student should prepare a write-up on the seminar topic in the given format and hand it over to the teacher i/c of seminar at least two days before the seminar. The format for presentation will be as follows:-

- i. Title
- ii. Name of the author and the department
- iii. Introduction
- iv. Subject matter with sub-titles
- v. References

The references may be listed as prescribed for term paper and thesis by K.A.U.

- 5) *Evaluation of the seminar* : The seminars will be evaluated by a committee consisting of: (i) the Major Advisor of the student, (ii) Course teacher in charge of the seminar, and (iii) one teacher among the faculty nominated by the Head of the Institution.
- 6) *Evaluation criteria* : The seminar will be presented in the format approved. The following criteria are taken into consideration in evaluating a seminar presented by the student.
  - a) Subject matter coverage
    - i) Classification of information and proper use of English language;
    - ii) Subject matter covered;
    - iii) Comprehension and knowledge of the subject.
  - b) Presentation
    - i) Use of visual aids;
    - ii) Ability for proper explanation;
    - iii) Ability to arouse interest and stimulate discussion;
    - iv) Distribution of time considering the time allowed for question and discussion;
    - v) Organisation of the entire seminar.
  - c) Discussion
 

Ability to defend himself against the questions asked and the mode of answering.
7. Evaluation sheet:- The seminar is evaluated as per the distribution of marks given below:-

a) Subject matter coverage	: 30
b) Presentation	: 50
c) Discussion	: 10
	90
	=====

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



**4. Attendance**

The minimum requirement of attendance 75% will be strictly followed for those students who have registered for the seminar and the attendance will be marked by the teacher in charge of seminar.

Attendance at the seminar is also compulsory for the other post-graduate students who have not registered for seminar.

All the members of the staff will also, attend the seminar.

**5. Compilation and record**

At the end of the Semester, the teacher in charge of the seminar will compile all the abstracts of the seminar presented during the Semester and hand it over to the Head of the Institution for binding and keeping it in the College Library for reference.

## ANNEXURE VII

### General Guidelines for Citation and Listing of References in Thesis

(Inputs from Dr. C. George Thomas, Professor, College of Horticulture)

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

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

#### Citation and Listing System Followed in KAU

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

In the name-year system, also called the ***Harvard system*** or the ***Author-Date system***, citation of sources in the text is indicated by the surname or last name of the author/s (without initials) followed by the year of publication. For example, a work by Norman E. Borlaug in 1992 will be cited as Borlaug (1992) in a sentence or (Borlaug, 1992) at the end of a sentence. Authors’ names (based on surname or last name) will be listed in the “References” section in alphabetical order. In addition to surname or last name, initials of other parts of the name (first name, second name, etc.) should also be given preceded by a comma after the surname. The year of publication then follows. For example, the above work by Norman E. Borlaug will be listed in the “References” section as Borlaug, N.E. 1992.

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

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

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

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

### **Citation of Sources in the Text**

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

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

### **When using common knowledge**

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

### **When quoting a sentence or passage**

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

### **When using visuals**

Visuals include figures, cartoons, photographs, charts, and other illustrations. Tables should also be considered like visuals. Sometimes, you copy the entire table or illustration for your review paper or book. In such cases, you should cite the source in the text of the paper (and usually right below the visual) and include the source in the list of references at the

end. Sometimes, copyright rules may not permit you to copy a visual without the written consent of the author or publisher. Sometimes, you have to pay a fee for getting the permission. In that case, the case of permission must be mentioned and the source acknowledged.

### **When paraphrasing**

Paraphrasing is the process of expressing someone else's ideas or thoughts from the content of an article or book in our own words, syntax, and style, but preserving the tone of the original and maintaining approximately the same length. Paraphrasing is done mainly to avoid *plagiarism*.

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

#### *Prominence to authors*

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

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

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

#### *No prominence to authors*

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

### **How to include the names of authors**

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

Normally, the name of a person constitutes two parts, the *given name* and the *surname* (family name). The first part of the name is the given name (sometimes, first name, forename, or Christian name) and the second part is the surname. In western cultures, 'surname', 'family name', and 'last name' are synonymously used, as these terms indicate the same thing—family names. The names with a given name and surname are typical, and there may not be any confusion in using surnames in such cases. Sometimes, the name may have

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

### EXAMPLES OF IN-TEXT CITATION

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

#### *One work by single author*

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

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

#### *One work by two authors*

- ◆ The entries are similar to the above. Decide on the prominence issue and adopt the most appropriate one.
- ◆ Renu and Thomas (2000) claimed that for preventing the infestation of weeds in dry seeded rice, stale seedbed technique could be practised.
- ◆ According to Renu and Thomas (2000), stale seedbed technique is an effective strategy for preventing the infestation of weeds in dry seeded rice.
- ◆ For preventing the infestation of weeds in dry seeded rice, stale seedbed technique can be practised (Renu and Thomas, 2000).

***One work by multiple authors (more than two)***

- ◆ Thomas, Renu, Kartik and Shylaja are the authors. Write the name of the first author followed by *et al.*, meaning, “and co-workers” as:
- ◆ Thomas *et al.* (1997) confirmed that *Sacciolepis interrupta* (Willd.) Stapf. is a serious weed of semi-dry rice in Kerala.
- ◆ According to Thomas *et al.* (1997), *Sacciolepis interrupta* (Willd.) Stapf. is a serious weed of semi-dry rice in Kerala.
- ◆ *Sacciolepis interrupta* (Willd.) Stapf is a serious weed of semi-dry rice in Kerala (Thomas *et al.*, 1997).

***A chapter from an edited book***

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

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

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

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

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

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

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

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

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

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

***More than one work to support a statement***

Sometimes, more than one work can be acknowledged in a single in-text reference, if you find that two or more authors arrive at the same finding or conclusion about the same

subject. It may be a similar statement, a view, or a finding. Cite all the names of the authors along with the years in chronological order.

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

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

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

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

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

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

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

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

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

In the example, Devadas and Thomas are the authors of the present paper. 'Unreferenced' indicates that it is not listed in the "References" section.

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

- ◆ Litchi comes up very well in Wayanad (Devadas, V.S., personal communication, 2001; unreferenced).

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



***Citing references not seen directly (secondary citation)***

Do not cite a source unless you have read the original. However, if all your attempts to trace out the original fails; and still you feel that it is an important statement, view, or finding, you can quote the reference in an indirect way as:

- ◆ Sheng (1990) cited by Thomas (2010) states that treatment oriented land capability classification is ideal for the humid tropics.

It is permissible to cite an unobtainable reference as shown above. This is called a ***secondary citation*** indicating that the author has not seen the material in its original form, but rather has obtained the information from another document that cited the original source. In the example, Thomas is responsible for what Sheng said. You will then list Thomas (2010) in the list of references and not Sheng (1990). This is a better and safe practice instead of pretending to have seen the original reference! You must ensure that the list of references at the end of your document should contain only those works that you have seen and read.

**Listing References in the “References” Section**

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

***Titles of articles and books***

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

***Inclusive pages***

Giving inclusive pagination (first and last page number of the article) gives a hint to the potential users to distinguish between one page notes and 50 page or more long review articles. In the case of textbooks, monographs, technical bulletins, and theses, give the total number of pages. For example, a book of 505 pages shall be listed as 505p. Please note a point here. In the case of a compiled book, if you have referred an article coming between pages 45 to 55, write: pp.45-55 (“pp.” is the abbreviated form of pages and “p.” stands for page). However, if you have referred only one page, for example, 45<sup>th</sup> page in a compiled book (which may be a short note), then write p.45.

***Volume and issue number: journal article paginated by issue***

In the case of a journal, periodical, or review series, include volume and issue number, if each issue is paginated separately. Earlier, some publications followed the style of using bold fonts for volume numbers. However, as there is no valid justification or additional advantage for using bold fonts, most journals now write the volume and issue numbers in ordinary fonts only. For example:



- ◆ Yaduraju, N.T. and Mani, V.S. 1987. The influence of delayed planting and seedbed preparation on the competition of wild oats on wheat. *Indian J. Agron.* 32(3): 299-301.

***Volume and issue number: continuous pagination for the volume***

In the case of journals that follow continuous page numbering for a particular volume, there is no harm in omitting the issue number. However, it is always advisable to include issue number, if provided, along with volume number to locate the issue of the journal easily. For example:

- ◆ Dyer, W. E. 1995. Exploiting weed seed dormancy and germination requirements through agronomic practices. *Weed Sci.* 43: 498-503.

***Journal abbreviations***

While writing references, use standard journal abbreviations only. Significant space and printing expenses can be saved by abbreviations. However, some amount of uniformity is required in the case of journal abbreviations. Do not form your own abbreviations! Follow the title abbreviations as approved by ISSN (International Standard Serial Number). ISSN currently maintains a list of 55,650 words and their abbreviations in about 70 languages. An international standard, ISO 4, is also recommended, which advocate a uniform system for the abbreviation of serial titles. The words in the “List of Title Word Abbreviations (LTWA)” are abbreviated in accordance with this standard, for which the ISSN International Centre at Paris is the maintenance agency. Note that numbers under ISSN are assigned to serial publications; but numbers under ISBN (International Standard Book Number) are assigned to books or monographs. The list of words and abbreviations can be accessed by visiting the website <http://www.issn.org/2-22661-LTWA-online.php>.

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

1. Certain country or city names are abbreviated, for example: *Am.* for American, *Br.* for British, *Can.* for Canadian, *Jpn.* for Japanese, *Calif.* for California/n, *Lond.* for London, and *Camb.* for Cambridge. However, some country terms such as *India/Indian* and *Sweden/Swedish* are not abbreviated.
2. Abbreviate all the “...ology” words at the ‘1’, for example: physiology is abbreviated as *Physiol.*, mycology is abbreviated as *Mycol.*
3. Omit articles, prepositions, and conjunctions from the abbreviated title of journals. For example, *Advances in Agronomy* will be abbreviated as *Adv. Agron.* dropping the word ‘in’.

4. All the abbreviations in the journal title should start with a capital letter. Put a period after the abbreviation, for example: *J.* (Journal), *Sci.* (Science), *Rev.* (Review), and *Prot.* (Protection). However, if the abbreviation is formed by the first and last letters of the word, then period shall be omitted. Examples include *Stn* (Station), *Wkly* (weekly), and *Natl* (national).
5. Normally, the names of conferences or proceedings are not abbreviated and should be written in full. However, there are certain journals, the names of which start with "Proceedings". In such cases, the titles of journals shall be abbreviated starting with "Proc."
6. Please note that most journals from the United Kingdom omit periods after all journal title abbreviations (for example, *J Agrl Sci*) retaining only single spaces between them. However, in India, most journals follow the system with periods or full stops.

### ***Using italics and underscore***

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

1. When a reference is to the title of a book, the title is italicized, and every word other than preposition and conjunction should be capitalized.
2. In the case of a compilation or proceedings, only the name of the book is italicised; the name of the article or chapter must be in roman font.
3. When you refer to an article in a journal, italicize only the abbreviated name of the journal.

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

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

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

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

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

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

### ***References with missing details***

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

1936? : probable year  
ca. 1936 : approximately 1936 (ca. stands for *circa*, Latin)

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

n.d. : no date

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

Anon. : author anonymous or not identifiable  
s.l. : no place of publication (Latin: *sine loco*)  
s.n. : no named publisher (Latin: *sine nomine*)

### **Examples of Writing References**

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

#### ***Book by one author***

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

*Book by two authors*

- ◆ Kohnke, H. and Bertrand, A.R. 1959. *Soil Conservation*. McGraw-Hill Book Company, New York, 298p.

*Book by three or more authors*

- ◆ Leggett, G., Mead, C.D., Kramer, M.G., and Beal, R.S. 1985. *Handbook for Writers*. Prentice- Hall, New Jersey, 558p.

*Edition of a book*

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

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

*Reprint of a book*

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

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

*Book by a corporate author*

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

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

*Note:* In-text citation : KAU, 2011.

*Sources with no given author or editor*

If no author or editor's name is mentioned, look for the organization's name, and check, if it can be listed as a case of corporate authorship. However, as far as possible, avoid writing too many "anonymous" entries in the reference section. Example:

- ◆ [Anonymous]. 2003. *WARASA - Jan Sahbhagitha: Guidelines for National Watershed Development Project for Rainfed Areas (NWRDPA)*. Ministry of Agriculture, Department of Agriculture and Co-operation, Govt. of India, 97p.

*Note 1:* In-text citation: At the end of a sentence as “(Anon., 2003)”. Do not start a sentence as “Anon.(2003) reported...”.

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

#### *Compiled or edited works*

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

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

#### *A translation*

- ◆ Zonn, S.V. 1986. *Tropical and Subtropical Soil Science* (trans. Russian, Victoriova, M.). Mir Publishers, Moscow, 422p.

#### *Book with author, editor, and translator*

- ◆ Popov, A. S.1985.Cryoconservation and plant cell bank. In: Butenko, R.G(ed.), *Plant Cell Culture* (trans. Russian, Chernilovskaya, P.E and Degtyareva, G.Y.).MIR Publishers, Moscow, pp.175-198.

#### *Lecture /course notes*

The sequence is author, year, title, name of institution and place. Indicate that these are lecture/course notes in square brackets.

- ◆ Thomas, C.G. 2005. *Research: Planning, Implementation, and Reporting* [Lecture notes]. College of Horticulture, Vellanikkara, 179p.

*A work published in several volumes*

- ♦ Gamble, J. S. 1928-1932. *Flora of the Presidency of Madras State* (3 volumes). Allard and Son, 21, Hart Street, W.C.

*Note:* When all the volumes are indicated, page numbers are not given.

*One volume out of several volumes.*

- ♦ Randhawa, M.S. 1982. *A History of Agriculture in India: Vol. 2. Eight to Eighteenth Century*. Indian Council of Agricultural Research, New Delhi, 358p.

*Article in an encyclopaedia or dictionary*

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

*Journal article by one author*

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

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

*Journal article by two authors*

- ♦ Tripathi, S.N. and Gill, A.S. 1990. Herbage and protein yield and nitrogen economy from different forage crop sequences. *Indian J. Agron.* 35(4): 371-374.

*Journal article by multiple authors*

- ♦ Cousens, R., Brain, P., O'Donovan, J.T., and O'Sullivan, A. 1987. The use of biologically realistic equations to describe the effect of weed density and relative time of emergence on crop yield. *Weed Sci.* 35: 720-725.

*Journal article accepted for publication (but not yet published)*

Journal articles or other works accepted for publication but not published should be referred to as "in press". The "in press" category includes manuscripts about which the authors have received written notification from the journal that they have been accepted for publication following the journal's pre-publication procedures such as peer review. For example:

- ♦ Shylaja, P.V and Thomas, C, G. 2004. Efficacy of pre-emergence herbicides for weed control in cocoa seedling nursery. *J. Plant. Crops* 32(2) (in press).

*Note:* Do not forget to update the publication status of the work before your thesis is submitted.

*A thesis*

- ♦ Renu, S. 1999. Emergence and competition of 'Polla' (*Sacciolepis interrupta* (Willd.) Stapf.) in semi-dry rice. M.Sc.(Ag) thesis, Kerala Agricultural University, Thrissur, 69p.

*Proceedings with a specific title*

- ◆ Reynolds, C. and Atta-Krah, A.N. 1986. Alley farming with livestock. In: Kang, B.T. and Reynolds, L. (eds), *Alley Farming in the Humid and Sub humid Tropics*. Proceedings of an international workshop, Ibadan, Nigeria. International Institute of Tropical Agriculture, Nigeria, pp. 27-36.

*Proceedings without a specific title*

- ◆ Shylaja, P.V., Thomas, C.G., and Abraham, K. 2002. Effect of pre-emergence herbicides on soil microorganisms. In: Das, M.R. (ed.), *Proceedings of the Fourteenth Kerala Science Congress, 29-31 January 2002*, Kochi. Kerala State Committee on Science, Technology and Environment, Government of Kerala, pp.312-314.

*Note 1:* If the ‘proceedings’ is with a specific title, the date of conference is not mandatory. However, if the proceedings have no specific title, and it starts simply with “Proceedings of .....,”, then the dates of conference should also be mentioned as a part of the title, and this shall be italicized as shown in the examples. Note that in the former case, only the specific title has been italicized.

*Note 2:* There are certain journals, the names of which start with “Proceedings”. In such cases, the titles of journals shall be abbreviated starting with “Proc.”

*Conference abstract*

- ◆ Prusty, J.C. and Behera, B. 1992. Integrated weed management in rainfed direct seeded rice [abstract]. In: *Abstracts, Annual Weed Science Conference; 3-4, March, 1992*, Hisar. Indian Society of Weed Science, Hisar, p.34. Abstract No. 5.1.5.

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

*Technical bulletin/Series/Report*

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

*Annual report*

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

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

*A patent*

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

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



*Article from a weekly*

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

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

*Article from a newspaper with author*

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

*Note:* Omit any volume and issue numbers while listing newspaper articles.

*Article from a newspaper without author*

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

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

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

**Electronic and Online Sources**

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

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

Normally, each entry should include the name of the originator (author, editor, or organization), year of Internet publication, full title of the document, the words “on line” or “e-book” as the case may be in square brackets as [on line], the place of publication, the publisher, if known, the words “Available:” and the Internet address (URL) or other retrieval information, and the date accessed in square brackets.

*Article in an online Journal/E-journal*

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



*E-book*

- ◆ Jarrard, R. D. 2001. *Scientific Methods* [e-book]. Dept. of Geology and Geophysics, University of Utah. Available: <http://www.mines.utah.edu/geo/people/faculty/jarrard/Text/booktoc.html>. [30 Oct. 2003].

*Printed book freely available on the Internet as HTML document*

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

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

*Printed book freely available on the Internet as PDF document*

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

- ◆ Heuperman, A.F., Kapoor, A.S., and Denecke, H. W. 2002. *Biodrainage: Principles, Experiences and Applications*. Food and Agriculture Organization of the United Nations, Rome, 79p. Available: [ftp://ftp.fao.org/agl/iptrid/KSR\\_6.pdf](ftp://ftp.fao.org/agl/iptrid/KSR_6.pdf) [11 Nov. 2011].

*Printed journal article freely available on the Internet*

Include the usual reference details as for a journal article followed by details of the Internet site and date accessed. For example, an article from *Journal of Biosciences* published by the Indian Academy of Sciences can be listed as:

- ◆ Ranganathan, S. Kundu, D., and Vudayagiri, S. D. 2003. Protein evolution: intrinsic preferences in peptide bond formation: a computational and experimental analysis. *J. Biosci.* 28(6): 683-690. Available: <http://www.ias.ac.in/jbiosci/dec2003/683.pdf>. [08 Dec.2003].

*Conference proceedings from a website*

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

*Government report from a website*

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

*Web document with author*

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

*Web document: No author*

- [Anonymous]. 1998. *CBE Documentation* [on line]. ACC Study Guide Series, Austin Community College Library Services. Available: [http://library.austincc.edu/help/cbe/cbe\\_ny\\_docguide.pdf](http://library.austincc.edu/help/cbe/cbe_ny_docguide.pdf) [20 June 2002].

*Professional site*

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

*Web document: No publication date*

Sometimes, publication date may not be mentioned in the web document. In that case, the order of listing can be: the name of the author, n.d. (indicating no date), title, version number (if applicable), name and place of the sponsor of the source, the words “Available:” and then Internet address, and the date accessed in square brackets.

*E-mail message*

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

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

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

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

*Note 2.* E-mail addresses should never be cited without the permission of the owner of the address.

*CD-ROMs*

The details required are the same as for a book with the form of the item indicated. Give the bibliographic details in the order of authors (director or producer, if available), year (of recording), title, format (e.g., CD-ROM, video recording, etc.), publisher, and place of recording. Any special credits and other information that might be useful can be noted after the citation. Use the same format for films, videos, DVDs, and television and radio programmes. For example:

- Sudheesh, M. V. 2005. *Natural Resource Management*. CD-ROM, Lal Creations, Thrissur.

If the producer’s or director’s name is not mentioned, then the listing can be:

- *Natural Resource Management*. 2005. CD-ROM, Lal Creations, Thrissur.

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

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

### ***Some Common Abbreviations Used for Journal Titles***

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

<b><i>Terms</i></b>	<b><i>Abbreviations</i></b>	<b><i>Terms</i></b>	<b><i>Abbreviations</i></b>
Abstract	Abstr.	Archives	Arch.
Academy	Acad.	Arid	<i>No abbreviation</i>
Acta	<i>No abbreviation</i>	Arkansas	Ark.
Advancement	Advmt	Aromatic	Aromat.
Advances	Adv.	Artificial	Artif.
Africa/African	Afr.	Asian	<i>No abbreviation</i>
Agribusiness	Agribus.	Aspects	Asp.
Agricultural	Agric.	Assessment	Assess.
Agriculture	Agric.	Association	Assoc.
Agriculturist	Agric.	Astronomical	Astron.
Agrobiologia	Agrobiol.	Astronomy	Astron.
Agroforestry	Agrofor.	Atlantic	Atl.
Agrometeorology	Agrometeorol.	Atmospheric	Atmos.
Agronomica	Agron.	Atomic	At.
Agronomy	Agron.	Audiovisual	Audiov.
Alabama	Ala.	Australia/Australian	Aust.
Alteration	Alter.	Austria	<i>No abbreviation</i>
Alternative	Altern..	Avian	<i>No abbreviation</i>
America/American	Am.	Bacteria	Bact.
Annals	An.	Bacteriology	Bacteriol.
Analysis	Anal.	Banking	Bank.
Analytical	Anal.	Behaviour	Behav.
Anatomy/Anatomical	Anat.	Better	<i>No abbreviation</i>
Animal	Anim.	Bibliography	Bibliogr.
Annals	Ann.	Bimonthly	Bimon.
Annual	Annu.	Biochemistry	Biochem.
Anthropologist	Anthropol.	Biodiversity	Biodivers.
Antibiotics	Antibiot.	Bioenergetics	Bioenerg.
Antimicrobial	Antimicrob.	Bioengineering	Bioeng.
Applications	Appl.	Bioethics	Bioeth.
Applied	Appl.	Bioinformatics	Bioinforma.
Aquaculture	Aquac.		
Aquatic	Aquat.		

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Biological/ Biology	Biol.	Commonwealth	Commw.
Biophysics	Biophys.	Communication	Commun.
Biosafety	Biosaf.	Community	<i>No abbreviation</i>
Bioscience	Biosci.	Comparative	Comp.
Biotechnology	Biotechnol.	Complementary	Complement.
biweekly	biwkly	Compost	<i>No abbreviation</i>
Board	<i>No abbreviation</i>	Composting	Compost.
Botany/botanical	Bot.	Computer	Comput.
Breeding	Breed.	Conference	Conf.
British	Br.	Congress	Cong.
Bulletin	Bull.	Conservation	Conserv.
Bureau	Bur.	Control	<i>No abbreviation</i>
California	Calif.	Cooperation	Coop.
Cambridge	Camb.	Coordinated	Coord.
Canada/Canadian	Can.	Copenhagen	Cph.
Carbohydrate	Carbohyd.	Cotton	<i>No abbreviation</i>
Carolina	Carol.	Critical	Crit.
Cell	<i>No abbreviation</i>	Crop/crops	<i>No abbreviation</i>
Celluar	Cell.	Culture	Cult.
Centre/Central	Cent.	Current	Curr.
Chemical/Chemicals	Chem.	Cytology	Cytol.
Chemist	Chem.	Dairy	<i>No abbreviation</i>
Chemistry	Chem.	Dairying	Dairy.
Chemotherapy	Chemother.	Defence	Def.
Chronicle	Chron.	Delaware	Del.
Circular	Circ.	Dental	Dent.
Climate	Clim.	Department	Dep.
Climatology	Climatol.	Design	Des.
Clinical	Clin.	Development	Dev.
Coconut	<i>No abbreviation</i>	Dakota	Dak.
College	Coll.	Disease	Dis.
Colorado	Colo.	Dissertation	Diss.
Commission	Commn	Division	Div.
Committee	Comm.	Drainage	Drain.

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Drug	<i>No abbreviation</i>	Farming	<i>No abbreviation</i>
Dynamics	Dyn.	Fauna	<i>No abbreviation</i>
East	E.	Federal	Fed.
Eastern	East.	Federation	Fed.
Ecology	Ecol.	Fertigation	Fertig.
Economics	Econ.	Fertility	Fertil.
Ecophysiology	Ecophysiol.	Fertilizer	Fertil.
Ecosystem	Ecosyst.	Field	<i>No abbreviation</i>
Edition	Ed.	Fish	<i>No abbreviation</i>
Education	Educ.	Fisheries	Fish.
Electric	Electr.	Flora	<i>No abbreviation</i>
Electrical	Electr.	Florida	Fla
Electronic	Electr.	Fodder	Fodd.
Empire	Emp.	Food	<i>No abbreviation</i>
Engineering	Eng.	Forage	<i>No abbreviation</i>
Engineer/s	Eng.	Forecasting	Forecast.
England	Engl.	Forest	For.
English	Engl.	Forester	For.
Entomology	Entomol.	Forestry	For.
Environment	Environ.	Freshwater	Freshw.
Environmental	Environ.	Functional	Funct.
Equipment	Equip.	Gazette	Gaz.
Ethnology	Ethnol.	General	Gen.
Ethnobotany	Ethnobot.	Genetics	Genet.
European	Eur.	Geography	Geogr.
Evolution	Evol.	Geology/geological	Geol.
Evaluation	Eval.	Geomorphology	Geomorphol.
Excerpta	<i>No abbreviation</i>	Geophysical	Geophys.
Experiment	Exp.	Geophysics	Geophys.
Experimental	Exp.	Georgia	Ga
Extension	Ext.	Global	Glob.
External	Extern.	Grain	<i>No abbreviation</i>
Faculty	Fac.	Grassland	Grassl.
Farm/Farmer	<i>No abbreviation</i>	Groundwater	Groundw.

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Growing	Grow.	International	Int.
Gynecology	Gynecol.	Ireland	Irel.
Handbook	Handb.	Irish	Ir.
Health	<i>No abbreviation</i>	Irrigation	Irrig.
Healthcare	Healthc.	Island	Isl.
Helminthological	Helminthol.	Japan/Japanese	Jpn.
Helvetica	Helv.	Joint	Jt
Herbage	Herb.	Journal	J.
Highway	Highw.	Kansas	Kans.
History	Hist.	Kentucky	Ky
Homeopathy	Homeopath.	Knowledge	Knowl.
Homestead	Homestd.	Laboratory	Lab.
Horticultural	Hortic.	Land	<i>No abbreviation</i>
Horticulture	Hortic.	Leaflet	Leafl.
Horticulturist	Hortic.	Letter	Lett.
Hormone	Horm.	Liberty	Lib.
Human	Hum.	Library	Libr.
Hungarian	Hung.	Life	<i>No abbreviation</i>
Husbandry	Husb.	Lifesaving	Lifesav.
Hydrology	Hydrol.	Livestock	Livest.
Hydromechanics	Hydromech.	London	Lond.
Hygiene	Hyg.	Magazine	Mag.
Immunity	Immun.	Malayan	Malay.
Immunology	Immunol.	Management	Manag.
Improvement	Improv.	Marine	Mar.
Index	<i>No abbreviation</i>	Marketbook	Markb.
India/Indian	<i>No abbreviation</i>	Marketing	Mark.
Industrial	Ind.	Material/s	Mater.
Industry	Ind.	Mathematics	Math.
Information	Inf.	Mechanical	Mech.
Institute	Inst.	Mechanics	Mech.
Institution	Inst.	Medical	Med.
Instruments	Instrum.	Medicine/ Medicinal	Med.
Intelligence	Intell.	Memoirs	Mem.

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Meteorology	Meteorol.	Oklahoma	Okla.
Methodology	Methodol.	Optics	Opt.
Methods	<i>No abbreviation</i>	Optimization	Optim.
Mexico	Mex.	Oregon	Or.
Michigan	Mich.	Organic	Org.
Microbiology	Microbiol.	Organization	Organ.
Microscopy	Microsc.	Outline	Outl.
Miscellaneous	Misc.	Outlook	<i>No abbreviation</i>
Modern	Mod.	Pacific	Pac.
Molecular	Mol.	Paediatrics	Paediatr.
Monograph	Monogr.	Pakistan	Pakist.
Monthly	Mon.	Palaeontology	Paleontol.
Morphology	Morphol.	Paper	Pap.
Mutation	Mutat.	Pathology	Pathol.
Mycology	Mycol.	Petrol	Pet.
National	Natl	Petrology	Petrol.
Natural	Nat.	Pharmaceutical	Pharma.
Nature	Nat.	Pharmacology	Pharmacol.
Nebraska	Neb.	Phenomena	Phenom.
Neurology	Neurol.	Phenomenon	Phenom.
Netherlands	Neth.	Philippines	Philipp.
New Zealand	N.Z.	Philosophy	Philos.
News Letter	Newsl.	Photosynthesis	Photosynth.
North	N.	Physical	Phys.
Northern	North.	Physics	Phys.
Nottingham	Nottm	Physiology	Physiol.
Nuclear	Nucl.	Phytopathology	Phytopathol.
Nutrition	Nutr.	Plant	<i>No abbreviation</i>
Obstetrical	Obstet.	Plantarum	Plant.
Obstetrics	Obstet.	Plantation	Plant.
Occupational	Occup.	Planter/s	Plant.
Oceanic	Ocean.	Plastics	Plast.
Oceanography	Oceanogr.	Political	Polit.
Official	Off.	Pollution	Pollut.

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Polymer	Polym.	Ruminants	Rumin.
Postgraduate	Postgrad.	Safety	Saf.
Poultry	Poult.	Scandinavia	Scand.
Power	<i>No abbreviation</i>	School	Sch.
Practical	Pr.	Science	Sci.
Preview	Prev.	Scientific	Sci.
Proceedings	Proc.	Scottish	Scott.
Production	Prod.	Sedimentary	Sedim.
Progress	Prog.	Sericulture	Seric.
Protection	Prot.	Series	Ser.
Psychological	Psychol.	Service	Serv.
Psychology	Psychol.	Silviculture	Silvic.
Publication/s	Publ.	Silvicultural	Silvic.
Quality	Qual.	Situation	Situ.
Quarter	Quart.	Society	Soc.
Quarterly	Q.	Soil	<i>No abbreviation</i>
Queensland	Qld	South	S.
Radiation	Radiat.	Southern	South.
Range	<i>No abbreviation</i>	Special	Spec.
Rangeland	Rangel.	Spectroscopy	Spectrosc.
Reclamation	Reclam.	State	St.
Record	Rec.	Station	Stn
Regulation	Reg.	Statistics	Statist.
Rehabilitation	Rehabil.	Sterility	Steril.
Relative	Relat.	Structural	Struct.
Report	Rep.	Studies	Stud.
Republic	Repub.	Sugar	<i>No abbreviation</i>
Research	Res.	Surface	Surf.
Resource	Resour.	Surgery	Surg.
Review	Rev.	Survey	Surv.
Rivisita	Riv.	Sustainable	Sustain.
Root	<i>No abbreviation</i>	Symposium	Symp.
Royal	R.	Synthetic	Synth.
Rubber	<i>No abbreviation</i>	Systematic	Syst.



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

## **REGULATIONS FOR M. Sc. (INTEGRATED) COURSES (2013)**

### **1. Short title**

These regulations shall be called Kerala Agricultural University M.Sc. degree (Integrated) Regulations 2013.

### **2. Scope**

The regulations provided herein shall apply to all M.Sc. (Integrated) degree programme offered by the Kerala Agricultural University to the students admitted from the academic year 2013-2014 onwards. The course shall be offered on multi-institutional mode, involving participating institutions dealing with research / teaching in the concerned course.

### **3. Definitions**

In these regulations unless the context otherwise requires:

- 3.1 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Dean (Agricultural Faculty).
- 3.2 The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters, the 'third year' the fifth and sixth semesters, the fourth year, the seventh and eighth semesters and the fifth year, the ninth and tenth semesters.
- 3.3 'Advisor' means a teacher who has been nominated by the Dean to guide a particular student in academic matters.
- 3.4 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credit hours.
- 3.5 'Course catalogue' is a list of approved courses.
- 3.6 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- 3.7 'Credit load' of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.
- 3.8 'Credit point' means the grade point multiplied by credit hours of the course.
- 3.9 'Curriculum' is a group of courses and other specified requirements for the fulfilment of the degree programme.
- 3.10 'Dean' means the Dean of the Faculty of Agriculture.
- 3.11 'Course Director' mean the declared faculty member who is vested with the responsibility of the conduct of the course.

- 3.12 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the neighboring research stations/projects/participatory institutions will also be considered as members of the Department of the teaching institution concerned.
- 3.13 'Participating Institution' means the institution dealing with the concerned subject (teaching / research) associated with the conduct of the course, after signing an MoU with the Kerala Agricultural University.
- 3.14 Grade point of a course is the value obtained by dividing the marks obtained in 100 in a course by 10. The grade point is expressed on a 10.0 point scale rounded off to second decimal place.
- 3.15 Grade Point Average (GPA) is the value of the total credit points obtained by a student in various course at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10.0 point scale. The GPA shall be rounded off to the second decimal place.
- 3.16 Overall Grade Point Average (OGPA) is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. The OGPA shall be rounded off to the second decimal place.
- 3.17 'Repeat course' is a course repeated by a student for want of attendance or secured zero in that course when registered earlier.
- 3.18 'Re-examination course' is a course registered by a student in which he/she had secured a grade point of less than 6.0 when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course.
- 3.19 'Semester' means a term consisting of a minimum of 110 working days consisting of 95 instructional days and 15 examination days as notified by the University/Dean, with the actual date of commencement and termination.
- 3.20 'Student' means a student as defined in the Kerala Agricultural University Act.
- 3.21 'Teacher' means a teacher as defined in Kerala Agricultural University Act.
- 3.22 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.
- 3.23 "Major Advisor" means the teacher identified to guide the student in his/her major field of specialization during the fourth and fifth year of the academic programme. The Major Advisor shall also be the Chairperson of the Advisory Committee/Board of Examiners.

- 3.24 “Advisory Committee means the competent advisory body constituted by the Dean to guide the student in his/her academic programme, consisting of a Chairperson and three Members”.
- 3.25 The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.

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

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

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

The number of candidates to be admitted in an academic year to the first semester of the degree programme shall be decided by the Academic Council from time to time.

*Note:* Provided that a limited number of candidates from foreign countries sponsored by the ICAR or other national / international organizations and children/widows of defense personnel might be admitted each year over and above this number with the approval of the Academic Council.

#### **6. Mode of selection**

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

#### **7. Minimum eligibility**

##### a) Biotechnology

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

##### b) Climate Change Adaptation

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

#### **8. Reservation of seats**

Reservation of seats shall be governed by the rules of Kerala State Government.

#### **9. System of teaching**

The ‘semester course-credit system’ of teaching shall be followed:

The course will be conducted in multi institutional mode, involving the faculty and facilities of various Participating Institutions, engaged in teaching/research of the concerned subject.

## 10. Duration of the programmes

The minimum prescribed duration in the university shall be 10 semesters (five academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the programme shall be 14 semesters including the period of discontinuance, if any. The discontinuance will ordinarily be sanctioned on medical grounds only.

## 11. Semester duration

Minimum duration of 110 working days (95 instructional days and 15 days examination days).

## 12. Inter-semester break

A break of about 10-15 days shall ordinarily be allowed between any two consecutive semesters.

## 13. Date of commencement and termination of semesters

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

## 14. Admission

A candidate selected shall be admitted to the rolls of the University on payment of the approved fees. The Dean shall arrange for registration of courses. The student shall fill in the Course Registration-cum-Grade Card / Registration Card with relevant details in consultation with the Advisor.

On admission, the student shall be assigned an admission number. The admission number allotted to a student shall consist of 3 components (example 2013-09-101), the first component indicating the year of admission, the second being the fixed code number allotted for the degree programme (09) in the University and the third the serial number of the student in the list of students admitted for the programme during the year.

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

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

After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form I) maintained by the University.

A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2) shall be supplied by the University to the Dean.

An admission register will be maintained in the College wherein the bio-data of the students as in Academic form No. 2 furnished by the University after each year of admission

shall be entered. In addition, a register showing semester wise performance of each student shall also be maintained. The details of Transfer Certificate, Conduct Certificate, etc., issued to each student shall be recorded in the admission register and the entries authenticated by the Dean at the time of issue of such certificates.

The Dean shall issue an ID card with photo (furnished by the student), to each student. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the Institution.

### 15. Faculty Advisors

On receipt of the list of newly admitted students, the Dean shall allot each student to a teacher, who will be the 'Advisor' to the student in all academic matters, upto the sixth semester. Thereafter an Advisory committee consisting of four members (minimum) will be formed by the Dean. A Major Advisor and three other members should be there. The Major Advisor should be from KAU or from the participating institutions. The scientist of KAU serving as members of the advisory committee should be approved PG teachers as per the KAU norms.

### 16. Credit requirements

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

#### a) Biotechnology

Major courses	:	52 credits
Minor Courses	:	51 credits.
Supporting Courses	:	24 credits
Optional courses	:	10 credits
Research	:	30 credits
Seminars	:	2 credits
Job training	:	5 credits

#### Non credit course

1. Study tour	:	2 credits
2. Physical education	:	1 credits
3. English (2010 onwards)	:	2 credits

**Total credits: course work + Job training + Research + Non credit = 139 + 5 + 30 + 5 = 179 credits.**

#### b) Climate Change Adaptation

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

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

### 17. Credit load in a semester

The maximum credit load for regular courses in a semester will be 23 for a student. However, a student can take up to 27 credits which will include regular, repeat and re-examination courses excluding the credits for job training/project work/practical field training. Physical Education, English and study tour shall be **Non credit** courses.

A course will be offered only once in an academic year during the semester in which it is listed in the course catalogue. The student who fails shall be allowed to register the courses as re-examination course as and when it is offered, provided that he/she has secured the required attendance percentage for the particular course during the regular semester in which the course was earlier registered. A student will be permitted to register a course, in which he failed, as re-examination course only three times. Thereafter, he/she can register it only as a repeat course. In re-examination courses, the marks already obtained by the student for regular practical class works and records when registered as a regular course will be carried forward.

### 18. Registration of Students

On the registration day of each semester, all students should be present. In absentia registration shall not be permitted. Fees should be paid on the registration day itself. Advisor shall forward the Course Registration Cum-Grade Card/Registration Card to the Dean within three working days. The Dean after scrutiny and approval will return the same to the Academic officer.

The symbol 'R' should be indicated against repeat courses and RE against re-examination courses in Course Registration-cum-Grade Card/Registration Card.

If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean is authorized to permit him/her for registration within 5 working days by paying the approved late-registration fee.

At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.

### 19. Tuition and other fees

The tuition fee for the course is fixed as Rs. 30,000/- per semester for Biotechnology and Rs.50,000/- per semester for Climate Change Adaptation.

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

Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.

**20. Class time table**

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

**21. Course teachers**

The Dean will nominate the teachers for each course, from scientists/teachers of the Participating Institutions or the Kerala Agricultural University, provided they satisfy the criteria of the KAU, to be declared as Post Graduate teachers. The course teacher shall be responsible to the Course Director in all matters connected with the conduct of the course.

**22. Temporary discontinuance**

A student may temporarily discontinue on valid grounds, his/her studies with prior permission of the Dean. He/She shall be awarded symbol T for all the courses for which he/she has registered. He/She can rejoin on payment of re-registration fee. The student shall not be allowed to discontinue beyond a period of two semesters. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her degree programme.

On no account a student who discontinued without written permission of the Dean/Head of the Institution be admitted for further studies.

If a student admitted to the first year course does not register for the courses of first semester of that year or having registered, secures less than 75 per cent attendance in 3 or more courses, his/her name shall be removed from the roll. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision ordered based on individual merits of each case.

**23. Attendance**

- 23.1 Candidates who do not satisfy the minimum attendance requirement (75%) shall be awarded “zero” grade point. The minimum requirement of attendance during a semester shall be 75% of each course. The student who does not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked ‘I’ (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures ‘I’ will be deducted. Thus a course in which “zero” grade point or ‘I’ is awarded, shall be repeated. The leave will be sanctioned from the third semester onwards. Attendance shall be maintained by the course teacher who shall display the details of attendance at the end of 35 and 70 working days with a copy to the Dean.
- 23.2 For indoor hospitalization attendance not exceeding 5% of the total working days in a semester may be allowed.
- 23.3 Students deputed for official purposes such as representing the College or University for sports, cultural meets, NCC, NSS activities and involvement in the students activities, statutory bodies, with prior permission of the Dean shall be given duty leave for such absence and it shall be reckoned as attendance subject to the following conditions:



The period of duty leave shall not ordinarily exceed 15% of the total attendance for each course in a semester for a student. The total relaxation in attendance, in any case should not exceed 40%.

Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorised to recommend to the Dean for duty leave. The concerned officers authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisations and conduct of approved University sports programme, cultural meets, NCC camps, NSS programme, College Union/University Union activities, etc., for granting duty leave.

Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in inter-Collegiate/Inter-University competitions for approval of the Dean.

Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.

NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.

NCC programme officers will recommend the names of students for duty leave who are participating in NCC programmes.

Number of duty leave eligible shall be limited to days of (i) to and fro journey, (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.

Officers who are authorized to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted within 7 days of the termination of the event.

Decision of the Dean shall be final in this matter.

Student's activities like NCC/NSS camps etc. should be conducted during the semester break/holidays to the extent possible.

Every student shall ordinarily attend all classes in a course. For calculating the minimum requirement, attendance shall be reckoned for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade.

## **24. Evaluation of course work**

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

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

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

#### 24.2 Mid-term examination

- a) The mid-term examination shall be conducted around 60 days after the commencement of the semester with a weightage of 20 per cent marks.
- b) A schedule of the examination shall be prepared by the Head of the Institution and notified to the students at the beginning of each semester.
- c) Supplementary examination for mid-term shall be conducted only with the prior approval of the Head of Institution following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.
- d) Unless a student appears for mid term examination, he/she shall not be permitted to appear for the semester final examination in the course concerned.

#### 24.3 Semester final-examinations

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

## 25. Computation of grades

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

The distribution of marks for theory is as follows:

Midterm	-	20%
Final University theory examination	-	<u>80%</u>
Total	-	<u>100%</u>

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

Regular practical class works	-	20%
Records	-	20%
Viva	-	10%
Final Practical Examination	-	<u>50%</u>
Total	-	<u>100%</u>

25.2 The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be  $\frac{ax + by}{(a + b)}$  where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100. The grade point for a course is obtained by dividing the combined marks by 10 and correcting to the second decimal place.

25.3 A separate minimum of 40% marks in theory examination and practical are essential for passing a course.

25.4 The minimum grade point required for passing a course shall be 6.0. A student getting less than 6.0 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained. To complete the degree requirement, the student shall have to get a minimum OGPA of 6.5 out of 10.0.

## 26. Valued answer papers

- The valued answer papers shall be returned to the student within 10 working days of the examination.
- If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
- If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded he shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will not be considered.
- 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.

**27. Late arrival in examinations**

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

**28. Malpractice in examinations**

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

**29. Grade report**

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of each semester the course teacher shall prepare the marks (mid-term, final and practical examinations) of various courses and report to the Head of the institution within fifteen days with the counter signature of the Head of the department. The Head of institution shall send the marks to the university, within seven days for publishing the results.
- b) The Advisor shall fill up the course registration cum grade card and forward the same to the Head of the Institution before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/ Academic Director, return two copies to the advisor (one copy to the student) and retain one copy in his office. It shall be the responsibility of the Advisor to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester in order to facilitate registration of the students in the succeeding semester.

**30. Registration for repetition/re-examination of courses**

- 30.1 A student who does not satisfy the attendance requirement in a course shall repeat the course when it is offered again.
- 30.2 A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course shall appear for all the examinations prescribed for that course. However, for the regular practical class work and record, the marks obtained by the student for the first time shall be taken into account.
- 30.3 For taking re-examination the student shall register for re-examination course. Re-examination can register only when it is offered as a regular course.
- 30.4 When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.
- 30.5 In respect of courses which are registered as repeat course or re-examination course, the symbols 'R' or 'RE', respectively, shall be shown together with details of semester in which the courses were previously taken and the grade points obtained at that time.
- 30.6 A student getting 6.5 or less in a course, may if he/she so desires repeat that course to improve his/her OGPA.
- 30.7 For registering re-examination application shall be forwarded in Academic form No.17(a).
- 30.8 Fees as approved by the university shall be paid for this purpose.

**31. OGPA requirement for continuing studies**

The student is required to maintain an OGPA of 6.5 at the end of each semester.

Any student who consecutively fails to secure a minimum OGPA of 6.5 during the first two semesters after his/her admission to the programme shall not be permitted to continue his/her studies and his/her name shall be removed from the rolls. This will not be insisted in the case of students belonging to scheduled caste/scheduled tribe. Students should clear all courses before registering for 5<sup>th</sup> semester.

*Note:* The term scheduled caste/tribe would apply only to those communities which have been declared as SC/ST by Government of India or Government of Kerala (in the case of communities, if any, which are declared as SC/ST in respect of a particular state alone and not coming under the purview of SC/ST as clarified above, the concession will not be extended). The students belonging to outside Kerala State should produce sufficient proof to the above effect for enjoying the concession.

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

### 32. Seminars

A student has to successfully complete two credit seminars during the course programme (one credit each).

The topics for the seminars will be fixed by the major advisor in consultation with the student.

### 33. Study tours

The study tours will be sanctioned by the Dean strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours are compulsory and those who miss study tours for any reason may be asked to undertake another tour (s) as specified by the Dean before the award of the degree. However, if the absence is with valid reasons and it is with the prior permission of the Dean, the student may be ordered to put in equivalent attendance in specified Institution in lieu of their absence, at their expense. Study tour will be linked with the course Biot. 5151 Job Trg. during Semester nine.

### 34. Comprehensive examination

- a) The comprehensive examination shall be conducted preferably for all students of a batch in the programme simultaneously during the fourth academic year. It is intended to test the student's mastery of the requisite disciplines.
- b) Before the comprehensive examination is conducted, the student should have completed at least 75% of his/her approved course work and should have secured an OGPA of not less than 6.5.
- c) Comprehensive examination shall consist of a written part and viva-voce. For the comprehensive examination the student shall submit the application in Academic form No. 11 through the Major Advisor and Course Director to the Head of the institution.
- d) There shall be one theory paper of three hour duration for 100 marks.
- e) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- f) The major advisor will be the Major Advisor of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination, to the Registrar by name marked 'Confidential'. The result so communicated shall bear the signature of all members, the Major Advisor and the External Examiner.
- g) The viva-voce examination shall be conducted by the Advisory Committee with External Examiner appointed by the Heads of the institution as per the guidelines issued by the university.
- h) Only those candidates who secure 60% (50% for 2009) and above marks in the comprehensive theory examination alone shall be qualified to appear for viva-voce examination.
- i) A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of four months.

- j) A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue the programme or to take any further examination, and his/her name shall be removed from the rolls.
- k) The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- l) If any of the members of the Board of examiners including the external examiner fails to turn up on the date fixed for the examination, the head of institution shall appoint a suitable substitute examiner other than from the staff of the University.

### **35. Submission of thesis**

A student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee in his/her final semester after completion of 75% of working days in the last semester, satisfying the minimum residential requirements. If this is not possible,

- a) He/she shall be permitted to submit his/her thesis within the maximum permissible time limit (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 thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- b) Two draft copies of the thesis type-written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 14) for appearing for the final examination, with details of examination fee remitted, shall also be submitted at the time of submission of thesis.
- c) The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission and one copy shall be forwarded to the Head of the institution.

### **36. Evaluation of thesis**

- a) The thesis shall be referred for adjudication to one external examiner. The external examiner shall be appointed by the Head of the institution.
- b) The external examiner shall send his/her report to the Head of the institution. He/she will forward copy of the report with valued thesis to the Major Advisor for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner.
- c) If the external examiner does not approve the thesis it will not be accepted and the student will be asked to resubmit the same.
- d) The Major Advisor shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner. Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.



**37. Resubmission of thesis**

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

**38. Final viva-voce examination**

- a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- b) The board of examiners for conducting the final viva-voce examination shall consist of the Major Advisor and members of the advisory committee. The Major Advisor of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the Head of the institution for decision.
- c) If any of the members of the board of examiners excluding the external examiners fails to turn up on the date fixed for the examination the Head of the institution shall appoint a suitable substitute examiner and report to the University.

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

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



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

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

- a) On receipt of intimation of the approval of thesis and the report of final viva-voce examination from the head of Institution together with a copy of the approved thesis, the university shall take further action to award the degree to the candidate and to issue necessary notification and certificate/transcript.
- b) The Vice-chancellor shall approve the final results and the university shall issue provisional certificate and transcript to the candidates.
- c) The student shall apply for issue of Provisional/Degree Certificate and/or transcript.

#### **41. Award of degree**

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

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

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

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

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

#### **44. Penalty for discontinuance**

In case a student leaves, on his/her own, the programme with/without permission, he/she has to remit to the University an amount equivalent to one semester fee towards liquidate damages.

#### **45. Removal of difficulties**

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

- b) No orders made under Rule 45 (a) shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- c) Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University as far as possible.

#### **46. Convocation**

The convocation of the university is held for conferment of degrees and other academic distinctions on the recommendation of the Academic Council and approval by the General Council. The degrees and other distinction are conferred either in person or *in absentia*. The convocation is conducted once in a year or at such times as may be decided by the Vice-Chancellor. The candidates for degree shall submit applications to the Registrar in the prescribed form for the purpose along with the fees on notification of the convocation.

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

#### **47. Guidelines for thesis preparation**

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

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

The thesis shall be organised as follows:

Title page

Declaration by the candidate

Certificate from the Major Advisor

Acknowledgements

Table of contents

List of tables

List of illustrations

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

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

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

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

## **REGULATIONS FOR MBA PROGRAMME IN AGRIBUSINESS MANAGEMENT (2013)**

- 1. Title of the programme :** The Degree shall be called MASTER OF BUSINESS ADMINISTRATION (MBA) in Agribusiness Management.
- 2. Scope :** The Regulation provided herein shall be effective for 2013 admission onwards.

### **3. Eligibility for admission:**

- a) All professional graduates of State Agricultural Universities/Deemed Universities under ICAR system with a minimum OGPA of 7.0/10.0 (6.5 for SC/ST candidates).
- b) All graduates, including professional graduates from Indian/Foreign Universities recognized by AICTE/UGC with minimum 60% marks from SSLC onwards under traditional system (55% marks for SC/ST candidates).
- c) Candidates awaiting their final results of the qualifying degree can also apply for the MBA course, but they should have secured their qualifying degree on or before the date prescribed for the Group Discussion and Interview.

**4. Reservation:** As per Government of Kerala and KAU norms.

### **5. Selection Process**

Candidates for the course will be selected on the basis of KAUMAT score, Group Discussion, Personal Interview and Academic Merit in the qualifying degree. The selection procedure and eligibility criteria regarding Academic qualification are the same for sponsored candidates also. They should have at least 3 years service while applying for. The ICAR and International students are exempted from KAUMAT.

### **6. Procedure for registration**

- (a) Each candidate shall fill up a Course Registration-cum-Grade Card (CRCGC two copies) in the prescribed form in consultation with his/her advisor and submit to the Director, MBA the same may be countersigned by the Head of the Institution.
- (b) In the Course Registration-cum-Grade Card (CRCGC), the symbol "R" should be noted along with credit hours in respect of courses which are repeated.
- (c) The credit equivalent for field segment and project work should be shown in the CRCGC of 2<sup>nd</sup> and final semesters respectively.
- (d) After approval the Head of the Institution shall return the copies of CRCGC to the Director, MBA who will return one copy to the student and retain other copy till the end of the semester.

**7. Withdrawal of courses:**

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

**8. Addition of courses**

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

**9. Temporary discontinuance and re-admission**

- (a) A student may be permitted by the Head of the Institution on recommendation of the Director, MBA to discontinue the MBA programme temporarily under unavoidable circumstances, under intimation to the Registrar. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as prescribed subject to the maximum time limit of one semester.
- (b) On no account shall a student, who discontinued his/her studies without the approval of the Head of the Institution, be re-admitted or the fees remitted will be reimbursed.

**10. Permanent discontinuance**

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

**11. Liquidation damage**

A student who discontinues the programme permanently after the closure of admission should remit Rs.50,000/- as liquidation damage to the University.

**12. Pedagogy**

The course will be following a combination of the pedagogy outline below:-

- a) Case Analysis
- b) Simulation Exercises
- c) Assignments
- d) Group Discussions (GD)
- e) Role Play
- f) Focused Group Discussions (FGD)
- g) Project Work
- h) Industry/Farm Visit

### 13. Duration and Structure of the programme

It is a 2 (two) year full time programme, split up into 4 semesters. Each semester will be of 105 working days (excluding study leave, examination days, and days for co-curricular and extra curricular activities).

### 14. Medium of instruction

The medium of instruction and examination shall be in English.

### 15. Credit requirements of the programme

<i>Semester</i>	<i>Course Credit</i>	<i>Total credit</i>
Semester I - Course Work	12+5	17
Semester II		
1. Course Work	12+7	19
2. Minor Project Work (Non-Graded)	0+5	05
Semester III - Course Work	9+12	21
Semester IV		
1. Course Work	7+2	09
2. Major Project Work (Non-Graded)	0+9	09
<b>Total Credit</b>		<b>80</b>

### 16. Credit Load in a semester

The maximum credit load per semester shall not exceed 21 (excluding repeat and re-examination).

### 17. Attendance

A student shall attend a minimum of 80% of the number of classes actually held for each courses in a semester to be eligible to appearing for the final examination of that course. If the candidate has shortage of attendance in any course in any semester, he or she shall not be allowed to appear for any examination in that semester. However, the University may condone up to 10% of shortage if the candidate applies for it as laid down in University procedures and if the Vice-Chancellor is satisfied with the reasons cited by the candidate for absence in classes.

### 18. Scheme of Evaluation

The performance of the students will be evaluated through internal and external assessment. The ratio of internal and external assessment will be 60:40. Internal assessment will be through quiz, mid-term, assignments, presentations, etc. by the course teacher concerned. The University will conduct the external assessment.

Break-up of internal and external marks for theory and practical is as follows:

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

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

**B. For course with Practical 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 Theory and Practical**

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

A separate minimum of 40% marks is required for theory and practical and a minimum of 50% mark per paper is required for a pass. The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be, where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100. The grade point for a course is obtained by dividing the combined marks by 10 and correcting to the second decimal. The evaluation of a course shall be indicated by grade points ranging from 0-10. The total marks in per cent divided by 10 will give the grade point which has to be rounded off to the two decimal places.

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

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. The student is also required to secure an OGPA of 6.00/10.0 at the end of each semester.

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

- a) A student who is absent from any of the internal examinations on valid and bonafide grounds or on account of being deputed at the time of examination for activities of the institution/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the Director, MBA.
- b) Supplementary examination shall be conducted only once and within five working days of the previous examination/quiz/test. A candidate who fails to appear for the supplementary examination, even if leave had been sanctioned on valid grounds shall be deemed to have scored zero in that test.

**20. Absence from final external examination**

- a) A student who is absent from any of the external examinations on valid and bonafide grounds or on account of being deputed at the time of examination for activities of the institution/university by written orders of the Head of the Institution may be given a supplementary examination.
- b) Supplementary examination shall be conducted only once and a candidate who is unable to appear for the supplementary examination, even if leave has been sanctioned on valid grounds shall be deemed to have scored zero in that examination.

**21. Grade reports**

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses.
- b) It shall be the responsibility of the student advisors to consolidate the grade reports of students allotted to them and to calculate the OGPA within 12 days from the end of each semester in order to facilitate registration of the students in the succeeding semester.

**22. Repetition of courses**

- a) A student who has failed in a course may repeat that course in a subsequent semester or register as a re-examination course in any of the subsequent semesters, provided the grade point is higher than zero and less than five for the course.
- b) A student getting less than 60% marks in a course may if he/she so desires, repeat that course to improve his/her OGPA and the symbol "R" shall be indicated in relevant records for the repeated course.

**23. Transparency about Internal Assessment**

Each faculty member shall maintain a record of performance of each student in the courses he or she offers. Each faculty member shall submit the internal marks of the students through the Head of the Department/functional area chairman to the Director MBA on completion of the course in each semester. In case of complaint by a student or students, the Director MBA shall follow the following procedure:

- a) The complaint shall be referred to the course teacher concerned (whose assessment is under dispute or cause of the complaint) for redressal.
- b) If the course teacher fails to resolve it, then the complaint shall be referred to a committee consisting of three members, the Head of the Department/Chairman of the Functional Area (Chairperson), one senior faculty member of the Department and the course teacher concerned.
- c) If the above committee fails to resolve the complaint, it shall be referred to an appellate committee consisting of Associate Dean, Director MBA and one senior Faculty Member nominated by the Vice-Chancellor.

At all level, the views of the aggrieved student(s) and the course teacher concerned who are party to it shall be heard before arriving at a decision.



#### **24. Guidelines for Minor Project Work**

- a) During the end of second semester the student shall do a minor project in an Agribusiness organization under an approved faculty guide.
- b) Any of the faculty from the list of Core Faculty (Both KAU and Guest Faculty) can be the supervising guide. The qualified professionals working in the Agribusiness organizations where the student is undergoing the Minor project work can also be supervising guide for the project.
- c) The duration for Minor project work is one month of which three weeks are for data collection and one week for report writing.
- d) The project can be done individually or in teams of two students. One report is enough for two students if they are doing the project as a team.
- e) But, if more than two students are doing project work in the same organization, their project reports should be different from each of the students and each of the teams. That is, one team may study a problem in the Financial Management area and another team may study a problem in the Marketing Management area of the same firm.
- f) The student shall prepare and submit the project report to the Director MBA.
- g) The report shall be printed and bound (preferably spiral bound) with not less than 35 A4 size pages.
- h) The student should submit four copies of the report: one copy for the Department, one copy for the student, one to the guide and one to the organization.
- i) If the student fails to submit the project report on or before the stipulated date, an application for late submission along with Rs.100/- for late fee may be forwarded to the Director MBA along with the project report.
- j) However, such submission shall not be considered after one month from the date of registration of the third semester.
- k) A certificate showing the duration of the project work shall be obtained from the organization where the project work was done and it shall form part of the project report.

#### **25. 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 as given below.
- 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, Associate Dean, Placement Officer, other teachers and officials of the institution in which the student has conducted the project work.
- f) Table of contents  
Table of contents should include the major headings (with minor headings) and page numbers.
- g) List of Tables
- h) List of Illustrations/Charts
- i) Text (body) of the Project Report

### **25.1 The body of the Project Report must contain:**

#### ***(a) Introduction***

*Introduction must cover:*

- i) Statement of the problem
- ii) Need and significance of the study
- iii) Objectives
- iv) Methodology
- v) Scope of the study
- vi) Limitations of the study; and
- vii) Chapter plan of the project report

#### ***(b) Review of Literature***

It must contain a critical review of past work relating to the problem with a view to identify the research gap. Only studies relevant to the topic are to be cited.

#### ***(c) Analysis***

Analysis may be divided into one or two chapters depending upon the volume of work and the objectives of the study. The data collected may be analysed to establish casual relationships between variables and generalizations may be derived with the help of accepted statistical/quantitative techniques. The findings of the study must correspond to the objectives and to the extent possible must be related to the findings of earlier studies in area.

**(d) Summary and conclusions**

A brief self contained account of the work covering major findings and conclusions may be given in not more than six typed pages.

**(e) Reference**

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

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

**(f) Reference to books shall be made as follows**

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

**(g) Appendix, if any**

**25.2 Evaluation of Minor Project Report**

A committee, consisting of the project guide, one external examiner and Director MBA 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.

**26. Guidelines for Major Project work**

- a) The students shall do a major project work during the final semester under a faculty guide, related in their area of specialization.
- b) Any of the faculty from the list of Core Faculty (Both KAU and Guest Faculty) can be the supervising guide. The qualified professionals working in the Agribusiness

organisation where the student is placed for Major project works can also serve as the supervising guide.

- c) The duration of major project work is eight weeks (six weeks for field work and two weeks for report writing).
- d) Major project work is to be done independently by each students.
- e) The report should be printed and bound with not less than 80 A4 pages of text.
- f) The minimum marks required for pass in the major project work 50% separately for project report and viva-voce.
- g) In unavoidable circumstances, the student may be allowed late submission with a late fee of Rs.250/-
- h) However, the maximum permissible time for late submission shall be one month.

### **26.1 Evaluation of Major Project Report**

The Major Project Report shall be evaluated by a Board of Examiners constituted by the Director MBA. 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.

### **27. Governing Body**

A high level governing body under the chairmanship of the Honourable Vice Chancellor may be constituted for the effective conduct of the course and to sort out various issues in connection with construction of separate building, Hostel, Library, Computer and other infrastructural facilities for the prestigious programme. The possibility of getting grants from ICAR, NABARD, Govt. of India, Govt. of Kerala, Co-operative Institutions, M.P's, and MLA's Fund etc. may be explored. The committee should have the following members:

- i) Honourable Vice-Chancellor, KAU (Chairman)
- ii) Dean, Faculty of Agriculture, KAU
- iii) Director, Academic and PG Studies, KAU
- iv) Associate Dean, CCBM
- v) Director MBA (Convener), and
- vi) Minimum Two professionals from the field of Agribusiness Management.

**28. Advisory Board**

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

**29. Placement Cell**

There shall be a full time Placement Cell to co-ordinate the placement activities of the MBA programme under a senior KAU Faculty.

**30. Dress Code**

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

(Model of Declaration)

### DECLARATION

I hereby declare that this project report entitled.....  
..... is a bonafide record of work done by me  
during the course of project work and that it has not previously formed the basis for the  
award to me for any degree/diploma, associateship, fellowship or other similar title of any  
other University or Society.

Place :

Date :

Signature of the Candidate

Name of the Candidate

Admission No:

(Model of Certificate to be attached to Project Report)

### C E R T I F I C A T E

Certified that this project report entitled.....  
.....  
is a record of project work done independently by Sri./Smt./Kumari.....  
under my guidance and supervision and that it has not previously formed the basis for the  
award of any degree, fellowship or associateship to him/her.

Place:

Date :

Signature of the Guide

Name & Designation of the Guide

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

*Evaluation Report of Minor Project Work*

1. Name of Student :
2. 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 work of Mr./Ms  
..... Admission No .....  
unanimously agreed to award Successful/Unsuccessful to the Minor Project Work  
entitled .....  
..... submitted in partial fulfilment  
of the MBA in Agribusiness Management Programme.

*Name and Signature*  
Project Guide

*Name and Signature*  
Examiner

*Name and Signature*  
Director MBA

*Countersigned*

Associate Dean

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

*Evaluation Report of Major Project Work*

1. Name of Student :
2. 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 work of Mr./ Ms..... Admission No.....  
unanimously recommend/do not recommend the Major Project Work entitled .....  
..... submitted in partial  
fulfilment of the MBA in Agribusiness Management Programme.

The final viva-voce Examination for the candidate was conducted by the Board of Examiners. The performance of the candidate was Excellent/Very Good/Good/Satisfactory/Unsatisfactory. (Tick whichever is applicable)

The Board of Examiners hereby recommend/do not recommend unanimously the award of the degree of MBA in Agribusiness Management.

*Name and Signature*  
Project Guide

*Name and Signature*  
Examiner

*Name and Signature*  
Director MBA

*Countersigned*

Associate Dean



## **REGULATIONS FOR CERTIFICATE, DIPLOMA AND PG DIPLOMA COURSES (2013)**

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

### **Definitions**

In these regulations unless the context otherwise requires:

1. 'Duration' means a period relevant to the course concerned.
2. 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a course. It has specific number, title and credits.
3. 'Course catalogue' is a list of approved courses for each programme.
4. 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two hours duration per week shall count as one credit.
5. 'Credit load' of a student during the course is the total number of credits of all the courses he/she registers during a term.
6. 'Dean' means the Dean of the Faculty concerned.
7. 'Course Director' is the faculty member who coordinates the programme and all related activities and will be in charge of all academic activities of the student.
8. 'Student' means a student as defined in the Kerala Agricultural University Act.
9. 'Teacher' means a teacher as defined in Kerala Agricultural University Act.
10. Course Teacher is the faculty member who offers the course in a programme and will be incharge of all academic activities related to that course.
11. 'Head of the Department' is responsible for monitoring, fostering and sanctioning related to all academic activities of the department programme.
12. 'Transcript' is the consolidated report of marks indicating per centage secured by the student, issued by the University.
13. Re-examination is a course registered by a student in which he/she had satisfactory attendance and secured less than 40 marks when registered earlier. A student need not attend classes for re-exam course.
14. Repeat course is a course repeated by a student for want of attendance or secured zero mark in that course when registered earlier.

SN	Items	Certificate	Diploma	PG Diploma
1	Short title	The regulations shall be called KAU Certificate programme Regulations 2013	The regulations shall be called KAU Diploma programme Regulations 2013	The regulations shall be called KAU Post Graduate Diploma programme Regulations 2013
2	Scope	The regulations provided herein shall apply to all Certificate programmes offered by KAU	The regulations provided herein shall apply to all Diploma programmes offered by KAU	The regulations provided herein shall apply to all PG Diploma programmes offered by KAU
3	Certificate awarded	Certificate duly signed by faculty Dean.	Certificate duly signed by the Registrar, KAU	Certificate duly signed by Registrar, KAU
4	Duration	3 and 6 months	1 year and above	One year
5	No.of seats	As decided by the Academic council	As decided by the Academic council	As decided by the Academic council
6	Batches	Two per year	One per year	One per year
7	Minimum qualification	Pass in 10 <sup>th</sup> Standard	Pass in VHSE /+2	Bachelor degree/ For Solid waste management – B.Sc. (Ag.)/B.Tech./ M.Sc. (Science)
8	Selection process	Academic excellence in 10 <sup>th</sup> Standard	Academic excellence in VHSE/+2	Academic excellence in degree/PG programme
9	System of teaching	Trimester system	Semester system	Semester system
10	Medium of Instruction	Malayalam	English	English
11	Course fee	As approved by the statutory body	As approved by the statutory body	As approved by the statutory body
12	Credit	Minimum 10 credits/trimester	Minimum 15 credits/semester	Minimum 15 credits/semester
13	Credit load/ semester	Maximum 12 credits/trimester	Maximum 24 credits/semester	Maximum 24 credits/semester

14	Attendance	Separate Minimum of 75% for theory and practical	Separate Minimum of 75% for theory and practical	Separate Minimum of 75% for theory and practical
15	Interim break	Nil	Minimum of 5 days between two semesters	Minimum of 5 days between two semesters
16	Examination	<p><b>Theory (Marks-100) :</b> Midterm- 20; Final- 80.</p> <p><b>Practical (Marks-100) :</b> Final practical exam - 50; Records - 10 RPCW - 10, Assignments/project work - 20, Viva voce - 10</p> <p><b>Grading :</b> For Certificate courses &lt;40: failed; 40-59: 2<sup>nd</sup> class; 60-79:1<sup>st</sup> class; 80 and above: Distinction. For Diploma and PG Diploma courses &lt;50: failed; 50-59: 2<sup>nd</sup> class; 60-79: 1<sup>st</sup> class; 80 and above: Distinction.</p> <p><b>Absence for examination :</b> Supplementary examination with approval of HOD within 5 working days from the date of original examination where only one supplementary examination would be conducted.</p> <p><b>Failure in examination :</b> In case a student fails for any subject he or she will have to appear for re-examination as follows:The student shall have to remit the stipulated fee of Rs.250/-per paper and appear for the re-exam as notified by the respective Course Director.</p>		
17	Attendance	<p><b>Attendance shortage :</b> In case a student does not have minimum per centage of attendance he or she shall not be permitted to write the final exam. The student will be given I (incomplete) grade and for the successful completion of the course the student shall have to repeat the course after remitting the required fee as decided from time to time.</p>		

### 18. Admission

- 18.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Department concerned shall arrange for registration of courses. The student shall fill in the Course registration Card with relevant details in consultation with the Course Director.
- 18.2. On admission to a particular course programme, the student shall be assigned an admission or identification number. The admission number allotted to a student shall consist of 3 components (example 2011(i) Ext. C- /- Sl.No.2011 –, the first component indicating the year of admission and batch number in the parenthesis, the second being the department offering the course, indicating of certificate/Diploma/PG Diploma and course code number allotted for the course programme in the University and the third component is the serial number of the student in the list of students admitted for that particular programme during the year.

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

Code	Programme
51	Diploma in Agricultural Sciences
52	Diploma in Organic Agriculture
61	PG Diploma in Solid Waste Management
62	PG Diploma in Analytical Techniques

- 18.3. After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form No.1) maintained in the Department by the respective Course Director offering the course.
- 18.4. A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2) shall be supplied to the Faculty Dean by the Head of the Department.
- 18.5. An admission register shall be maintained in the Department wherein the bio-data of the students, in Academic Form No. 2 shall be entered. In addition, a register showing academic performance of all students shall also be maintained.
- 18.6. After assigning admission number, each student shall be issued an identity card by the College, with photo furnished by the student duly attested by the Head of the Department. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the Head of the Department at the time of leaving the Institution.

## 19. Registration of Students

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

## 20. Class Time Table

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

## **21. Course Teachers**

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

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

No student on any ground will be permitted for extension of joining time or discontinuance of the course concerned.

## **23. Evaluation of student, examinations and marks**

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

### **23.1. Evaluation**

- 23.1.1 The evaluation component shall have a mid-term examination conduct around 30 days for Certificate courses and 60 days for Diploma and PG Diploma courses after the commencement of the trimester/ semester with a weight age of 20 per cent marks. The final examination shall have a weight age of 80 per cent marks.
- 23.1.2 The schedule of the examinations shall be prepared by the Course Director and notified to the students at the beginning of each trimester/semester.
- 23.1.3 Supplementary examination for mid-term and final shall be conducted only with the prior approval of the Head of Department following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.
- 23.1.4 Answer scripts of all examinations evaluated by the teacher shall be shown to the students within 10 days after the conduct of the examination. The students shall have the option to request the teacher for clarification. If requested, then the answer scripts are to be made available to them. A chance for appeal to the Head of Department by the student shall be provided to reevaluate the answer sheet.
- 23.1.5 A student who has not appeared for mid term examination is not allowed to appear for the semester final examination.

### **23.2 Report of Marks**

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

## **24. Late arrival in examinations**

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

**25. Credit requirements for award of Certificate/Diploma/PG Diploma**

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

**26. Eligibility for the award of the Certificate/Diploma/PG Diploma**

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

**27. Approval of final results and issue of certificates and transcripts**

The faculty Dean shall approve the final results and shall issue certificate and transcript for Certificate courses

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

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

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

**28. Award of Certificate/Diploma/PG Diploma**

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

**29. Amending or cancelling the result**

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

If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he/she has been benefited and that he/she has in the opinion of the Registrar has been a party to or connived at the malpractice, fraud or improper conduct, the Registrar 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 Registrar may deem necessary, including debarring of the candidate from the University for such period as may be specified and the cancellation of the result of the candidate in such a manner as the Registrar may decide.

**30. Removal of difficulties**

30.1 If any difficulty arises in giving effect to the provision of these regulations, the Registrar may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.

30.2 Every order issued by the Registrar under this provision shall be laid before the Academic Council of the University.

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

## ANNEXURE VIII

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

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, assignments, project works, and other types of exercises.
2. The evaluation component shall have a mid-term examination conducted around 30 days for certificate courses and 60 days for Diploma and PG Diploma courses after the commencement of the trimester/semester with a weight age of 20 per cent marks.
3. The examinations shall be conducted and evaluated by the course teacher concerned under the supervision of the Head of the Department and Course Director.
4. A schedule of the examination shall be prepared by the Course Director and notified to the students at the beginning of each programme.
5. The mid-term examination shall have a minimum of one hour duration.
6. The question papers of the mid-term shall be approved by the Head of Department concerned. The examination shall cover all the portions scheduled up to the mid-term examination as per the approved schedule of classes.
7. Mid-term examination papers shall be valued and marks awarded not later than 10 days from the date of examination. The valued answer papers shall be shown to the students. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them.
8. Supplementary examination shall be conducted as follows; Student shall apply for the supplementary examination within five working days of the conduct of the concerned examination. Mid-term shall be conducted on prior sanction of the Head of the Department based on the recommendation of the course director and course teacher.
9. The student shall apply for the supplementary examination to the concerned course Director duly recommended by the course teacher. The Head of Department will examine the genuineness of the case and give approval for conduct of supplementary examination.
10. The course teacher shall keep the valued answer scripts of mid-term examination till the final results are declared at the end of the trimester/semester.
11. Unless a student appears for the mid-term examination he/she is not eligible to appear for the semester final examination in the course concerned.
12. The course final theory examination shall have a weight age of 80 per cent marks.
13. The final theory examination shall be conducted by the course teacher.

14. The final theory examination of each course shall be of a minimum of three hours duration.
15. The final theory examination shall cover the total syllabi of the course.
16. Students shall be given 5 preparation holidays inclusive of public holidays for the final theory examination. The preparatory holidays may be given before the examination or spread between the days of examination.
17. The answer paper will be evaluated by the course teachers concerned.
18. Practical examination including viva-voce for each course shall be conducted by a Board of Examiners consisting of the course teacher, the Head of Department and another teacher from the discipline nominated by the Head of Department. The Head of the Department shall be Chairperson of the Board of Examiners.
19. No student who is late by more than 20 minutes will be allowed to appear for the examination. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of examination.
20. Separate minimum of 40 per cent marks in theory and practical examinations are necessary for successful completion of a course.
21. The distribution of marks for theory and practical examination shall be as follows:

<b>Theory</b>		<b>Practical</b>	
Mid-term	20 per cent	Records	10 per cent
Final	80 per cent	RPCW	10 per cent
		Assignments/project work	20 per cent
		Viva-voce	10 per cent
		Practical Examination	50 per cent



## 6. STUDENTS WELFARE AND BENEFIT SCHEMES

### SCHOLARSHIPS AND FELLOWSHIPS

#### Rules for the award of Kerala Agricultural University junior and senior fellowships for Post-graduate students

##### 1. *Scope*

At present some of the Post-graduate students are being awarded Kerala Agricultural University Merit Scholarship and certain others are being awarded KAU Fellowship. The set of rules is intended to make available the KAU Junior and Senior fellowships to all Post-graduate and Ph. D. students.

The main object of the fellowship is to give financial assistance and incentive to all the eligible Post-graduate students who are taking their thesis problem as part of the University Research Programme irrespective of their nativity.

The Junior Fellowship will be awarded to study and Research leading to Masters Degree and the Senior Fellowship to study and Research leading to Ph.D. degree.

##### 2. *Definitions*

- 2.1. 'Dean' means the Dean or Associate Dean who is the Head of the concerned College.
- 2.2. 'Full-time student' means a student who is capable of devoting his/her full time as a student. A full time student can be an employee of any organisation on leave/deputation for studies also, but he/she may be considered a full-time student for the purpose of award of University fellowship if he/she is not discharging his/her employment simultaneously.
- 2.3. 'Part-time student' means a student who is employed by Kerala Agricultural University/ Government or other agency and who is also discharging duties attached to his/her employment simultaneously.
- 2.4. 'Post-graduate Dean' means the Dean of Post-graduate studies of Kerala Agricultural University.
- 2.5. 'Post-graduate student' means a student undergoing Masters or Doctorate Degree programme.
- 2.6. 'Registrar' means Registrar of the Kerala Agricultural University.
- 2.7. 'University' means Kerala Agricultural University.
- 2.8. 'Vice-Chancellor' means Vice-Chancellor of the Kerala Agricultural University.

##### 3. *Eligibility*

All students admitted to the Master's Degree Programme in the Kerala Agricultural University are eligible for the Junior Fellowship and all those admitted to Ph. D. Degree

programme are eligible for the Senior Fellowship, provided that the students are not in receipt of any other scholarship, fellowship or financial assistance from any other source during the period and that their thesis problems are parts of the University Research Programme.

*Note:* The words 'financial assistance from any other source' appearing in the above Rule 3.1 means only financial assistance in the form of deputation allowance, study allowance and educational concessions or grants from the Kerala Agricultural University/ Government of Kerala or Indian Council of Agricultural Research or other bodies, and there is no objection for KAU Junior/Senior Fellowship holder to receive his/her leave salary or to obtain educational loans from bank or Government or other sources.

#### **4. Duration**

- 4.1. The normal duration of Junior Fellowship will be 4 semesters and that of Senior Fellowship will be 5 semesters respectively from the date of availing the benefit of the award, or till the date of submission of thesis, whichever is earlier.
- 4.2. For M.Sc. (Ag.Stat.) programme the normal duration of the fellowship shall be 5 semesters. (Vide University order No. Acd. B1-19405/82/R Dis. dt. 16.5.83).

#### **5. Value**

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

#### **6. Conditions of award**

- 6.1. The Fellowship will be available only to full-time Masters or Doctorate students as the case may be of the Kerala Agricultural University.
- 6.2. For students who complete their degree programme partly as full time students and partly as part-time students, the fellowships will be deferred or temporarily suspended during the periods of their part-time studies and shall be revised for their studies as full-time scholars, subject to the condition that the total duration of award shall not exceed 4 semesters in the case of Masters' Degree Programme and 5 semesters in the case of Ph.D. programme.
- 6.3. Teachers of Kerala Agricultural University undergoing their Masters/Doctorate programme in other universities as full time students may be permitted to avail of the fellowship for the period that they are full-time students at the discretion of the Vice-Chancellor. But in such cases the candidates should not draw any deputation salary, study allowances or other any other fellowships. However, there is no objection to a candidate getting leave salary during the period.
- 6.4. The fellowship will take effect from the date on which the fellow joins the course but the amount shall be drawn only after the programme for his research work has been submitted in the prescribed form (Form 10a) and approved by the FRC.

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

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

### 8. *Termination of the fellowship*

The fellowship may be terminated without notice:

- a) On the date the fellow ceases to be on the roll of the Institution.
- b) If at any time in the opinion of the Major Advisor or the concerned Dean, the fellow is found to be negligent in his/her study or is guilty of the unbecoming conduct.
- c) On the date the normal period of the fellowship or the period of sanction expires whichever is earlier.
- d) If the fellow is dropped by the University due to poor performance.

### 9. *Absence/leave*

No deduction in the fellowship amount shall be made unless the total absence/leave during a semester exceeds 20%. However, proportionate reduction in the fellowship amount payable during a semester can be made at the discretion of the Dean, if the student is found to be irregular in classes.

## PROFORMA DECLARATION BY THE STUDENT

1. I, Sri./Smt. Kum \_\_\_\_\_ (Admission No. ....) request that I may be sanctioned K.A.U Junior/Senior Fellowship for my M.Sc. ....)/Ph.D degree programme for academic year .....
2. I also declare that I do not / did not receive any other fellowship/scholarship or other financial assistance during the period.
3. I also declare that in future if I become eligible for any fellowship, scholarship or other financial assistance for the period, I would either decline it in favour of the K.A.U. fellowship or will accept it only after refunding whatever amount has been drawn by me as K.A.U. fellowship, and getting approval from the Dean.

Place :

Date :

Signature:

Submitted to:

The Dean/Head of the Institution

College of .....

## **Rules for the Award of KAU Merit Scholarship**

### **1. Scope**

The Kerala Agricultural University has been awarding Scholarships with the object of encouraging meritorious students to prosecute their studies in the university.

### **2. Title**

These rules be called “the Rules for the award of Kerala Agricultural University Merit Scholarships for students.

### **3. Duration of the award**

i) Once awarded, the Scholarship will be tenable only for the particular class of study as defined in these rules, comprising one academic year (2 semesters) for which it is sanctioned.

ii) The term class of study in respect of each degree programme shall, for purposes of these rules, be defined as follows:

First year class of study: all newly admitted students till they complete the period of one academic year consisting of the first 2 semesters after their admission;

Second year class of study: All those students who are in the second academic year, *ie*, 3<sup>rd</sup> to 4<sup>th</sup> semester after their admission;

Third year class of study: all those students who are in the 3<sup>rd</sup> accademic year, *ie*. 5<sup>th</sup> to 6<sup>th</sup> semester after their admission; and

Fourth year class of study: All those students who are in the 4<sup>th</sup> academic year, *ie*. 7<sup>th</sup> to 8<sup>th</sup> semester after their admission.

### **4. Number of Scholarships**

The maximum number of candidates to be selected for the award of the Scholarship from among the eligible candidates in each class of the under-graduate programmes shall be restricted as 10% of the intake capacity of seats.

### **5. Eligibility**

i) Under-graduate students in the first, second, third and fourth year classes of study under the Kerala Agricultural University and who are Keralites alone are eligible to be considered for the award.

ii) The candidates selected for the award of Kerala Agricultural University Merit Scholarship under these rules, except the Scheduled caste and Scheduled tribe students, shall not be entitled to receive any other scholarship, fellowship, lump-sum grant or stipend from any source. However, there is no objection to his/her availing only the benefit of exemption from payment of fees. A scholar getting deputation allowance shall not be eligible for the Kerala Agricultural University Merit Scholarship. Those who are on leave may receive leave salary in addition to Kerala Agricultural University Merit Scholarship provided that the amount of leave salary plus the Scholarship amount

for the given period shall not exceed the salary he/she would have received during the same period had he/she been on service.

*Note:-* The receipt of loans from any source would not stand in the way of awarding the KAU Merit Scholarship.

- iii) In the case of under-graduate students in the first year class of study, the award of Scholarship shall be made to the top ranking among the candidates who had passed the qualifying examination (Plus-two or its equivalent) in the first chance with a minimum of 45% aggregate marks/OGPA of 2.00 out of 4.00 or its equivalent and the selection shall be based on the aggregate marks/OGPA in the examination and limited to the number of Scholarships available for the year.
- iv) In the second, third and fourth year classes of under-graduate study, the award shall be made to the top ranking among those students who have secured a minimum OGPA of 6.00 out of 10.00 for UG courses and without recording 'F' in any of the courses.

*Note:-* If there are more number of eligible candidates than the maximum number fixed, as per Rule 4 above, for the award of the Scholarship, preference will be given to those among the eligible candidates who have successfully carried greater credit load. If there is further tie in selecting the awardee(s) getting the same OGPA, their OGPA at the end of the immediately preceding academic year (s) shall also be considered and if there is still difficulty in deciding their inter-se merit, their Merit List ranking at the time of admission shall also be considered.

#### ***6. Authority for selection of candidates and issue of sanction order***

The selection of candidates for the award of Scholarships as per rules shall be done by the Registrar, KAU who will communicate the names of the selected candidates to the Deans concerned and announce the same on Notice Boards.

#### ***7. Drawal and disbursement***

- a) The drawal and disbursement of Scholarship amount shall be done by the Heads of Colleges concerned.
- b) The amount will be drawn and disbursed shortly after the termination of each semester.

#### ***8. Value of Scholarship***

The amount of Scholarship payable to the awardee per semester shall be decided by the University from time to time.

#### ***9. Deduction***

- i) Deduction of Rs.50/- (Rupees fifty only) will be made from the Scholarship amount for unauthorised absence upto 30 days or part thereof and the full Scholarship for the semester will be withheld if the absence exceeds 30 days.

- ii) For leave of absence granted on valid grounds like illness of the scholar, the rate of deduction in Scholarship amount for the term/semester shall be as follows:
- |   |                              |
|---|------------------------------|
| For leave granted up to 10 days                           | : No deduction               |
| For leave granted exceeding 10 days but less than 30 days | : Rs.50/-                    |
| For leave granted over 30 days                            | : Full amount to be withheld |
- iii) Notwithstanding anything contained in 9 (i) and 9 (ii) above, the Dean may condone the absence of a student upto 30 days and authorise payment of the full Scholarship amount for the term/semester without any deduction.
- iv) Recipients of the KAU Merit Scholarship who do not complete the degree programme for which the Scholarship has been awarded will have to refund the amounts drawn by them in full.

### ***10. Cancellation of Scholarship***

- a) The Deans may suspend the continuance of the Scholarship to a scholar, if his/her conduct and character or his/her progress in studies are not found satisfactory.
- b) If a scholar shows unsatisfactory progress during the course of study or gives up studies before completion of full course or is irregular in attendance, the Scholarship may be suspended or cancelled.
- c) If suspended, it may be revived at thxe discretion of the Dean.
- d) Scholarship once cancelled will not be restored under any circumstances including subsequent better performance of the scholars.

## **TRAVEL AND OTHER ALLOWANCES**

### **Travelling Allowance/Daily Allowance**

DA for undergraduate students / postgraduate students will be decided by the University from time to time. In addition to DA, actual bus fare or II rail fare as the case may be will also be paid to PG students subject to condition that the maximum amount that can be paid to a PG student shall not exceed Rs.1000 for the entire period of course. TA/DA will be paid to those who are not in receipt of ICAR fellowship or any other scholarship. No TA/DA will be paid for tour outside state and for collection of literature. A maximum period of 29 days will be allowed for collection of data/samples including journey days. Prior approval of the Chairman, Advisory Committee/Dean/Head of College should be obtained for travel.

### **INTERNSHIP, FIELD TRAINING, INPLANT TRAINING ALLOWANCE**

#### **Allowances for students undergoing RAWE programme**

For the students B.Sc. (Hons.)Ag., B.Sc. (Hons.) Forestry, B.Sc. (Hons.) C&B and B.Tech. (Ag. Engg.) programme - Rs.8000/- per month.

#### **Rates of TA/Refreshment Allowance for participation in Sports and Games**

##### ***Travelling Expenses***

Actual II Class Train Fare including Sleeper Class/Reservation Charges or Bus fare will be paid as Travelling Expenses for to and fro journeys.

**Refreshment Allowances**

<i>Sl.No.</i>	<i>Item</i>	<i>Rate/day (Rs.)</i>
a)	Participation in University level coaching camp inside the campus	60
b)	Participation in coaching camp/sports/games outside the campus but within the State	120
c)	Participation in coaching camp/sports/games outside the State	225

**Uniform Allowances**

<i>Sl.No.</i>	<i>Item</i>	<i>Rate (Rs.)</i>
a)	Men	250
b)	Women	300

**Officiating Rates**

<i>Sl.No.</i>	<i>Name of Games</i>	<i>Rate (Rs.)</i>	<i>Maximum No. of officials allowed</i>
1	Football	450	03
2	Volleyball	300	02
3	Basketball	450	02
4	Hockey	300	02
5	Cricket	450	02
6	Ball Badminton	150	01
7	Badminton	150	01
8	Table Tennis	150	01

A consolidated amount of Rs.5000/- (Rupees five thousand only) to the KAU team which participates in arts festival to meet the connected expenditure *viz.*, stage decoration, lighting arrangement, instruments etc.

**BOOK BANK SCHEME****1. Objectives**

The objectives of the scheme is to purchase and distribute text books of permanent value to the students at subsidized (50%) rates.

**2. Eligibility**

All degree students of the concerned faculty will be eligible to avail of the scheme, immaterial of whether they are natives of Kerala or not. However, the total number of

students to whom the scheme may be made applicable in a particular year will be limited by the budget provision for the year which will be decided by the Dean. In so deciding the number, the scheme may be restricted to any one or more classes, priority being given to Final U.G. students and then to P.G. (Masters) students.

### **3. Selection of books**

A list of text books of permanent value will be called for from different departmental heads and the compiled list with price will be made available in the Departments and/or the College Library, after inviting quotations. In order that the list may not be too voluminous, not more than five books in each discipline shall ordinarily be included in the list.

### **4. Purchase of books**

The students who are interested to avail of the scheme should furnish an application in the appended form on or before a due date to be fixed, restricting the total value of books to be purchased to Rs.500/-.

The student will be required to remit 25% of the estimated cost at the time of submitting the application. Afterwards orders will be placed for the total number of copies to be purchased and on receipt of the consignments, the books are brought to stock and distributed to the students on proper acknowledgement, after realizing the balance cost due from them, subject to the condition that the total cost realised for each book from a student shall not exceed 50% (fifty per cent) of its printed price including the 25% already paid by the student.

### **5. Stock of books**

The books received under the scheme shall be taken to stock in separate Stock Register in the library and separate issue register shall also be maintained.

6. The books supplied through the scheme should contain the information that it was supplied at 50% cost under the "Book Bank Scheme".

### **7. Non-receipt of books intended for**

In the event of any book being not supplied to the student, the amount collected from him/her shall be duly refunded.

### **8. Ownership of the book**

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

#### **APPLICATION FOR AWARD OF BOOKS UNDER BOOK BANK SCHEME**

- 1 Name of student
- 2 Admission No.
- 3 Name of Degree programme
- 4 Likely date of completion



## 5 Books desired to be purchased

Sl. No.	Name of book	Authors name(s)	Publishers	Price
---------	--------------	-----------------	------------	-------

6 Signature of the Student

7 Recommendation of Student Advisor

8 Name of Student Advisor and his designation

Place :

Date :

**INSURANCE SCHEME**

Two insurance schemes have been adopted by the university to all its students. They are (i) Students Safety Insurance scheme, and (ii) Jana Arogya Scheme.

The first scheme covers students against death, total loss of two limbs or two eyes, total loss of one limb and/or one eye and permanent total/partial disablement. The scheme will also reimburse hospitalization expenses on account of accidents. The second scheme covers hospitalization expenses resulting from accident or disease up to Rs.5000/-.

**ENDOWMENTS/ PRIZES****1. KAU - Sardar Patel outstanding ICAR institution award 2003 endowment gold medal**

Award to first rank students of each courses in the University. Based on OGPA/Credit points.

**2. Dr. P.P. Manomohandas Memorial Endowment Award**

Award to final B.Sc (Ag) student with Highest OGPA in Plant Pathology, at University level.

**3. Dr. Abraham Thomas Memorial Endowment**

Payable to the student who secured rank in B.Sc. (Agriculture) Degree programme.

**4. Smt. Chinnamma Thomas Memorial Endowment**

Payable to the student who belongs to Kerala State and secures the highest OGPA at the end of III year without recording 'F' in any course.

**5. Pandalam P. R. Madhavan Pillai Memorial Endowment : Payable to Final Year B.Sc. (Ag.) student who stood first in Elocution/Essay competition.**

- 6. Aspee Medal :** Payable to a student who completes the B.Sc. (Ag.) degree in 8 Semesters and secures highest combined OGPA in core courses offered by the Department of Entomology and Plant Pathology.
- 7. Dr. N. Kunjan Pillai Memorial Endowment :** Payable to a student who secured the maximum OGPA in B.Sc. (Ag.) programme.
- 8. Sri. E. P. Madhavan Nair Memorial Endowment:** Payable to the student who secured the maximum grade point in B.Sc. (Ag.) programme.
- 9. Professor I. P. Sreedharan Nambiar Endowment:** Payable to the student who secured maximum grade point in Agronomy at the College of Agriculture, Padannakkad.
- 10. Dr. T. C. Josphe Memorial Fund:** Payable to the student who secured the highest OGPA in the B.Sc. (Ag.) programme
- 11. Federal Bank Endowment:** Awarded to the M.Sc. student who secured the highest OGPA in Rural Banking & Finance Management.
- 12. PPI Scholarship:** Awarded to the student admitted to the M.Sc. (Ag.) programme in Soil Science & Agricultural Chemistry on condition that the selection of the candidate shall be based on the merit rank list for admission and will do the thesis work on potassium in the soils/crops.
- 13. Co-operative Diamond Jubilee Endowment:** Instituted for the conduct of training programmes for professionals of the cooperative sector, conduct of extension lectures to the UG and PG students and for taking up short-term projects.
- 14. Mrs. Devaky Nair Endowment:** Payable to the student who has excelled himself in social service activities.
- 15. Dr. N. P. Kumari Sushama Memorial Award:** Payable to best out-going student of B.Sc. (Hon.) Ag. student securing highest OGPA from College of Agriculture, Vellayani, Thiruvananthapuram.
- 16. Dr. N. P. Kumari Sushama Memorial Award:** Payable to best teacher and best department of College of Agriculture, Vellayani, Thiruvananthapuram.
- 17. Dr. P.K.R. Nair Prize:** Payable to outstanding Ph. D. Thesis in Agriculture in College of Agriculture, Vellayani, Thiruvananthapuram and in Forestry in College of Forestry, Vellanikkara.
- 18. Dr. E.K. Lalitha Bai Merit Award:** Payable to best out-going student securing highest OGPA in Diploma in Agriculture at RARS, Pattambi.

## 7. LIBRARY RULES

The University library is primarily intended for the staff and students of the constituent colleges/institutions who can make use of the library collections, facilities and services in accordance with the following rules.

### **CENTRAL LIBRARY**

#### I. Library hours

The Central library will remain open on all working days from 10 a.m. to 6 p.m.

#### II. Membership

- a. Membership fee (Non refundable) at the following rates have to be paid at the time of admission

<u>Type of Users</u>	<u>Amount</u>
i. Students-UG/PG/ph.Dof KAU	Rs.50/-
ii. Non teaching Staff of KAU	Rs.75/-
ii. Scientists of KAU	Rs.100/-

- b. Membership fee shall not be refunded under any circumstances.
- c. The membership stands cancelled as and when the member does not come under any categories mentioned in para(a) above or on receipt of written request to discontinue the membership.
- d. All heads of Officers are informed that NLC from the Librarian should obtain in the event of transfer/resignation/retirement of staff /student from Kerala Agricultural University working under them.

*Note:* Any lapse on this account from the member concerned will make them liable for such lapses; the concerned officer shall compensate the loss incurred by the University on this account.

- e. Whenever any change of institution or department takes place in the case of teachers, students and employees of the University, the recommendation of the Head of the new institution or department is necessary for continuance of the membership. Members should be informed the changes of address if any accordingly.

#### III. Loan Privilege

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

Students UG	2 books
PG/Ph.D.	3 books
Scientists	5 books
Staff of KAU	2 books

- a. Period of loan
- i. Students - 15 days
  - ii. Staff - 30 days
  - iii. Scientists - 30 days

b. Overdue charges:

If a member fails to return the book taken on loan, on or before the due date the member shall be liable to pay an overdue charge of Re.1/- per day.

#### IV. Damage/Loss of Document

Damage or loss of books on loan should be immediately reported to be Librarian, KAU in writing. Members are liable to replace such books with a copy of the same/latest edition within one month of its reporting. If not returned within the date specified, members are liable to pay overdue charges fixed for the period up to its reporting in writing from the due date. If the documents could not be replaced the member shall pay the amount fixed by the Librarian, KAU as compensation on the following rates noted below:

- i) For the year up to 1990 - 3 times + 20% of the actual cost
- ii) 1990 onwards - 2 times + 20% of the actual cost

### **COLLEGE LIBRARY**

#### **1. Library hours**

The Library will remain open on all working days and the exact time of opening and closing will be specified by the University Librarian/Dean/Associate Dean/Head of the Institution.

#### **2. Membership**

The staff and students of the constituent Colleges/Institutions are eligible to become members of the library. Staff and students of other autonomous research institutions may also become members on reciprocal basis approved by the Kerala Agricultural University. Membership will be granted on receipt of filled up application in the form prescribed which would be available with the librarian. No fee will be levied for enrolling as members of the Library. The membership will be valid till the teachers/students cease to be on the rolls of the respective colleges/Institutions unless terminated earlier. Members only can enjoy the privilege of borrowing books from the library. Others who wish to consult the library can do so after getting written permission from the Dean/Head of Institution.

#### **3. Loan service**

- a) Books can be taken out on loan from the library only on card system. A book will be lent out on loan to a member only in exchange for one of his loan cards. This card will

be returned to the member when he returns the books. Only one book will be issued in exchange of one card. The number of cards issued to a member will be:-

Dean/Head of Departments	: 5
Professor /Associate Professor/Assistant Professor	: 4
Research Assistant/Person of similar category	: 3
Post-graduate student	: 3
Under-graduate student	: 2

- b) Staff members on transfer, retirement, resignation, etc. shall return all the library Loan Cards and other dues, if any, and take the “No-Due-Certificate” from the Librarian, failing which issue of Last Pay Certificate or acceptance of resignation or relief will not be effected.

*Note:-* 1. The University will not accept the resignation or issue Last Pay Certificate or relief Order to any of its staff members of any category unless the ‘No-Due-Certificate of the Library is received by the University.

2. Any lapses on this account will make the concerned University staff responsible for such lapses and he/she shall make good the loss incurred by the University on that account.

- c) For the students a ‘No-Due-Certificate’ should be obtained before the issue of the final transcript or T.C.
- d) If a member loses his loan card he should immediately report the matter to the Librarian in writing. In the meanwhile he should make all efforts to trace the card so lost and send a second report within 15 days stating the result of his endeavour. If the original card(s) is/are not found out duplicate card(s) will be issued at the discretion of the Librarian at a cost of Rs. 50/- (Rupees fifty only) per card. The Librarian will issue either the duplicate card(s) or the ‘No-Due-Certificate’ as the case may be only on receipt of the second report after cancelling the last one.
- e) On no account the Book(s) borrowed from the Library could be transferred to any other member nor shall any member borrow book(s) on other member’s card.
- f) At the discretion of the Librarian any book loaned to any member can be called back in short notice without assigning any reason; and when such a notice is received, it would be incumbent on the member to return the said book within the stipulated time.

#### **4. Loan period**

- a) The maximum permissible period for which a book can be taken on loan shall be 30 days.
- b) Renewal of loan can be done only on physical production of the books at the library counter, and no renewal shall normally be permissible more than twice.

#### **5. Overdue charges**

- a) If a member fails to return the book taken on loan on the due date, he would be liable to be charged an overdue charge of one rupee per day per volume. But, on application in writing the Dean/Head of the Institution may exempt any loanee from paying overdue

charges, in special circumstances; and such orders of the Dean/Head of the Institution shall specifically recorded.

- b) In case any book is lost, the member will not be required to pay the overdue charges if any from the date of actual written report received at the library.

#### **6. Loss/damages of library books**

- a) The members will report immediately to the Librarian any case of loss of borrowed library books. The replacement value of those books as may be decided by the Dean/Head of the Institution shall be binding on the members.
- b) If a member is in arrears he will not be issued any further book until he clears the same.
- c) Readers desirous of using the Library shall enter their names, addresses and signature legibly in a register which is kept for the purpose at the entrance. Such signature shall be taken as an acknowledgement that the persons agrees to conform to the rules of library.
- d) Readers shall not write upon, damage or make any marks upon any book, manuscript or map belonging to the library.
- e) No tracing or mechanical reproduction shall be made without the express permission from the Librarian.
- f) Readers shall be responsible for any damage or injury done to the books or other property belonging to the library shall be required to place/replace such book(s) or property damaged or to pay the value thereof as may be fixed by the Deans/Head of Institution.
- g) Cases of inactivity or other failure in the service should be reported to the Librarian or in his/her absence to the Senior Member of the Staff present.
- h) While entering the Library members will deposit their personal belongings (overcoats, umbrellas, bags, files, note books, etc.) with the counter staff. They may be collected while the member leaves the library. On no account, the library staff could be held responsible for any damage or loss to the property of the member while in temporary custody of the counter staff.
- i) Before taking Book(s) on loan a member shall satisfy himself as to whether the book(s) lent to him is in good condition. If not, it shall be brought to the notice of the Librarian, senior library staff on duty about such defects as are observed in the book(s) otherwise he would be liable to be held responsible for all the defects, if noted when returning the book(s) back to the library and may have to replace the book(s) by a sound copy/copies.

#### **7. Theft or unauthorized removal of books from the library**

Unauthorized removal of books from the library is a serious misdemeanor and disciplinary action will be taken against the miscreant. Theft of books from the library constitutes a personal offence.

Fines, over dues etc. to be realised from each borrower will be reported by the Librarian to the Dean/Head of the Institutions every month on or before the 2nd working day of the succeeding month and the dues should be remitted in the College office by the concerned borrower before the 5th of the succeeding month and the acknowledgement receipt produced in the library. Loan privileges will be suspended to the borrowers till the dues are cleared.

### **8. Reference books**

- a) The books of the type listed below would not be available on loan under any circumstances.
  - 1) Old and worn-out books which are out of print and cannot be replaced.
  - 2) Thesis and Dissertations
  - 3) Manuscripts.
- b) Books of the types listed below which are classified as Reference Books would not be available on loan except under special circumstances for which the permission of the concerned Dean/Head of Institution is necessary.
  - 1) Encyclopaedias, Dictionaries and Directories.
  - 2) Atlases and Maps.
  - 3) Heavy and oversize volumes.
  - 4) Costly publication which are full of plates.
  - 5) Periodical and unbound issues of journals.
  - 6) Bound Volumes
  - 7) Other books/publications which are specifically classified from time to time by the Dean/Head of Institution as Reference Books.
- c) Replacement of books by the members in the rack is strictly prohibited and members should leave the book consulted by them on the Readers' table.

### **9. General**

- 1) Only light writing material will be allowed inside the library.
- 2) The last borrower shall be held responsible for any damage to the books, unless it has been pointed out at the time of issue.
- 3) Change of address and designations should be immediately reported to the library.
- 4) Silence should be strictly observed in the Library.
- 5) Smoking within the library is strictly prohibited.
- 6) Violation of these rules or undisciplined behaviour in the library will lead to cancellation of membership and disciplinary action.

## 8. HOSTEL RULES

1. Rules shall apply to all student hostels attached to the Colleges/Institutes under the Kerala Agricultural University.
2. The hostels in each College/Institute shall be under the direct control of the respective Dean/Associate Dean/Head of Institution who will be the Warden. The Warden's decision shall be final in all the matters connected with the hostel.
3. There shall be an Assistant Warden for each hostel attached to the college appointed by the respective Dean/Associate Dean/Head of Institution from among the academic staff of the college/Institute.
4. The Assistant Wardens shall be in immediate charge of the hostel. The Assistant warden may detail the services of the Steward/Matron to assist the mess committee, to manage the mess and all matters connected with the hostel.
5. There shall be Resident Tutors for each hostel who shall be responsible for the maintenance of discipline in the hostel and shall assist the Assistant Warden in all his/her duties.
6. Admission to the hostel is ordinarily restricted to the students of Kerala Agricultural University.
7. All the students should reside in the hostel unless exempted by the Dean/Associate Dean/Head of Institution on the ground that they are residing with their parents or guardians.
8. The Warden may permit members of the staff of the University or trainees or part-time students also to reside in hostels, if accommodation is available, as special cases.
9. Application for admission to the hostels in the prescribed form shall be submitted to the Assistant Warden. The Warden will have the right to refuse admission to any applicant without assigning reasons.
10. At the beginning of every academic year, there will be fresh allotment of rooms and the room-mates. The number of students to be accommodated per room will be decided by the concerned Assistant Warden. The room will be allotted according to the discretion of the Assistant Warden.
11. Change of rooms once allotted, requires the approval of the Assistant Warden.
12. Each resident will be provided with a set of furniture. Cost of damage, if any, to the furniture will be realised from the inmate/inmates. Students should provide their own bedding and box or trunk to lock things in. Students may supplement the furniture provided, but only after obtaining the written permission of the Assistant Warden.
13. Electric light: Residents should see that the lights are switched off when they go to sleep or when they leave the rooms. Additional electrical fittings in the rooms are not permitted. Electric bulbs (40 W) will have to be provided by the residents themselves.



14. Application for admission should be accompanied by an admission fee as prescribed which will not be refunded.
15. Each resident on admission should pay hostel caution deposit prescribed by the University which will be refunded only at the time of the resident leaving the hostel after adjustment of liabilities if any to the hostel.
16. Every inmate should pay rent, water and electricity charges. The room rent along with electricity and water charges should be paid on the date of admission to the hostel for the semester and subsequent instalments on the beginning of each semester. Defaulters will have to pay a fine as decided by the University from time to time. The rent etc. along with the fine should in any case be paid within one month of the due date. If the rent, etc. and fine are not paid within the period specified he/she is liable to be expelled from the hostel. Such students if they desire to rejoin the hostel, will be required to pay a readmission fee as decided by the University from time to time along with the arrear of room rent, etc. and the fine.
17. The rent, water and electricity charges need not, however, be paid by the students belonging to the Schedule Castes/Scheduled Tribes and other eligible communities, provided that these charges are reimbursed from the Harijan Welfare Department and the charges due from such students will be adjusted by the college/institute office as and when the respective amounts are received from the Harijan Welfare Department.
18. Students passing out of the college/institute or discontinuing their studies or those desirous of residing with their parents will be permitted to leave the hostel on application to the Warden. Students who are living in the hostel and who wish to reside with their relatives/parents/guardian must produce a written authorisation to that effect from their parent/guardian. On no account should they leave the hostel before getting permission from the Assistant Warden.
19. No student is allowed to bring a guest into the hostel to stay with him/her without the permission of the Assistant Warden.
20. Members should keep their rooms scrupulously clean. Spoiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown about in the rooms, terrace and premises. The rooms, doors, etc. should not be disfigured by writing, sticking hand bill, posters, etc. The inmates will share the expenses for erasure, for repair of disfigured by writing, sticking hand bill, posters, etc. irrespective of who the miscreants are.
21. They should behave with restraint and decorum. Shouting, reading aloud and other acts likely to disturb other inmates during hours of study should be avoided at all times. Music or singing is not permitted in the hostel premises and residential quarters of the hostel staff, without the permission of the Assistant Warden.
22. They should sleep and work in their own rooms.
23. Taking any type of liquor or intoxicating drugs into hostel or entering the hostel in a drunken state is strictly prohibited.

24. All members are expected to be in the hostel before 9 p.m. Any one who wants to go out and remain after 8.30 p.m. can do so only with the prior permission of the Assistant Warden.
25. Members are not allowed to remove any article of furniture, fittings, light, etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Assistant Warden. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held responsible. In certain cases the members or even the whole block, or some or all of the blocks of the hostel together, will be made responsible. In case of wanton damage, the Assistant Warden might in addition, recovery of cost of repair to impose a suitable fine.
26. Members are not permitted to convene meetings of any sort any where in the hostel or its premises without the Assistant Warden's written permission.
27. No circular or subscription list shall be taken round except with the permission of the Assistant Warden.
28. No member will be allowed to indulge in active politics within the hostel premises.
29. Every member will report himself/herself to the Assistant Warden in writing at the beginning of each term or as soon as possible after his/her arrival at the hostel and also at the end of each term or immediately before his/her departure. He/she will enter the dates of his/her arrival and departure in books kept for the purpose in the hostel office. If a student does not report his/her departure in writing, he will be counted as a continuing member and he/she will be liable to pay all the charges in common to the other members. If a student who has not reported his/her arrival in office, is found by the Assistant Warden residing in the hostel, he/she will, in addition to the usual charges, pay a penalty of as decided by the University from time to time which will be credited to the mess funds. If a student who has reported his/her departure is found by the Assistant Warden residing in the hostel he/she will also be dealt with in the same way.
30. No student shall absent himself from the hostel for any night without having previously obtained the permission of the Assistant Warden. If a student finds it necessary to leave the hostel on urgent affairs and is unable to see the Assistant Warden, he/she before his/her departure should report the reason of his/her absence in writing to the Assistant Warden. The Assistant Warden will make a night round between 9 p.m. and 10 p.m. and see that the students are present. Visitors who come to the hostel must leave before 9 p.m. Any visitor found after 9 p.m. will be treated as the guest of the student whom he/she came to visit.
31. All correspondences regarding the hostel should be made through the Assistant Warden. Letters written direct to the Warden will not receive attention.
32. Misconduct or breach of any of these rules for the hostel will render the offender liable to fine, suspension or dismissal.

33. The inmates of the hostel have a moral responsibility to point out and report to the Assistant Warden, cases if any of misbehaviour like ragging, thefts, pilferages, destruction of hostel properties, etc. Failure on the part of inmates to make such reports promptly may force the Assistant Warden to impose collective fine or such other disciplinary measures.
34. No sick member shall remain in the hostel. He/she will be sent to the hospital for treatment.
35. The hostel telephone can be made use of by the inmates on payment of the approved rates fixed from time to time. The amount thus collected shall be used to pay the telephone bill of the hostel. The excess charges, if any, shall be equally divided and collected from the inmates.
36. All students before going away for vacation or otherwise leaving the hotel must see that their dues are paid completely before leaving the station. Members are strictly advised not to leave any money or valuables in their rooms. The hostel authorities will not hold themselves responsible for moneys or other belongings lost by students or their guests.
37. For the convenience of members who go to their homes during the holidays, the Assistant Warden will arrange for the safe custody of their belongings during their absence at their own risk. The Assistant Warden will not be held responsible for any loss or damage to any such property.
38. Whenever a student proposes to spend the inter-semester break at a place other than his/her regular home, he/she should keep the Warden/Assistant Warden of the hostel informed of his/her proposed where-about during the period of the break.
39. Only licensed Tradesmen will be allowed within the compound of the Hostel for carrying on any business. Licenses will be issued to bonafide tradesmen, dhobis, barbers, tailors, cloth vendors etc. on payment of license fee as caution money, which will not be refunded.
40. The mess may frame its own by-laws consistent with the rules and subject to the approval of the Assistant Warden. The mess by-laws once framed shall not ordinarily be altered during the courses of the year.
41. All residents of the hostel must be members of the hostel mess and are required to pay a Mess advance when they are admitted to the hostel. The amount so collected shall constitute the 'Mess Fund' which will be credited to the Wardens Account. The Mess Fund shall be operated by the Assistant Warden.
42. The 'Mess Fund' shall be used for running the mess.
43. The mess advance shall be adjusted towards the mess dues of members at the end of the semester including the last month dues, and the mess fund for the semester shall be closed after settling liabilities.

44. Day scholars, members of teaching staff and other university employees may also be permitted to use the facilities of the hostel mess with the permission of the Assistant Warden. They will have to deposit mess advance and meet other charges fixed by the Assistant Warden.
45. The residents of the hostel are permitted to run their own mess in the hostel on no loss no profit basis. The management of the mess shall be the responsibility of the students, subject to control of the Assistant Warden.
46. The hostel mess shall be managed by a Mess Committee consisting of student representatives. The Mess Committee shall be elected every month by the members of the hostel. The number of the Mess Committee shall be fixed as 5 of which one shall be the Mess Secretary. The Mess Committee shall hold office for a period of one month only.
47. The mess account is a private account operated by the Assistant Warden and Mess Committee. The Mess Committee shall satisfy themselves with the correctness of accounting. The accounts shall be maintained by the Assistant Warden.
48. The 'dividing system' shall be followed in bearing the expenses of the Mess. All expenses including salary of cooks shall be from the mess expense for a month. The account shall be audited every month by two auditors elected every month from the inmates.
49. Reduction from mess charges shall be granted to members, if they absent from the mess for at least 3 consecutive days. The request for reduction must be given to the Assistant Warden in writing before the members leave the Hostel.
50. If the absence exceeds 10 consecutive days, the member shall be eligible for 1/2 month reduction.
51. The mess accounts for a month shall be audited and the dues announced by the Assistant Warden by the 5th of the succeeding month. Complaints and correction of any sort shall not be allowed after auditing and declaration of dividend.
52. The ledgers showing calculation of accounts will be made available for inspection of the members of the mess for three days after the last day of the month. Any error noticed should be reported to the Assistant Warden or the Mess Secretary.
53. The Assistant Warden will have the power to allow extension of days for remittance of mess dues with fine. Mess charges for the month should be paid on or before the 15th of every succeeding month. Thereafter a fine of Re. 1 per working day will be charged up to 20th.
54. No meals will be served to defaulters after the expiry of 1½ months from the due date. Defaulters will cease to be members of the hostel.
55. Payment of mess charges should be made to the office of Assistant Warden who will issue proper receipts for all sums received.

56. All bills and requisitions for cash payment from the mess fund should be certified by the Mess Secretary.
57. The Mess Committee shall be responsible for the proper maintenance of the kitchen, cleanliness etc. In the event of improper maintenance or proper cleanliness not being observed, the Warden shall have the power to order the closure of the mess or to take such other measures as he considers fit.
58. The hours of the mess shall ordinarily be:
- |                |   |                         |
|----------------|---|-------------------------|
| Break fast     | - | 7.00 a.m. to 8.00 a.m.  |
| Lunch          | - | 12.00 noon to 2.30 p.m. |
| Evening Tiffin | - | 4.00 p.m. to 5.00 p.m.  |
| Supper         | - | 7.00 p.m. to 8.30 p.m.  |

On previous intimation to the Head Cook, meals shall be kept till 9.45 p.m.

59. Sick diet and extra shall be provided to inmates.
60. No inmates except the Mess Secretary or Mess Committee Members shall enter the kitchen and store.
61. Members are not allowed to take out cups, tumblers, saucers or other utensils or furniture. Damage or loss of such articles due to the carelessness of the inmates shall be made good by individual or collective fine. Meals or extras will not be sent to the rooms of the members.
62. Establishment charges shall be collected from each inmate, with the mess dues. The amount so collected is the Establishment Fund. It can be spent for providing first aid facilities to inmates, purchasing newspapers, journals, recreation room & indoor games facilities for paying salary of phone boy, hostel boy, etc. The receipts and expenditure of the fund amount shall be audited by students at the end of the year.
63. Mess servants: The mess committee shall be the appointing authority for hostel mess servants subject to the approval of the Warden on the recommendations of the Assistant Warden. The terms and conditions may be as laid down by the mess committee from time to time.
64. The Assistant Warden shall be responsible for the maintenance of proper discipline and good conduct among the mess servants. The Mess Committee shall be competent to recommend punishment including suspension or removal from service of any Mess Servant, with reasons there of. Such disciplinary action against mess servants shall be recommended by the Assistant Warden of the concerned hostel to Warden for further action. The Warden shall be the disciplinary authority in all such cases.
65. Notwithstanding anything contained in these rules, the Warden shall be competent to discharge all or any of mess servants if he is satisfied that the discipline, cleanliness and/or conduct of the mess servants are not satisfactory or if their continuance in the hostel mess is considered injurious to the interests of the students, the hostel or the college or institute.

## 66 Hostel Committee

- a) A Hostel Committee may be elected every year from among the inmates. The Committee shall be called "College/Institute Hostel Committee".
- b) Aims and objects : To promote a healthy corporate life, friendliness and cordiality among the members of the hostel and to guide their activities along sound and fruitful channels.

67. Membership : All the students of the College/Institution residing in the hostel will be members of the committee.

68. Office Bearers: The Hostel Committee shall have the following office bearers.

Hostel Secretary : There shall be one Hostel Secretary for the hostel of a College/Institution. He shall assist the Assistant Warden in keeping the discipline and cleanliness in Hostel.

Joint Secretaries : One from each hostel of a college/Institution. He shall be in charge of the reading room and library of the hostel.

Recreation hall Secretary : One from each hostel of a college/Institution. He will look after the indoor games hall and radio room.

Block Representatives : One representative from each block/floor of the hostel.

The Warden and the Assistant Warden shall be President and Vice President respectively of the committee.

69. Election : The rules pertaining to election of Hostel Committee can be framed by the inmates subject to the approval of Assistant Warden. The Warden shall have the authority to reject the candidature of election of any inmate considering discipline and welfare of the hostel. The Warden can nominate any inmate to hold an office for one year.

## 70. Duties and functions

1. The committee shall represent the inmates of the hostel for any matter pertaining to the hostel.
2. It shall be responsible for cleanliness and discipline in the hostel and proper functioning of reading room, library and recreation hall.
3. It can conduct meetings, debates, cultural programmes and tournaments, with the permission of the Assistant Warden.
4. It shall be responsible for the establishment fund expenses and the stock and stores purchased from establishment fund.

71. The Warden shall have the power to make authorised expenditure from the establishment fund for maintaining proper cleanliness, hygienic condition and general well-being of the Hostel.
72. The decision of the Warden shall be final in all matters concerning the Hostel Committee.
73. Special rules for Women's Hostel : All the general rules of the hostels are applicable to the Women's Hostel and in addition, the following special rules shall also be applicable.
  1. Boarders will be allowed to visit or to be visited by those whose names have been sent to the Assistant Warden by their parents or guardians.
  2. The visitors may be seen between 4 and 6 p.m. on all days of the week in the visitor's room only. The name and designation of the visitor, purpose of visit, and relationship of the resident visited, must be entered by the resident in the book provided for the purpose. Those entries must be initiated by the Assistant Warden before the end of the day.
  3. All residents must return to the hostel before 6.30 p.m. unless they have obtained prior permission of the Assistant Warden.

## 9. CO-CURRICULAR ACTIVITIES

### THE KERALA AGRICULTURAL UNIVERSITY UNION

#### Article I: Name

The Union shall be called 'The Kerala Agricultural University Union'.

#### Article II: Objectives and Activities

- 1 The objectives of the Union shall be to promote corporate social and cultural life of the students of the university and to train them in the duties and rights of citizenship.
- 2 In order to achieve this, the union may endeavour:
  - a) To promote opportunities for the development of character, discipline, efficiency, knowledge, democratic outlook and the spirit of service among the members.
  - b) To organise youth centres, clubs or groups like student writers' club, student farmers' forum, study circles, training camps, debates, seminars, cultural shows, book clubs, camera clubs, etc.
  - c) To impart training in leadership and in the conduct of public works in collaboration with voluntary organisations.
  - d) To organise arts festivals, to promote and develop the artistic talents of students.
  - e) To organise sports, physical culture clubs and recreational club.
  - f) To organise work squads and operation in urban and rural areas;
  - g) To organise programmes encouraging students in various constructive activities in context of national development.
  - h) To encourage such other activities that would be in tune with the general objectives of the Union.

#### Article III: Definitions

For the purpose of this constitution, the following terms shall mean:

- a) Patron: The patron of the Kerala Agricultural University Union.
- b) Kerala Agricultural University Union: Unless otherwise stated, the letters K.A.U. Union shall mean the Kerala Agricultural University Union.
- c) President: The President of the Kerala Agricultural University Union.
- d) General Secretary: The General Secretary of the Kerala Agricultural University Union.
- e) Honorary Treasurer: The Honorary Treasurer of the Kerala Agricultural University Union.



- f) Managing Council : The Managing Council of the Kerala Agricultural University Union
- g) Students' Union Council : Students' Union Council of Kerala Agricultural University Union.
- h) Funds : The funds of the Kerala Agricultural University Union.
- i) Constituent Colleges/Institutes refers to the constituent colleges of the university.
- j) Students' Union Councillor : Member of Students' Union Council of the Kerala Agricultural University Union.
- k) University Union Councillor : Member of the Managing Council of the Kerala Agricultural University Union.
- l) Staff Advisor : Staff Advisor of the Kerala Agricultural University Union.

#### Article IV: Membership

The students of constituent colleges/Institute of Kerala Agricultural University shall be eligible for membership of the Kerala Agricultural University Union. No one other than a full-time student shall be a member of Kerala Agricultural University Union.

#### Article V: Membership fee

All Colleges/Institute shall collect the prescribed fee towards University Union fee from each student along with 1st instalment of fees. The College/Institute shall remit the fee to the University Union through the Honorary Treasurer.

#### Article VI: Tenure of membership

The tenure of membership of the Managing Council and Students' Union Council shall ordinarily be one year. However, if there is delay in conducting the election the office bearers may continue till such time as the new office bearers are elected.

#### Article VII: College unions

- 1.a) There shall be students' unions in all the constituent Colleges/Institutes of the Kerala Agricultural University to promote all round development of the students so as to achieve the objectives of the Kerala Agricultural University Union.
- b) There shall be a President, a Secretary, three Councillors (including one lady) representing each college on the University Union. Arts Club Secretary and Student Editor of the College Journal for all the college unions. The three Councillors to the University Union shall represent their college union at the managing council of the Kerala Agricultural University Union.
- c) There shall be various associations in all Colleges under the general guidance of the college unions to achieve the objectives of the Kerala Agricultural University Union.
- d) The office bearers of the College Union and various Associations shall be elected according to the rules framed from time to time from among the students of the college/institute within the first trimester, on re-opening of the college for the first trimester of each academic year.

2. Students' Union Council. The Students' Union Council of the Kerala Agricultural University shall include.

All elected office bearers of all college/institute unions and the councillors elected from each college/institute, as in Article VII (1) (b).

Article VIII: Office bearers

The following shall be the office bearers of the Kerala Agricultural University Union:

- |                           |                                  |
|---------------------------|----------------------------------|
| a) Patron;                | b) Vice-Patron;                  |
| c) The President;         | d) The Vice Presidents (2 nos.)  |
| e) The General Secretary; | f) The Councillors;              |
| g) The Secretary;         | h) The Honorary Treasurer;       |
| i) The Staff Advisor;     | j) The Managing Council Members. |

a) Patron

The Vice-Chancellor of the Kerala Agricultural University shall be the *Ex-officio* patron of Kerala Agricultural University Union.

b) Vice-Patron

The Vice Patron shall be nominated by the patron for a period of one year.

c) The President

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

d) Vice-President

- 1) Two Vice-Presidents shall be elected from the University Union Councillors by the Students' Union Councillors.
- 2) One of the two Vice-Presidents shall be elected from the lady members of the University Union Council by the students Union Councillors.
- 3) One of the two Vice-Presidents shall preside over the meetings of the Students' Union Council, Managing Council and all other functions of the Kerala Agricultural University Union in the absence of the President.

- 4) The Vice-Presidents shall perform the duties of the President on his absence or as per request of the President.
- e) The General Secretary
  - 1) The General Secretary shall be elected from the University Union Councillors by the Students Union Councillors of the Kerala Agricultural University Union.
  - 2) The duties of the General Secretary shall be:-
    - (a) To issue notice for all meetings in consultation with the President; (b) to keep the minutes of the business meetings and to present them for confirmation at the next meetings; (c) to sign on behalf of the Kerala Agricultural University Union, all documents; (d) to conduct all correspondence of the Union; (e) to arrange for the purchase of the requisites of the Union; (f) to prepare annual reports and present the same; (g) to prepare budget in respect of the activities specified in Article II Sections 2 (a) to (h), to present it to the Students' Union Council for consideration and then to the Managing council for consideration and adoption; (h) to incur expenditure for items specifically included by the Managing Council among the objects of the Union with the previous concurrence of the Executive Committee of the university and to submit vouchers for payment and to render monthly statement of expenditure incurred by the Union to the Honorary Treasurer; (i) to submit the accounts and vouchers relating to the year for audit.
- f) Councillors to University Union

The councillors to the University Union shall be represented in University Union by three councillors. One of the three councillors shall be a lady.
- g) The Secretary

The Secretary shall perform the duties of the General Secretary in his absence or as per the request of the General Secretary.
- h) The Honorary Treasurer
  - 1) The Director of Students Welfare or in his absence a University Teacher nominated by Patron shall be the Honorary Treasurer of the University Union.
  - 2) The Honorary Treasurer shall be an *ex-officio* member of the Union Managing Council without voting power.
  - 3) The Honorary Treasurer shall be the custodian of the University Union on behalf of the Managing Council.
  - 4) It shall be the duty of the Honorary Treasurer to see that the office work of the Union is done smoothly and in time.
- i) The Staff Advisor

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

**Article IX : The Students Union Managing Council**

- 1) The managing council of the KAU Union shall include the following:
  - a) The President;
  - b) The Vice-Presidents;
  - c) The General Secretary;
  - d) The Secretary;
  - e) The Honorary Treasurer; and
  - f) The Councillors to Union elected from constituent colleges/institute.
- 2) The Managing Council shall manage the affairs of the Union and shall have powers subject to the provisions of the rules to carry out the objectives of the Union.
- 3) The Managing Council may appoint sub-committees or ad-hoc committees for specific purposes in consonance with the objectives of the Union from and among the members of the Student's Union Council.
- 4) The Managing Council shall meet at least once in a semester and such meetings along with the agenda shall be notified at least seven days in advance.
- 5) The urgent meetings of the Managing Council can be convened with two days notice.
- 6) The Managing Council may frame standing orders.
- 7) A member of the Managing Council who has not attended three meetings of the body consecutively without informing specific reasons to the president or the general secretary in writing shall forfeit his membership.
- 8) Vacancies arising shall be filled within one month according to rules and regulations.
- 9) Decisions of the Managing Council shall be taken in accordance with the opinion of the majority of the members present.

**Article X : Students Union Council**

1. The Students' Union Council shall meet at least once in three months and such meetings along with the agenda shall be notified at least seven days in advance.
2. The Students' Union Council shall have powers:
  - a) For general guidance over all college unions of the constituent colleges/institute of the Kerala Agricultural University.
  - b) To frame rules for the proper working of the Union.
  - c) To issue instructions consistent with the constitution and the rules in all matters not otherwise provided for.

**Article XI : Fund of the Union**

1. Separate head of account may be opened in the KAU budget to accommodate all funds of the Union including the annual grant from the Kerala Agricultural University.

2. The Honorary Treasurer of the Union will be in charge of the funds of the Union on behalf of the students Union Council. Expenses for the activities of the Union shall be incurred with the previous sanction of Managing Council. The Managing Council shall appoint a committee for the purpose of auditing accounts.

#### Article XII : Miscellaneous

- 1 The quorum of the meeting of all committees of the Kerala Agricultural University Union shall be  $\frac{1}{4}$  of the total members or three whichever is more.
- 2 A notice of no confidence signed by  $\frac{1}{3}$  of the total members against an elected office bearer of the Kerala Agricultural University Union can be presented in the Managing Council.
- 3 A motion of no confidence shall not be moved within the first three months or the taking charge of office.
- 4 A special meeting of the Students' Union shall be convened if 20 per cent of the members of the Students' Union Council demand for a meeting specifying the purpose with written notice.
- 5 The Students' Union Council meeting shall be convened to discuss the no confidence motion with a special notice of 14 days. The motion shall be carried by the simple majority of the total members of the Students' Union Council.
- 6 The Managing Council of the Kerala Agricultural University Union can amend this constitution. The meeting of the Managing Council to amend the constitution shall be convened with 14 days notice showing specific clause of amendment. Amendment can be made by the  $\frac{2}{3}$  majority of the members of the Managing Council present. The amendment passed by the Council shall be valid or come into force only if approved by the Patron.
- 7 The Patron, Vice-Patron, Staff Advisor and the Honorary Treasurer may attend any of the meetings of the Kerala Agricultural University Union or bodies constituted there under, but shall not have any voting power.
- 8 Any question of dispute arising under this constitution with regard to its provisions, contents, interpretations on the procedure laid down between any member of the Committee shall be determined by the Managing Council. The decision of the Managing Council shall be final in all such cases, but an appeal may be made to the Patron.

#### Article XIII

- 1) Travelling allowance: (a) The office bearers of the University Union or the students of the university deputed for specific purposes of the University Union are eligible for bus fare or 2nd class train fare; (b) In special circumstances, special conveyance may be utilised after approval by the staff Advisor, when actual expenses for special conveyance will be met.
- 2) Daily allowance: (a) Daily allowance shall be claimed with reference to the time of absence from the campus to which the student belongs; (b) Where the tour is made by university vehicle, the student will be eligible for only the daily allowance; (c) While

using special conveyance, the student will be eligible for a daily allowance; (d) The time of journey is also included for calculation of allowance.

#### Article XIV : Election

All elections to the Unions shall be conducted by secret ballot, each member having single non-transferable vote under the direct supervision of an officer nominated by the Patron. (Vide Appendix I and II)

*Note:-*Lyngodh Committee report on student body and student union election in Colleges/ Universities.

Election to the student unions in all the constituent colleges and in KAU will be conducted based on the recommendations of the Lyngodh Committee report which is as per the directions of the Honorable Supreme Court. This was approved in the 109th meeting of Academic Council held on 15.7.2008.

All the recommendations of the Lyngodh Committee report except the eligibility criteria for the candidature (Recommendation 6.5) were accepted as such. The recommendations on the eligibility criteria for the candidature (Recommendation 6.5.1 to 6.5.8) were decided to be implement as follows:

- 6.5.1 Under Graduate Students between the age group of 17 and 25 may contest the election.
- 6.5.2 For the PG students the maximum age limit to legitimately contest the election would be 21-28 years.
- 6.5.3 For Research Students the maximum age limit to legitimately contest the election would be 33 years.
- 6.5.4 A student who has failed in any course and yet to pass that course by writing the re-exam/repeat exam or who has not successfully completed all the courses of the earlier semesters as on the date of filing the nominations.
- 6.5.5 The candidate should have attained minimum per centage of attendance of 75%.
- 6.5.6 The candidate shall have one opportunity for the contest the post of office bearer and two opportunities to contest the post of an executive committee member. This point was further clarified that Students Union President, Vice President, Secretary, Joint Secretary form the office bearers and one and the same person cannot continue to contest for the same office, year after year.
- 6.5.7 The candidate shall not have previous criminal records i.e. he should not be tried and/ or convicted of any criminal offence or misdemeanour. The candidate also shall not have been subject to any disciplinary action by the university.
- 6.5.8 The candidate must be a regular full time student of the College/University and should not be a distance/proximate student i.e. the eligible candidate must be enrolled in full time course and the course duration being at least one year.

The recommendation of the Lyngodh Committee available in the website of UGC.

## 10. STUDENTS' UNION OF COLLEGES

(IN ACCORDANCE WITH LYNGODH COMMITTEE RECOMMENDATIONS)

### 1. Title

The students' Union of each of the College in the Kerala Agricultural University shall be called by the term "Students' Union" followed by the name of the College. For example: "Students' Union of the College of Agriculture", "Students' Union of the College of Horticulture", etc.

### 2. Objectives

The objectives of the Union shall be :-

- i) To encourage the spirit of comradeship
- ii) To serve as a forum for training in leadership
- iii) To organize debates, seminars, work squad, touring parties and other important activities.
- iv) To promote opportunities for students to organize sports, arts and other cultural and recreational activities.
- v) To bring out a College Magazine annually.
- vi) To encourage dramatic and artistic talents and to promote the ideal of social service in practice.
- vii) To do such other activities for the common good of the members, and for the Institution.

### 3. Membership

- a) All students of the college *ipso facto* be members of the Union and shall have the right to vote and contest in the elections of the Union and other clubs, associations or forums.
- b) College Union Fee is payable with the first annual installment of tuition fees by all the members.
- c) All members of the teaching staff will be *ex-officio* members of the Union with no right of vote.

### 4. Tenure

The tenure of the College Union shall be an academic year or till the election and formation of the next Union. The academic year shall be based on the semester system.

### 5. Executive Committee

The Executive Committee of the College Union shall consist of :-

- i) President
- ii) Vice-President

- iii) General Secretary
- iv) Associate Secretary
- v) Arts Club Secretary
- vi) Magazine Editor
- vi) Student Editor
- vii) The Hony. Treasurer/Staff Advisor
- viii) The Staff Editor
- ix) One representative for each class and a representative of the Post-graduate students
- x) Three Councillors including one lady elected to the University Union.

#### **6. Election of Office Bearers and their duties**

- a) **President :** The President shall be elected directly by and from among the students of the college. The President shall preside over all meetings and other functions of the College Union and regulate and control the meeting.
- b) **Vice-President :** The Vice-President shall be elected directly by and from among the students of the college. He shall preside over the meetings in the absence of the President and shall have powers of the President on such occasions.
- c) **General Secretary :** The General Secretary shall be elected directly by and from the students of the college. The Secretary shall issue notices for meetings and other functions of the College Union and keep the minutes of the meetings. The Secretary shall make arrangements for the ordinary and extraordinary meetings of the College Union subject to the approval of the Union Executive. He is the custodian of the records of store and stock of the College Union.
- d) **Associate Secretary :** The Associate Secretary shall be elected from among the students other than the final year classes. He shall be the Librarian of the Association Library and shall be responsible for the maintenance, circulation and safe custody of the books, periodicals, news papers, etc.
- e) **Arts Club Secretary :** The Arts Club Secretary shall be elected directly by and from among the students of the College. He shall have the right to organize all such activities to promote artistic talents of the students.
- f) **Magazine Editor :** The Editor of the College Magazine shall be elected directly by and from among the students of the college other than from the final year class.
- g) **Honorary Treasurer cum Associate Patron :** The Treasurer shall be nominated by the Patron from among the members of the Academic Staff of the college. The Treasurer shall also advise the students and give proper guidance and supervision regarding Union activities.



- h) Staff Editor : The Staff Editor shall be nominated by the Patron from among the members of the academic staff of the College. He shall be responsible for correspondence, accounts, etc. in connection with the publication of the College Magazine.
- i) Class Representatives : Class Representatives shall be elected from among the students of the respective classes.
- j) Three Councillors including one lady shall be elected directly and from among the students of the college to the Students Union.
- k) The office bearers of the College Union and various associations shall be elected by secret ballot directly and from among the members of the Union, as early as possible after the re-opening of the college subject to the conditions given below:-
  - i) The schedule of election will be as follows:
    - a) Date of election will be notified four days in advance;
    - b) Time limit for filing nomination will be two days after the notification of the election;
    - c) Final withdrawal of the nomination filed should be made on the day previous to the date of election;
  - ii) Election will be held at a stipulated hour in a common hall(s) of the college by the teacher(s) of college appointed by the Dean as Election Officer(s) for the conduct of election. All the students of the college desiring to take part in the election shall assemble in the hall(s).
  - iii) The election will be held by secret ballot. For that purpose, a ballot box will be placed on the table in front of the Election Officer.
  - iv) The ballot papers in the form of blank chits with college seal and initials of Dean will be distributed by the Election Officer after adding his own initials to each of the students who are entitled to vote by calling their names one by one. The students should write in the blank chit the name of the candidates for whom they are voting.
  - v) A separate enclosure to ensure secrecy of voting should be provided in a corner of the room.
  - vi) The counting of votes and declaration of result shall be done by the Election Officer immediately after the voting is over. The Election Officer should count the votes in a room to which only the candidates and one representative of each candidate alone will be admitted.
  - vii) Persons who are not on the rolls of the college register will not be allowed to take part in any election work.
- l) The Executive Committee of the Union may appoint sub-committees or ad-hoc committees for specific purposes in consonance with the objectives of the Union.
- m) The Executive Committee shall meet at least once in a month and such meetings along with agenda shall be notified at least three days in advance. In emergent circumstances, the Executive Committee shall meet at short notice.

- n) A member of Executive Committee other than the member nominated by the Patron, who has not attended three meetings of the body consecutively without prior sanction shall forfeit his membership.
- o) Vacancies in the Executive Committee, other than those to which nominations have been made by the Patron shall be filled within one month by nominations by the Executive Committee.
- p) Decision of the Executive shall be taken in accordance with the opinion of the majority of the members present.

### **7. Patron**

The Dean shall be the *Ex-officio* patron of the College Union. The patron shall be the ultimate authority in all matters concerned with the College Union. He may ordinarily act on the advice of the Union Executive.

### **8. Associations under the Students' Union**

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

### **9. Activities**

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

### **10. Expenditure**

- a) All funds of the Union shall be deposited in Savings Bank Account in the name of the Patron (Dean) by designation.
- b) The expenditure on any item will be on sanction by the Patron.
- c) The Treasurer (Associate Patron) may draw advances through the college office based on detailed estimate of expenditure for each occasion and promptly submit the vouchers after incurring the expenditure. A prescribed register should be maintained for this purpose.
- d) No advance shall ordinarily be sanctioned if an advance drawn previously is pending adjustment.

### **11. Patron's authority**

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

## 11. NATIONAL SERVICE SCHEME (NSS)

National Service Scheme was started as a pilot project by the Government of India during the Fourth Plan period by selecting students on a voluntary and selective basis. The scheme envisages the utilization of the leisure time of students in various items of national service which not only help the community but also provide opportunity to the non-graduate to appreciate the lot of the community and inculcate in him a sense of social consciousness and dignity of labour. The cost of operating the scheme is shared by the Central and State Governments. The amount provided to each university/college is fixed on the basis of the “number of students allotted to the respective institution” (ie. the number of students participating in the N.S.S. activities and not the total strength of the institution). The XXII meeting of the Academic Council held on 28/06/75 has decided that the National Service Scheme may be implemented at the constituent colleges of Kerala Agricultural University by the Deans of the Colleges concerned. Accordingly Government was addressed for the inclusion of Kerala Agricultural University in the list of Universities which implement National Service Scheme and for allotment of necessary funds and Government have included the Kerala Agricultural University also.

The aim of the National Service Scheme is education through community service.

The overall objective of the National Service Scheme is educational service to the community, the activity through which the objective is sought to be attained. The more specific objectives of the National Service Scheme are to arouse the student’s social conscience and to provide him with the opportunity:

- i) to work with and among people,
- ii) to develop an awareness and knowledge of social realities, to have a concern for the well-being of the community and to engage in creation and constructive social action,
- iii) to gain skills in the exercise of democratic leadership, and
- iv) to gain skills in programme development to enable him to get self employed.

At the University level there is an Advisory Committee constituted by the Kerala Agricultural University to advise the university for the purpose and smooth implementation of the National Service Scheme. At the College level, each college is having an Advisory Committee with the Dean/Head of Institution as Chairman and the Programme Officer as Member-convener.

## 12. NATIONAL CADET CORPS (NCC)

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

**Appendix I**

(Vide constitution of Kerala Agricultural University Union)

**ELECTION RULES**

Only the elected councillors to University Union are eligible to contest for the posts of office bearers in Kerala Agricultural University Union.

The Honorary Treasurer of Kerala Agricultural University Union shall publish the election schedule in detail at least one month in advance.

The election notification shall include the following details.

- 1 Publication of list of councillors to University Union and Students' Union.
- 2 First meeting of electoral college (University Union Councillors and Students' Union Councillors) should be called 14 days after the elections in the constituent colleges/institute.
- 3 Last date for submission of nomination
- 4 Scrutiny of nomination
- 5 Publication of list of valid nomination
- 6 Time for withdrawal
- 7 Publication of final list of candidates
- 8 Date and place of polling
- 9 Date and place of counting

**Appendix II**

(Vide constitution of the Kerala Agricultural University Union)

**NOMINATION PAPER\***

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

I hereby nominate .....councillor  
to the Kerala Agricultural University Union and student of.....  
.....College/Institute .....  
..... as a candidate for the election as the President/Vice-  
President/General Secretary/Secretary of the Kerala Agricultural University Union.

Name of Proposer : .....  
College : .....  
Signature with date : .....  
Name of seconder : .....  
College : .....  
Signature with date : .....

I agree to serve as the President/Vice-President/General Secretary/Secretary of the Kerala Agricultural University Union if elected.

Place:

Date:

Signature of Candidate

- \* i. Document to prove age to be attached.
- ii. Documents to prove "No Academic Arrear" to be attached.

- N.B.* 1. Only elected office bearers of College Union and councillors to University Union can propose or second nominations.
2. Only Councillors to University Union are eligible to contest.
3. Score out the inapplicable candidature.

## Appendix III

## ACADEMIC FORMS

## Acad. Form 3

## COURSE REGISTRATION-CUM-GRADE CARD

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

Part A									Part B		
Sl. No.	Catalogue No. of course	Title of the course	Credits	Name of department	Initials of course teacher or Head of Department	If the course is being repeated give details			Grade	Grade point	Credit points
						Repetition No. using symbols R1, R2, etc.	Semester and Academic year in which the course was previously taken last time	Grade Previously obtained			
1	2	3	4	5	6	7	8	9	10	11	12

Date

Signature of the student

Recommended

Signature, Name and Designation of Advisor

Approved

Signature of Dean

Up to last Semester	Deduction on account of repetition if any, during the current semester	Progressive total till the end of current semester
Total credit hours (excluding research)	Credit hours during current semester	Total credit hours (excluding research)
Total credit points	Credit points during current semester	Total credit points
Total credit for research work	Credit hours deducted	Total credit for research work
	Credit points deducted	Overall Grade Point Average

Signature

Countersigned

Name and designation of Advisor

Head of Institution

*Acad. Form 6***REQUEST FOR ADDITION AND/OR WITHDRAWAL OF COURSE(S)**

*Note:* Four copies of this form should be filled in by the student and submitted before the due date.

Academic year: ..... Semester No.....(from .....to .....)

1. Name of student :
2. Admission No. :
3. Regular/Repeater :

Sl.No.	Course No.	Title of the course	Whether added or 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 10 a*

KERALA AGRICULTURAL UNIVERSITY

FACULTY OF .....

**PROGRAMME OF RESEARCH WORK FOR THESIS FOR MASTER'S /  
DOCTORATE DEGREE**

1. Title of thesis
2. Location(s)
3. (a) PC group  
(b) Thrust area
4. (a) Name of student  
(b) Admission No.
5. (a) Name of major Advisor  
(b) Designation
6. Objective
7. Practical/scientific utility
8. Important publications on which the study is based
9. Outline of the technical programme
10. Main items of observations to be made
11. Facilities  
(a) Existing  
(b) Additional
12. Duration of the study
13. Time frame of study
14. Budget outlay

Place:

Date:

Signature of the student

Name and signature of members of the Advisory Committee

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

Place:

Signature of Head of the Department

Date:

Appendix (Reference)



*Acad. Form 10b*

## KERALA AGRICULTURAL UNIVERSITY

Faculty of .....

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

The advisory committee of Sri .....admitted to the Master's degree programme in College of Agriculture / Horticulture during the academic year of ..... Majoring in ..... after a conference with the candidate made the recommendation in respect of the following:

1. Major field of study
2. Minor field of study
3. Research topic for thesis
4. Course to be completed by the student:

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

5. Total credit for course work
6. Total credit for research work
7. Total credit for the Degree Programme
8. Outline of technical programme with a synopsis of proposed research work for thesis
9. Name of the student with signature
10. Name and signature of the members of the advisory committee
  1. Major Advisor
  2. Members
11. Signature of the Head of the Department

Place:

Date:

*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 :



*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 Head of the Institution

*Acad. Form 13***CONFIDENTIAL**

Faculty of .....

**REPORT OF QUALIFYING EXAMINATION FOR MASTER'S/  
DOCTORATE DEGREE**

1. Name of Candidate :
2. Admission Number :
3. Major Discipline :
4. Major Department :
5. No. & Date of order of the Registrar/  
Head of the Institution approving the  
conduct of examination :
6. Date of Examination :
7. Date of previous examination in  
case it is a re-examination :
8. Marks secured
  - a. Written
    - i. Major courses (100) :
    - ii. Minor courses (100) :
  - b. Viva-voce (S/US) :

(Separate minimum of 60% required for major and minor courses)
9. Result : Successful/Unsuccessful
10. Board of Examiners

Sl.No.	Name	Chairman/External Examiner/Member	Signature

- Note: 1. The External Examiner may be indicated as such against his name.
2. This report should be sent as early as possible after the examination to the Registrar (by name), KAU, Vellanikkara.

*Acad. Form 14*

Faculty of : .....

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

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

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

**PART – I**

(To be filled in by the student and submitted in duplicate to the major advisor along with four copies of the thesis)

1. Name in full :
2. Admission No. :
3. Date of joining PG programme :
4. Date of termination of last semester attended :
5. Total No. of semesters completed :
6. Periods of discontinuance if any : Duration  
From To
7. Approved title of thesis (with Code no) :
8. Order No. approving the title of thesis :
9. Total credits programmed for the degree  
and credits completed :

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

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 / defense seminar :
16. a. Whether one research paper has been accepted  
(in the case of Ph.D.) and sent for publication (with  
Proof in the case of M.Sc.) in a referred journal :
- b. Details of submission :
- i) Title of research paper :
  - ii) Date of submission :
  - iii) Name of Journal (attach proof for submission) :
17. 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 Head of the Institution)

Place :

Date : Signature of Head of the Institution



*Acad. Form 15***PANEL OF NAMES FOR APPOINTMENT OF EXTERNAL EXAMINER(S)**

1. Name of student :
2. Admission No. :
3. Name of degree programme :
4. Whether qualifying examination  
or final examination :

Note: 1. One of the following names may be chosen by the Dean / Associate Dean for appointment as the external examiner for evaluation of thesis for M.Sc. Programmes, based on which formal orders are to be issued.

2. In the case of the student is appearing for Ph. D. final examination, two external examiners are to be nominated from the panel. As per regulations, the thesis of Ph. D. students has to be adjudicated by two external examiners, though only one of the need be present to conduct the final viva-voce examination.

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

Signature of Major Advisor :

Name :

Designation :

Place :

Date :

- Name chosen: 1. (One external examiner for adjudication of thesis)  
.....
2. (in the case of Ph. D. final examination, another external examiner  
to adjudicate thesis and also to conduct viva-voce examination)  
.....

Head of the Institution

*Acad. Form 16***CONFIDENTIAL**

Faculty of : .....

**REPORT OF FINAL EXAMINATION FOR MASTER'S/  
DOCTORATE DEGREE**

1. The meeting of the Board of examiners of Mr/Mrs/Miss.....a student of .....Degree programme, majoring in..... was held at.....on .....as per Order No. .... dt. .... of the KAU.
2. The following members(\*) were present:
 

i. ....	Chairman
ii. ....	Member
iii. ....	do.
iv. ....	do
v. ....	do
vi. ....	do
- (\*) *Note:* The external examiner should be indicated as such against his/her name.
3. The Board took note of the report (s) of the External Examiner (s) Dr./Shri ..... copies /(copy of which are enclosed herewith)
4. The Board Recommend/do not Recommend the thesis entitled “.....  
.....  
The final viva-voce examination for the candidate was conducted by the Board of Examiners. The Performance of the candidate was Excellent/ Good/ Satisfactory/ Unsatisfactory.
5. The board of examiners hereby RECOMMEND/DO NOT RECOMMEND unanimously the award of the Degree of .....in.....for Mr/Mrs/Miss .....
 

i.	Chairman	.....
ii.	Member	.....
iii.	Member	.....
iv.	Member	.....
v.	Member	.....
vi.	Member	.....
vii.	External Examiner	.....

*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 :
9. 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 &amp; Designation of Advisor:

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

<b>Proposed Examination schedule*</b>	<b>Date</b>	<b>Marks</b>
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. :
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/ Assoc. Dean/ Spl. Officer.  
  
Date: Head of the Institution

**Note:** The application shall be received by the Dean/ Assoc. Dean/ Spl. Officer within the prescribed time limit (that is with in 15 days of notification of results) and forward to the comptroller of examination/ Director (Acad), 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/es (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 illness, whether necessary evidence to prove the reason is enclosed? :
7. Whether the student has applied for supplementary exam. Earlier? If so give the full details of all the courses and semesters for which supplementary exams were written previously. :

Place:

Signature of the student.

Date:

Remarks of student advisor :

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

Remarks of course teacher :

Remarks of Head of the Dept. :

Recommendation of the committee :

1.

2.

3.

Recommendation of the Dean / Head of the Institution:

*Acad. Form 19*

Faculty of .....

**PROPOSAL FOR SUBMISSION OF THESIS FOR MSc/ PhD**

1. Name of Department
2. Name of College

**PART I**

(to be filled in by the student)

1. Name in full
2. Admission No.
3. Date of joining the MSc/ PhD programme
4. Periods of discontinuance if any
5. Approved title of the thesis
6. Order No. approving the title of the thesis
7. Name of the main departmental/KAU project of which the above thesis work forms a part (if not applicable mark 'NA')
8. Total credits programmed for MSc/ PhD degree and credits completed

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

9. Whether all the prescribed credits have been completed or not
10. Major field of specialization
11. Minor fields
12. Date of passing the qualifying examination
13. Name and designation of the members of the Advisory Committee

Place :

Date :

Signature of student

**PART II**

(Remarks of Major Advisor)

Place :

Date :

Signature

Name &amp; Designation

(Remarks of Head of the Institution)

Signature

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

1. Certificate for which application is made
2. Name of the candidate in full as enrolled in the University records
3. Sex
4. Admission No.
5. College from which the candidate appeared for the final degree/diploma exam
6. Month and year of passing the final exam with result notification No. and date
7. Address to which the certificate should be sent (with Phone No. and e-mail ID)
8. Major subject of study as per the registration for the degree programme (applicable in the case of post-graduates only)
9. Amount of fees remitted
10. No. and date of cash receipt/KAU chalan/DD (to be attached)

Place

Date

Signature of applicant

**NON-LIABILITY CERTIFICATE**

No.....

Certified that no liabilities are outstanding against Shri/Smt..... Admission  
No. .... his/her provisional/degree/diploma certificate and/or transcript may be issued.

Place :

Date :

Signature of Head of Institution



## INSTRUCTIONS TO CANDIDATES

1. All students are advised to get their provisional/degree/diploma certificates, transfer certificate, 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. Candidates are advised as a safeguard against the miscarriage of non-delivery of applications, to submit the same by registered post/acknowledgement due.
7. The amount can be remitted at the KAU office in person on all working days. It can also be paid by crossed Demand Draft drawn in favour of the Comptroller, KAU and payable at the State Bank of Travancore, KAU Branch Vellanikkara. The cash receipt in original or the Demand Draft should be attached with the applications. Money orders/postal orders will not be accepted in any case.

## Appendix IV

**FEE STRUCTURE**

(Subject to revision any time at the discretion of the University)

**1.1 Fee for under-graduate programmes**

1. Admission fee (at the time of admission)	500
2. College caution deposit (Refundable)	1000

Item	UG programme	
	I sem (Rs.)	II sem (Rs.)
1. Tuition fee	4700	4700
2. Special Fee	0	0
i. Library	200	200
ii. Stationery	150	150
iii. Sports/ Athletic fee *	100	100
iv. Magazine fee *	100	100
v. Uty. Union fee	100	100
vi. Medical inspection fee *	100	100
vii. Academic Handbook	50	50
viii. Semester Exam fee	400	400
ix. Association fee*	100	100
Total	6000	6000

**1.2. Fee for post-graduate programmes (KAU)**

Item	Masters degree programme	Doctorate degree programme
1. Admission fee (at the time of admn.)	500	500
2. College caution deposit (refundable)	1500	2000

Item	Masters degree programme		Doctorate degree programme	
	1 <sup>st</sup> sem	2 <sup>nd</sup> sem	I sem (Rs.)	II sem (Rs.)
1. Tuition fee	6500	6500	6500	6500
2. Special fee	0	0	0	0
i. Library fee	500	500	500	500
ii. Medical inspection fee	100	100	100	100
iii. Stationery fee	300	300	300	300
iv. Academic Handbook	100	100	100	100
v. Sports/Athletic fee *	200	200	200	200
vi. Magazine fee *	100	100	100	100
vii. University Union fee	100	100	100	100
viii. Association fee *	100	100	100	100
<b>Total</b>	<b>8000</b>	<b>8000</b>	<b>8000</b>	<b>8000</b>

- Fee will be remitted to the PD Account of Dean/ Associate Deans of the concerned colleges

### 2.1. Fee for certificates (KAU)

Item	Fees (Rs.)
<i>Issue of Degree Certificate</i>	
Bachelor's Degree	1000
Master's Degree	1500
Doctorate Degree	2000
<i>Issue of Other Certificates</i>	
Diploma	1000
PG Diploma/Titles	1000
<i>Additional fee for considering applications for issue of Degree, Diplomas, Titles and Certificates received by Registrar after one year or more but before 5 years after the Examination</i>	250
<i>Additional fee for considering applications received after 5 years but before the expiry of 10 years of examination</i>	500

After 10 years of examination	1000
Provisional Degree Certificates/Transcript	200 / 300
For issuing Certificates or copies of documents with Registrar's signature for transmission to foreign Universities on behalf of candidates who are applicants for admission (per copy) + Postal charges	500
For issuing Certified extracts from the records of the University	200
Migration Certificate	400
Rank Certificate	150
Additional fee for Duplicate Certificate (in addition to search fee (250)+ postal fee(50) + certificate fee (1000/1500/2000) Plus (postage fee for sending to foreign countries Rs.2000/-)	1000
Equivalency Certificate	500
Equivalency Certificate for SC/ST candidates	150
Genuineness Certificate / Verification of Certificates:	
For 5 years or less old	500
Between 5 to 10 years old	750
Additional fee collected for every year after 10 years	250
Certificate other than mentioned above	750

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

Item	Fees (Rs.)
Late registration fee within 5 working days	100
Additional late registration fee beyond 5 and upto 15 working days (only after the approval of Vice-Chancellor)	150
Re-registration fee after temporary discontinuation	300
Duplicate Identity Card	100

### 2.3 Fee for various examinations (KAU)

Item	Fees (Rs.)
Final Viva-Voce Examination for Masters Degree	3000
Final Viva-Voce Examination for Ph.D	5000
Comprehensive examination fee for Masters Degree	650
Comprehensive examination fee for PhD programme	1500
Late fee for submission of thesis:	
(i) M.Sc	500
(ii) Ph.D	1000

Supplementary Examination (per paper) UG/ PG	750
Re-examination/Repeat Examination (per paper) UG/ PG	450
Application for revaluation (per paper) UG	500

#### 2.4. Fee for hostel accommodation (KAU)

Item	Fees (Rs.)	
	UG	PG / Ph. D.
Hostel admission fee*	100	100
Rent per semester	100	200
Mess advance per semester	10000	10000
Current charge per semester	150	150
Water charge per semester	50	50
Hostel caution deposit*	500	500
Establishment fund	50	50

\* To be remitted at the time of admission only

**Appendix V****STUDY TOUR**

1. Study tour courses are compulsory in all faculties. These shall be non-credit course. The catalogue no. and title of courses shall be as follows:

Stur I – All India

Stur II – All Kerala

There shall be two study tours viz with one All Kerala Tour (covering all research stations of Kerala Agricultural University and other important central/state institutes and it shall be attached to the last module of RAWE) and All India study tour which will be conducted towards the end of 3<sup>rd</sup> year of study.

2. All the places/ stations of technical importance in one direction to be visited should be covered in the same programme as far as possible.
3. The students shall register for these courses at the beginning of the respective semester in which it is proposed to be held. The grade awarded shall be either Satisfactory or Unsatisfactory and denoted by letter grades 'S' and 'US' respectively.
4. The total duration of the two tours taken together shall be limited to 30 days for Bachelor degree programme in Forestry, Co-operation, Banking and Management and Agricultural Engineering. For B.Sc. (Ag.) course the total duration of the tour should be limited to 40 days.
5. Duration of each tour will be as decided by the heads of colleges without exceeding the total duration specified in clause 5 above.
6. It shall be compulsory for a student to attend and participate in tour on all days. However in unavoidable circumstances like sickness of the individual etc., the tour leader, at his discretion may exempt a student from attending the tour for a limited number of days. Those students who abstain from the tour unauthorisedly for any part of the tour will be awarded the grade 'US'.
7. Performance of the student during the tour shall be evaluated by the course teacher as follows:

a) Regular participation and involvement	-	30
b) Tour / work diary	-	20
c) Final report	-	30
d) Viva-voce examination	-	20
<b>Total</b>	<b>-</b>	<b>100</b>

A student securing 60% marks and above shall be awarded the letter grade 'S' (Satisfactory) failing which it shall be 'US' (Unsatisfactory). A student securing grade 'S'

is considered to have passed the course. A student securing 'US' and a student whose absence is with valid reasons and it is with prior permission of the Head of the institution shall undergo field experience in farms/ institutions allotted by the Deans/ Associate Deans concerned at their own expenses for a period equivalent to the total period of that study tour. The Instructional Farms of the colleges shall be exempted for undergoing field experiences. The criteria for evaluation shall be the same as prescribed above.

Items (a), (b) and (c) shall be evaluated by the course teacher. In case of field experience, the Head of station concerned shall be the course teacher. The viva-voce shall be conducted by an examination board consisting of three members including the course teacher. Other two members shall be nominated by the Dean / Associate Dean or the Head of institution where the student undergoes field experience. The tour / work diary and final report shall be submitted to the course teacher not later than 30 days from the date of completion of the tour. In the case of field experience it shall be one week.

Study tour allowance to each student for the entire course is Rs.4500/- (All India + All Kerala)

**Appendix VI****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

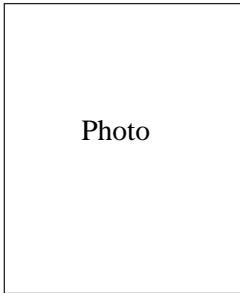
in..... District do hereby solemnly affirm and state the followings.

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 VII****CAUTION DEPOSIT**

1. The caution deposits will be released to the students only on written request.
2. The caution deposits will be released only to those students who have completed the course and examination or discontinued the course permanently.
3. The amount of caution deposits will be released to the students only after ascertaining the liabilities, if any, outstanding against the students, from various departments/sections/divisions of the college/institute and after realizing the dues, if any, to the college.
4. The student who has completed the course or discontinued the course should apply to the Dean/Associate Dean/Head of Institution within one year from the date of completion of the course or discontinuance, for release of the caution deposit. Wherever such claims have not been made, the amount of caution deposits will be forfeited to the General Revenue of the University and they will not be released under any circumstances.

**Appendix VIII****APPLICATION FOR ADMISSION TO CONVOCATION**

Last date for receipt of application :

Degree for which application is made :

1. Name of the candidate in full as enrolled  
in the University records :

2. Sex :

3. Admission Number :

4. College from which the candidate was  
presented for the examination :

5. Month and year of passing the final  
examination :

6. Address to which communication  
is to be sent :

7. Major subject of study as per the  
registration for the degree programme :

8. Whether already applied for the  
degree certificate :

9. If already applied, give the details  
of fee remitted :

10. Cash receipt No./D.D. No. and date  
of fee remittance :

11. Whether receiving the certificate in person  
or in absentia :

Station :

Date :

Signature of the applicant

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

Photo

1. Institution	:	
2. Course	:	
3. Semester	:	S1
4. Date of Registration	:	
5. Name (include initials after name)	:	
6. Date of birth (dd/mm/yyyy)	:	
7. Gender	:	
8. Marital Status	:	
9. Parent's Name	:	
10. Religion	:	
11. Community	:	
12. Category (General or Reservation)	:	
13. Permanent Address	:	
14. Country	:	
15. State	:	
16. City	:	
17. Pincode	:	
18. Phone No.	:	
19. Email ID	:	
For Office use only		
1. Year of Admission	:	
2. Programme Definition Code	:	
3. Admission Serial No.	:	

**Appendix X****GUIDELINES TO PREVENT RAGGING**

The University is committed to eradicate Ragging in its campuses. The Head of the institutions in KAU are bound to abide the following guidelines as per Supreme Court directions and Kerala Prohibition of Ragging Act 1997.

Ragging is a cognizable offence in Kerala. The Kerala Prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the State of Kerala. According to this Act "Ragging" means display of disorderly conduct, during any act which causes or likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassments to a student in any educational institution and includes (a) teasing or abusing of, playing practical jokes or causing hurt to such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The penalty and punishment for the persons directly or indirectly commits, participate in, abets or propagation ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of Institution in prohibiting ragging or neglects to take action in the manner specified in the Ordinance shall invite punishment as provided in the Act.

Following a Supreme Court direction, based on R.K. Raghavan Committee report against ragging, the UGC has directed all Universities and institutions to implement the recommendations. Every college shall have the following committee:

**I. Anti-ragging committee**

Consisting the following members and it should be headed by the Head of Institution.

1. Head of Institution
2. Representatives of Civil administration
3. Representatives of Police administration
4. Representatives of Faculty members
5. Representatives of Local meida
6. Representatives of NGO
7. Representatives of Parents
8. Representatives of Freshers
9. Representatives of Senior students
10. Representatives of Non-teaching staff

**II.** Anti-ragging Squad – should be nominated by the Head of Institution with such representation as considered necessary to keep it mobile, alert and with patrolling function. The squad should make surprise raids in hostels and other hot spots and be empowered to inspect places of potential ragging. It should work under the overall guidance of the Anti-ragging committee.

**III.** Mentoring Cell – is mainly to oversee and involve senior students as mentors for the ‘freshers’. This cell should be formed at the end of every academic year. There should be as many levels or tiers of Mentors as the number of batches in the institutions. The Anti-ragging squad and the Head of institutions should be involved in selecting the members of the cell.

- a) 1<sup>st</sup> batch of Mentors – should be formed from the 2<sup>nd</sup> year students. There should be one mentor (2<sup>nd</sup> year student ) for 6 freshers (1:6)
- b) For every six 2<sup>nd</sup> year mentor, there should be one 3<sup>rd</sup> year mentor.
- c) For every six 3<sup>rd</sup> year mentor, there should be one 4<sup>th</sup> year mentor.
- d) For every six 4<sup>th</sup> year mentor, there should be one 5<sup>th</sup> year mentor.

Each level of mentor should have a Faculty advisor.

1. Anonymous random surveys must be conducted across the entire 1<sup>st</sup> year batch of students every fortnightly during the first 3 months of the academic session in order to verify and cross-check whether the campus is indeed free of ragging or not.
  2. The Institution must adhere to complaints in regard to ragging or any suo moto information in respect thereof, which its authorization may come across promptly, and at all level and necessary action must be attended to with great dispatch. The complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality of the course of information must be protected at all costs. Remedial action must be initiated and completed within the week of the incident itself, so that the culprits does not tamper evidence or influence witnesses.
  3. The burden of proof must, lie on the perpetrator and not on the victim to prove that ragging did not take place. Collective punishment in these cases where the perpetrators could not be identified should continue.
- IV.** An annual undertaking to be signed by each student / parent whether fresher or senior and his/her parents jointly stating that each of them have read the relevant instructions/ regulations against raging as well as punishments, and that the ward if found guilty, he/ she will be proceeded against. The undertaking should be provided in English as well as in the vernacular. This should be furnished at the beginning of each academic year by every student. The undertaking should be appended to a brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.
- V.** Extensive publicity must be undertaken by the institutions by means of permanent boards displaying definition of ragging and its punishments in the campus especially in hostels and colleges, audio-visual aids, by holding counseling sememinars workshops. Painting etc. and other methods as it deems fit to publicize the ills of ragging (Necessary changes with regard to the name, address and telephone nos. of College and Public authorities may be made in the hoardings that have been displayed during the last year).

- VI.** The institute shall develop a sense of confidence among ‘freshers’. There should be a clear gap of 1 or 2 weeks in the date of joining of freshers and the seniors, classes for the seniors should commence later. It should be mandatory for institutions to inform parents of senior students that their wards shall reach the college only on the due date and not earlier (The dates and the gaps may be decided after thorough discussion with the respective Anti-Ragging Committees of the colleges).
1. The ‘Freshers’ Day’ shall be conducted within the first two weeks of the beginning of the academic session, that is not later than one week after the commencement of classes for the seniors. Faculty must be present to ensure no ragging or untoward incident takes place on this occasion.
  2. Professional counselors should be engaged to counsel ‘freshers’ in order to prepare them for the life ahead. The Head of institution should address all freshers in the first day of the academic session, and educate them about their rights against harassment of any kind including ragging, and all Faculty members must invariably be present on the occasion. The Academic Officer should give an orientation where all faculty must be present.
  3. On arrival of senior students a joint sensitization programme and counseling of both ‘freshers’ and seniors should be done through a professional counselor. They should be addressed by the Head of institution and the anti-ragging committee. In the hostel, the warden and Assistant Warden should address all the students. There should be resident tutors to assist the Assistant Warden to fulfill the obligations. It is strongly recommended that as far as possible Faculty members should dine with the hostel residents in their respective hostels up to Freshers’ day.
- VII.** Wardens and Assistant Wardens must be accessible at all hours. They must be issued with mobile phones by the institutions and the details of their telephone number must be widely publicized. Similarly the telephone numbers of head of institutions. Faculty members, members of anti-ragging committee, District and Sub-divisional authorities and authorities of the relevance should also be widely disseminated. Free access to phone at any time should be made available to the freshers.
- VIII.** The Head of institution should submit to the Vice-Chancellor with a copy to the Registrar and DSW, weekly reports during first three months of re-opening of the institution and thereafter reports each month on the status of compliance with anti-ragging measures. The Vice-Chancellor should submit fortnightly reports of the University level Monitoring Cell to the State Level Cell under the Chancellor. The fortnightly and weekly reports should be shared with the media, so that ‘nil’ reports if any are also in the public domain.
- IX.** The college authorities may try to get the services of a learned Psychiatrist to counsel the freshers as well as the senior students.

*Note: The different proforma for Annual Undertaking from students / parents and that for reporting Anti-ragging activities as per Supreme Court / UGC directions may be obtained from the office of Director of Students Welfare. All the head of institutions may act well in time to prevent ragging and occurrence of any ragging – incidence due to any lapse in observing these directions will be the responsibility of Head of the institutions.*

**Appendix XI****GUIDELINES 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 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:

First Prize	-	4%
Second Prize	-	3%
Third Prize	-	2%

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

1. A student winning many of the said three prizes 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 in a Tournament/Championship/ games/meet/NCC/Art activities shall be granted grace marks 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 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) relating to that semester.
7. Grace marks shall be granted during subsequent semesters too provided the student wins the said prize(s) 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 other courses, upon adding the grace marks, and
10. The grace marks shall not be considered for the purpose of ranking or any other academic purposes.



**Appendix XII****GUIDELINES FOR GRANTING CONCESSION FOR PHYSICALLY CHALLENGED STUDENTS IN UNIVERSITY EXAMINATIONS**

Guidelines for concessions to be given to the students with disabilities appearing in all University semester examinations, in each theory paper including internals and externals, if they do not secure minimum marks to pass.

- A. Physically handicapped** (Orthopaedically handicapped, visually handicapped, epilepsy with locomotive disability, cerebral Palsy) (i) Extra time of 10 minutes/hour for a paper (ii) Service of a scribe if necessary

*Note :-* The service of a scribe shall be allowed, only if the upper limb is involved in the disability, except for those who are visually handicapped.

- B. Hearing Impaired** (deaf and dumb) (i) Extra time of 10 minutes/hour for a paper (ii). Service of an interpreter.

*Note :-* Up to 25% of maximum marks in each theory paper shall be granted as moderation to Hearing Impaired students, who do not secure minimum marks to pass.

- C. Mentally challenged candidates** (i) Extra time of 10 minutes/hour for a paper (ii) Up to 25% of the marks secured in theory and practical papers shall be granted as moderation. (iii) Service of an interpreter.

- 1 In no case exemption from appearing for any paper shall be permitted.
- 2 The Hon'ble Vice Chancellor of KAU is authorized to sanction the concessions to the students on production of necessary medical certificate. In case of doubt/ suspicion the advice of Director of Medical Education shall be obtained directly.
- 3 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 punishable including debarment from the Examination if found that the information furnished by him/her was incorrect.
- 4 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.
5. A certificate of identification countersigned by the Head of the Institution concerned shall be issued to the scribe.

**Appendix XIII****INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

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

Phone: 91-11-25842787, 23388842, website: [www.icar.org.in](http://www.icar.org.in)

The Indian Council of Agricultural Research (ICAR) is an autonomous organization under the Department of Agricultural Research and Education (DARE), Ministry of Agriculture, Government of India. Formerly known as Imperial Council of Agricultural Research, it was **established on 16 July 1929** as a registered society under the Societies Registration Act, 1860 in pursuance of the report of the Royal Commission on Agriculture. The ICAR has its headquarters at New Delhi.

The Council is the apex body for co-ordinating, guiding and managing research and education in agriculture including horticulture, fisheries and animal sciences in the entire country. With **99 ICAR institutes** and **53 agricultural universities** spread across the country this is one of the largest national agricultural systems in the world.

The ICAR has played a pioneering role in ushering Green Revolution and subsequent developments in agriculture in India through its research and technology development that has **enabled the country to increase the production of food grains by 4 times, horticultural crops by 6 times, fish by 9 times (marine 5 times and inland 17 times), milk 6 times and eggs 27 times** since 1950-51, thus making a visible impact on the national food and nutritional security. It has played a major role in promoting excellence in higher education in agriculture. It is engaged in cutting edge areas of science and technology development and its scientists are internationally acknowledged in their fields.

**Mandate of ICAR**

- To plan, undertake, aid, promote and co-ordinate education, research and its application in agriculture, agroforestry, animal husbandry, fisheries, home science and allied sciences.
- To act as a clearing house of research and general information relating to agriculture, animal husbandry, home science and allied sciences, and fisheries through its publications and information system; and instituting and promoting transfer of technology programmes.
- To provide, undertake and promote consultancy services in the fields of education, research, training and dissemination of information in agriculture, agroforestry, animal husbandry, fisheries, home science and allied sciences.
- To look into the problems relating to broader areas of rural development concerning agriculture, including post-harvest technology by developing co-operative programmes with other organizations such as the Indian Council of Social Science Research, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre and the universities.

- To do other things considered necessary to attain the objectives of the Society.

The past research contributions of the ICAR and its partners were exceptionally higher than any other developing countries in the world. The empirical evidence documented that investment in the agricultural research and development was a win-win option as it was the largest contributor to agricultural total factor productivity, which in turn significantly contributed in reducing rural and urban poverty (NAAS, 2009). The average internal rate of return to the investment in agricultural research was about 46% during 1980/81 and 2006/07, which is comparable to that obtained internationally (Chand, Kumar and Kumar, 2011). The growth in total factor productivity between 1980 and 2000 was estimated at 1.4 to 2.0%, which equaled to that observed for crop sector during the green revolution period. The smallholders in the unfavourable production environment shared some of these benefits (Pal *et al.*, 2005).

The Council acknowledges importance of partnerships and synergies of different stakeholders in providing technological solutions for agriculture. It has developed organization's Intellectual Property Rights (IPR) domain, and has implemented its Guidelines for Intellectual Property Management and Technology Transfer/Commercialization (ICAR, 2006). It is expanding its reach for generating and disseminating new knowledge to its wide range of stakeholders in the production and food value-chain. It is strengthening its partnership with the national and the international organizations, various government departments, farmers and farmers' organizations, non-governmental organizations and private sector involved in agri-business. The ICAR is well prepared to meet future challenges and harness opportunities.

### **Organization**

- Union Minister of Agriculture is the ex-officio President of the ICAR Society
- Secretary, Department of Agricultural Research and Education, Ministry of Agriculture, Government of India and Director General, ICAR is the Principal Executive Officer of the Council
- Governing Body is the policy-making authority
- Agricultural Scientists' Recruitment Board
- Deputy Directors-General (8)
- Additional Secretary (DARE) and Secretary (ICAR)
- Additional Secretary and Financial Advisor
- Assistant Directors-General (24)
- National Director, National Agricultural Innovation Project
- Directorate of Knowledge Management in Agriculture

### **Mile-stones in the progress of ICAR**

- Initiation of the first All-India Co-ordinated Research Project on Maize in 1957
- Status of Deemed University accorded to IARI in 1958

- Establishment of the first State Agricultural University on land grant pattern at Pantnagar in 1960
- Placement of different agricultural research institutes under the purview of ICAR in 1966
- Creation of Department of Agricultural Research and Education (DARE) in the Ministry of Agriculture in 1973
- Opening of first Krishi Vigyan Kendra (KVK) at Puducherry (Pondicherry) in 1974
- Establishment of Agricultural Research Service and Agricultural Scientists' Recruitment Board in 1975
- Launching of Lab-to-Land Programme and the National Agricultural Research Project (NARP) in 1979
- Initiation of Institution-Village Linkage Programme (IVLP) in 1995
- Establishment of National Gene Bank at New Delhi in 1996
- The ICAR was bestowed with the King Baudouin Award in 1989 for its valuable contribution in ushering in the Green Revolution. Again awarded King Baudouin Award in 2004 for research and development efforts made under partnership in Rice Wheat Consortium.
- Launching of National Agricultural Technology Project (NATP) in 1998 and National Agricultural Innovation Project (NAIP) in 2005.

**Appendix XIV****INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**

Indian Council of Forestry Research and Education (ICFRE), an apex body in the national forestry research system, has been undertaking the holistic development of forestry research through need based planning, promoting, conducting and coordinating research, education and extension covering all aspects of forestry. The Council deals with the solution based forestry research in tune with the emerging issues in the sector, including global concerns such as climate change, conservation of biological diversity, combating desertification and sustainable management and development of resources. Topical research by the Council enhances public confidence in the ability of forest managers and researchers to successfully handle challenges related to natural resource management.

**Objectives of ICFRE**

- To undertake, aid, promote and coordinate forestry education, research and their applications.
- To develop and maintain a national library and information centre for forestry and allied sciences.
- To act as a clearing-house for research and general information related to forests and wildlife.
- To develop forestry extension programmes and propagates the same through mass media, audio-visual aids and extension machinery.
- To provide consultancy services in the field of forestry research, education and allied sciences.
- To undertake other jobs considered necessary to attain these objectives.

**Institutes and Centres under the Council**

ICFRE has eight Regional Research Institutes and four Research Centres located in different bio-geographical regions of the country to cater the forestry research needs of the nation. The regional research Institutes are located at Dehradun, Coimbatore, Bangalore, Jabalpur, Jorhat, Jodhpur, Shimla, Ranchi and Hyderabad and the centres are at Allahabad, Chhindwara, and Aizawl.

**Research Institutes under the Council are:**

- Forest Research Institute (FRI), Dehradun
- Institute of Forest Genetics and Tree Breeding (IFGTB), Coimbatore

- Institute of Wood Science and Technology (IWST), Bangalore
- Tropical Forest Research Institute (TFRI), Jabalpur
- Rain Forest Research Institute (RFRI), Jorhat
- Arid Forest Research Institute (AFRI), Jodhpur
- Himalayan Forest Research Institute (HFRI), Shimla
- Institute of Forest Productivity (IFP), Ranchi
- Institute of Forest Biodiversity (IFB), Hyderabad

**Advanced research centres under the council are:**

- Centre for Social Forestry and Eco-Rehabilitation (CSFER), Allahabad  
Centre for Forestry Research and Human Resource Development (CFRHRD),  
Chhindwara
- Advanced Research Centre for Bamboo and Rattans (ARCBR), Aizwal

## Appendix XV

## STATE AGRICULTURAL UNIVERSITIES

S.No.	Name, email & website	Address	Telephone/Fax No.
1	<b>Acharya NG Ranga Agricultural University</b> Website : <a href="http://www.angrau.net">http://www.angrau.net</a> Email : <a href="mailto:angrau_vc@yahoo.com">angrau_vc@yahoo.com</a> , <a href="mailto:raghuvardhanreddy_s@rediffmail.com">raghuvardhanreddy_s@rediffmail.com</a>	Adminstrative Office Rajendra Nagar Hyderabad - 500 030 Andhra Pradesh	040-24015035, 24013095 24013095
2	<b>Anand Agricultural University</b> Website : <a href="http://www.aau.in">http://www.aau.in</a> Email : <a href="mailto:vc@aau.in">vc@aau.in</a> , <a href="mailto:vc_aau@yahoo.com">vc_aau@yahoo.com</a>	Anand 388110 Gujarat	02692-261273 Fax: 02692-261520
3	<b>Assam Agricultural University</b> Website : <a href="http://www.aau.ac.in">http://www.aau.ac.in</a> Email : <a href="mailto:vc@aau.ac.in">vc@aau.ac.in</a> , <a href="mailto:kmbujarbaruah@rediffmail.com">kmbujarbaruah@rediffmail.com</a>	Jorhat 785013 Assam	0376-2340013 Fax: 0376-2340001
4	<b>Bidhan Chandra Krishi Viswavidyalaya</b> Website : <a href="http://www.bckv.edu.in">http://www.bckv.edu.in</a> Email : <a href="mailto:bckvvc@gmail.com">bckvvc@gmail.com</a> , <a href="mailto:sarojsanyal@yahoo.co.in">sarojsanyal@yahoo.co.in</a>	Mohanpur Nadia-741252 West Bengal	033-25879772 03473-222666 Fax:03473-222275
5	<b>Bihar Agricultural University</b> Website : <a href="http://www.bausabour.ac.in">http://www.bausabour.ac.in</a> Email : <a href="mailto:vcbausabour@gmail.com">vcbausabour@gmail.com</a>	Sabour Bhagalpur - 813 210 Bihar	0641-2452606 0641-2452606 Fax:0641-2452604
6	<b>Birsa Agricultural University</b> Website : <a href="http://www.baujharkhand.org">http://www.baujharkhand.org</a> Email : <a href="mailto:vc_bau@rediffmail.com">vc_bau@rediffmail.com</a>	Kanke Ranchi - 834 006 Jharkhand	0651-2450500 Fax : 0651-2450850
7	<b>Central Agricultural University</b> Website : <a href="http://www.cau.org.in">http://www.cau.org.in</a> Email : <a href="mailto:snpuri04@yahoo.co.in">snpuri04@yahoo.co.in</a> , <a href="mailto:snpuri@rediffmail.com">snpuri@rediffmail.com</a>	P.O. Box 23 Imphal - 795 004 Manipur	0385-2415933 Fax : 0385-2410414
8	<b>Chandra Shekar Azad University of Agriculture &amp; Technology</b> Website : <a href="http://www.csauk.ac.in">http://www.csauk.ac.in</a> Email : <a href="mailto:vc@csauk.ac.in">vc@csauk.ac.in</a>	Kanpur-208 002 Uttar Pradesh	0512-2534155 Fax : 0512-2533808
9	<b>Chaudhary Charan Singh Haryana Agricultural University</b> Website : <a href="http://www.hau.ernet.in">http://www.hau.ernet.in</a> Email : <a href="mailto:vc@hau.ernet.in">vc@hau.ernet.in</a>	Hisar-125 004 Haryana	01662-231640, 284301 Fax:01662-234952
10	<b>CSK Himachal Pradesh Krishi Vishvavidyalaya</b> Website : <a href="http://www.hillagric.ac.in">http://www.hillagric.ac.in</a> Email : <a href="mailto:vc@hillagric.ac.in">vc@hillagric.ac.in</a>	Palampur-176 062 Himachal Pradesh	01894-230521 Fax:01894-230465

- |    |  |  |   |
|----|--|--|---|
| 11 | <b>Chhattisgarh Kamdhenu Vishwavidyalaya</b><br>Website : <a href="http://cgkv.ac.in">http://cgkv.ac.in</a><br>Email :   | Anjora, Durg<br>Chhattisgarh   |   |
| 12 | <b>Dr Balasaheb Sawant Konkan Krishi Vidyapeeth</b><br>Website : <a href="http://www.dbskkv.org">www.dbskkv.org</a><br>Email : <a href="mailto:vcbskkv@yahoo.co.in">vcbskkv@yahoo.co.in</a>  | Dapoli Distt,<br>Ratnagiri - 415 712<br>Maharashtra  | 02358-282064<br>Fax:02358-282074                |
| 13 | <b>Dr Panjabrao Deshmukh Krishi Vidyapeeth</b><br>Website : <a href="http://www.pdkv.ac.in">http://www.pdkv.ac.in</a><br>Email : <a href="mailto:vc@pdkv.ac.in">vc@pdkv.ac.in</a>  | Krishinagar<br>Akola - 444 104<br>Maharashtra  | 0724-2258365<br>Fax:0724-2258219                |
| 14 | <b>Dr Yashwant Singh Parmar Univ of Horticulture &amp; Forestry</b><br>Website : <a href="http://www.yspuniversity.ac.in">http://www.yspuniversity.ac.in</a><br>Email : <a href="mailto:vc@yspuniversity.ac.in">vc@yspuniversity.ac.in</a> ,<br><a href="mailto:vcuhf@yahoo.com">vcuhf@yahoo.com</a> | Solan,<br>Nauni - 173 230<br>Himachal Pradesh  | 01792-252363<br>Fax:01792-252242                |
| 15 | <b>Dr YSR Horticultural University</b><br>Website : <a href="http://www.drysrhu.edu.in">http://www.drysrhu.edu.in</a><br>Email : <a href="mailto:vc@drysrhu.edu.in">vc@drysrhu.edu.in</a>  | Adminstrative office<br>Venkataramannagudem<br>PB No. 7<br>West Godavari Dist.<br>Tadepalligudem - 534 101<br>Andhra Pradesh | 08818-284311<br>Fax : 08818-284223              |
| 16 | <b>Govind Ballabh Pant University of Agriculture &amp; Technology</b><br>Website : <a href="http://www.gbpuat.ac.in">http://www.gbpuat.ac.in</a><br>Email : <a href="mailto:vcgbpuat@gmail.com">vcgbpuat@gmail.com</a>   | Pantnagar - 263 145<br>Distt Udham Singh<br>Nagar, Uttaranchal   | 05944-233333, 233500<br>Fax: 05944-233500       |
| 17 | <b>Guru Angad Dev Veterinary and Animal Science University</b><br>Website : <a href="http://www.gadvasu.in">http://www.gadvasu.in</a><br>Email : <a href="mailto:vijay_taneja@hotmail.com">vijay_taneja@hotmail.com</a> ,<br><a href="mailto:vcgadvasu@gmail.com">vcgadvasu@gmail.com</a>            | Ludhiana - 141 004<br>Punjab   | 0161-2553320<br>2553360<br>Fax:0161-2553340     |
| 18 | <b>Indira Gandhi Krishi Vishwavidyalaya</b><br>Website : <a href="http://www.igau.edu.in">www.igau.edu.in</a><br>Email : <a href="mailto:vcigkv@gmail.com">vcigkv@gmail.com</a>  | Krishak Nagar<br>Raipur - 492 006<br>Chhattisgarh  | 0771-2443419<br>Fax : 0771 - 2442302<br>2443121 |
| 19 | <b>Jawaharlal Nehru Krishi Viswavidyalaya</b><br>Website : <a href="http://www.jnkvv.nic.in">http://www.jnkvv.nic.in</a><br>Email : <a href="mailto:gkhaloo_jnkvv@yahoo.co.in">gkhaloo_jnkvv@yahoo.co.in</a>   | Krishi Nagar, Adhartal<br>Jabalpur - 482 004<br>Madhya Pradesh   | 0761 - 2681706<br>Fax : 0761 - 2681389          |
| 20 | <b>Junagadh Agricultural University</b><br>Website : <a href="http://www.jau.in">http://www.jau.in</a><br>Email : <a href="mailto:vc@jau.in">vc@jau.in</a>   | Univ. Bhavan, Motibagh<br>Junagadh - 362 001<br>Gujarat  | 0285 - 2671784<br>Fax : 0285-2672004            |



- |    |  |  |   |
|----|--|--|---|
| 21 | <b>Karnataka Veterinary, Animal and Fisheries Sciences University</b><br><b>Website :</b> <a href="http://www.kvafsu.kar.nic.in">http://www.kvafsu.kar.nic.in</a><br><b>Email :</b> <a href="mailto:vckvafsu@yahoo.co.in">vckvafsu@yahoo.co.in</a><br><a href="mailto:dekvafsub@yahoo.com">dekvafsub@yahoo.com</a> ,<br><a href="mailto:sskvafsu@yahoo.co.in">sskvafsu@yahoo.co.in</a> | Nandinagar, PB No 6<br>BIDAR - 585 401<br>Karnataka  | 08482 - 245264<br>Fax : 08482 - 245107                  |
| 22 | <b>Kerala Agricultural University</b><br><b>Website :</b> <a href="http://www.kau.edu">http://www.kau.edu</a><br><b>Email :</b> <a href="mailto:vc@kau.in">vc@kau.in</a> ,<br><a href="mailto:vicechancellorkau@gmail.com">vicechancellorkau@gmail.com</a>   | Vellanikara<br>Trichur - 680 656<br>Kerala   | 0487 - 2371928,<br>2370034, 2438001<br>Fax:0487-2370019 |
| 23 | <b>Kerala University of Fisheries &amp; Ocean Studies</b><br><b>Website :</b> <a href="http://www.kau.edu">http://www.kau.edu</a><br><b>Email :</b> <a href="mailto:kurup424@gmail.com">kurup424@gmail.com</a>   | Panangad,<br>Kochi - 682 506<br>Kerala   | 0487 - 2370117,<br>2703781, 2700964                     |
| 24 | <b>Kerala Veterinary and Animal Sciences University</b><br><b>Website :</b> <a href="http://www.kcasu.ac.in">http://www.kcasu.ac.in</a><br><b>Email :</b> <a href="mailto:vc@kvasu.ac.in">vc@kvasu.ac.in</a> ,<br><a href="mailto:vc.vetuny@gmail.com">vc.vetuny@gmail.com</a>   | Liason Office<br>Directorate of Dairy<br>Development, Pattom<br>Thiruvananthapuram - 695 004<br>Kerala | 0471-2550058<br>Fax: 0471 - 2550480                     |
| 25 | <b>Lala Lajpat Rai University of Veterinary &amp; Animal Sciences</b><br><b>Website :</b> <a href="http://www.llruvas.edu.in/">http://www.llruvas.edu.in/</a><br><b>Email :</b> <a href="mailto:vc@llruvas.edu.in">vc@llruvas.edu.in</a>   | Hisar, Haryana   | 01662 289332<br>01662 - 272002                          |
| 26 | <b>Nanaji Deshmukh Veterinary Science University</b><br><b>Website :</b> <a href="http://www.mppcvv.org">http://www.mppcvv.org</a><br><b>Email :</b> <a href="mailto:vcnduvs@gmail.com">vcnduvs@gmail.com</a>  | South Civil Lines<br>Jabalpur - 482 001<br>Madhya Pradesh  | 0761 - 2678007<br>Fax : 0761-2620783                    |
| 27 | <b>Maharana Pratap Univ. of Agriculture &amp; Technology</b><br><b>Website :</b> <a href="http://www.mpuat.ac.in">http://www.mpuat.ac.in</a><br><b>Email :</b> <a href="mailto:vc@mpuat.ac.in">vc@mpuat.ac.in</a>  | Udaipur<br>Rajasthan - 313 001   | 0294-2471101<br>Fax : 0294 - 2470682                    |
| 28 | <b>Maharashtra Animal Science &amp; Fishery University</b><br><b>Website :</b> <a href="http://www.mafsu.in">http://www.mafsu.in</a><br><b>Email :</b> <a href="mailto:vcmatsu@gmail.com">vcmatsu@gmail.com</a> ,<br><a href="mailto:cadaba_prasad@yahoo.co.in">cadaba_prasad@yahoo.co.in</a>  | Seminary Hills<br>Nagpur - 440 006<br>Maharashtra  | 0712-2511088<br>Fax : 0712 - 2511282                    |
| 29 | <b>Mahatma Phule Krishi Vidyapeeth</b><br><b>Website :</b> <a href="http://mpkv.mah.nic.in">http://mpkv.mah.nic.in</a><br><b>Email :</b> <a href="mailto:vcmpkv@rediffmail.com">vcmpkv@rediffmail.com</a>  | Rahuri - 413 722<br>Maharashtra  | 02426 - 243208<br>Fax : 02426 - 243302                  |

- |    |  |   |   |
|----|--|---|---|
| 30 | <b>Manyavar Shri Kanshiram Ji University of Agriculture and Technology</b><br>Website : <a href="http://www.mskjuat.edu.in/">http://www.mskjuat.edu.in/</a><br>Email : vc.mskjuat@gmail.com          | Banda - 210 001<br>Uttar Pradesh  | 05192 - 221605<br>Fax : 02426 - 243302        |
| 31 | <b>Marathwada Agricultural University</b><br>Website : <a href="http://www.mkv2.mah.nic.in">http://www.mkv2.mah.nic.in</a><br>Email : vcmau@rediffmail.com   | Parbhani - 431 402<br>Maharashtra   | 02452 - 223002<br>Fax : 02452-223582          |
| 32 | <b>Narendra Deva University of Agriculture &amp; Technology</b><br>Website : <a href="http://www.nduat.ernet.in">http://www.nduat.ernet.in</a><br>Email : vc_nduat2010@yahoo.co.in                   | Kumarganj<br>Faizabad - 224229<br>Uttar Pradesh   | 05270 -262097, 262161<br>Fax : 05270 - 262097 |
| 33 | <b>Navsari Agricultural University</b><br>Website : <a href="http://www.nau.in">http://www.nau.in</a><br>Email : vc_2004@yahoo.co.in   | Navsari - 396 450,<br>Gujarat   | 02673 - 283869<br>Fax : 02673-284254          |
| 34 | <b>Orissa Univ. of Agriculture &amp; Technology</b><br>Website : <a href="http://www.ouat.ac.in">http://www.ouat.ac.in</a><br>Email : ouat_dproy@yahoo.co.in<br>bsenapati1942@yahoo.com              | Bhubaneshwar - 751 003<br>Orissa  | 0674 - 2397700<br>Fax : 0674 - 2397780        |
| 35 | <b>Punjab Agricultural University</b><br>Website : <a href="http://www.pau.edu">http://www.pau.edu</a><br>Email : vcpau@pau.edu  | Ludhiana - 141 004<br>Punjab  | 0161 - 2401794<br>Fax : 0161 - 2402483        |
| 36 | <b>Rajasthan University of Veterinary and Animal Sciences</b><br>Website : <a href="http://rajuvas.org">http://rajuvas.org</a><br>Email : vcrajuvas@gmail.com  | Bijey Bhavan Place<br>Complex<br>(Pt Deen Dayal circle)<br>Bikaner - 334 006<br>Rajasthan | 0151- 2543419<br>Fax : 0151-2549348           |
| 37 | <b>Rajendra Agricultural University</b><br>Website : <a href="http://www.pusavarsity.org.in">http://www.pusavarsity.org.in</a><br>Email : vcrau@sify.com   | Pusa<br>Samastipur - 848 125<br>Bihar   | 06274-240226<br>Fax : 06274 - 240255          |
| 38 | <b>Rajmata Vijayraje Sciendia Krishi Vishwa Vidyalaya</b><br>Website : <a href="http://www.rvskvv.nic.in">http://www.rvskvv.nic.in</a><br>Email : vcrvskvv@gmail.com                                 | Race Cource Road<br>Gwalior - 474 002<br>Madhya Pradesh                                   | 0751 - 2467673<br>Fax : 0751 - 2467673        |
| 39 | <b>Sardar Vallabhbhai Patel University of Agriculture and Technology</b><br>Website : <a href="http://www.svbpm Meerut.ac.in">http://www.svbpm Meerut.ac.in</a><br>Email : vc_agunivmeerut@yahoo.com | Modipuram<br>Meerut - 250 110<br>Uttar Pradesh  | 0121 - 2888522,<br>Fax : 0121 - 2888505       |
| 40 | <b>Sardarkrushinagar-Dantiwada Agricultural Univerisy</b><br>Website : <a href="http://www.sdau.edu.in">http://www.sdau.edu.in</a><br>Email : vc@sdau.edu.in   | Sardar Krushinagar<br>Distt Banaskantha<br>Gujarat - 385 506                              | 02748 - 278222<br>Fax : 02748-278261          |

- |    |  |   |  |
|----|--|---|--|
| 41 | <b>Sher-E-Kashmir Univ of Agricultural Sciences &amp; Technology</b><br><b>Website :</b> <a href="http://www.skuast.org">http://www.skuast.org</a><br><b>Email :</b> <a href="mailto:vc@skuast.org">vc@skuast.org</a>  | Railway Road<br>Jammu 18009, J&K                                  | 0191 - 2263714<br>Fax : 0191-2262073                       |
| 42 | <b>Sher-E-Kashmir Univ of Agricultural Sciences &amp; Technology of Kashmir</b><br><b>Website:</b> <a href="http://www.skuastkashmir.ac.in">http://www.skuastkashmir.ac.in</a><br><b>Email:</b> <a href="mailto:vc@skuastkashmir.ac.in">vc@skuastkashmir.ac.in</a><br><a href="mailto:skuastkvc@gmail.com">skuastkvc@gmail.com</a> | Shalimar Campus<br>Shrinagar - 191 121<br>Jammu & Kashmir         | 0194 - 2464028<br>2462159<br>Fax : 0194-2462160<br>2461543 |
| 43 | <b>Sri Venkateswara Veterinary University</b><br><b>Website:</b> <a href="http://www.svvu.edu.in">http://www.svvu.edu.in</a><br><b>Email:</b> <a href="mailto:prabhakarvrao@yahoo.com">prabhakarvrao@yahoo.com</a>   | Admn office<br>Regional Library<br>Building<br>Tirupati - 517 502 | 0877-2248986<br>Fax : 0877 - 2249222                       |
| 44 | <b>Swami Keshwanand Rajasthan Agricultural University</b><br><b>Website:</b> <a href="http://www.raubikaner.org">http://www.raubikaner.org</a><br><b>Email:</b> <a href="mailto:vcrau@raubikaner.org">vcrau@raubikaner.org</a>   | Bikaner - 334 006<br>Rajasthan                                    | 0151 - 2250443<br>2250488<br>Fax : 0151 - 2250336          |
| 45 | <b>Tamil Nadu Agricultural University</b><br><b>Website :</b> <a href="http://www.tnau.ac.in">http://www.tnau.ac.in</a><br><b>Email :</b> <a href="mailto:vc@tnau.ac.in">vc@tnau.ac.in</a>   | Coimbatore - 641 003<br>Tamil Nadu                                | 0422 - 2431788<br>2431672<br>Fax : 0422 - 2431672          |
| 46 | <b>Tamil Nadu Fisheries University</b><br><b>Website :</b> <a href="http://www.tnfu.org.in">http://www.tnfu.org.in</a><br><b>Email :</b>   | Nagapattinam – 611 003<br>Tamil Nadu                              | 04365 - 253011   |
| 47 | <b>Tamil Nadu Veterinary &amp; Animal Science University</b><br><b>Website :</b> <a href="http://www.tanuvas.ac.in">http://www.tanuvas.ac.in</a><br><b>Email :</b> <a href="mailto:vc@tanuvas.org.in">vc@tanuvas.org.in</a> ,<br><a href="mailto:karanmgk@gmail.com">karanmgk@gmail.com</a>  | Chennai - 600 051<br>Tamilnadu                                    | 044 - 25551574,<br>25551575<br>Fax : 0444 - 225551576      |
| 48 | <b>University of Agricultural Sciences, Bangalore</b><br><b>Website :</b> <a href="http://www.uasbangalore.edu.in">http://www.uasbangalore.edu.in</a><br><b>Email :</b> <a href="mailto:vc@uasbangalore.edu.in">vc@uasbangalore.edu.in</a><br><a href="mailto:knarayanagowda@yahoo.co.in">knarayanagowda@yahoo.co.in</a>           | GKVK<br>Bengaluru - 560 065<br>Karnataka                          | 080 - 23332442<br>Fax : 080 - 23330277                     |
| 49 | <b>University of Agricultural Sciences, Dharwad</b><br><b>Website :</b> <a href="http://www.uasd.edu">http://www.uasd.edu</a><br><b>Email :</b> <a href="mailto:vc_uasd@rediffmail.com">vc_uasd@rediffmail.com</a>   | Dharwad - 580 005<br>Karnataka                                    | 0836 - 2447783<br>Fax : 0836-2448349                       |
| 50 | <b>University of Agricultural Sciences, Shimoga</b><br><b>Website :</b> <a href="http://www.uasbangalore.edu.in/asp/agriShimoga.asp">http://www.uasbangalore.edu.in/asp/agriShimoga.asp</a><br><b>Email :</b>  | <b>Shimoga,</b><br>Karnataka                                      |  |

- 51 **University of Horticultural Sciences**  
Website : <http://uhsbagalkot.edu.in/>  
Email : dandinbnm@gmail.com
- Sector No 60  
Navanagar  
Bagalkot - 587 102  
Karnataka
- 08354 201310  
Fax : 08354 235152
- 52 **University of Agricultural Sciences**  
Website : <http://www.uasraichur.edu.in>  
Email : vcuasraichur10@rediffmail.com
- PB 329  
Raichur – 584 101  
Karnataka
- 08532 - 221444  
Fax : 08532- 220444
- 53 **UP Pandit Deen Dayal Upadhaya Pashu  
Chikitsa Vigyan Vishwa Vidhyalaya evam  
Go Anusandhan Sansthan**  
Website : <http://www.upvetuniv.edu.in>  
Email : [singhambika1945@gmail.com](mailto:singhambika1945@gmail.com),  
[duvasuvc@gmail.com](mailto:duvasuvc@gmail.com)
- Mathura - 281 001  
Uttar Pradesh
- 0565 - 2470199  
Fax : 0565-2404819
- 54 **Uttarakhand University of Horticulture  
and Forestry**  
Website : <http://www.uuhf.ac.in/>  
Email :
- Pauri Garhwal  
Uttarakhand
- 09412051976
- 55 **Uttar Banga Krishi Viswavidyalaya**  
Website : <http://www.ubkv.ac.in>  
Email : vaubkv@gmail.com,  
vcubkv@rediffmail.com
- P. O. Pundibari  
Dist. Coach  
Bihar - 736 165  
West Bengal
- 03582 -270141, 270013  
Fax.: 2700133582-270249
- 56 **West Bengal University of animal &  
Fishery Sciences**  
Website : <http://www.wbuafscs.ac.in>  
Email : wbuafs@wb.nic.in
- 68 KB Sarani  
Kolkata - 700 037  
West Bengal
- 033 - 25563450  
Fax : 033-25571986

**Appendix XVI****KAU TELEPHONE NUMBERS & EMAIL IDS**

<b>KAU TELEPHONE NUMBERS &amp; Mail IDs</b>			
			<b>Mail ID @kau.in</b>
<b>HEADQUARTERS</b>			
Vice-Chancellor	0487	2438001	vc
Vice-Chancellor (res)	0487	2370439	
Vice-Chancellor (res)	0487	2370795	
PA to VC	0487	2438002	vcpa
KAU FAX	0487	2370019	
Registrar	0487	2371619	registrar
Registrar	0487	2438011	hrm
Registrar (res)	0487	2374775	
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	2370347	
Steno to DR	0487	2438102	research
ADR (Planning)	0487	2438112	adrplan
ADR (AR&T)	0487	2438103	adrtart
ADR (M&E)	0487	2435105	adrme
ADR (Farms)	0487	2435106	adrfarms
Dir. Acad. & PGS	0487	2438131	diracad
Dir. Acad. & PGS (res)	0487	2370484	
Directorate of Acad.	0487	2438132	academic
Director (Planning)	0487	2438107	dirplan
Dir. Physical Plant	0487	2438151	dpp
Office of the DPP	0487	2438154	works
Labour Officer	0487	2438017	labour
Govt. Auditor	0487	2438171	ddlfa
KAU Librarian	0487	2438551	librarian
KAU Library	0487	2438553	library
Dir. Students' Welfare	0487	2438457	dsw

Central Nursery	0487	2374332	centnursery
Engg. Sub Dn. Vka	0487	2438624	
Electrical Sub. Dn. Vka	0487	2438629	
CITI, KAU	0487	2438181	citi
<b>EXTENSION WING</b>			
Dir. of Extension	0487	2370150	de
DoE Office	0487	2370086	extension
Comm.Centre Mannuthy	0487	2370773	ccmannuthy
CTI, Mannuthy	0487	2371104	cti
KAU Press	0487	2370405	unipress
Public Relations Officer	0487	2370051	pro
Sales Centre, Mannuthy	0487	2370540	
ATIC	0487	2371340	atic
KVK Kollam	0474	2459388	kvkkollam
KVK Palakkad	0466	2212279	kvkpalakkad
KVK Wayanad	0493	6260411	kvkwayanad
KVK Thrissur	0487	2375855	kvkthrissur
KVK Kottayam	0481	2523421	kvkkottayam
KVK Kannur	0460	2226087	kvkkannur
KVK Malappuram	0494	2687640	kvkmalappuram
<b>COLLEGES</b>			
<b>CoA, VELLAYANI</b>			
Dean	0471	2388001	deanagri
Office	0471	2388002	coavellayani
	0471	2381915	
IF Vellayani	0471	2383573	ifvellayani
Library	0471	2382422	
PG Hostel	0471	2382362	
UG Hostel	0471	2383262	
Ladies' Hostel	0471	2383339	
<b>CoH, VELLANIKKARA</b>			
Associate Dean	0487	2438301	adhort
Office	0487	2438303	cohvka
	0487	2438302	

IT Cell	0487	2438315	ithort
Dept. of Meteorology	0487	2371931	
Radio Tracer Lab.	0487	2438670	isotopes
Bio Informatics Centre	0487	2371994	bic
Oleri. & Home Science	0487	2438480	olerivka
Professor, CCRP	0487	2438451	ccrp
Gender Studies Centre	0487	2438455	genderstudies
Men's Hostel	0487	2438461	
Ladies' Hostel	0487	2438675	
IF, Vellanikkara	0487	2371751	ifvka
<b>CoA, PADANNAKKAD</b>			
Associate Dean	0467	2282699	adpad
Assoc. Dean (res.)	0467	2283955	
Office	0467	2280616	coapad
<b>FORESTRY COLLEGE</b>			
Dean	0487	2438401	deanforestry
College Office		2438403	cofvka
FAX	0487	2371040	
Men's Hostel	0487	2371805	
<b>CB&amp;M COLLEGE</b>			
Associate Dean	0487	2438501	adccbm
College Office	0487	2438503	ccbm
Director, MBA (ABM)	0487	243853	
<b>KCAET, TAVANUR</b>			
Dean	0494	2686009	deanengg
Office	0494	2686214	kcaet
Men's Hostel	0494	2686213	
Ladies' Hostel	0494	2686301	
<b>REGIONAL RESEARCH STATIONS</b>			
ADR, Kumarakom	0481	2524421	adrkum
RARS, Kumarakom	0481	2524421	rarskum
ADR, Pattambi	0466	2212275	adrptb
RARS, Pattambi	0466	2212228	rarsptb

ADR, Pilicode	0467	2260632	adrpil
RARS, Pilicode	0467	2260632	rarspil
ADR, Ambalavayal	0493	6860561	adramb
RARS, Ambalavayal	0493	6260421	rarsamb
ORARS, Kayamkulam	0479	2443192	orars
NARP (SR), Vellayani	0471	2383239	adrvellayani
NARP (SR), FAX	0471	2382239	
<b>RESEARCH STATIONS</b>			
CRS, Balaramapuram	0471	2400621	crsbalaram
CSRC, Karamana	0471	2343586	csrc
FSRS Kottarakkara	0474	2663535	fsrskottarakkara
CRS, Pampadumpara	0486	8236263	crspam
PRS, Vazhakulam	0485	2260832	prsvazhakulam
AICRP, Karumady	0477	2272750	drainage
SRS, Thiruvalla	0469	2604181	srsthiruvalla
RRS, Moncompu	0477	2702245	rrsmoncompu
AMPRS, Odakkali	0484	2685221	amprs
RRS, Vyttila	0484	2809963	rrsvyttila
ARS, Chalakudy	0480	2702116	arschalakudy
BRS, Kannara	0487	2699087	brskannara
ARS, Mannuthy	0487	2370726	arsmannuthy
CRS, Madakkathara	0487	2370339	crsmadakkathara
PRC, Vellanikkara	0487	2373242	prcvka
CRS, Anakkayam	0483	2864239	crsanakkayam
PRS, Panniyur	0460	2227287	prspanniyur
Sub Centre, Manjeswar	0499	8202203	scmanjeswar
<b>OTHERS</b>			
KAU School	0487	2373481	schoolvka
Engg. Sub Dn. Mannuthy	0487	2370127	esdmannuthy
KAU International Hostel	0487	2370578	
KAU Emp. Co-op. Soc.	0487	2371358	
SBT, Vellanikkara	0487	2371948	
KAU P.O.	0487	2373990	



**Fig. 1. ACADEMIC MANAGEMENT STRUCTURE IN KERALA AGRICULTURAL UNIVERSITY**

