

KERALA AGRICULTURAL UNIVERSITY

REVISED ACADEMIC REGULATIONS AND PROCEDURES

- ❖ EFFECTIVE FROM 2007 ADMISSIONS FOR UG AND PG PROGRAMMES, EXCEPT FOR VETERINARY COURSES AND B.TECH (DAIRY TECH.) AND B.TECH. (AGRI. ENGG.)
- ❖ EFFECTIVE FROM 2008 ADMISSIONS FOR B.TECH (DAIRY TECH.) AND B.TECH. (AGRI. ENGG.)
- ❖ *FOR VETERINARY COURSES, THE EXISTING REGULATIONS WILL CONTINUE*

REGULATIONS FOR THE BACHELORS DEGREE PROGRAMME

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

1. Short title

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

2. Scope

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

3. Definitions

In these regulations unless the context otherwise requires:

3.1. 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Dean of the Faculty/Head of the Institution.

3.2. The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters, the 'third year' the fifth and sixth and the fourth year, the seventh and eighth semesters.

3.3. 'Adviser' means a teacher of the Faculty who has been nominated by the Dean/Head of the Institution to advise a particular student in academic matters.

3.4. 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credits.

3.5. 'Course catalogue' is a list of approved courses for each degree programme.

3.6. 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.

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

3.8. 'Credit point' means the grade point multiplied by credits of the course.

3.9. 'Curriculum' is a group of courses and other specified requirements for the fulfillment 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 neighboring research stations/projects will also be considered as 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. Condensed semesters with less duration can be sanctioned by the Vice-Chancellor based on the proposals from the Deans

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

3.19. 'Teacher' means a teacher as defined in Kerala Agricultural University Act.

3.20. 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.

4. Degrees awarded

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

5. Number of seats

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

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

6. Mode of selection and qualifications for admission

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

7. System of teaching

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

8. Duration of the degree programmes

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

9. Inter-semester break

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

10. Date of commencement and termination of semesters

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

11. Admission

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

11.2 On admission to a particular degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of 3 components (example 07- 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. AGRIV will be allotted 001 to 199, HORT from 201 to 399 and AGRIP from 401 to 599.

The fixed code number for the degree programmes are:

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

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

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

11.5 An admission register shall be maintained in the Colleges wherein the bio-data of the students, in Academic form No. 2 shall be entered. In addition, a register showing semester-wise academic performance all students shall also be maintained. The details of Transfer Certificate, Conduct Certificate etc. issued to each student shall be recorded in the admission register and the entries authenticated by the Head of the Institution at the time of issue of such certificates.

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

12. Advisors

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

13. Credit requirements

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

14. Credit load in a semester

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

training/project work/work experience/practical field training/ physical education.

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

15. Study tours

15.1 The study tours will be sanctioned by the Head of the Institution strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours put together shall not exceed 40 days. Tour will be conducted during the semester break after the second semester of the academic year as far as possible.

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

16. Registration of Students

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

16.2 For registration in a semester, a student after payment of the approved fee shall, fill up one copy of the Course Registration Card, with the help of the Adviser (Academic Form No. 3), on the day of registration itself. Adviser shall forward the Course Registration Card to the Head of the Institution immediately. The Head of the Institution after scrutiny and

approval will return the copy to the Professor (Academic) / Officer i/c (Academic) .

16.3 The symbol 'R1, R2 or R3' should be indicated against repeat courses and RE1, RE2 or RE3 against re-examination courses in Course Registration Card.

16.4 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Head of the Institution is authorised to permit him/her for registration within 5 working days by paying a late-registration fee as prescribed from time to time. In exceptional and rare cases, the Head of the Institution is empowered to permit late registration on valid grounds upto 10 working days with additional late registration fee as prescribed.

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

16.6 Students who are having back log of previous semester(s) courses and who otherwise qualify are allowed to register for the VII semester (RAWE). Such students will be permitted to register for re-examinations in the courses for which they are eligible, after the successful completion of the RAWE/field training. RAWE will be offered only once in a year.

16.7 Initials of the course teacher is not required in the course registration card/form, at the time of registration using the AMS. The Deans/Associate Deans will give a list of students registered for each course, to the concerned course teacher/teachers after completion of the registration.

17. Tuition and other fees

17.1 The registration for a semester is valid only if the student has remitted the tuition fee and other fee approved, on the due dates notified.

17.2 The details of fee remitted shall be noted by the student in the Course Registration Card. The students enjoying fee concession should note the same in the Course Registration Card.

17.3 At the time of payment of fee from the II semester onwards the student shall produce clearance from his/her advisor, the identity card and non-liability certificate from the Asst. Warden/Librarian.

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.

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 practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade. The minimum attendance for RAWE programme shall be 85%.

The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned leave 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 over and above the 25 % of shortfall in attendance permitted.

l) Students other than the office bearers of the Union shall also be entitled to have the additional 10% leave given to the Union office bearers, if they are deputed by the University or Institutional Heads for an institutional purpose.

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

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

22. Evaluation of student, examinations and grades

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

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

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

22.2 Internal evaluation

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

22.3 External evaluation (Semester final-examination)

- a) The external evaluation component shall be the final theory examination conducted by the University for each course at the end of the semester.

Specific guidelines for the conduct of examination and evaluation are issued separately by the University.

- b) The semester final theory examinations shall be held at the end of each semester in each course for a total of 80 percent marks.
- c) Final University examination in theory shall be of a minimum of three hours duration. It shall be the responsibility of the University to conduct the final theory examination covering the entire syllabus. No supplementary examination for final examination shall ordinarily be conducted. However, in exceptional cases, based on valid reasons the Vice-Chancellor may sanction supplementary examinations, as per guidelines approved.
- d) Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include a teacher nominated by the Head of the Institution besides the course teacher. Guide lines for constitution of Examination Board will be issued by the University.
- e) The students shall be given five preparation holidays before the commencement of semester final examinations. The preparation holidays may distributed between the days of examinations also.

23. Computation and award of course grades

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

The distribution of marks for theory is as follows:

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

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

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

Total	100%	

23.2 The minimum grade point required for passing a course shall be 5.0. A student getting less than 5.0 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained. To complete the degree requirement, the student shall have to get a minimum OGPA of 5.5 out of 10.0.

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

23.4 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.

24. Scrutiny of grades

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

25. Revaluation

25.1 The student can make an application for revaluation of his/her answer paper(s) of the final theory examination, if he/she is not satisfied with the first valuation, to the University duly recommended by the Head of Institution, after paying the approved fee, for revaluation. The fee paid by the student will not be refunded.

25.2 Application for revaluation shall be received by the Head of the College concerned in the prescribed form within a period of five days from the date of notification of the result by the university. . Dean/Head of College will issue an order sanctioning the revaluation and inform the same to the Controller of Examinations/Director (Acad & PG Studies) immediately. He will also submit a panel of willing examiners, not less than three for revaluation along with this. The Controller of Examinations/Director (Academic & PG studies) will appoint examiner for revaluation.

25.3 The first page of all answer books will be in duplicate with columns for students number/false number, marks for each question and total, the original of which is intended for first valuation and the duplicate is for revaluation. 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. The student will be awarded the highest marks received from among the two evaluations. Remuneration for revaluation will be paid as per the rates approved by the University from time to time plus postal expenses.

26. Late arrival in examinations

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

27. Malpractice in examinations

27.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The candidates shall not be allowed to complete the examination and shall be sent out of the hall.

27.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the teacher/supervisor concerned shall report to the Head of the Institution immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor.

27.3 The Head of the Institution shall appoint a committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice.

27.4 The committee shall submit its findings within a specified time to the Head of the Institution whose decision in the matter shall be final.

27.5 In case the Head of the Institution is satisfied that the student is guilty, he may be given a suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the University the dismissal of the student.

*** 28. Grade report**

28.1 The course teachers shall maintain the academic record of the students registered for the respective courses. At the end of the semester, the teacher shall report the internal marks of various courses, marks of the final examination of experiential learning courses, marks for the practical exams, practical records, RPCW, viva-voce etc. These marks shall be reported to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University within 5 days, for publishing the results.

28.2 The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be handed over to the student) and retain one copy in his office.

28.3 It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

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

*** Appropriate modifications will be made when the AMS is fully operational**

29. Registration for repeat / re-examination courses

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

29.2 A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course,

he/she shall appear for all the examinations prescribed for that course. However, for the regular practical class work and practical record , the marks obtained by the student for the first time shall be taken into account. For taking re-examination the student shall register for re-examination course. Re- examination can be registered only as and when it is offered as a regular course.

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

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

30. Calculation of GPA/OGPA

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

Example

<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	Safo 1203	Practice of Silviculture	2	7.2	14.4

2	Safo 1204	Principles of hydrology, soil and water conservation	3	5.8	17.4	
3	Fmau 1202	Forest mensuration	3	2.7	08.1	F
4	Tpbr 1205	Principles of cytology and genetics	3	7.6	22.8	
5	Wosc 1202	Wood anatomy	3	6.7	20.1	
6	Wild 1201	Fundamentals of wild life	3	7.2	21.6	
7	Wild 1202	Forest entomology and invertebrate biodiversity	3	7.0	21.0	
8	Bsah 1206	Elementary statistics	3	8.2	24.6	
Total			23		150.0	
					Total credit points for the semester	150.0
					Total credit hours for the semester	23
					Overall Grade Point Average (OGPA)	$150.0/23 = 6.521 =$
						6.52 *

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

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

31. Credit requirements for award of degrees

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

32. Eligibility for the award of the degree

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

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

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

33.2 The transcript (Academic Form No. 17) shall contain all the courses undergone and the grades secured by the student.

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

34. Award of degree

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

35. Amending or canceling 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.

36. Removal of difficulties

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

36.2 No order under Rule 36.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

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

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

Annexure-I

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

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, class work and other types of exercises.
2. There shall be an internal examination component and an external examination component as semester final University examination . The internal examination component consists of a midterm examination conducted around 60 days after the commencement of the semester with a weightage of 20 per cent .
3. The mid-term examination will be conducted and evaluated by the course teachers concerned under the supervision of the Heads of Departments.
4. A schedule of the internal examination shall be prepared by the Head of Institution and notified to the students at the beginning of each semester.
5. There shall be a mid-term examination week during which all the mid-term examinations are to be completed. The mid-term examination shall have a minimum of one hour duration.

6. The question papers of the internal examinations (mid-term) shall be approved by the Head of Department concerned. The mid-term examination shall cover all the portions scheduled up to the mid-term examination as per the approved schedule of classes.

7. Mid-term examination papers shall be valued and marks awarded at the earliest possible time but not later than 10 days from the date of examination. The valued answer papers may be shown to the students. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them. This shall not apply for semester final examinations.

8. Supplementary examination shall be conducted as follows:

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

Final : Conducted only in exceptional cases after careful scrutiny and prior approval of the Vice-Chancellor.

9. The student shall apply for the supplementary examination to the concerned Head of Department duly recommended by the course teacher, student adviser and the Assistant Warden in the case of hostellers. The Head of Department shall place the request of the student in the committee prescribed under clause (8) above and the committee shall examine the genuineness of the case and make its recommendation to the Head of Institution. The Head of Institution shall submit the case to the Vice Chancellor with his recommendation. Accident, hospitalization and contagious diseases are identified as genuine reasons for applying supplementary examination.

10. The number of mid term and final supplementary examinations shall be limited to 3 sets each during the whole course programme. One set means one or more examination (subject) including re-examination, if any, in a scheduled set of examination in semester.

11. A register shall be maintained at the College and University level for documentation of the supplementary examinations to avoid misuse of chances.

12. The students are permitted to withdraw a re-examination, if he desires, after notification of the revaluation result of that course under the condition that the fees remitted shall not be refunded.

13. The course teacher shall keep the valued answer scripts of mid-term examination till the final grades are awarded at the end of the semester.

14. Unless a student appears for the mid-term examination he/she is not eligible to appear for the semester final examination in the course concerned.

15. The semester final theory examination shall have a weightage of 80 per cent marks.

16. The semester final theory examination shall be conducted by the University. This shall be conducted simultaneously in all the Colleges to the extent possible.

17. The final theory examination of each course shall be of a minimum of three hours duration .

18. The final theory examination shall cover the total syllabi of the course.

19. Students shall be given 5 preparation holidays inclusive of public holidays for the final theory examination. The preparatory holidays may be given before the examination or spread between the days of examination.

20. For the final theory, there shall be only one examination in a day.

21. The question paper setters will be appointed by the University and the required number of question papers handed over to the respective Deans/Associate Deans in the appropriate time. Conduct of examinations and invigilation arrangements shall be made by the Head of Institution concerned.

22. Institution-wise centralized valuation of answer scripts shall be done and the teachers for evaluating answer scripts shall be appointed by the University.

23. The answer scripts shall be properly packed, sealed and handed over to the Director (Acad. & PGS) /Controller of Examinations/to the officer authorized.

24. Practical examination including Viva-voce for each course shall be conducted by a Board of Examiners consisting of the course teacher, the Head of Department and another teacher from the discipline nominated by the Head of Institution. The Head of Department shall be the Chairperson of the Board of Examiners. In case another teacher from the same discipline is not available, the Head of Institution may nominate a suitable person from another discipline.

25. The marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

26. The distribution of marks for theory and practical examination shall be as follows:

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

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

28. Separate minimum of 40 per cent marks in theory and practical examinations are necessary for successful completion of a course with a

minimum grade point of 5.0 for passing a course. To complete the degree requirement, the student shall have minimum OGPA of 5.5 out of 10.0.

29. For arriving at OGPA the value calculated shall be rounded off to the second decimal point .

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

Regulations for the Postgraduate Programmes (MASTERS & DOCTORATE)

(Effective from 2007 admissions, except for veterinary faculty)

1. Short-title

These regulations shall be called 'Kerala Agricultural University Post Graduate Regulations 2007.'

2. Scope

The regulations provided herein shall apply to all Post-graduate degree programmes offered by the various faculties of the Kerala Agricultural University, to the students admitted from the academic year, 2007-08 and onwards.

3. Definitions

In these regulations unless the context otherwise requires:-

- a) "Advisory Committee" means the committee constituted to supervise the post-graduate programme of the student.
- b) "Board of examiners" means the committee constituted for the conduct of the comprehensive and final examinations in the Masters/Doctorate programme.
- c) "Credit" is the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. Normally, a lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- d) "Dean" means Deans of the faculty concerned.
- e) "Director, Academic and Post-graduate Studies" is an officer designated to discharge the duties and functions of Dean, Post-graduate studies.
- f) "Department" means a Department in a College/Teaching Institution offering degree programmes. Scientists of a discipline working in research stations/ schemes/ projects will also be considered as members of the Department of the teaching institution concerned.

- g) "Head of Institution" means Dean/Associate Dean, Special Officer or any other officer designated by the University as Head of the Teaching Institution.
- h) "Major adviser" means the students' adviser in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.
- i) "Part-time Student" means a student who has been permitted to undergo the post-graduate programme on part-time basis with reduced research credit load and without prejudice to his normal duties. Part-time students are not entitled for any rights enjoyed by the full-time students.
- j) "P.G. Committee" means the Post-Graduate Committee of the University.
- k) "Post-graduate Student" is a student undergoing Masters or Doctorate Degree Programme on a full time basis. The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.
- l) "Sponsored Candidate" is a candidate deputed by the respective Development Department, Research Institutions of National importance, Commodity Boards and other development institutions of Govt. and quasi Govt. The expenditure towards the PG programme of such student will be met by the sponsoring agency.

4. Degrees awarded

- a) Faculty of Agriculture
- | | | |
|-----|---|--|
| i | Master of Science in Agriculture | M.Sc.(Ag) |
| ii | Master of Science in Horticulture | M.Sc.(Hort) |
| iii | Master of Science in Agri. 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)
(Food Sc. & Nutrition) |
| vi | Master of Science in Forestry | M.Sc.(Forestry) |
| vii | Doctor of Philosophy | Ph.D. |
- b) Faculty of Veterinary and Animal Sciences
- | | | |
|-----|-------------------------------|---------|
| i. | Master of Veterinary Sciences | M.V.Sc. |
| ii. | Doctor of Philosophy | Ph.D. |
- c) Faculty of Fisheries
- | | | |
|----|-----------------------------|---------|
| i. | Master of Fisheries Science | M.F.Sc. |
|----|-----------------------------|---------|

- d) Faculty of Agricultural Engineering
i. Master of Technology in Agrl. Engg. M.Tech (Agrl. Engg.)

5. Number of seats

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

6. System of teaching

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

7. Eligibility for admission

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

8. Mode of selection

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

9. Admission

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

11	M.Sc.(Ag.)
12	M.Sc. (Hort.)
13	M.V.Sc.

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

10. Registration of students

- a) A student admitted to the post-graduate programme should report to the Head of the Department concerned on the date of registration
- b) If the student admitted to the programme finds it difficult to register in the first semester on the due date prescribed (vide Rule 10(a) he/she may request in writing for extension of joining time to the Head of the Institution through the Head of Department on or before the due date of registration. Such cases may be sanctioned by the Head of Institution and reported to the Registrar. The extension of joining time (which will not be counted towards the minimum time limit) shall not go beyond one semester under any circumstances. Post graduate students who avail the benefit of temporary discontinuance/extension for joining time during the first semester after admission and temporary discontinuation in the second semester shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/ will be charged at the time of granting extension of joining time/discontinuance which will be returned to the student on rejoining the course.
- c) A student who fails to register or to request for extension of joining time on the due date shall forfeit his/her admission. In such cases the Head of Institution shall report the vacancy to the Registrar within a period of five working days and the Registrar shall fill up the vacancy from the wait list within 15 working days from the date of registration.
- d) If vacancies arise in the first semester after 15 working days it may also be filled up from the wait list.
- e) Students admitted to a PG programme will work under the guidance of an advisor appointed by the head of the institution from among the PG

teachers of the particular discipline/department as per the guidelines issued by the university from time to time.

f) The due date for registration of each subsequent semester shall be announced by the university/Head of the Institution and all the students shall register on the dates approved.

g) If a student on valid grounds fails to register on the specified date in second and subsequent semesters, the Head of the Department concerned, under intimation to the Head of the Institution may permit him to do so within a period of five working days on payment of the late registration fee approved after which no registration will be permitted during the semester.

h) Part-time candidates for P.G. Programmes shall also follow the above procedure for registration.

i) Part-time registration shall not be allowed for course work. Students will be permitted to register for part-time studies only after completing course work.

j) The selection of the candidate for part-time registration shall be made at the time of selection for admission to the P.G. Programme, (guidelines for selection of candidates for part-time registration shall be issued by the university separately).

k) No Student will be allowed to register for zero credit in any of the semesters before completing the prescribed course/research credits. But if the thesis is not submitted during the semester in which the last credit has been registered, the student shall register in the next successive semesters with zero credit showing 'submission of thesis' in the column for listing the course title, till the thesis is submitted).

l) Employees of national institutions who are students of Kerala Agricultural University are also permitted part-time registration subject to the conditions that (1) course work is to be conducted at KAU (2) the Institute is to be recognized by KAU and (3) there should be competent scientists to guide the programme at the Institute besides major adviser from the KAU. The selection procedure and the eligibility approved for the teachers of KAU will be applicable to the scientists of these institutions , who may guide the student in his research work. The research work will be at the cost of the candidate or the sponsoring institute.

11. Fee

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

12. Procedure for registration

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

13. List of students registered for each course

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

14. Course teachers

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

15. Advisory committee

a) For every candidate admitted to a Post Graduate course, there shall be an Advisory Committee appointed by the Head of the institution. Constitution of the advisory committee will be as per the guidelines issued by the university from time to time.

b) The Chairperson of the Advisory Committee in conference with the student and other members of the Committee shall prepare the course programme and the same shall be forwarded by the Chairperson through the Head of Department to the Head of Institution within 60 days of his/her admission, for approval. The approved course programme shall be forwarded to the Registrar by the Head of the Institution. The Advisory Committee may meet and review the progress of work of the student periodically, at least once in a semester. The proceedings of the meeting shall be minuted and copy of the proceedings shall be forwarded to the Head of Institution and the university.

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

16. Withdrawal of course(s)

On recommendation of the chairperson, the Head of the Institution may permit a candidate to withdraw a course(s) during a semester within a period of 45 working days (excluding the day of registration) from the

commencement of that semester. In such cases, the symbol (W) will be marked against the course in the grade report.

17. Addition of course(s)

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

18. Residential requirement and time limit

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

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

19. Discontinuance and re-admission

- a) A student may be permitted by the Head of the Institution on recommendation of the Advisory Committee and the Head of the Department to discontinue his/her post-graduate programme temporarily under unavoidable circumstances, under intimation to the Registrar. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as approved subject to the maximum time limit prescribed in Rule 18. No student who has completed the Course credit and Research credit will be allowed temporary discontinuation in any of the subsequent semesters.
- b) On no account shall a student, who discontinued his studies without the orders of the Head of the Institution, be re-admitted.
- c) Post Graduate students who avail the benefit of temporary discontinuance/extension for joining time during the first semester after admission and temporary discontinuation in the 2nd semester shall be permitted to register in the subsequent semester.
- d) A special caution deposit of Rs.25000/- (Rs Twenty-five Thousand only) will be charged at the time of granting extension of joining time/temporary discontinuance which will be refunded to the students on rejoining the course.

20. Credit requirements

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

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

I. Course work (minimum)		
i. Major field of study including seminar	25 credits	
Core Courses	12 credits	
Optional Courses	12 credits	
Seminar	1 credit	
ii. Minor field of study	15 credits	
Supporting Courses	12 credits	
Research Methodology	3 credits	
II. Research work	20 credit equivalents	
Total		60 credits

b) Doctorate Programme

I. Major courses	14 credits	
Core Courses	6 credits	
Optional courses	6 credits	
Seminar	2 credits	
Supportive Courses		12
		credits
(Out of 26 credits 15 credits shall be from the 700 series. Core courses can be also offered as supportive courses <u>but the evaluation will be external</u>)		
II. Research work	44 credit equivalents	
Total		70 credits

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

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

I. Course work (minimum)		
i. Major field of study including seminar	25 credits	
ii. Minor field	10 credits	
iii. Compulsory (supporting)		6
	credits	
iv. Deficiency courses	32 credits	
II. Research work	20 credit equivalents	
Total	92 credits	

21. Credit load in a semester

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

22. Research requirements

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

23. Attendance

Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% subject to the provisions in 21.2 of the UG regulation, which is applicable to PG students also. For this, attendance shall be reckoned for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade.

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

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

24. Evaluation of course work

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

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

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

Institution besides the course teacher. Guide lines for constitution of Examination Board will be issued by the University.

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

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

The distribution of marks for theory examination is as follows:

Midterm	20%
Final theory examination	80%
Total	100%

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

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

25. OGPA requirement for continuing studies

A PG student shall maintain an OGPA of 6.00

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

26. Absence from examination

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

reasons for which leave has been sanctioned by the head of the concerned department offering the course.

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

Supplementary examination shall be conducted as follows:

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

Final : Conducted only in exceptional cases after careful scrutiny and prior approval of the Vice-Chancellor.

27. Grade reports

a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of the semester, the teacher shall prepare the internal marks of various courses and marks of the final examination of optional and supporting courses and report to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University for publishing the result within five days.

b) The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be handed over to the student) and retain one copy in his office. It shall be the responsibility of the

advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

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

28. Repetition of courses

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

29. Valued answer papers

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

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

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

30. Comprehensive examination

a) The comprehensive examination for M.Sc./Ph.D. shall be conducted preferably for all students of a batch in a Department simultaneously about a semester prior to the submission of thesis. It is intended to test the student's mastery of the requisite disciplines.

b) Before the comprehensive examination is conducted, the student should have completed at least 75% of his/her approved course work in his/her major area for Master Degree programme. For Doctorate Degree Programme the student should have completed at least 75% of his/her prescribed course work in his/her major and supporting area separately with an OGPA of not less than 6.00 out of 10.00

c) Comprehensive examination shall consist of a written and viva-voce. For the comprehensive examination the student shall submit the application in Academic form No. 11 & 13 through the major adviser and Head of Department to the Head of Institution and the Head of Institution to the Controller of Examination/Registrar.

d) For Master's Degree there shall be one theory paper of three hour duration. For Ph.D. there shall be two papers of three hour duration.

e) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.

f) The major adviser will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination, to the Registrar/Controller of Examinations by name marked 'Confidential'. The result so communicated should bear the signature of all members, the chairperson and the External Examiner.

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

31. Submission of thesis

- a) A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on the last working day of his/her final semester subject to the above conditions. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18(a), subject to the condition that he/she should register for every intervening semester till the submission of the

Thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.

b) The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester.

c) A Post Graduate or PhD student before submitting his/her thesis should present the synopsis of the same in a seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advise the student accordingly.

d) A PhD student can submit his/her thesis only after producing the proof for the submission of at least one research paper based on the research work, for publication in a referred journal.

e) Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her adviser. A proposal (Academic Form No. 12) for appearing for the final examination, with details of examination fee remitted, shall also be submitted at the time of submission of thesis.

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

32. Evaluation of thesis

a) The thesis shall be referred for adjudication to one external examiner in the case of Masters programme and to two external examiners in the case of Ph.D. Programme. The external examiners shall be appointed by the University.

b) The external examiners shall send their reports to the Director (Academic & PG Studies) or other designated officer. He will forward copy of the reports with valued thesis to the Chairperson of the Advisory Committee for

making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).

c) The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D., if one of the examiners approve the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision. The third examiner will also be appointed by the University.

d) The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.

33. Resubmission of thesis

a) If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners and communicated to the candidate by the university.

b) A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name is removed from the roll.

34. Final viva-voce examination

a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.

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

c) The general procedure prescribed for the conduct of examination in sub clause (f) of Rule 30 shall be followed for the conduct of final viva-voce examination also.

d) If any of the members of the board of examiners excluding the external examiner fails to turn up on the date fixed for the examination the Head of the institution shall appoint a suitable substitute examiner and report to the University.

35. Eligibility for the award of the degree

a) Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Academic Form No. 16 through the Head of the Institution.

b) Out of the five copies of the corrected and bound thesis, one copy should be sent to the university along with the report of examination and the report(s) of the evaluation of thesis furnished by the external examiner(s), one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Chairperson. One *floppy* of the thesis will also be made by the student and forwarded to the university. The expenditure for this shall be reimbursed to the student as per the guidelines issued by 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 electronic media and to transmit the same to the online system. The IPR rights of the inventions made/technology developed shall remain with the University

36. Issue of certificate/transcript

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

37. Award of degree

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

38. Amending/cancellation of results

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

39. Publication of the contents of thesis

The contents of the thesis can be published with a footnote that they are based on a thesis accepted by the Kerala Agricultural University for the award of Master's/Doctorate degree. Research papers based on the results of the PG research can be published by the candidate prior to the submission of

the thesis. Copy [copies of the paper(s) so published] should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

40. Penalty for unauthorised discontinuance

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

41. Removal of difficulties

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

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

* Applicable to the students admitted from 2001 onwards only.

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

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

Signature of the Major Advisor

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 Adviser (Chairperson) and 3 other members including the Head of the Department concerned and one member from the related field of study. If necessary, the chairman with the permission of the Dean/Associate Dean can co-opt one additional member also in the advisory committee. The additional member can also be from outside KAU.
3. For Doctorate programme, the Advisory committee shall consist of a Major Adviser and 4 other members including the Head of Department concerned and at least one member from outside the major field of study. If necessary, the chairman with the permission of the Dean/Associate Dean can co-opt one additional member also in the advisory committee. The additional member can also be from outside KAU.

4. The Major Adviser and other members of the Advisory Committee shall be appointed by the Head of the Institution concerned on the advice of the head of the Department of the University/College. Teachers of the particular discipline/ department working in research stations/schemes/projects/other institutions are also eligible to guide PG students.

5. When students are undertaking research programmes in research stations or projects outside the college campuses, there should 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 outstation 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. To be a Chairperson/Major Adviser of a Doctoral candidate, only teachers having PhD shall be eligible.

8. Teachers to be appointed as Chairperson/Major Adviser and as members of the Advisory Committee shall possess the required minimum stipulated period of service to retire on superannuation viz., three years in the case of PhD 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.

9. The following categories of teachers shall be recognized as PG teachers.

i) Professors and other Heads of Departments

ii) Associate Professors and Assistant Professors who possess PhD qualification

iii) Associate Professors and Assistant Professors having a minimum of 3 years teaching/research/extension experience after getting the Master's degree and having at least three research publications though not in possession of PhD qualification.

10. The maximum number of PG students that a teacher can guide at a time as Major Adviser is limited to four including full-time and part-time students.

11.If the Major Adviser or any member(s) of the Advisory Committee of a student is absent in the course of the PG programme for reasonably long period, 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 Adviser 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 Adviser.

13.The Advisory Committee in conference with student shall prepare the course programme 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, atleast 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.

Guidelines for conducting comprehensive and final examinations of PG students

Comprehensive Examination

All students admitted to Kerala Agricultural University under different PG degree programmes have to pass a comprehensive examination. This is intended to test the student's overall comprehension of the particular subject. The following guidelines are prescribed for the conduct of the comprehensive examinations.

1. The comprehensive examinations, - written and viva for Master's degree shall be conducted preferably for all the students of an year in a department simultaneously. Ph.D. students can take their examination when they are ready but not later than six months prior to proposed date of submission of thesis.
2. Before the comprehensive examination is conducted, the student should have completed atleast 75% of his/her prescribed course work in his/her major area for Master Degree programme and for Doctorate Degree Programme the student should have completed atleast 75% of his/her prescribed course work in his/her major and supporting area separately with an OGPA of not less than 6.00 out of 10.00
3. Comprehensive examination shall consist of a written examination and a viva-voce.
4. The student shall submit an application in the prescribed proforma through the Major Adviser and Head of Department to the Head of Institution. The Head of Institution shall forward the same to the Controller of Examinations for the comprehensive examination.
5. For Master's degree there shall be one theory paper of 3 hours duration from the major field of specialization and for PhD there shall be two papers of three hours duration each and shall cover the major and supporting areas. The subject areas for the comprehensive examination have to be decided by the Advisory Committee and communicated to the student atleast three months prior to the date proposed for the comprehensive examination. The subject areas so proposed should cover the major areas of the discipline irrespective of the core courses the student has taken.
6. The Head of Department shall make arrangements to get the question papers from the different teachers and to conduct the theory examinations. He will also make arrangements to get the theory papers valued by competent teachers and keep it ready for viva-voce examination with the external examiner.
7. Only those candidates who secure 50% and above marks for Master's degree programme and 60% and above for PhD programme in the comprehensive theory examination alone shall be qualified to appear for comprehensive viva-voce examination with external examiner.
8. The result of the comprehensive examination shall be shown as satisfactory(s) or unsatisfactory (US).

9. The candidate who has been graded as 'Unsatisfactory' in the comprehensive examination shall appear for both the theory and viva-voce examination for a second time after a minimum period of four months.

10. A candidate who fails in the comprehensive examination in the 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.

11. Comprehensive examination shall be conducted at least six months before the expected date of submission of thesis.

12. The Advisory Committee with the external examiner will constitute the Board of Examination. The Chairperson of the Advisory Committee will be the Chairperson of the Board of Examiners.

13. If any of the members of the Board of Examiners fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Director (Acad. & PGS) or Controller of Examinations shall appoint a suitable substitute examiner from among the available staff of the University

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

Submission of thesis

15.

A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on the last working day of his/her final semester subject to the above conditions. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18(a), subject to the condition that he/she should register for every intervening semester till the submission of the Thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.]

16. If a student is not able to submit the thesis within six months after completion of his/her credit requirements as mentioned in Rule 15 supra, he/she may still be permitted to submit the thesis within the

maximum time limit prescribed provided he/she remits late fee as prescribed by the university.

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.

17.A Post Graduate or PhD student before submitting his/her thesis should present the synopsis of the same in the seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advise the student accordingly.

18.A PhD student can submit his/her thesis only after producing the proof for the submission of atleast one research paper by the student based on the research work for publication in a referred journal.

19.Copies of the thesis typewritten/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her adviser. A proposal (Form No.Acad 12) for appearing for the final examination with details of examination fee remitted, shall also be submitted at the time of submission of thesis.

20.The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission and forwarded to the university. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. are to be sent to the university for onward transmission to the external examiner.

Evaluation of thesis

21. The thesis shall be referred for adjudication to one external examiner in the case of Master's programme and to two external examiners in the case of Ph.D. programme. The external examiners shall be appointed by the university.

21. The external examiners shall send their reports to the Controller of Examinations or other designated officer. He will forward copy of the reports with valued thesis to the Chairperson of the Advisory

committee for making arrangements for the final viva voce examination or modification as suggested by the examiner(s).

22. The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D. if one of the examiners approve the thesis and the other does not approve, the thesis will be sent to a third examiner and the university may accept the majority decision. The third examiner will also be appointed by the university.

23. The Chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the Board of Examiners at the final viva voce.

Resubmission of thesis

24. If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval, he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the external examiners and communicated to the candidate by the university. For resubmission of the thesis, the student is required to pay an additional examination fee as prescribed by the university.

25. 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.

Final viva-voce examination

26. The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.

27. For Masters degree programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee. For Ph.D programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and one external examiner who evaluated the thesis. The chairperson of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other

members of the board of examination, the matter will be reported to the university for decision.

28. The general procedure prescribed for the conduct of examination in sub rules (f) and (m) of Rule 30 of PG regulations 2007 shall be followed for the conduct of final viva-voce examination also.

29. The Chairperson of the advisory committee shall forward the report of the final examination of the candidate with the following documents to the Controller of Examinations.

- a) **Chairman's comments on the reports of the external examiners. He shall also send a certificate to the effect that the corrections/modifications suggested by the external examiner have been incorporated in the thesis.**
- b) **Receipts from the college librarian for having given a copy of the thesis to the library.**
- c) **Report should be signed by all the members of the Examination Board with date including the External Examiner.**
- d) **Copy of the thesis duly approved by the members of the Board of Examiners.**

POST GRADUATE SEMINARS

1. Scope

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

2. Objectives

- 1) **To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.**
- 2) **To inculcate in post graduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.**

- 3) To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.
- 4) A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

3. Organisation and conducting of seminars

- 1) *The teacher in-charge of seminars* : The Dean will nominate one of the faculty members as the teacher i/c of postgraduate seminars for each trimester. The organisation of the seminar will be done by the major adviser or course teacher of the student concerned in consultation with the teacher-in-charge of the seminar, who will notify the name and time and send round the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and post-graduate students under them.
- 2) *Topics for the Seminar* : The major advisers of post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge within 15 days after the registration for the Semester. The topics are fixed by the major adviser or consultation with the student considering the special interest and research programme of the student.
- 3) *Timing of seminar* : The date, time and venue of presentation of seminar is fixed by the major adviser or course teacher in consultation with the teacher in charge of the seminar, considering also a time suitable for staff and students in general. (Normally the seminar is fixed between 2 p.m. and 3.30 p.m. on Saturdays and all the major advisers should see that the time-tables of all postgraduate students are adjusted to suit these timings).
- 4) *Write up* : The student should prepare a written copy of the seminar subject in the given format and hand it over to the teacher i/c of seminar at least 2 days before the seminar. The format for presentation will be as follows:-
 - i. Title
 - ii. Name of the author and the department
 - iii. Introduction
 - iv. Subject matter with sub-titles
 - v. References

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

5) ***Evaluation of the seminar*** : The seminars will be evaluated by a team of teachers consisting of: (i) the major adviser of the student. (ii) course teacher in charge of the seminar and (iii) one other teachers of the faculty nominated by the major advisor of the student.

6) ***Evaluation criteria*** : The seminar will be presented in the format prescribed. The following criteria are taken into consideration in evaluating a seminar presented by the student.

a) Subject matter coverage

- i) Classification of information and proper use of English language
- ii) Subject matter covered
- iii) Comprehension and knowledge of the subject

b) Presentation

- i) Use of visual aids
- ii) Ability for proper explanation
- iii) Ability to arouse interest and stimulate discussion
- iv) Distribution of time considering the time allowed for question and discussion
- v) Organisation of the entire seminar

c) Discussion

Ability to defend himself against the questions asked and the mode of answering.

7) ***Evaluation sheet*** : The seminar is evaluated as per the distribution of marks given below:

- a) Subject matter coverage
- b) Presentation
- c) Discussion

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 got registered for seminar.

All the members of the staff should as far as possible, attend the seminar so as to maintain the academic and scientific atmosphere of the college.

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.

GUIDELINES FOR THESIS PREPARATION

The number of copies of the thesis to be submitted shall be as specified in the Postgraduate Regulations. The copies should be lucid, legible and identical in all respects. Ordinarily, four copies are to be submitted of which one copy is for the Department, one for the College Library, 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. 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 standard word-processing software (e.g. MS Word). A margin of about 3.5 cm may be set at all sides of the page. The text may be entered, only in one side of the paper, using 12 pt Times New Roman font with a line space of 1.5. Paragraph may be intended 1.0 cm from the margin. Only one space shall be given between words and two spaces after a sentence. Page number may be centralised at the top of the page. Roman numerals should be used for numbering the pages preceding the body of the thesis and Arabic numerals should be used for the body of the thesis. The first page of the body of the thesis shall not bear the page number.

The thesis shall be organised as follows:

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

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

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

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

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

Note:

AMS user officers will have use ID with alphabet-based identity to indicate the institution. The alphabet based ID for the various colleges are given below:

HORT	-	College of Horticulture, Vellanikkara
AGRIV	-	College of Agriculture, Vellayani
AGRIP	-	College of Agriculture, Padannakad
CBM	-	College of C, B & M, Vellanikkara
FOR	-	College of Forestry, Vellanikkara

DST	-	College of Dairy Sc. & Technology, Mannuthy
KCAET	-	K.C.A.E.& T., Tavanur
FIS	-	College of Fisheries, Panangad
VETM	-	College of Veterinary & Animal Sc., Mannuthy
VETP	-	College of Veterinary & Animal Sc., Pookot