

**KERALA AGRICULTURAL UNIVERSITY**  
**ACADEMIC REGULATIONS FOR THE COURSE DIPLOMA IN AGRICULTURAL SCIENCES**

**1. Short title**

These regulations shall be called Kerala Agricultural University Academic Regulations for the ‘**Diploma in Agricultural Sciences**’.

**2. Scope**

The regulations provided herein shall apply to the course Diploma in Agricultural Sciences.

**3. Name of the campus:** The campus for the course will be known as ‘Institute of Agricultural Technology’.

**4. Administrative control :** The programme will be under the immediate administrative control of the Head of the Institute (Associate Director in the case of RARS, Pattambi) who will be designated as Special Officer for the course. The Special Officer will be the drawing and disbursing officer also.

**5. Status of Special Officer:** The status and powers of the Special Officer of the Institute will be equivalent to that of Associate Dean of constituent Colleges of the University. The Special Officer will be a co-opted member of the Academic Council as in the case of Associate Deans.

**6. Course-Coordinator :** A scientist in the campus will be designated as Course Coordinator, who will be responsible for the conduct of the academic activities as well as other connected works of the course.

**7. Diploma awarded**

The Diploma governed by these regulations shall be known as ‘Diploma in Agricultural Sciences’.

**8. Number of seats**

The number of candidates to be admitted in an academic year shall be decided by University from time to time.

**9. Duration of the course**

The minimum duration of the Diploma course shall be four semesters (two academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the course shall be seven semesters including the period of discontinuance, if any. The name of the student who does not complete the programme within the maximum time limit shall be removed from the rolls without any notice.

**10. Mode of selection and qualifications for admission**

(i) Eligibility : Pass in +2 with Physics, Chemistry and Biology or equivalent examination

(ii) Reservation for selection: 20 % of the seats will be reserved for VHSc (Agri) candidates  
For open seats, candidates will be selected based on the total percentage of marks of Physics, Chemistry and Biology in the +2 course. If there is a tie, the percentage of marks in Mathematics, English etc. will be considered in that order. Even after that, if there is a tie, the date of birth will be considered, with older person getting priority.

For reserved seats selection will be done based on the marks of Physics, Chemistry, Biology and Agriculture subjects in the VHSc (Agri) course.

(iii) Candidates of Kerala origin as evidenced by relevant documents will be given admission for the course. However, in the absence of Keralites, candidates from other States will also be considered. International students can be considered based on the approval of the Vice Chancellor.

### **11. System of teaching**

The semester-course-credit system shall be followed for all the diploma programmes with continuous internal evaluation.

12. Medium of instruction : **English**

### **13. Definitions**

**In these regulations unless the context otherwise requires:**

1. 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Head of the Institution.
2. The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters.
3. 'Advisor' means a teacher who has been nominated by the Head of the Institution to advise a particular student in academic matters.
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.
5. 'Course catalogue' is a list of approved courses for the diploma programme.
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.
7. 'Credit load' of a student during a semester is the total number of credits of all the courses registered during that particular semester.
8. 'Credit point' means the grade point multiplied by credits of the course.
9. 'Curriculum' is a group of courses and other specified requirements for the fulfillment of the programme.
10. 'Department' means a Department in the Institute/college/teaching institution offering courses for the diploma programme
11. Grade point earned for a course is a value in 0 to 10 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.
12. Grade Point Average (GPA): It is the value of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10 point scale. The GPA shall be rounded off to two decimal places.
13. Overall Grade Point Average (OGPA): It is the quotient of cumulative credit points obtained by a student in all the courses registered 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.
14. 'Repeat course' is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
15. 'Re-examination course' is a course registered by a student in which he/she had satisfactory attendance but 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.
16. 'Semester' means a term consisting of a minimum of 105 working days consisting of 90 instructional days and 15 examination days. Condensed semesters with less duration can be sanctioned by the University based on the proposals from the Head of Institution.
17. 'Student' means a student as defined in the Kerala Agricultural University Act.

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

#### **14. Inter-semester break**

An inter semester break of 7 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(including the days taken for study tour), as far as possible.

#### **15. Semester Schedule**

The semester schedule shall be as announced by the Special Officer from time to time, with intimation to the University.

#### **16. Selection and Admission**

Selection notification shall be issued by the University and select list prepared. Admission shall be made by the Special officer from the list following reservation rules of Government of Kerala.

- (i) A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee in the Institute.
- (ii) The selected candidate shall report before the Course Co-ordinator of the Institute on the date and time prescribed for admission and registration.
- (iii) Each student will be allotted to an Advisor nominated by the Special Officer to advise the student on all academic matters.
- (iv) The fixed code number for the 'Diploma in Agricultural Sciences' is 51.
- (v) On admission to the programme the student will be given an admission number. The admission number allotted to a student consists of 3 components, the first indicating the year or admission (say 2011), the second being the fixed code number allotted for the course programme (say 51), and the third, serial number of the student in the list starting from 001 (say 25), then the admission number of that particular student will be '2011-51-025'.
- (vi) After assigning the admission number, the name and other relevant particulars of the student will be entered in the admission-cum-academic record maintained in the Institute
- (vii) A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates will be supplied to the University by the Institute.
- (viii) An admission register will be maintained in the Institute where in the bio-data of the students will be entered. In addition a register showing semester-wise academic performance of all students will 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 Institute at the time of issue of such certificates.
- (ix) After assigning admission number, the student shall be issued an identity card by the Institute, with photo furnished by the student duly attested by the Head of Institute. The identity card shall be retained by the student during the course of study and shall be returned to the Institute at the time of leaving the Institute.

#### **17. Credit requirements**

The minimum credit requirement for the diploma programme shall be as approved by the Academic Council from time to time.

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

1) The maximum credit load including repeat courses in a semester shall 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.

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 it is offered as regular course. 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.

#### 19. Study tours

1) The study tours will be sanctioned by the Head of the Institution strictly according to necessity, as per syllabus and regulation. The South India study tour will be conducted during the inter-semester break after the second semester. However, research station visits which become part of specific courses shall be conducted as approved by the Head of the Institute. The full expenditure for the tour shall be met by the students.

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 diploma. 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/Institutions in lieu of their absence, at their expense. The farms attached to the Institute where the student studied shall not be allotted for this purpose.

3) After the Study Tour (or the Farm/Fields/Institution work as the case may be, in the case of who do not attend the Study Tour) the students have to submit records/specimens etc and appear for a viva-voce examination before a committee of minimum of three teachers not below the rank of Assistant Professors, appointed by the Special Officer. The Special Officer will be the Chairman of the committee. Those who do not secure 'S' will have to repeat the programme.

#### 20. Registration of Students

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

2) On registration in a semester, a student after payment of the approved fee shall, fill up one copy of the Course Registration cum Grade Card, with the help of the Advisor, on the day of registration itself. Advisor shall forward the Course Registration Card to the Officer i/c Academic i.e., the Course Coordinator.

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

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 may 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.

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.

#### 21. Tuition and other fees

1) The fees shall be decided by the University from time to time. Every student has to pay the prescribed fee. The programme shall be on cost-sharing basis.

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.

The details of fee remitted shall be noted by the student in the Course Registration cum Grade Card.

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

#### **The students have to remit the following fees.**

(i) Admission fee and caution deposit at the time of admission

- (ii) Tuition fee for each semester
- (iii) Course repetition fee, if any course is to be repeated
- (iv) Re-registration fee, for re-registration of courses after discontinuance
- (v) Revaluation fee if any answer paper is to be revalued
- (vi) Re-examination fee, if any course is to be registered as Re-examination course
- (vii) Late registration fee, if the registration is late up to 5 working days of starting a semester
- (viii) Additional late registration fee if registration is late upto 10 working days of starting a semester
- (ix) Supplementary exam fee
- (x) Any other fee decided by the University from time to time.

## 22. Class time table

At the beginning of each semester, the Head of Institute will prepare a class time table and communicate to all concerned. The class timing normally will be from 9.00 am to 5.00 pm. However, the timings will be changed in accordance with the requirements and it will be decided by the Head of Institution from time to time.

## 23. Course teachers

(i) The Faculty shall be with minimum qualification of graduation in Agriculture/ Horticulture or in the concerned subject/discipline. Scientists/faculties/para-technical staff with graduation in the concerned subject/discipline working in the Institute as well as in the near-by research stations/projects will also be considered for teaching a course.

(ii) For computer application course it is not insisted. It will be offered by any teacher with specialization/knowledge of computer

(iii) The Special Officer will nominate the course teachers, before the commencement of each semester.

(iv) All course teachers will provide the course outline and scheme of evaluation and approved by the Special Officer to the students at the beginning of the semester.

(v) Wherever multi-disciplinary courses are offered and/or disciplines or subject areas for which Department are not specified, the Special Officer will nominate the course teachers. When more than one teacher is teaching a course, a course leader will be nominated by the Head of Institute who will be responsible for the overall planning and conduct of the course.

## 24. Discontinuance and re-admission

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. A student will be allowed to temporarily discontinue the course only on remittance of a special caution deposit of Rs.25,000/.

2. On no account a student who discontinued without written permission of the Head of the Institution is admitted for further studies. Such students shall be removed from the rolls by the Head of the Institution, after serving notice, with intimation to the University.

3. If a student admitted to the first year Diploma course does not register for the courses of first semester of that year or having registered, fail to secure 75 per cent attendance in at least 3 courses, his/her name shall be removed from the students roll. In very exceptional and genuine cases, the matter shall be considered by the University and appropriate decision ordered based on individual merits of each case.

## 25. Attendance

1. Every student shall ordinarily attend all classes in a course. The minimum requirement of attendance during a semester shall be 75% for each course. 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 point. The student who does not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked ' I ' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures ' I ' will be deducted. A course in which "zero" grade point or ' I ' is awarded, has to 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 Special Officer.

2.Students deputed for official purposes such as representing the Institute/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:

- (i) The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
- (ii) The Officer i/c Academic is authorised to recommend to the Head of Institution for duty leave. The concerned officer authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisation and conduct of approved University sports, programme, cultural meets, NSS programme, Institute/college Union/University Union activities etc., for granting duty leave.
- (iii) The Officer i/c Academic can recommend the names of the students who actually represent the Institute/college/University for cultural activities in inter-Collegiate/Inter-University competitions for approval of the Head of the Institution.
- (iv) Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the tournament/programme as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- (v) 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 and days for to and fro journey, to the Head of the Institution sufficiently in advance. At any case duty leave will not be granted if the list is not submitted within 7 days of the termination of the event.
- (vi) Decision of the Special Officer shall be final in this matter.
- (vii) Students co-curricular activities such as NSS/NCC camps etc., shall be conducted during the semester break/holidays to the extent possible.
- (viii) The student representatives of the General Council and the Academic Council are eligible for 10% duty leave over and above the 25% of shortfall in attendance permitted.
- (ix) Those who are officially deputed for co-curricular activities such as NCC/NSS, Camps, Sports, Games and Art festivals outside Kerala Agricultural University may be granted duty leave including the days of travel for participation outside the state, subject to overall limit of 40% absence permitted. Prior permission of Special Officer is required for availing the leave.
- (x) 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. However, the overall percentage of attendance shortage permitted shall be limited to 40% inclusive of duty leave and other cases of absence.

For indoor hospitalization and other genuine reasons attendance not exceeding 5% of the total working days in a semester may be allowed, in addition to the attendance relaxation mentioned above.

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.

## 26. Evaluation of student, examinations and grades

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:

(i) F	-	Failed
(ii) I	-	Incomplete
(iii) R	-	Repeat
(iv) RE	-	Re-Examination
(v) S	-	Satisfactory
(vi) US	-	Unsatisfactory

## 27. Continuous Internal evaluation

- a) The continuous internal evaluation shall be done through quizzes, mid-term examination, final examination, assignments, group discussions etc., as decided by the course teacher and approved by the Special Officer. The method of evaluations, the distribution of marks, the schedule of evaluation etc. shall be announced by the course teacher at the beginning of the semester and a printed / e-mail copy of the details of evaluation shall be given to every student within a week after the commencement of the semester. Normally the midterm examination will be conducted around 60 days after the commencement of the semester and the final examination on any date during the last ten days of the semester. The date of midterm examination will be decided by the course teacher. The time table for final examination will be published by the Special Officer.
- b) A schedule of all the examinations may be compiled by the Head of the Institution and notified to the students at the beginning of each semester.
- c) Supplementary examinations 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 papers of 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 papers are made available to them. In case of further complaints, it will be resolved by the Course Co-ordinator / Special Officer
- e) Final examination in theory shall be of a minimum of two hours duration. It shall be the responsibility of the course teacher to conduct the final theory examination covering the entire syllabus. The question paper shall be got approved by the Special Officer. No supplementary examination for final examination shall ordinarily be conducted. However, in exceptional cases, based on valid reasons the Special Officer may sanction supplementary examination, as per guidelines approved, with the fee prescribed by the University.
- 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.
- (e) **Viva-voce-** The Special Officer will appoint a committee of not less than three teachers from the concerned discipline or from other disciplines (if sufficient teachers are not available in the discipline) for the viva voce of any course. The chairperson of the committee will be decided by the Special Officer.

## 28. Computation and award of course grades

- 1) Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.
- (a) The distribution of marks for theory examination will be as follows:

Quiz	: 10 %
Midterm	: 30%
Written assignments	: 10 %
Final theory examination	: 50%
	.....
Total	: 100%
	-----

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

Regular practical class works/ Practical assignments/ Group discussions etc.:	20%
Practical records/collection etc	: 20%
Viva-voce examination	: 10%
Final Practical Examination	: 50%
	-----
Total	: 100%
	-----

The course teacher can make minor modifications in the distribution of marks with the permission of the Special Officer.

2) The minimum grade point required for passing a course shall be 5.0. A student securing grade 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 diploma requirement, the student has to secure a minimum OGPA of 5.5 out of 10.0.

3) A separate minimum of 40% marks in theory examination and practical is essential for passing a course.

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 rounding to the second decimal.

### 29. Scrutiny of grades/ revaluation

For scrutiny of grades the student shall apply to the Head of Institute within one week after the announcement of the grades by advancing sufficient reasons for such a request. The fee prescribed by the University shall be remitted for this purpose. 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. The Head of Institute will appoint a suitable teacher other than the course teacher for revaluation of the answer papers/scrutiny of grade.

### 30. Late arrival in examinations

No student who is more than 20 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within half-an-hour before the stipulated closing time.

### 31. Malpractice in examinations

- i. 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.
- ii. 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.
- iii. The Head of the Institution shall appoint a committee consisting of not less than three teachers not below the rank of Assistant Professor to enquire into the alleged malpractice.



- iv. The committee shall submit its findings within a specified time to the Head of the Institution whose decision in the matter shall be final.
- v. If the Head of the Institution is satisfied that the student is guilty, he may be given a suitable punishment which may include cancellation of semester examinations for the student, debarring the student for a specified period from attending classes or recommending to the University for the dismissal of the student.

### 32. Grade report

- 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 grade secured by the students to the Officer i/c Academic who will consolidate the results and submit to Head of the Institution. The Head of Institution shall publish the grade list for each course.
- 2) The advisor shall fill up the grades in 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 University, return one copy to the Advisor (to be handed over to the student) and retain one copy in his office.
- 3) It shall be the responsibility of the advisors to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.
- 4) The consolidated grade cards of the students shall be prepared by the University 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 advisors for verification and rectification of defects, if any, within 15 days of the receipt of the report. The verified/rectified grade cards shall be transmitted to the University without any delay.

### 33. Registration for repetition/re-examination of courses

- 1) A student who does not satisfy the attendance requirement in a course shall repeat the course when it is offered again. Trainings can also be repeated in the same manner.
- 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 class work and record, the marks obtained by the student when he registered the course 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 when it is offered as a regular course.
- 3) A student may also register for re-examination course if he/she secured a grade point of 6.5 or less 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.
- 4) In respect of courses which are registered as repeat course or re-examination course, the symbols 'R' or 'RE' respectively shall be shown together with details of semester in which the courses were previously taken and the grade points obtained at that time.

### 34. Calculation of GPA/OGPA

1. To arrive at the Grade Point Average (GPA) and Overall Grade Point Average (OGPA) at the end of a semester, the grade point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken till the end of that semester is divided by the total number of credit hours of the course.

Sl. No	Course No.	Title of the Course	Course Credits	Grade points obtained	Credit points obtained	Remarks
Semester I						
1.	DAgri.01	Principles & practices of Agronomy -I	3	7.5	22.5	
2.	DAgri.05	Fundamentals of Soil science	2	7.25	14.5	
3.	DAgri.07	Principles & practices of Plant Breeding and Plant Physiology	3	6.5	19.5	
4.	DAgri.09	Introductory Horticulture	2	8.25	16.5	
5.	DAgri.12	Farm power and energy	2	3	6	F
6.	DAgri.15	Introduction to Agricultural Entomology	2	6.5	13	
7.	DAgri.18	Introductory Plant pathology	2	5.5	11	
8.	DAgri.21	Principles& practices of Agricultural extension	2	5	10	
9.	DAgri.23	Agricultural Economics and marketing	3	6.25	18.75	
10.	DAgri.24	Food science, Nutrition and Post harvest technology	2	7	14	
11.	DAgri.37	Computer application (non-credit course)	1	S		
		Total	23+1		145.75	

<b>Total grade points obtained</b>	<b>145.75</b>	
<b>Total course credits registered</b>	<b>23</b>	
Grade Point Average	<b>145.75/23</b>	<b>6.336956522</b>
	Rounded to	6.34

**While calculating the GPA/OGPA , the figure obtained is rounded off to the two decimals.**

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 shall be deducted for arriving at the Overall Grade Point Average (OGPA).

**35. Comprehensive final viva-voce:** There will be a final comprehensive viva-voce examination after completing all the courses. It will be conducted by a committee consisting of a minimum of three teachers not below the rank of Assistant Professors, with the Special Officer as Chairman. The committee will be appointed by the Special Officer. Those who secure 'S' (Satisfactory) only will be recommended for the award of Diploma.

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

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

1. The University shall approve the final results and the University shall issue provisional certificate and transcript to the candidates. It shall be open to the Vice-Chancellor to withhold the result of a candidate on any ground that may appear valid to him.
2. The transcript shall contain all the courses undergone and the grades obtained by the candidate.
3. A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.

### **37. Award of diploma**

The diploma, viz., 'Diploma in Agricultural Sciences' shall be awarded under the seal of the University to candidates who have satisfactorily completed the academic requirements.

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

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner 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.

### **39. Removal of difficulties**

1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which may appear to him to be necessary or expedient for removing the difficulty.
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.
3. Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance.
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 Diploma Programme

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, class work and other types of exercises.
2. The evaluation and award of grades to the students shall be done through continuous evaluation by the course teacher, during the semester.
3. All 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.

4. Supplementary examination shall be conducted on prior sanction of the Head of Institution based on the recommendation of the committee appointed by the Head of Institute.

5. The student shall apply for the supplementary examination to the Course Coordinator duly recommended by the student Advisor and the course teacher. The Head of Institution may approve it based on merit of the situation as recommended by the committee. Accident, hospitalization and contagious diseases are identified as genuine reasons/conditions for applying the supplementary examination. Proper medical certificates shall be insisted in such cases.

6. A register shall be maintained at the Institute level for documentation of the supplementary examinations registered by each candidate.

7. The course teacher shall keep the valued answer scripts of the examinations for one year .

8. The final theory examination of each course shall be of a minimum of two hours duration .

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

10. Practical examination and Viva-voce : The Head of the Institute shall appoint a committee with three teachers from the concerned discipline or from other disciplines (if sufficient teachers are not available in the discipline) for the viva voce of any course. The course teacher will be the chairperson of the committee. The Head of Institute can join any such committees as an additional member.

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

12. The distribution of marks for theory and practical examination as per the guidelines issued by the University shall be intimated to the student along with the course outline, by the course teacher , within a week after the beginning of the semester. A copy of this shall be submitted to the Special Officer.

13. 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.

14. 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 diploma requirement, the student shall have minimum OGPA of 5.5 out of 10.0.

15. For arriving at GPA & OGPA the value calculated shall be rounded off to two decimals.

16. No student who is late by more than the specified time limit will be allowed to appear for the examination. Similarly no student will be allowed to leave the examination hall within the specified time limit after the commencement of the examination.