



**KARNATAKA VETERINARY, ANIMAL AND
FISHERIES SCIENCES UNIVERSITY**
BIDAR-585 401.

***ACADEMIC INFORMATION
AND REGULATIONS***

For
B.Tech. (D.Tech)
Degree Programme

Semester System

2018-19

ACADEMIC INFORMATION

ACADEMIC INFORMATION AND REGULATIONS

CONTENTS	Page No.
1. Semester System 4
2. Definitions 4
3. Undergraduate Degree Programme 5
4. Registration 8
5. Student Counseling 10
6. Fee Structure 10
7. Curricula 11
8. Examination and Evaluation 12
9. External Examination 15
10. Finalization of Grades and Submission of Grade Reports 15
11. Failure and Conduct of Supplementary Examination 16
12. Student READY Programme 17
13. Educational Tours 20
14. Maintenance of Satisfactory Standing in Courses 21
15. Time Limit for Completion of a Degree Programme 22
16. University Scholarships 22
17. Conduct of Examinations and Prevention of Malpractices 25
18. Conduct of Teaching and Maintenance of Discipline among the Students in the University Campuses 28
19. Scheme for Honouring Students for Outstanding Merit 30
20. Gold Medals/Awards Instituted by Donors 30
Convocation 31

**ACADEMIC INFORMATION AND REGULATIONS
GOVERNING B.Tech (D.Tech) DEGREE PROGRAMME
UNDER SEMESTER SYSTEM**

SEMESTER SYSTEM

- 1.0 Title: The Academic Information and Regulations shall be called "Karnataka Veterinary Animal & Fisheries Sciences University, Bidar. Academic Information and Regulations Governing B.Tech (D.Tech) Degree Programme under Semester System". These shall come into effect for students admitted from the Academic Year 2008-09 and onwards.
- 2.0 **Definitions**
- 2.1 Academic Year: An academic year is a period during which a cycle of study is completed. It shall consist of two semesters.
- 2.2 Semester: A semester shall consist of 23 weeks
- 2.2.1 Semester Duration: Each semester shall be of the duration of 20 instructional weeks. There should necessarily be a minimum of 105 instructional days during the semester excluding the final examination days. After the instructional period, the final practical examination and the final theory examination will be scheduled during the succeeding period of three weeks.
- 2.3 Curriculum: A series of courses designed to provide learning opportunities to meet the requirements for a degree programme B.Tech (D.Tech).
- 2.4 Course: A course is a unit of instruction or segment of subject matter as specified in course calendar to be covered in a semester. It has a specified number, title and credits.
- 2.5 Credit Hours (Course Credit): A measure of quantity of work done in a course. One credit represents one hour Lecture or 2 hours of laboratory or field work per week through a semester.

- 2.6 **Course Load:** Number of credits hours a student can register in a semester. A student shall register a maximum of 23 credits in a semester.
- 2.7 **Grade Point of a Course** A measure of quality of work done in a course to meet the requirement in a semester. It is computed by dividing the percentage of marks obtained in a course by ten. It shall be expressed on a 10 point scale up to second decimal place.
- 2.8 **Course Credit Point:** A course credit point is a product of course credit and grade points secured by a student in a course which shall be expressed up to second decimal place.
- 2.9 **Grade Point Average (GPA):** It is a measure of quality of work done in a semester. It is a quotient of the total course credit points secured by a student in various courses registered divided by the total course credits during that semester. It shall be corrected to the second decimal place.
- 2.10 **Cumulative Grade Point Average (CGPA):** It is the cumulative performance of a student in all the courses taken during a period covering all the preceding semesters. CGPA is computed by dividing the total credit point earned by a student in all the courses taken from the beginning of the first semester by the total number of credits completed up to the end of a specified semester. It shall be corrected to the second decimal place.
- 2.11 **Overall Grade Point Average (OGPA):** It is a measure of overall performance of a student on completion of the degree programme. It is computed by dividing the total number of course credit points earned by a student over the semesters by the total number of credits hours and rounded off to the second decimal place.
- 2.12 To qualify for the degree, the student shall complete all the prescribed courses with an Overall Grade Point Average (OGPA) of not less than 6.00 out of 10.00

3.0 UNDER-GRADUATE DEGREE PROGRAMME

Degree Programme		Duration	Place
1.	Dairy Technology	B.Tech. (D.Tech.)	4 years / 8 semesters
			Bengaluru Kalaburagi

3.1 **Medium of Instruction:**

3.1.1 The medium of instruction in the KVAFSU, Bidar shall be English.3.2 Eligibility for Admission:

3.2.1 Candidates to be eligible for admission to the under graduate programme in the university should satisfy the following requirements.

- 1). Candidates should have completed 17 years of age as on 31st December of the year of Admission.
- 2) A pass in two-year PUC examination of Karnataka state or an equivalent examination with the combination of Physics, Chemistry, Mathematics and, Biology.

3.2.2 **Domicile Requirements:**

(1) Candidate should be a citizen of India and must satisfy one of eligibility criteria/conditions as prescribed by the Government of Karnataka from time to time.

(2). In case, if any of the document/s produced by a candidate is/are found to be false/incorrect/fabricated / forged etc., then the seat allotted to the candidate will be cancelled at any stage of his/her study in the University and the entire fee remitted by such student/s will be forfeited including that of caution money deposit.

3.3 **Reservation of Seats:**

3.3.1 Admission to the university is made subject to reservation of seats for General seats, Agriculturists or children of Agriculturists rural, Kannada medium study, special categories viz. Physically Disabled(Physical Handicapped), children of Ex-servicemen, scouts and guides, sports, NCC and candidates from Anglo - Indian community as per the regulations of Government of Karnataka issued from time to time.

3.3.2. If any seats reserved in favour of candidates under vertical reservation referred above are not filled up due to non-availability of eligible candidates, such vacant seats shall stand transferred to General Merit. Similarly if any seats reserved in favour of candidates belongs to special category(horizontal reservation) referred to above fall vacant due to non-availability of eligible candidates belonging to such categories of vertical reservation shall stand transferred to their respective categories specified.

- 3.3.3. The candidates from states other than the Karnataka are not eligible for admission to B.Tech(D.Tech) except for the provision made for the Gadinaru and Horanadu Kannadigas as specified by the Government of Karnataka for admission to professional degree programmes of these seats.
- 3.3.4. There is also a provision under special quota for admitting 5% seats to B.Tech (D.Tech) , over and above the prescribed intake, to the eligible Foreign Nationals / NRIs/ Children of NRIs/ NRI sponsored irrespective of the place where they had previous education. They should apply direct to the Registrar's Office, KVAFSU, Nandinagar, P.B.NO.6,BIDAR-585 401 along with their Educational certificates, Proof of NRI Status, recent passport and other relevant documents. However, Foreign Nationals seeking admissions shall have to make their applications through Indian Council of Agricultural Research or Agencies, Consultants nominated by ICAR/GOI, New Delhi through their respective Embassy.Note: For candidates seeking admission under ICAR / Foreign Nationals /NRIs /NRI sponsored/ Kashmiri Migrant quota there is no need to take Entrance Test conducted/ adopted by the University.
- 3.3.5. Provision is also made to admit one candidate for degree programme to the eligible Kashmiri migrants as per the G.O.No.AHD 63 AUM 03, Bangalore dated 10.07.2003 as approved and amended by KVAFSU, Bidar from time to time. The candidates should apply to the Registrar, KVAFSU, Nandinagar, P.B. No. 6, BIDAR-585 401 on plain paper affixing their passport size photographs with all the details. For such candidates there is no need to take Common Entrance Test.

3.4 **Application for Admission:**

- 3.4.1. There is no manual for the admission. As and when notification is issued by the Karnataka Examination Authority (CET), online application for admission shall be submitted to the K.E.A on or before the last date prescribed.
- 3.4.2. Candidates belonging to foreign countries shall send their applications through the ICAR New Delhi or Agencies (Consultants) nominated by the ICAR.

3.4.3 Candidates from States other than Karnataka need to seek admission only through Indian Council of Agricultural Research (ICAR), New Delhi.

3.5 **Mode of Admission**

3.5.1 Under General and Reservation Quota: Admission for the seats shall be made strictly according to the merit, to be decided and specified by the University in the prospectus from time to time.

3.5.2 **Under Agriculture Quota:**

'Agriculturist' means a person who as owner or as tenant holds land and includes all those whose main source of income is from personal cultivation of land or manual labour in Agricultural land or Animal Husbandry or Fisheries activities as specified in section 7(#) of KVAFSU Act 2004. The seats under this quota will be filled up by conducting practical test as determined and specified in the prospectus from time to time.

3.5.3 **Counseling –cum–admission:**

From out of cumulative merit list among the eligible applications as prepared by the Karnataka Examination Authority, the candidates will be shortlisted in proportion to the capacity and will be allotted seat for admission by the K.E.A.

4.0 **REGISTRATION**

4.1 Registration for the First Semester After Selection

4.1.1. Candidates on receipt of admission notice from the K.E.A., Shall pay the prescribed fee on or before the last day specified in the admission notice and shall attend the classes from the first day of the semester / from the day of admission.

4.1.2. Admission is incomplete without registration of required courses notified by Dean of the respective colleges for the degree programme. Hence, all students admitted to degree programme should go through the process of Registration in Person on the notified date.

4.1.3. Orientation programme shall be conducted by the concerned Deans for the benefit of newly admitted students.

- 4.1.4. Candidates admitted to B.Tech (D.Tech) degree programme shall not be permitted to discontinue the semester. The admission of such candidates shall stand cancelled automatically.
- 4.1.5. Student who registers for first semester should complete at least one course satisfactorily earning a grade other than SA (Shortage of Attendance) or F (fail) failing which his/ her admission shall be cancelled. However, in genuine cases of hospitalization resulting in immobilization, a student can be exempted provided he/she produces sufficient proof. The genuineness of such cases shall be examined by a Committee comprising of the concerned Dean as Chairman with Heads of Divisions / Departments / Professors as members who will recommend to the Registrar for final approval.
- 4.2. Registration for Second and Subsequent Semesters
- 4.2.1. Registration shall commence two weeks in advance of the date of the closure of the current semester.
- 4.2.2. The last date for registration for the semester shall be the first day of that semester.
- 4.2.3. After the last date, students are allowed to register up to six working days on payment of prescribed fee Rs.15/- for late registration. After the sixth working day, the Dean of the respective Colleges may permit the students to register within another six days on genuine grounds and on payment of late fee of Rs. 150 per day.
- 4.2.4. The attendance shall be counted from the date of commencement of the semester/ Admission.
- 4.2.5. Students failing to register for courses in a semester within the time allowed shall be deemed to have discontinued during that semester/admission. If students failed to register in a semester shall take the readmission from the University.
- 4.2.6. A student shall produce the Identity Card at the time of registration. Only under Exceptional circumstances a student may be permitted by the concerned Dean to register in absentia.
- 4.2.7. Students shall clear all the dues to the Hostel(s) and Library before registration.

-
- 4.2.8. A Student may permitted to add a permissible course in the registration card within 15 day from the date of the commencement of the semester at students own risk provided the total number of credits is within prescribed limit.
- 4.2.9. No student shall be permitted to drop a course after a period of six weeks from the date of commencement of the semester.

5.0. **STUDENT COUNSELLING**

- 5.1. Students on their admission shall be divided into convenient batches by the Dean concerned and each batch is assigned to one of the teachers, who is designated as Counsellor.
- 5.2. The Counsellor shall maintain the record of the student in the format prescribed by the University.
- 5.3. The Counsellor will establish and foster close personal relationship with students assigned to him by periodical meetings with individual batch of students, in order to understand their problems and provide remedial actions as may be necessary in consultation with the course teacher(s) and the Dean concerned. It is compulsory that the student on his own behalf, should meet the counsellor from time to time in a semester failing which the Counsellor shall not sign the Registration Card for the next semester.
- 5.4. Among other things the Counsellor shall help the students in planning their academic programmes.
- 5.5. Only the designated Counsellor shall sign the Registration Card of the student. However, the concerned Head of Department / Dean can sign under genuine cases.
- 5.6. All representations from the students should be routed through their respective Counsellor.
- 5.7. The Counsellor shall report the progress of the Counsellee to the parent/ward in the Prescribed format.

6.0. **FEE STRUCTURE**

- 6.1. The student shall be required to pay the prescribed fee in each semester as notified by the University from time to time.

- 6.2. Fee collected from the student shall be adjusted in case the student is admitted to any other under-graduate programme in the University during the same Academic year.
- 6.3. Fee once paid by the student shall not be refunded.
- 6.4. Caution money is refundable after deducting dues if any, on successful completion of the degree programme for which a candidate is admitted or on leaving the degree programme in the middle. The student shall claim the caution money after furnishing No due Certificate from all concerned.
- 6.5. Students belonging to Scheduled Caste/ Scheduled Tribe / Category -I are required to pay only the registration and other fee which are not reimbursable by the Government.
- 6.6. All SC/ST Students are required to compulsorily apply for Government of India Scholarship. In case some students are not awarded the GOI Scholarship, the provisions of Government orders will be made applicable.
- 6.7. All Fees are subject to change by the University Authorities from time to time.
- 6.8. The Miscellaneous Fee viz., Migration Certificate, Duplicate Migration, Certificate, Duplicate Provisional Certificate, Bonafide Certificate, Duplicate Bonafide Certificate, Certificate of Academic Progress, Duplicate Certificate of Academic Progress, Certificate indicating study expenses, Duplicate Certificate indicating study expenses, Duplicate CGPA Card, Duplicate Grade Card, Character Certificate, Any other Certificate and similarly the fees like Convocation fee, Application fee for Undergraduate Programme, Penal Fee for late registration, Re-Registration fee, fee for Re-totalling, Reevaluation etc. shall be as prescribed by the University from time to time.
- 7.0 **CURRICULA**
An enrolled student in order to earn the Bachelor's Degree shall complete 180 prescribed credits, with a minimum OGPA of 6.00 out of 10.00.
The Curricula shall include prescribed courses as under:

- a) Courses prescribed to the degree programme.
- b) Rural Dairy Work Experience /In-Plant Training /Experiential Learning in the degree programme.

8.0 EXAMINATION AND EVALUATION

- 8.1 The evaluation of students performance shall be made separately for each course registered by the student.
- 8.2 Each course shall carry a maximum of 100 marks. There shall be an external examination to the extent of 50 per cent of marks as detailed in regulation 9.0.
- 8.3 The evaluation of the student in each course will be referred to as grading under ten point scale and shall be measured by the quality of performance in that course by assigning course grade points.
- 8.4 Student obtained grade point of less than 5.00 in a course will be declared as failed in that course. The grade of such student will be indicated as F. The courses with Grade Point of 5.00 or more will be treated as cleared, as under in regulation 11.00.
- 8.5 The student shall repeat the course(s) in which he/ she has obtained grade till a minimum grade point of 5.00 is obtained either by registering as a regular course or by taking supplementary examination as laid down under regulation 11.00.
- 8.6 **Attendance**

One hundred per cent class attendance is expected in each course registered by the student in a semester. A student, who fails to attend 80 per cent of the classes conducted in a course (theory and practical put together) shall not be permitted to appear for the final examination in the concerned course. However, 10 per cent shortage of attendance condonation may be granted, under exceptional circumstances by the Dean concerned. This clause does not apply for Experiential Learning (EL) course under Student READY Programme wherein the registered student should have minimum of 85% attendance.

 - 8.6.1. For calculation of attendance, the number of classes attended during the period of 20 weeks shall be considered. In case of newly admitted students, the attendance is calculated from the date of registration. A

student putting in more than the minimum of 80 per cent attendance, shall be awarded marks proportionately out of 5 marks set apart for attendance. The grade of the student who fails to attend 80 per cent of the classes in a course shall be indicated as "SA" and such student shall be required to repeat the course.

8.3. **Distribution of Marks**

Each course shall carry a maximum of 100 marks. The distribution of marks is as indicated below:

8.7.1 **Course with Theory and Practical Components**

	Maximum Marks
1. Mid-term Theory Examination	20
2. Final Theory (External) Examination	50
3. Internal Practical Examination	15
4. Assignments / Reports /Records	10
5.Attendance	05
Total	<hr/> 100 <hr/>

8.7.2 **Courses With Only Theory Component**

1. Mid-term examination	40
2. Final Examination (External)	50
3. Assignments	05
4. Attendance	05
Total	<hr/> 100 <hr/>

8.7.3 **Courses with only Practical Component**

1. Practical work	60
2. Records and Assignment	10
3. Final Examination	25
4. Attendance	05
Total	<hr/> 100 <hr/>

Note:

1. All the examinations included under 8.7.3 are internal Examinations.
2. The scheme of evaluation for practical work will be decided by the respective Head of Department.

8.7.2 All the examinations will include syllabi from the beginning till the date of respective examination. The schedule of both theory and practical examinations in each course shall be notified by the respective Dean of the college.

8.8. Evaluation for Internal Examinations

8.8.1 The course Teacher shall set the question papers for all the internal examinations and evaluate the same.

8.8.2 The valued answer paper (s) shall be returned to the students within three weeks from the date of examination and the student shall collect the valued answer papers within this period.

8.9 Conducting of Missed Internal Examination

8.9.1 Student absenting from examination by prior permission on official University business shall be given due consideration in completing attendance requirements and may be permitted by the Dean concerned to make up examination that is missed.

8.9.2 Students who miss examination in a course due to unavoidable circumstances like hospitalisation / death of parents / own marriage / attending interview / attending court cases may be permitted on production of proof, by the Dean to take the missed examination, on the recommendation of the course teacher and the head of the department and on payment of prescribed fee to the University for each missed examination. Students who miss the examination(s) on account of their participation on official University business as specified under 8.9.1 are exempted from payment of prescribed fee. As student who deliberately misses the examination shall not be allowed to appear for the missed examination.

8.9.3 There shall be no missed examination for final (external theory examination).

8.9.4 Portion for the missed examination will include all the portions covered up to the date of the missed examination.

8.9.5 The student who misses an examination should fulfil the requirements as under 8.9.1 and 8.9.2.

8.9.6 Missed examination shall be conducted within three weeks from the date the regular examination was scheduled. The course teacher shall notify the date of missed examination and the students failing to take the missed examination on the notified date and time, will have no further claim for another examination in the course even with medical certificate.

8.9.7 A student is eligible to get only one missed internal examination in a course in a semester.

9.0 EXTERNAL EXAMINATION

9.1 There shall be a final external examination in each course covering the theory component to the extent of 50 marks as per the Guidelines issued by the University from time to time (excluding courses with only practical component).

10.0 FINALISATION OF GRADES AND SUBMISSION OF GRADE REPORTS

10.1 Teachers shall send the grade of each student to the academic unit through Head of department within four weeks from commencement of following semester.

10.2 The course grade report once filled by the teacher with the Academic Unit shall be final. However, in case of discrepancy in reporting the grade point arising out of the genuine mistake, the course grade shall be revised within a period of one year.

10.3 Revision of the Grade Point

i) The representation either from the teacher or from the student, should be submitted to the Dean of the College through the Head of the Department concerned within one year from the date of filing of the grade report in the Academic Unit.

ii) Such representation shall be considered by a committee consisting of the concerned Dean, Head of the Department and another Professor of the College to be nominated by the Dean. In case, the Head of the Department himself / herself has offered the course, the Dean shall nominate some other Head of the Department. The recommendations of the committee shall be submitted to the Dean.

- iii) The recommendations of the Committee shall be considered by the Registrar whose decision shall be final and the same will be implemented by the University.

10.4 The various courses taken by a student along with the credits and the grade point obtained shall be shown on the transcript. Based on the total credits completed the Cumulative Grade Point Average (CGPA) shall be calculated and indicated.

Percentage of Marks Obtained	Conversion into Points
100	10 Points
90 to <100	9 to <10
80 to <90	8 to <9
70 to <80	7 to <8
60 to <70	6 to <7
50 to <60	5 to <6
<50 (Fail)	<5
Eg. 80.76	8.076
43.60	4.360
72.50 (but shortage in attendance)	Fail (1 point)

OGPA	Division
5.000 – 5.999	Pass
6.000 – 6.999	II division
7.000 – 7.999	I division
8.000 and above	I division with distinction

GPA = Total points scored / Total credits (for 1 semester)

CGPA = • Total points scored / Course credits

OGPA = • Total points scored (after excluding failure points) / Course credits

% of Marks = OGPA x 100/10

11.0 FAILURE (FAIL, 'F' GRADE) AND CONDUCT OF SUPPLEMENTARY EXAMINATION.

11.1 Students with Grade Point of less than 5.00 in a course will be declared as Failed (F).

11.2 Students who score less than 20 out of 50 marks in the external examination will also be declared as "Failed" (F).

- 11.3 Students who clear the external examination by securing a minimum of 20 marks out of 50, but fail to secure a minimum Grade Point of 5.00 in a course will also be declared as "Failed".
- 11.4 Students who fail in a course are eligible to take supplementary external examination but students who secure SA grade are not eligible to take supplementary examination.
- 11.5 Students who are eligible and opt to register for supplementary external examination in a course(s) shall pay the prescribed fee for each course
- 11.6 The supplementary external examination will be conducted as and when notified by the Dean concerned. Students who are eligible for the supplementary examination shall register for the same within two weeks from the declaration of results.
- 11.7 The supplementary examination shall carry a maximum of 50 marks with a duration of 2½ hours. However, the marks earned by the students for attendance / internal examinations / class performance will be carried over.
- 11.8 Students who secures F Grade in a course will be eligible for two chances to clear the course through supplementary examination. If the student fails to clear the course even in the second attempt in supplementary examination, he / she shall register for the course again as a regular course.
- 11.9 If a student missed the supplementary examination, no missed examination shall be given.
- 11.10 No supplementary examination will be conducted in courses having only practical components. Such of the courses having only practical component shall be repeated as regular courses.
- 12.0 **Student READY Programme**
- 12.1 **Credits & Duration :** The programme consists of 40 credits and distributed as follows.

Student Ready Programme	Credit Hours	Duration	Semester
Rural Dairy Work Experience Program	0+ 10	Semester break	II & IV
In-Plant Training	0+ 20	One complete semester	VII
Experiential Learning Module	0+ 10	180 days	VIII

12.2 Rural Dairy Work Experience Program Taken up during Break after II and IV semesters (0+10 Credit hours)

12.2.1. **II Semester Break:** Student READY Rural Dairy Work Experience Program-I of 5 weeks with credit load of 0+5 credit hours to provide exposure to the students to the areas on Milk Production & Procurement to be taken up in State Dairy Federations/Dairy Development Departments/Private Dairies/Animal Husbandry Department/Cattle farm/Progressive dairy farmers.

12.2.2. **IV Semester Break:** Student READY Rural Dairy Work Experience Program-II of 5 weeks with credit load of 0+5 credit hours for exposure on Preliminary Dairy processing operations to be taken up in Experimental Dairy/Referral lab/Dairy Plants/ Exposure to Product manufacturing operations in Dairy & Food Industry.

12.3. Student READY In-Plant Training during VII Semester (0+20 Credit hours)

12.3.1 Student READY In-Plant Training in Seventh Semester with credit load of 0+20 credit hours. Plant visits and involvement in processing and manufacturing of value added products in each Dairy Technology course to have Industrial exposure in specialized products like Market Milk, Ice Cream, Milk Powders, Cheese, By-products etc. should be made compulsory.

12.3.2. The students will be required to submit the report on various aspects and will be issued certificates upon successful completion of the student READY components.

12.4. Student READY Experiential Learning Module during VIII Semester (0+10 Credit hours)

12.4.1. Student READY Experiential Learning Module of 10 weeks with a credit load of 0+10 credit hours. The module will run concurrently in the final semester along with the regular courses. This shall include development of Detailed Project Report on setting up of enterprise in the selected areas of product manufacture and Evaluation of the Module.

12.5. Orientation

The Dean of the respective College will organise the orientation at the beginning of Hands on training/In-Plant training involving Heads of Departments and teacher's in-charge of the programme.

12.6. **Advisory Committee**

There shall be an Advisory Committee consisting of Dean of the concerned College as Chairman and Heads of Departments / Teachers as members. The Committee is responsible to guide the teachers in-charge of the programme and the students for effective implementation. The committee shall meet periodically and review and monitor the programme.

12.7. **Supervision and Guidance**

A team of teachers drawn from the departments of the College are responsible for providing day to day guidance to all students, supervise the work and evaluate their performance. Each Department will nominate at least one teacher's exclusively for this programme.

12.8. **RDWE / In-Plant Training**

The Unit of operation and modalities of implementation shall be decided by the concerned Advisory committee

12.9. **EVALUATION OF STUDENT READY PROGRAM**

The minimum attendance required for EL course is 85%. The attendance of a student will be maintained at the EL unit. The attendance particulars shall be communicated to the Chief Executive Officer by the Manager of the EL unit every week. The students will be eligible for the final evaluation of EL only when the attendance requirement is met with. Any student in the event of recording shortage of attendance has to re-register the EL when offered next by paying the assigned fee.

12.9.1. **Students' Eligibility**

To get the eligibility for registering the EL programme, the students should have completed all the courses successfully. No student should be allowed to take up the EL course with backlog/repeat courses. The assignment/allotment of the EL course shall be based on the satisfactory completion of all the courses by the student up to the end V semester. A separate certificate should be issued to the students after successful completion of EL course. Allotment of EL course amongst students to different modules should be done strictly based on satisfactory completion of all the courses up to the end of fifth semester. In this work experience students will know exact problems of farming & suggest appropriate technology and finally useful in enhancing productivity and profitability at farmers end.

12.9.2. Students shall be evaluated component-wise under village attachment/hands on training/experiential learning/student projects.

12.9.3. Each College of the University will designate a Student READY Program Coordinator and component wise evaluation committees. These committees will evolve a method of evaluation depending upon the component undertaken giving due weightage to the observations made by the Program Coordinator with whom they are attached.

12.9.4. Since the Credit Hours allotted to the Student READY program are gradual, the minimum condition of attendance and grading system will apply for the program as will be applicable to other courses. The performance of the students in each of the courses shall be evaluated as under :

i)	Attendance and Diligence	:	5 marks
ii)	Project Reports/Records	:	50 + 15 marks
iii)	Examination	:	30 marks

12.9.5. A student shall obtain a minimum of 50 marks to pass the course

12.9.6. Since RDWE programme consists of only practical components, there shall be no supplementary examination. The failed student can register for the course whenever it is offered.

12.9.7. It is expected that at the end of Student READY program, the students should gain competency for entrepreneurship, which should be innovative and creative in nature. The evaluation committee must ensure percentage increase in this competency at the end & successful organization of all Student READY programs.

12.10. **National Service Scheme (NSS)**

It is a non-credit compulsory course and detailed modalities of the NSS programme shall be decided by the nominated NSS Programme Officer.

13 **EDUCATIONAL TOURS**

- As a part of the course curriculum, the students are required to undertake two educational tours covering South India (2 weeks) during semester break of V & VI semesters and North India (3 weeks) during semester break of VII & VIII semesters

- Each educational tour will cover visit to Institutions of academic importance and Research Stations, in different agro-climatic regions.
- Physically disabled student or students with genuine health problems shall be exempted from study tour on production of medical certificate issued by Medical Officer not less than District Surgeon. Alternatively such student may be placed for study training at Local Dairies/ Research Institutes as approved by Dean on recommendation of teacher in-charge of study tour.

13.1 Each of the Educational tours will be evaluated by tour leaders as satisfactory / not satisfactory based on marks obtained as mentioned below:

1. Attendance	:	05
2. Behaviour and conduct during the Tours	:	10
3. Tour reports	:	25
4. Examination	:	60
		100
	Total	100

13.2 Any student who fails to complete educational tour, shall repeat the tour at his/her own cost.

14 MAINTENANCE OF SATISFACTORY STANDING IN COURSES

14.1 An enrolled student, in order to obtain a Bachelor's Degree in the concerned field shall creditably have completed the prescribed course credits in the University and shall have earned a minimum OGPA of 6.00.

14.2 A student who completes the prescribed number of course credits for a degree programme, but fails to obtain an OGPA of 6.00 shall be required to improve the OGPA by repeating the course (s) wherein the student has secured a grade point of less than 6.00 either by registering as regular course(s) or by taking supplementary examination in such course(s) with the permission of the Dean concerned subject to the following conditions.

14.2.1 A student may be permitted to repeat the course (s) where he / she had obtained grade point (s) of less than 6.00 when it is certain that the student will not be able to make the minimum OGPA of 6.00 even after it is assumed that the student will secure the highest grade point in the remaining courses the student has to complete. This shall be done only on the request of the student at the student's own risk.

- 14.2.2 If a student repeats a course in which the student had secured a Grade Point of less than 6.00, the Grade Point obtained by the student earlier gets cancelled
- 14.2.3 On repetition, if a student gets 'F' Grade in any course (s) the student shall repeat the course either as a regular course or take supplementary examination in the course (s) as per the regulations provided therein.

15 **TIMELIMIT FOR COMPLETION OF A DEGREE PROGRAMME**

A student admitted to an under-graduate degree programme in the University should complete the degree programme within a maximum time limit of an equal number of academic years over and above the normal period prescribed (i.e. within a period 16 semesters) for completion of a given under graduate programme in the University failing which the admission of the student stands cancelled automatically.

16 **UNIVERSITY SCHOLARSHIPS**

- 16.1 The Scholarships to be awarded to Under -graduate students of the University shall be classified into two categories :
- Merit scholarships
 - General Scholarships
- The regulations governing the award of these scholarships for each of the colleges are mentioned here under.

16.2 **Merit scholarship**

- 16.2.1 **Number:** There shall be two annual Merit Scholarships for each class at each of the Colleges.
- 16.2.2 **Value:** Each Merit scholarship will be of the value as specified from time to time and will be tenable for a period of 12 months.
- 16.2.3 **Procedure for the Award:**
- The Merit Scholarships for the first year students shall be decided on the basis of marks secured in part II of the qualifying examination for admission.
 - The award of Merit Scholarship for the students of second and subsequent years shall be on the basis of the Cumulative Grade Point Average (CGPA) obtained by the students up to the end of the previous academic year.

Note: In case of the i.e., more than two students securing the same Cumulative Grade Point Average (CGPA), the performance in the qualifying examination for admission as in (i) shall be taken into consideration of deciding the award of scholarships.

16.3 General Scholarship

16.3.1 **Number:** The total number of General Scholarships awarded for each class, in each of the Colleges, shall not be more than 12.5 per cent of the total regular students registered during first semester of the academic year minus the number of merit scholarship holders / Government of India /ICAR (other than SC & ST) Scholarship holders and other Scholarship holders, fractions being ignored.

16.3.2 **Value:** Each General Scholarship will be of the value as specified in time to time and will be for a duration of 12 months.

16.3.3 No student, the income of whose parents or guardians is more than Rs.15,000 per annum, shall be eligible for General Scholarship. The applicant should have obtained CGPA of 6.00 and above.

16.3.4 Procedure for the Award

The General Scholarships for the first year under-graduate students shall be awarded on the same basis as prescribed for the award of Merit Scholarships vide para 16.2.3. The scholarship will be awarded afresh each year, for second and subsequent year students based on the Cumulative Grade Point average (CGPA) obtained by the students at the end of the previous academic year as also the need, conduct and character of the student.

16.4 Other Guidelines for the Award of Scholarships

16.4.1 No student holding a Scholarship shall remain absent for any period without permission. Absence for any period will count for the absence of the day and the students will forfeit the scholarship amount for the number of days he / she remains absent without permission

16.4.2 The scholarship will be terminable at any time, if the conduct, progress of attendance of the student is found to be unsatisfactory and if he/she commits indiscipline or indulges in malpractice in examinations or deliberately stays away from the class or other University activities except for reasons considered as valid by the University.

16.4.3 No student shall be eligible to hold more than one of the following scholarships.

- a) University scholarship
- b) Govt. of India Scholarship
- c) Govt. of Karnataka Scholarship
- d) ICAR scholarship

16.5 **Fee Concession**

16.5.1 No student, the income of those parents / guardians is more than Rs. 1,00,000 per annum shall be eligible for the concession (income limit is subject to modification by Govt. of Karnataka from time to time).

16.5.2 A student who is awarded fee concession is exempted from payment of tuition fee only.

16.5.3 All University Scholarships will also carry fee concession

16.6 A student desirous of availing general scholarship or fee concession shall apply to the Registrar through the Dean of the College in the prescribed form on or before the notified date.

16.7 **Student Aid Fund**

16.7.1 The aim of the scheme "student aid Fund" is to be provided financial assistance to the needs students in the KVAFSU' s not as Scholarship and Fellowship but in the form of reimbursement of expenditure towards (a) Tuition / Hostel / Examination fee and (b) purchase of books / clothing / medical expenses / boarding etc. provided their needs are considered genuine.

16.7.2 Students whose parents / guardians annual income is more than Rs. 1,00,000/- are not eligible (income limit is subject to modification by Govt. of Karnataka from time to time).

16.7.3 The UG students whose CGPA is less than 6.00 are not eligible

16.7.4 For first year UG students the aid shall be decided on the basis of marks secured in Part –II of the qualifying examination for admission.

16.7.5 Students may exercise option to choose any one of the financial assistance (Scholarship / Fellowship / Fee Concession / Student Aid fund) whichever is advantageous for them.

- 16.7.6 The student aid fund awarded shall be given directly to the hostel to meet the hostel charges, if student is a boarder of any of the KVAFSU hostels.
- 16.7.7 If the student desires to purchase text books, it shall be given in the form of coupons, provided student produces 'No Dues' certificate from the concerned Hostels.
- 16.7.8 In case of non-boarder, it shall be given in the form of coupons to purchase Textbooks.
- 16.7.9 The aid shall also be given for the re-imbusement of medical charges of students as per the Karnataka Medical Attendance rules (KMAR) subject to fulfilling all other conditions stipulated for the award of Student Aid Fund. For medical reimbursement, annual income limit is exempted.
- 16.8.0 Re-imbusement of medical claims be limited only to the students who have not been covered under compulsory Group Health Insurance scheme.

17 **CONDUCT OF EXAMINATIONS AND PREVENTION OF MALPRACTICES**

- 17.1 In these Regulations, unless the context otherwise requires
- Examination means includes all internal examination, External Examinations and supplementary Examinations under the semester system.
 - 'Controller/Co-ordinator of Examination' means the teacher nominated by the Dean of the College.
 - 'Assistant Controller of Examination' means the teachers nominated by the Dean to assist the Controller/Co-ordinator of examination in conducting the External examinations.
 - 'Authorities' means the authorities of the KVAFSU, Bangalore
 - 'Teacher' means the Professor, Associate Professor, Assistant Professor or a person of equivalent cadre.
 - 'Invigilators' means the teachers directly in-charge of invigilation work in the examination hall.

17.2 For Teacher

- 17.2.1. The Scheme of evaluation in each course shall be as specified in 9.0. The schedule of examinations will be notified by the Dean of the College.
- 17.2.2. Whenever examination papers for internal examinations have got to be typed, one member of the teaching staff of the concerned Department shall be personally presents with the typist and also at the time of duplicating. All care should be taken to safeguard the secrecy of the questionpapers.
- 17.2.3 The Controller of Examination / assistant controller of Examination / Invigilator shall make proper seating arrangements in the examination hall to ensure prevention of malpractices.
- 17.2.4 Students coming 30 minutes after commencement of the examination shall not be allowed to enter the examination hall. No student shall be allowed to leave the examination hall within 30 minutes from the commencement of the examination.
- 17.2.5. The invigilators shall ensure that no student has in his / her possession or accessible to papers, books or notes which might possibly be of assistance to him or found giving or receiving assistance or copying from any paper, Book or note or allowing any other candidate to copy from his/her answer books, writes either on blotting paper or any part of the body or using or attempting to use any other unfair means.
- 17.2.6. The Invigilator shall direct the students to search their pockets, desks and benches and hand over to Invigilator any paper, book or note which Invigilator may be found therein, before commencement of the examination.
- 17.2.7 i) When the Invigilator notices any student indulging in any one or all of the malpractices indicated in the aforesaid regulations he/she shall seize the paper or books, if any, from the student and shall invariably demand a written explanation or statement from the concerned student
ii) If the student refuses to give his / her statement, the student shall be asked to record in writing his / her refusal to give the statement, if the student refuses to even that, the fact shall be noted and reported to the concerned Dean by the Invigilator / Teacher.

iii) The Invigilator shall, however write his remarks on the answer paper and affix his/her signature and the student shall be sent out of the hall and shall not be allowed to take further examinations in that courses during the semester.

17.2.8 All cases of malpractices should immediately be brought to the notice of the Dean concerned who shall sent a report thereon to the authorities for such necessary action as they deemed fit.

17.2.9. All cases malpractices referred to the authorities shall be examined by a Committee constituted by the Vice-Chancellor for the purpose. The decision of the committee shall be subject only to the review of the Vice-Chancellor.

17.2.10 The committee may debar the guilty candidate for a period not less than one semester.

17.3 For Students

17.3.1 The student shall bear in mind that all the examination under semester system are university examinations and should conduct himself /herself accordingly.

17.3.2. The student shall produce the identity Card issued by the concerned Dean whenever demanded by the Invigilator.

17.3.3. No student shall enter the examination hall with papers books or notes and / or such other material which might possibly be of assistance in writing answers.

17.3.4. Any student possessing or having access to papers, books or notes which might be of assistance in the examination or allowing any other student to copy from his / her answer book, writes either on blotting papers or any other paper, the answer to questions set in the paper during examination or using or attempting to use any other unfair means and not informing the invigilator about the notes or points pertaining to the examinations found to have been written on the desks or tables or any part of his / her body, shall be debarred for a period of not less than one semester.

17.3.5. Any student found guilty of misconduct in the examination hall shall be debarred for a period of not less than two semesters.

- 17.3.6. Every student shall search his/her pockets, desks and benches and hand over to the Invigilator any paper, book or notes which the student may have therein before starting of the examination.
- 17.3.7. No student shall write answers on any paper other than the one supplied to him /her.
- 17.3.8. Any student found guilty of an offence as referred in the above regulations shall give a written explanation or statement to the Invigilator in-charge of the examination hall when demanded. If the student refuses to give the explanation or statement, the invigilator should record in writing the student's refusal to give such an explanation.
- 17.3.9. Any student, who does not comply with the procedure indicated in the above said regulations shall be deemed to have committed an offence referred to in regulation 17.3.5 and shall bear the consequent penalty.

18.0 CONDUCT OF TEACHING AND MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS IN THE UNIVERSITY CAMPUS.

- 18.1 Every student of the University shall conform to the rules of good conduct and respect the authority of the constituted bodies of the University.
- 18.2 Every student of the University shall have a student Identification Card with a recent photograph affixed and duly signed by the Dean of the College. The same shall be shown to the University officials on demand. The student Identification Card is valid for a semester. The validity of the Identification Card shall be renewed every semester.
- 18.3 Students shall do everything possible to protect and make proper use of the University property and other public property. Any student who attempts to Deface / destroy or deface (s) destroy(s) the University or other public property shall be liable for appropriate punishment. In addition, the cost of the damage (as assessed by the University) so caused by the student(s) to the University or other public property shall be recovered from the Caution Deposit fund of the student(s) or as ordered by the University.

- 18.4 Proper decorum shall be maintained by all the students in the class room, hostels, library, farms, in the transport vehicles, during the education and sports tours and on and off the University campus. No student shall disturb the normal work of the University by disorderly conduct, boisterous behaviours and unauthorised assembly.
- 18.5 Ragging in any form in the University premises is strictly prohibited. Students found guilty of ragging are liable for disciplinary action.
- 18.6 Every student shall be punctual to the classes. Coming late to the class should be avoided and the Class Teacher has the right to refuse admission to late-comers in the interest of class discipline.
- 18.7 Absenting to a class or examination for whatever reason shall be considered as an act of indiscipline.
- 18.8 No student shall be in a class during the assigned hour unless the student has registered for that courses or has the express permission of the Class Teacher.
- 18.9 Possession and consumption of alcoholic drinks or drunkenness or drug addiction or gambling on the campus is strictly prohibited and the same shall be considered as an act of indiscipline.
- 18.10 The recipients of the scholarship / fee concession / other benefits from the University or from other Institutions with the University's approval will lose the benefits if they are found to involve in any of the acts of indiscipline cited above.
- 18.11 Celebration of festivals on days other than the authorised days and unruly behaviour on such occasions will be considered as an act of indiscipline.
- 18.12 Violation of any of the above regulations is an act of indiscipline and it shall be brought to the notice of the Head of the College / Institution / Campus.
- 18.13 The Head of the College / Institution / Campus shall examine the act of Indiscipline of the student and shall take immediate action such as administering a warning, fine, expulsion from hostel or suspension from attending the classes for a period not exceeding one month pending enquiry by a disciplinary committee.

- 18.14 The disciplinary proceedings may be instituted through the Disciplinary Committee which can recommend punishment in the form of a warning / expulsion from the College for a semester / year or for good.
- 18.15 A student who has been found guilty by the Head of the College /Institution/Campus or the Disciplinary Committee and has been fined / suspended / expelled from the College or Hostel shall not be permitted to hold any office elective or otherwise, of student associations for a period of two years from one date of completion of the punishment.
- 18.16 If a student is taken into police custody on criminal or other complaint for a period of 24 hours or more, he/she shall be deemed to have been suspended from the College for a period of one month from the date on which he /she was taken into Police custody without causing enquiry.
- 18.17 The decision of the Vice-Chancellor under these regulations shall be final.
- 19.0 **SCHEME FOR HONOURING STUDENTS FOR OUTSTANDING MERIT**
The students of each of the degree programme of each College securing the highest OGPA at the end of the degree programme may be honoured with a Gold Merit and a Certificate of Merit, to be awarded at the time of Convocation. The other conditions are as follows.
- 19.1 The student should have obtained an Overall Grade Point Average (OGPA) of not less than 8.50 out of 10.00 in the degree programmes
- 19.2 The student should not have obtained either 'F' grade or 'SA' symbol in any of the course(s) registered.
- 19.3 The student should have completed the respective degree programme within the normal duration prescribed under regulation 3.0
- 19.4. In case of tie in the OGPA, all the eligible students will be awarded a Gold Medal:
- 20.0. **GOLD MEDALS / AWARDS INSTITUTED BY DONORS**
In addition to the terms and conditions specified by the donors, the following conditions shall be applicable for award of Donor's Gold Medal.

- 20.1 The student to be eligible for Gold Medal / Awards Instituted by donors should have 'secured an Overall Grade Point Average (OGPA) or not less than 8.50 in the subject / degree for which the award is instituted.
- 20.2 The student should not have obtained 'F' Grade or 'SA' symbol or transfer of Credit in any of the course (s) registered as a part of the degree programme in the subject for which the award is instituted.
- 20.3 The student should have completed the respective degree programme within the normal duration as under regulation 3.0.
- 20.4 If the award is to be made for a particular subject which is prescribed for more than one degree programme where the Bachelor's degree programme has not been specified, the degree programme where the highest number of credits in the concerned subject are prescribed may be considered for the award.
- 20.5 In case of a tie in the subject, their Overall Grade Point Average (OGPA) in the degree programme shall be considered, if the Overall Grade Point Average (OGPA) of the degree programme is also equal the Medal Award shall be shared.

21.0. **CONVOCAATION**

- 21.1 The University shall confer degree to all the students who complete their degree requirements in all respects in a particular academic year. However, at the time of taking their transcript and provisional degree certificate, they should fill in the convocation application and pay the prescribed fee and exercise their option whether they will be taking the degree in the Annual Convocation in Person or in Absentia. In case a candidate desires to change his/her option, he/she may do so within one month from the date of notification of the Convocation.
- 21.2 If a person has applied for a particular convocation to take the degree 'In Person' but fails to attend the Convocation, he/she has to apply again by paying the penal fee in addition to the prescribed fee.