

**Maharashtra Council of Agricultural Education and
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132/B Bhamburda, Bhosale Nagar, Pune- 411 007**

**ACADEMIC REGULATIONS FOR BACHELOR'S
DEGREE PROGRAMME**

**Applicable to the Agricultural Universities in Maharashtra State
from the Academic Year 2011-12**

**Mahatma Phule Krishi Vidyapeeth, Rahuri
Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola
Marathwada Krishi Vidyapeeth, Parbhani
Dr. Balasaheb Sawant Kokan Krishi Vidyapeeth, Dapoli**

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ACADEMIC REGULATIONS FOR BACHELOR'S DEGREE PROGRAMME

- Short title and commencement
1. i) These Regulations shall be called “**The Academic Regulations for the award of Bachelor’s Degree**”.
 - ii) It shall be deemed to have come in force from the academic year **2011-2012** for those **students** who have been **admitted during 2007-2008**.
- Definitions
2. In the Regulations unless the context otherwise requires.
 - i) “**Academic Year**” means the period of academic programme normally commencing from the month of **July/August** and ending in the month of **June/July** of the following calendar year and shall consist of two semesters.
 - ii) “**Act**” means the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act-1983 (Mah. Act. No.XLI of 1983) and amended from time to time.
 - iii) “**State Council**” means the Maharashtra Council of Agricultural Education and Research constituted under this Act.
 - iv) “**Examination Board**” means Maharashtra Agricultural Universities Examination Board (MAUEB).
 - v) “**Counselor**” means an academic staff member who will help a batch of students assigned to him in planning of their studies and foster close personal relationship.
 - vi) “**Chief Counselor**” means an academic staff member who will help to orient the Counselor to execute the academic rules and regulations and coordinate the counseling system.
 - vii) “**Course**” means a unit of instruction on a segment of subject matter carrying a specific number of credits in a semester as may be determined from time to time by the appropriate authority of the University.
 - viii) “**Course content**” means a concise outline of the subject matter of course.
 - ix) “**Credit**” means one clock hour learning in theory or minimum two clock hours in laboratory/field/tutorial per week.
 - x) “**Credit hour**” means a quantitative measure of work done by a student in respect of a course namely:
 - a) One hour work in the class and in addition library and/or tutorial work to make two clock hours.
 - b) Practical work in the laboratory and/or field, etc. and/or library work of not shorter than two (2) hours duration.

Seminar/project work of one credit hours work in the laboratory/field/library of not shorter than 3 hours duration [applicable to B.Tech. (Agril. Engg.) and B.Tech (Food Technology) degree programme].

- xi) “**Curriculum**” means a series of courses selected and designed to provide training to meet the prescribed requirements for a degree.
- xii) “**Credit load**” means the quantum of credits undertaken by a student in a semester.
- xiii) “**Grade point**” means the actual percentage of marks obtained by a student in a particular course divided by 10 and expressed to one decimal place.
- xiv) “**Grade Point Average (GPA)**” means the quotient of the total grade points obtained by a student in the courses during a semester divided by the total number of credits of courses successfully completed in that semester.
- xv) “**Cumulative Grade Point Average (CGPA)**” means the quotient of the total grade points obtained by a student in courses during the degree programme, divided by the total number of credits successfully completed.
- xvi) “**Credit point**”. The credit point of a course is the product of credit and grade point.
- xvii) “**Head of the Department**” means the academic staff member principally responsible for teaching, research and extension education in the Department in the University.
- xviii) “**Head of the section**” means the academic staff member who is working as in charge of the section and is responsible for teaching, research and extension education programmes of college/institute/centre.
- xix) “**Section**” means a unit of teaching and /or research and/or extension education of college/institute/centre
- xx) “**Semester**” means an academic term of minimum 110 working days.
- xxi) “**Statute**” means the statute made under the Maharashtra Agricultural Universities (Krishi Vidyapeeth) Act, 1983.
- xxii) “**Student**” means a person who is enrolled in any college or any other institute recognized by the University for receiving instructional or qualifying himself/ herself for any degree/diploma/certificate or other academic distinction conferred by the University.

- xxiii) “**Conduct probation**” means specified period during which a student shall be placed under the observation of the Associate Dean/Principal of the respective college/Head of the institute for improvement of his conduct.
- xxiv) "**Constituent College**" means a college which is under the direct management of an university, whether located at headquarter or else where in the university jurisdiction.
- xxv) “**Affiliated College on permanently grant basis**” means a college sanctioned by the State Council and affiliated to an University which shall be entitled for any kind of grant in aid from the State Government (here-in-after) to referred as the affiliated college (G).
- xxxvi) “**Affiliated college on permanently non grant basis**” means, a college sanctioned by the state council and affiliated to an university which shall not be entitled for any kind of grant in aid from the State Government (hereinafter) to referred as the affiliated college (NG).
- xxvii) "**Associate Dean**" means the head of the under graduate constituent college
- xxxviii) "**Principal**" means Head of an affiliated college (G and NG), recognized Institution for specialized studies or equivalent. The person principally responsible for academic activities of the said institution and approved by the University.
- xxix) "**Dean**" means the Head of the Post Graduate Institute or constituent college where Under Graduate and Post graduate college programmes are offered in the University jurisdiction.
- xxx) "**Director of Instructions**"
 The Director of Instructions shall work directly under the Vice-Chancellor and shall be responsible for the due performance of the function of the colleges and other teaching institutions and shall co-ordinate and guide education in all the constituent and affiliated colleges of the University in close co-operation with the Deans of Faculties and other officers.
- xxxi) "**Recognized institute**" means an institution for research or specialized studies, other than affiliated or constituent college, and recognized or deemed to be recognized as such by a State Agricultural University which is under the direct management of the University, or which is recognized or deemed to be recognized as such by the State Agricultural University.
- xxxii) “**Management** ” means the trustees or the managing or governing or executive body by whatever name called, of any trust registered under the Bombay Public Trust Act, 1950 (or any society registered under the Societies Registration Act, 1860) under the management of which one or more affiliated

Colleges (G or NG) or recognized Institutions of agricultural education are conducted and admitted to the privileges of the Agricultural University.

- xxxiii) "**Local Management Committee**" means a committee constituted for affiliated College(s) (G or NG) or technology schools (NG) or a recognized Agricultural Education Institution that is admitted to the privileges in the manner as the University concerned decides from time to time.

Words and expressions used in the Act, Statute and Regulations and not defined in this Regulation shall have the meaning assigned to them in the Act, Statute or regulations as the case may be.

**Admission and
Registration**

3.

- i) An academic year shall normally commence in the month of **July/August and June/July of the following calendar year**. It shall be divided in to two semesters. Dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc, shall be determined by the University from time to time and notified accordingly. There will be separate academic calendar for each faculty approved by the DICC on recommendations of the Dean of the faculty.
- ii) Selection for **admission** of new candidates to first semester of under graduate courses shall be made in accordance with the provisions of the **Regulations made** in this behalf **by the State Council** from time to time.
- iii) **Fees** levied on account of enrollment, tuition, hostel, Student's Council, Examination and other items shall be such as **determined by the State Council** from time to time.
- iv) Candidates **selected provisionally for admission to a degree course shall report to the respective Dean/ Associate Dean/Principal** of the College during the period notified for this purpose by the State Council, Registrar of the University and shall receive necessary directives for registration from the Dean/ Associate Dean/Principal.
- v) **Registration shall consist of :**
 - a) Payment of University/College /Hostel fees and other fees to the Dean /Associate Dean/Principal.
 - b) **Enrollment of a student** in various courses in consultation with the respective Counsellor and depositing with the Dean/Associate Dean/Principal of the College, the roster form duly filled in and signed by the student, Counsellor and concerned course teacher.
 - c) A student seeking admission to semester other than the first shall be permitted by the Dean/ Associate Dean/Principal on payment of a **late fee of Rs. 100/-** (Rs. One hundred only) **per day upto a period of five working days** from and including the day notified for registration.

(5)

No registration shall be permitted on the expiry of this period. The amount of fine so collected shall be credited to the students' Aid Fund.

d) **Medical examination** and premium for student safety **insurance** are compulsory for all the students admitted during the first year and the same should be got done from the Civil Surgeon / Medical Officer as directed by the University Dean/Associate Dean/ Principal before the end of first semester. If a student is medically defective, the Dean/Associate Dean/Principal will inform the concerned student and his parents/guardian for rectification of the defects. If a student is found medically unfit, he is liable to be discontinued from the University. Such case would be reported to the Registrar for taking necessary action.

If a **student fails to appear** for the **medical examination** arranged by the University/ Dean/Associate Dean/Principal, he/she will have to get **himself/herself medically examined from the above medical authority at his/her own expenses** and produce examination report within the period specified by the college authorities. In case, he/she fails to produce the medical examination report within the specified time, his/her result shall not be declared.

vi) **Eligibility certificate :**

Students who are provisionally admitted in the University shall have to apply in the prescribed form along with the originals and true copies of the testimonials for eligibility immediately on his/her registration. Each student shall pay eligibility certificate fee as follows - -

- a) Students passing the HSSC examination conducted by the HSSC examination Board of Maharashtra State and seeking admission in this University shall pay **fee of Rs.200/-** (Rs. Two hundred only) towards issue of **eligibility certificate** at the time of admission to first semester of the Bachelors' Degree course in the University.
- b) Students migrating from any other University shall produce **migration certificate** and have to pay prescribed fee for eligibility.
- c) **Students migrating** from the Universities or statutory examining bodies outside the Maharashtra State and seeking admission in the University shall be required to **pay Rs. 400/-** (Rs. Four hundred only) **for issue of eligibility certificate**. No student from other University or statutory examining body shall finally be admitted to any institution/college constituent or affiliated to the University without production of an eligibility certificate signed by the Registrar of the University.

d) While **applying for an eligibility certificate**, the applicant shall attach with his application true copies of the following documents along with originals.

d-1) A statement of marks/grade card/transcript of the last qualifying examination passed.

d-2) A passing certificate of the last qualifying examination.

d-3) A migration certificate (for students seeking admission from any other university).

e) In the case of **students coming from** Board/Universities **outside India**, the examination conducted by such Universities or examining bodies shall be given **general equivalence according to the rules prescribed** for standard of passing and after verifying the course catalogues / syllabus, etc. In absence of this, students possessing qualifications of such Universities/Boards, etc. shall be deemed to have provisionally admitted on merit of each individual case. Such provisional admission shall be finally confirmed only after the issue of an eligibility certificate by the Registrar of the University before the end of first semester. If he **fails to submit the certificate, his/her semester end result shall not be declared and shall not be permitted to register for second semester course(s)**.

vii) After receipt of the enrollment forms from students, **the Dean/Associate Dean/Principal of the college shall prepare the list of students and forward the same to the Registrar normally within a month**. Registrar shall allot enrollment number to each student and communicate the same to the Dean/Associate Dean/Principal for notification.

viii) a) A student shall be **allowed to register for the courses of 5th and 6th semester if he/she has successfully completed all the courses prescribed upto and including 2nd and 3rd semester, respectively**.

b) A student shall be **allowed to register for the courses of 7th semester if he/she has successfully completed all the courses prescribed upto 6th semester**.

c) A student who has successfully completed all the courses prescribed upto 7th semester shall **be considered eligible as an in-plant training in 8th semester**.

ix) The student shall be given **maximum five grace marks during tenure of his degree programme**. These grace marks can be given by dividing in integer in any number of courses in any semester (s) from the academic year 2010-11.

Transfer of students

4. i) On applying by a student, through the Registrar of the concerned University, subject to **availability of a seat**, the Registrar may admit the said student in the College provided the student obtains **“No Objection Certificate”** from the Dean/Associate Dean/Principal of the College, where the student **already registered**.
- ii) Transfer of student, however, will **not be permitted** in case of student who has been **expelled by the authority** of the University or constituent college **as a punishment** for act of misconduct.
- iii) The **transfer of undergraduate students** only shall **be done in the 3rd and 5th semester** of the undergraduate degree programme.

(7)

- iv) For transfer in the 3rd and 5th semester, student should have completed all the courses of the 1st and 3rd semester respectively.
- v) The student desiring for inter-university transfer should apply to the respective Dean/Associate Dean /Principal of college with a fee of Rs. 500/- by demand draft drawn in the name of the Comptroller of the University. This application fee is non-refundable. Out of total inter-university transfer fee Rs. 250/- be remitted to the State Council by demand draft drawn in favour of 'Financial Advisor, State Council by the University, while sending the proposal.
- vi) The inter-university transfer will be done only on the vacant position of the respective University. The inter-university transfers will not exceed the intake capacity of the college.
- vii) The students admitted in ICAR quota and management quota will not be eligible for inter university transfer.
- viii) The transfer would be done on the basis of the merit. For transfer in the 3rd and 5th semester, the merit of the 1st and 3rd semester respectively should be considered.
- ix) The students from Government/Grant-in-aid Colleges are eligible for transfer in other Government/Grant-in-aid Colleges or non-grant-in-aid Colleges. Similarly, the students from non-grant-in-aid Colleges are eligible for transfer in other non-grant-in-aid Colleges only.
- x) The decision about inter-college transfer within the University be taken at the respective University level considering the above norms/ rule and regulations.
- xi) After completion of process of inter-college transfer at University level, decisions about inter-university transfers at State Council level should be taken. On approval from the State Council, the respective University will issue the transfer orders.
- xii) The Vice-Chancellor shall have discretionary power for transfer of student from one constituent college to other constituent college under extra-ordinary case provided that vacancies are available. The genuineness of case will be decided by the University.

- Refund of fees
- 5. A student should get 50% refund of tuition fees, 100% caution money and 100% examination fees, if he/she desires to cancel his/her admission for bonafide reasons and applies within one month after registration. If a student does not claim the caution money within six months the amount shall be deposited to the poor students' Aid Fund.

- Readmission** 6. A student who leaves the college with **prior permission of Dean/Associate Dean/Principal** after **completion of two semesters** may be readmitted by the Dean/ Associate Dean/Principal of the college on request of the student **within three years of leaving the college** provided that the said **curriculum of studies is in vogue**, provided student has **not cancelled** his admission **during the absent period**. On making such readmission, the Dean/Associate Dean / Principal shall immediately **report with details of the students to the Registrar**. Such permission shall be granted only once during the degree programme.
- Courses, credits, curriculum, system of teaching and evaluation** 7. i) The **details of the courses**, credits and curricula of the degree courses, shall be such as may be **determined from time to time** by the **Academic Council** in consultation with the respective **Faculty and the Board of Studies** in that Faculty.
- ii) Students admitted to the degree courses will be taught and evaluated through the course credit system as prescribed by the University.
- Counseling system** 8. i) The students on their admission shall be grouped into **convenient batches** by the Dean /Associate Dean/Principal of the College and each such batch of students shall be assigned to a **Counsellor** who shall be an **academic staff member** of that college.
- ii) Subject to the provisions of Clause 8 (i) of this Regulation, a **Counsellor will help every student assigned to him/her in planning the programme of his studies**, choice of courses and determining the course load which the student may take in a semester.
- iii) A **Counsellor** will establish and foster close relationship with the students assigned to him/her by having **periodical meetings either with the entire batch of students as also with each student separately** as often as may be necessary and shall endeavor to know their problems and find solutions thereof, review their academic progress and suggest such remedial measures as may be necessary. In order to have overall development of a student, the Counsellor shall also advise him/her in respect of co-curricular activities and personal difficulties. The students in this regard shall meet the Counsellor at least once in a fortnight.
- Credit load** 9. i) A student shall **not register for more than 25 credits** in a semester. However, the Dean/Associate Dean/Principal may permit **on recommendation of the Counsellor** a load **not exceeding 30 credits** as a **special case**. Further, in addition one can offer **10 credits only for 'F Grade'** examination subject to maximum credit load of 40 credits.
- ii) Subject to the provision of sub clause (i) above, a student may, **within a period of 6 (Six) weeks, from the date of registration** with the prior consent of the Counsellor, concerned teacher of the subject and Head of Department / Section **withdraw any of the courses for which he/she has already registered**. All such **changes on approval by the Dean/Associate Dean/Principal shall be communicated to the Registrar immediately**.

- Residential requirements** 10. The minimum residential requirement for Bachelor's degree programme is **eight semesters from the date of admission**. The maximum time limit for completion of Bachelor's degree programme should be **fourteen semesters or seven years from the date of admission**.
- Attendance** 11. i) Every student shall **attend all** lectures, practicals, library work, extension education visits, study tours and the meetings with teacher, Counsellor, etc. However, under exceptional circumstances and on application of the student, the Dean / Associate Dean / Principal may exempt the student from attending the study tours.
- ii) Each teacher shall maintain a **record of students' attendance** in a roster for each course taught by him in a semester.
- iii) If a student **fails to attend 80%** (eighty per cent) of the total number of lectures, practicals in the laboratory or a field, tutorial classes in a course held and deemed to have been held during a semester, irrespective of his /her date of registration, he/she shall **not be eligible to appear at the semester end examination** and shall be **awarded 'NR' grade**. Such a student shall repeat the course when offered. **The Dean/Associate Dean/Principal may condone the shortage of attendance upto a maximum of 15% of the total on valid reasons**. A **student's participation** in co-curricular activities, intercollegiate sports / tournaments sponsored by University **should be deemed to have attended** the classes during such period.
- Evaluation** 12. i) A students' progress in a course shall be judged through well spread out periodical examinations. The **mid semester theory examination** shall be conducted at the college level by the Dean/Associate Dean/Principal when approximately **half the course content is completed**. It shall consist of the theory paper of one hour duration for **1 credit** course and **1 ½ hrs** for two or more credit course. The semester end theory examination schedule shall be prepared by the Examination Board. The **semester end theory examination shall be of 2 hours duration for 1 credit course and 3 hours for 2 or more credit courses**. The **practical semester end examination shall be of minimum of 2 hours duration for each batch of 16 to 20 students**. **No student shall be examined in more than two practical examinations per day**.
- ii) The allocation of marks between the theory and practicals/ field work examination shall be **proportionate** to the number of credits.
- iii) **The Registrar** shall ensure that the result of the semester end examination is **declared on scheduled date** and students' grade card containing information regarding the courses offered, grades awarded (GPA and CGPA obtained) and the students' academic status is made available to him/her and the Counsellor before the date of registration for the next semester.
- iv) (a) The practical examinations shall be conducted at the respective

Universities, under the supervision of external examiners appointed by the University.

- (b) **Semester end theory examination** shall be conducted under the supervision of **Senior Supervisor** from the Faculty/College other than the Institute where the examination is to be conducted. **Senior Supervisor shall be appointed by the Registrar** of the respective University.
- (c) **Mid semester examination** shall be conducted by the **respective college** and it shall be an internal evaluation. Record of class work in case of practical's will also be assessed internally by respective teachers.
- (d) A **student missing mid-semester examination on valid reasons** i.e. participation in the events after permission of the concerned Dean/Associate Dean/Principal of the college/institute shall **be re-examined** provided the student applies through the Head of the Department / Head of the Section to the Associate Dean **within a week after the mid-semester examination is over**. On approval of the Dean/Associate Dean/ Principal, the said examination would be conducted by the concerned course teacher.
- v) In case of **unavoidable circumstances**, if a student **needs help of a writer** at the time of examination the Dean/Associate Dean/Principal shall permit the student to engage a writer who **must be XII standard pass**. The **remuneration payable to the writer shall be borne by the concerned student**.

Weightage

13. The relative weightage to the various examinations conducted, class work and records maintained during a semester shall be as under :

THEORY	Mid-semester examination	- 20 per cent
	Semester-end examination	- 80 per cent
PRACTICAL	Record of class work	- 20 per cent
	Semester-end examination	- 80 per cent

If **viva voce** is conducted at the semester end practical examination, the **marks allotted** to viva voce shall **not exceed 10 per cent** of the **total marks** allotted to the practical examination.

Grading and Declaration of class

14. The gradation would be in 0-10 point scale. The following stages are given for declaration of classes.

Bachelors' Degree	Pass Class	Second Class	First Class	First class with distinction
	5.50 to 5.99	6.00 to 7.49	7.50 to 8.49	8.50 and above

There should be separate passing of 55 percent marks in theory and practical examination of each course. If a student fails either in theory or in practical semester end examination he/she has to again appear for either theory or practical semester end examination in which he was failed. (As per Letter No. MCAER/Edn-1/86 Meeting/4412/1451, dt.4/7/12, there is common passing with 55% marks in theory and practice).

The students who have 80% attendance, but failed in courses can apply for the semester end examination directly without attending the classes in that course/s. However, such student(s) shall have to register by filling the said course in the roster form and by payment of fees of Rs. 100/- (Rs. One hundred) only per course within one month of date of registration. The college will display the list of 'F' grade student before the start of semester end examination. Such repeat courses shall be considered for the maximum credit load prescribed for the semester as given in regulation No. 9. If a student re-registers a course of any semester he/she has to pay Rs. 100/- per course at the time of registration.

Repeat Examination

15. Compartment Semester end examination
 - i) All degree programme except B.Tech. (Agril. Engg.), B.Sc. (Home Science) and B.Sc. (Biotechnology)

Student having earned the required attendance in the courses of 5th and 6th semester but declared as fail shall be eligible to appear for the compartment examination to be conducted for maximum two courses only. This examination for 5th or 6th semester or both semesters taken together shall be conducted within one month from declaration of results of 6th semester or commencement of 7th semester, whichever is earlier. This examination shall be conducted by the Examination Board.
 - ii) B. Tech. (Agril. Engg.), B.Sc. (Home Science) and B.Sc.(Biotechnology) degree programme

Student of B.Tech. (Agril. Engg.), B.Sc. (Home Science) and B.Sc. (Biotechnology) having earned the required attendance in 6th or 7th semesters but declared as failed shall be eligible to appear for the compartment examination to be conducted for maximum of two courses only. This examination for the courses of 6th and 7th semesters taken together will be conducted within one month from declaration of results of the 7th semester or commencement of 8th semester which ever is earlier. This examination shall be conducted by the Examination Board.
 - iii) Students having earned the required attendance shall be eligible to appear for repeat semester end examination. These examinations shall be conducted simultaneously with regular semester end examination at the end of the next respective odd/even semester. The students failed in odd semester courses shall be allowed to appear in next odd semester end examination, while students failed in even semester courses shall be allowed to appear in next even semester end examination only.
 - iv) If a student fails to appear or appears but fails in the repeat examination shall reappear for the examination whenever conducted. The passing grade so obtained after letter 'R' super scribed above the grade point in transcript shall indicate repetition.

- Unfair Means** 16.
- i) The **Dean/Associate Dean/Principal** of the College shall have the primary **responsibility of preventing** the dealing with the case of preparation, attempt, abetment and use of **unfair means** in a **mid semester examination and semester end examination**.
 - ii) The concern **teacher or invigilator** who during the course of examination **notices** or to whose notice it has been brought that a student is preparing, attempting abetting in use of or is actually using or has used **unfair means** in mid semester examination/semester end examination shall **seize all** the incriminating **material** along with the **answer book** from the student and shall **issue fresh answer book** to the student asking him to solve the remaining question(s) within the rest of the examination period.
 - iii) The **teacher or invigilator concerned** shall on the very day of the alleged preparation for or attempt of abetment in use or actual use of unfair means by a student in a mid semester examination or semester end examination **report to the Dean /Associate Dean /Principal, through incharge of Examination / Sr. Supervisor** (if appointed) the occurrence of the said alleged preparation, attempt, abetment **with records** (including both the answer books) and **evidence** in support to the same.
 - iv) On receipt of the **report referred** to in clause (iii) above, and **Dean/Associate Dean/Principal** of the college shall **hold enquiry** into the alleged preparation, abetment or actual **use of unfair means** in the examination by constituting the committee **within three days**. The **concerned student shall be given an opportunity to be heard by the Dean / Associate Dean/ Principal**. **Pending the said enquiry**, the student shall be **permitted to appear at the remaining part of the examination**, but his/her **result shall not be declared till a final decision** in the said case is taken by the Dean/Associate Dean/Principal of the college.
 - v) On the completion of the **enquiry referred** in clause (iv) above, if the **Dean / Associate Dean/Principal** of the College **holds that the student is not guilty** of the charge of preparation, attempt, abetment or the actual use of unfair means, he/she **shall direct to evaluate both the answer books** and the **result be declared accordingly**.
 - vi) If the Dean /Associate Dean/Principal of the College holds that the **student is guilty** of the charge of preparation, abetment or actual use of unfair means, he/she **shall award punishment** as per details given below.
 - 1) **Mid-semester** – The student shall be **awarded ‘F’ grade** in the **particular course** and he/she shall register the same course when offered.
 - 2) **Semester-end examination** – A student shall be **declared to have failed in all the courses registered** by him/her during that semester and student shall have to register for all such courses to which he/she is declared failed.

- vii) Occurrence of any other **incidence and use of unfair means not covered** above shall be **dealt with by the Dean/Associate Dean/Principal** of the College as per the students Discipline and Conduct Rules of the University.
- viii) **The Dean/Associate Dean/Principal** of the College shall **report to the Registrar** each such cases falling under clause (vi) above, immediately by an order in writing and his/her order shall be binding on the student and all other concerned.
- Scrutiny and change of grade 17. i) If **after forwarding**, the **result** of any examination, to the **Head of Department/Section**, a **teacher discovers any omission, mistake or any discrepancy**, he shall immediately request the **Head of the Department/Section to effect appropriate correction in the result already forwarded by him**. Such correction shall normally be reported by the teacher to the Head of Department/Section and by the latter to the Associate Dean/Principal of the College within seven days from the day on which they had earlier forwarded the final reports.
- ii) A **student** may within a **period of seven working days from the date of announcement of the result** with a deposit of Rs. 100/- (Rs. One hundred only) per course **request the Registrar to scrutinize the marks** obtained in semester end theory examination and calculation of the grade. The Registrar shall inform the change in grade, if any, to the concerned student and the Dean/Associate Dean/Principal.
- iii) A **student**, within a **period of seven working days from the date of announcement of the result** on payment of Rs. 700/- (Rs. Seven hundred only) per course, **may request the Registrar to re-evaluate the theory answer paper of the semester end theory examination and calculation of the grade point**. The Registrar shall arrange to send such answer papers for re-evaluation to a second examiner from the approved panel of names. The marks after re-evaluation of the answer paper shall be considered for declaration of result. The Registrar shall inform the change in grade, if any, to the concerned student and the Dean/Associate Dean/Principal.
- iv) Additional **Rs. 300/-** (Rs. Three hundred only) shall be charged **per Xerox copy of answer book** excluding front page **within 15 days**.
- Graduation requirement 18. A student undergoing instructions at the Bachelor's degree shall have to complete successfully the requisite courses determined by the Academic Council from time to time. In addition, such a student shall also have to achieve a **minimum CGPA of 5.50** in the 10.00 point scale.

For B.Tech
(Food
Technology)
and B.Tech.
(Agril. Engg.)

A student has to undergo **In-Plant Training in VIII** semester at the places approved by the Dean/Associate Dean/Principal of the College for a **period of at least four months**. The students shall be **considered eligible for the award of B.Tech. (Food Technology) and B.Tech. (Agril. Engineering) degrees only after satisfactory completion of the In-Plant training programme**, submission of report after returning to the institute and submission at the end of the eight semesters In-Plant Training report on project carried out during VIII semester and satisfactory performance in the viva voce examination.

Record of
Courses

19. The **Registrar shall be responsible for maintaining permanent record** of the academic performance of the students registered for the various degree programmes including the courses taken, semester end examination answer books (**one year from the declaration of the results**), grade obtained, degree awarded, prizes and other distinctions won and any other items pertaining to their academic performance. **To enable the Registrar to discharge this responsibility effectively, the Dean /Associate Dean/ Principal of the College, Head of the Department/Section and teachers shall maintain such records and furnish such information to the Registrar** in such forms and by such dates as may be determined from time to time by the Registrar.

Declaration of
result and
issue of
certificate,
transcript, etc.

20. i) On **satisfactory completion of the requisite courses** referred to in Clause-16, the Vice Chancellor on being satisfied shall approve the result and thereupon the **Registrar shall issue a notification** to declare the same and also issue a provisional degree certificate(s), transcript(s), etc. The notifications shall include enrollment number, name of such student as may be existing in his/her 12th Std., certificate, CGPA secured and class of standing.

The following fees will be charged for issuing certificates

Sr. No.	Particulars	Original (Rs.)	Duplicate (Rs.)
1)	Transcript	100/-	100/-
2)	Provisional Passing certificate	100/-	--
3)	Transference certificate	100/-	100/-
4)	Migration certificate	200/-	--
5)	Degree certificate – In person In Absentia	350/- 500/-	500/- 500/-
6)	Eligibility - (Within State) (Outside State)	200/- 400/-	--
7)	Grade card of semester	50/-	100/-

Award of Degree

21. A **certificate of the degree under the seal of the University and signed by the Vice Chancellor be presented at the convocation or in absentia**, as the case may be, **to each student who has successfully completed the graduation requirements for the award of the degree in accordance with the provisions of these Regulations**. The said degree shall indicate the name of the Bachelor's degree awarded, name of the student, the date of degree conferred, CGPA obtained and the division in which he/she has been placed.

- Amendment or cancellation of result
22. i) If after the declaration of the result of a student, at any time in future it is revealed that the result of that student has vitiated by an error, malpractice, fraud or other such conduct whereby the said student has been benefited and that he has in the opinion of the Vice Chancellor either been a party or has conceived at the malpractice, fraud or improper conduct, notwithstanding the award of the Bachelor's degree, the Vice Chancellor shall always have the authority to amend the said result of such a student and to pass such order as he may deemed fit. Such an order passed by the Vice Chancellor shall be final and binding on the concerned student and all other concerned.
- ii) On an order passed by the Vice Chancellor under sub-clause (i) of this clause, the Registrar shall notify the same as early as possible.
- Student's responsibilities
23. Every student undergoing instruction, in the course leading to the award of the Bachelor's degree is expected to know the general academic requirements to qualify himself for the award of the said degree and he/she is further expected to assume full responsibility for complying with the same. He/she is also expected to remain constantly in touch with his/her counselor and course teacher so that the former may watch his progress and guide him along right lines. In no case shall the requirements of these Regulations be waived or exception made simply because a student pleads ignorance' of the same.
- Maintenance of the discipline among the students of University
24. i) The discipline of students of University will be maintained as per the provision under section 65 of the Maharashtra Agricultural University Act, 1983
- ii) Ragging has been prohibited as per ordinance No. 33 dated 13th May, 1999 from the Government of Maharashtra and amended by Supreme Court Judgment 2009. If a student is found guilty of this offence, he will be punished as per the dictates of the ordinance.
- Removal of name from roll
25. The name of the student may be removed by the Registrar from the roll of the University on approval of Vice-Chancellor for any one or more of the following reasons –
- a) Non payment of fees/dues on or within the dates fixed for the purpose.
- b) Continuous absence for a period of thirty days in classes without permission.
- c) Misbehaviour of any kind including disrespectful conduct or acts of violence causing willful damage to the University property, participation in strike, demonstrations or disturbances of any kind, behaving in such a manner as to bring the University or his teacher into disrepute.

- d) Violation of any of the University/College/Hostel rules.
- e) Theft of / damage to question paper, answer books, before / after the examination.

Saving

- 26. i. Any changes or modifications in these Regulations made from time to time by the appropriate authorities would be effective from the date as may be decided by the Vice-Chancellor to all the students who are on roll on that date and on subsequent date. Similarly, in the event of any difficulty arising at any time in the implementation and interpretation thereof, the decision of the Vice-Chancellor shall be final and binding on all concerned.
- ii. Whenever necessary the Vice Chancellors Co ordination Committee shall be empowered to amend the Rules and regulations on recommendations of the Director of Instructions Coordination Committee.

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