

**ACADEMIC REGULATIONS**  
**FOR**  
**UNDERGRADUATE DEGREE PROGRAMMES**  
**IN**  
**AGRICULTURE AND AGRICULTURE ENGINEERING**  
**FACULTIES**



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## CONTENTS

<b>S.No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Academic year / session	01
2.	Admission of fresh entrants	01
3.	Registration by continuing student	02
4.	Change of campus	02
5.	Advisory system	03
6.	Credit, curriculum and programme of study	03
7.	Award of degree and residential requirement	03
8.	Medium of instruction	04
9.	Attendance requirement	04
10.	Examination and evaluation	05
11.	Prevention of unfair means	07
12.	Revaluation and re-totaling of marks	09
13.	Academic standing, continuance and re-admission of students	10
14.	Regulation for conduct and discipline	12
15.	Award of punishment	13
16.	Regulation for hostellers	14
17.	Refund / adjustment of fees	18
18.	Regulation for Award of Gold Medals and Cash Prizes	18
19.	Calculation of OGPA: 10 point scale (Appendix - A)	20

**Remarks:** The statements in bold letters are newly added and suggested academic regulation by the committee.

**ACADEMIC REGULATIONS  
FOR UNDERGRADUATE DEGREE PROGRAMMES  
IN AGRICULTURE AND AGRICULTURAL ENGINEERING FACULTIES**

**1. ACADEMIC YEAR / SESSION**

- 1.1 The Academic Year / Session means two semesters during which a cycle of educational work is completed. It shall commence as per the Academic Calendar / Semester schedule notified by the Vishwa Vidyalaya (V.V.) from time to time.
- 1.2 Each semester shall consist of minimum 105 working days. At least 80% of the scheduled classes must be held in a semester.

**2. ADMISSION OF FRESH ENTRANTS**

- 2.1 Admission of candidates to Bachelor Degree Courses of the V.V. shall be made through the entrance test being conducted by Professional Examination Board, (VYAPM) Madhya Pradesh, Bhopal.

Candidates selected by ICAR entry test shall be admitted over and above the prescribed seats from time to time.

Admission of Non Residential Indians (N.R.I.) shall be done subject to their fulfillment of prescribed minimum admission requirements and other conditions laid down by the Govt. of M.P., Department of Agriculture and V.V. from time to time

- 2.2 (a) New entrants must report in persons to the respective Dean of the College on the stipulated date of admission notified by the V.V. for payment of fees etc. and for the registration.

**(b) The students who fail to report on due date for payment of fee and registration, only the documents deposited at the time of counseling will be return without any fee.**

- 2.3 The admission to a course shall consist of the following steps.

- (a) Payment of fee as prescribed by the V.V.  
(b) Registration of courses  
© Clearance of medical test

- 2.4 No registration in absentia shall be permitted.

- 2.5 The candidates selected / nominated for admission to a degree programme of the V.V. shall become enrolled students of V.V. only on completion of all the formalities prescribed by the V.V. from time to time.
- 2.6 An identity card bearing ID number shall be issued to each enrolled students, which should be carried by him / her at all time and be shown whenever required. The student should always quote the ID. No. while making correspondence with College / V.V. The ID card should be renewed every year. In case of loss, a duplicate ID card will be issued by the respective Dean of the college, on payment of Rs. 50 only, after verification of identity of the student.

### **3. REGISTRATION BY CONTINUING STUDENTS**

- 3.1 Students on roll of the V.V. must report physically to the Dean of the college and pay requisite fees prescribed for a semester and register the prescribed courses.
- 3.2 Late payment of fees and registration of course shall be permitted by the Dean of the college up to six working days following the prescribed date of registration. Late registration fee shall be Rs. 50/- for each subsequent day. However, Dean of the concerned Faculty may permit late registration up to 10 working days after the prescribed date on special grounds with late fees.

### **4. CHANGE OF CAMPUS**

- 4.1 Change of campus at the end of first semester is permissible for female candidates only from campii, where hostel accommodation is not available.
- 4.2 Similarly, in the event of transfer of employees Govt. / autonomous bodies / JNKVV, their sons / daughters shall be permitted for change of campus at the end of first semester to the campus or nearby campus where their posting has been made.
- 4.3 Change of campus for male students shall be permissible at the end of academic session, after obtaining consent of both the Deans provided the students are eligible for promotion to the next higher class.
- 4.4 Only daughters of the V.V. employee shall be permitted for transfer with the consult of both relieving and receiving Deans after the closure of the admission process from the campus where girls' hostel is not available.
- 4.5 Transfer from a campus to another campus will at no time exceed 10% of the total seats in a class at either campus.

## 5. ADVISORY SYSTEM

- 5.1 Every student shall be assigned to an Advisor by the Dean of the College soon after the admission. The advisor will be chosen from amongst the teachers. The advisor will provide guidance in academic and personal matters to the student during the course of his / her studies.
- 5.2 A Class Advisor from teaching staff is to be nominated for the batch till the degree programme. Advisor will monitor and maintain advisee's academic performance and will keep in touch with the academic progress of the student. He will interact with his advisees regularly and keep a track of his / her curricular activities including attendance in classes and hostel etc. All correspondence made by a student with warden of his hostel, Dean of the college or V.V. should bear comments of the advisor.

## 6. CREDIT, CURRICULUM AND PROGRAMME OF STUDY

- 6.1 Credit means contact time per week devoted by a student in class, laboratory, fieldwork and library, etc. Accordingly, credits for a course are distributed into theory and practical separately.
- Normally, 1 Credit means 45 minutes contact time per week in case of theory and 90 minutes per week in case of practical.
- 6.2 Course means a series of classes and work experience extended over a semester.
- 6.3 The students admitted in the V.V. shall be required to follow the course curriculum as prescribed from time to time. A copy of the course curriculum will be issued to new entrants at the time of registration, by the Dean of the respective college.

## 7. AWARD OF DEGREE, RESIDENTIAL REQUIREMENT AND PERMISSIBLE TIME LIMIT FOR COMPLETION OF DEGREE

- 7.1 The residential requirement and maximum period for different degree programmes in terms of number of semesters shall be as below:

Degree Programme	Residential Requirement (Semester)	Maximum Period (Semester)
i. B.Sc. (Ag.)	8	12
ii. B.Sc. (Forestry)	8	12
iii. B.Tech. (Agril. Engg.)	8	12

Provided that if a student has acquired the status of final year class and could not pass the prescribed courses within the stipulated period laid down in Clause 7.1, the respective Dean of the Faculty after scrutiny of the case on merit and subject to good conduct of the student can extend the period by not more than two semesters. Further extension of the period for two more semesters may be permitted by the Vice Chancellor only on convincing grounds.

\*7.2 (a). The semesters washed out on account of withdrawal, dropping of his own failure in time shall not be counted towards residential requirements.

(b). **The semester washed out on account of use of unfair means, indiscipline etc. shall be counted toward the residential requirement.**

7.3 A student whose semester(s) has been washed out can resume his / her studies in the subsequent year in the semester in which he / she left his / her studies provided that.

(a). He / she has completed at least one semester as a regular student.

(b). The total period of gap shall not exceed 4 semesters including the semester in which he / she left his / her studies. During the gap no fee will be charged from the student and a permission of the gap shall be obtained from the Director Instruction.

## **8. MEDIUM OF INSTRUCTION**

The medium of instruction in all colleges of Agriculture and Agricultural Engineering will be English, but the subject matter will be explained to students by the teacher in Hindi also. However, the examinees in the Faculty of Agriculture will have the option to answer questions either in English or in mixed language (**English & Hindi**).

## **9. ATTENDANCE REQUIREMENT**

9.1 Students are expected to attend all lectures and laboratory / field practicals scheduled during a semester. Attendance of a student in a course should be at least 75% of the scheduled classes in a semester, failing which he / she will be debarred from appearing in final examination. For this purpose, theory and practical classes will be counted separately.

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\* Amended vide No. Acad./ II/ Q-1 (II) / 949, dated 18.05.2007

- 9.2 If all the students of a class (year) remain absent enmass from the classes for a total period exceeding 10 working days continuously in a semester, their entire semester shall be treated as cancelled and the fees etc. paid by them shall be forfeited.
- 9.3 The Dean of the college may condone the short of attendance up to 5% of the scheduled classes on valid grounds. Additional condonation of 5% shall be permitted by the respective Dean of the Faculty.
- 9.4 If a student falls short of attendance in any course(s) theory or practical(s) he / she shall not be allowed to appear in the final examination and he / she will be treated as fail in that course.
- 9.5 Teaching shall commence from the next day of registration, and attendance will be counted from that day up to a week before the commencement of final examination. The students who miss classes due to their participation in scheduled sports, athletic and other extra curricular activities at inter-collegiate, inter-university, inter-state or National level competitions, etc. shall be treated as present. However, they will have to submit relevant certificate from the Sports Officers / the In-charge Sports Officer of the college / In-charge cultural programme of the college or V.V.
- 9.6 Students who have been registered only for clearing course(s) in which they have failed [repeat course(s)] are not required to attend classes.
- 9.7 The Deans of colleges shall notify the eligibility of student to appear in final theory or practical examination seven days in advance of the examination. A notice to this effect shall be displayed on the college notice board.
- 9.8 A student who has fulfilled attendance requirement but fails to appear in the theory or practical or both shall be treated as fail in concerned course.

## **10. EXAMINATION AND EVALUATION**

- 10.1 The academic performance of the student shall be assessed through mid-term, theory and practical examinations conducted during an academic session.
- 10.2 **(a). (i).** Total marks assigned to a course will be 150; it will be distributed as below
- |                          |      |
|--------------------------|------|
| Mid-term examination     | - 20 |
| Practical examination    | - 50 |
| Final theory examination | - 80 |

- (ii). **The students of Experiential Learning course would be evaluated on the basis of (a) work quality (b) acquire knowledge and expertise (c) attendance (d) maintenance of record (e) orientation and practical report (f) demonstration and presentation in seminar and (g) worth of tangible outcome / viva-voce. (The distribution of marks on each will be as per V.V. guidelines issued for experiential learning).**
- (iii). **The students shall elect one module out of the modules proposed by the V.V. The strength of the students in a module shall be at least of 20 students, with a maximum of up to 30 students in a module depending upon the facilities available as mentioned in the guidelines for the Experiential Learning courses issued by the V.V. for Agriculture and Forestry students.**
- (iv). **A module shall be evaluated by concern module In-charge.**
- (b). Mid-term examination of a course will be conducted in the middle of each semester. The questions asked shall cover approximately 50% of the course contents. A question paper of mid-term examination will be of objective type like true / false and fill in the blanks. A student not appearing in the mid-term examination will be marked absent and shall be awarded zero marks. The schedule of the mid-term examination will be notified by the Dean of the college as per the academic schedule of V.V. The examination shall be conducted during regular period of courses.
- (c) Mid-term examination **along with practical examination** for repeat / fail / RAWE / **FWE** student of any of the courses shall be arranged just before the final theory examination.
- (d) Final theory examination of all courses will be conducted by the respective Dean as per the schedule announced by V.V. The question papers will be made available by the Registrar.
- (e) Practical examinations of all courses will be conducted prior to final theory examinations.
- (f) If a student is temporarily incapable and /or unable to write the answers himself due to fracture in hand the superintendent of Examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre who shall not be an Agriculture, Forestry or Agricultural Engineering student.



- 10.3 The minimum passing marks in theory or practical shall be 50%. If a student fails to obtain 50% marks either in theory or practical or both examinations, he / she shall be deemed to have failed in theory or practical or both, respectively and shall have to reappear in the theory or practical examination as the case may be.
- 10.4 Marks secured by a student will be converted in to Overall Grade Point Average (OGPA) on 10 point scale (Appendix-A).
- 10.5 The practical examination shall be conducted by the external examiner other than the course teacher appointed by the Dean of Faculty, and the course teacher (internal) shall assist the examiner in conducting the practical examination.

## **11. PREVENTION OF UNFAIR MEANS**

11.1 In these regulations, unless the context other wise requires:

- (a) 'Examination' means mid-term examination, practical examination and final theory examination and also preliminary or viva voce examination.
- (b) 'Superintendent' means Dean of the college who shall act as Superintendent of examination.
- (c) 'Asstt. Superintendent' means any Teacher / Scientist In-charge appointed by the Dean of the concerned college.
- (d) 'Teacher' means the Professor / Associate Professor / Assistant Professor or equivalent.
- (e) 'Invigilator' means the teacher involved in the invigilation work in the examination hall.
- (f) 'Flying Squad' means a team consisting of teachers / officers constituted by the Dean of the College / Examination Superintendent to prevent use of unfair means / malpractices during examination.

- 11.2 (a) The Superintendent of examination shall make proper seating arrangement for facilitating the conduct of examination. There shall be at least one invigilator for every 20 students. Minimum of two invigilators must be posted in each examination hall in order to make proper vigilance. Seating arrangements may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- (b) Every student shall search his / her pockets, desks and benches and handover which he / she may find therein before answer book are distributed.
  - (c) Any student possessing papers, books or notes which might possibly be of assistance to him / her or found giving or receiving assistance of copying

from any paper, book or allowing any other candidate to copy from his / her answer book, writes either on blotting paper or question paper or any other paper or on any material i.e. compass, calculator, scale, etc. some answer on question paper set during the examination or using or attempting to use any other unfair means and not informing the invigilators about the notes or any other material pertaining to the examination paper found to have been written on the desks or tables, or any parts of his / her body, clothes, scale, card board etc. shall be considered using unfair means.

- (d) If a student disrupts or tears or tampers with the page(s) of the answer book, it would be treated as a case of unfair means.
- (e) No student shall write his / her answers on any paper other than the answer book supplied to him / her in the examination hall.
- (f) If a student is temporarily incapable and /or unable to write the answers himself due to fracture in hand the superintendent of Examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre who shall not be an Agriculture, Forestry or Agricultural Engineering student.

- 11.3 (a) When an invigilator notices a student indulging in any of the act of unfair means as defined in clause 11.2(c) and (d), he / she shall seize the paper or book or material, if any, including answer book from the student and shall invariably demand a written explanation or statement of the student concerned.
- (b) If the student refuses to give his / her statement, he / she shall be asked to record in writing his / her refusal to give the statement. If he / she refuses to do so, then the fact shall be noted, duly witnessed by at least one invigilator of the concerned examination or member of the flying squad.
- (c) The invigilator shall however, write his/her remarks on the answers book and affix his/her signature.

- 11.4 (a) A student found attempting or using unfair means in the examination or during evaluation or threatening teacher, invigilator or officer or members of flying squad or disrupts the examination or marks signature or any mark of identification including impersonation in the answer book, shall be liable for punishment as in clause 11.4(b). All such cases must be reported to the Superintendent of examinations / Dean concerned.
- (b) A student caught using unfair means during any examination including additional examination(s), his / her registration for the semester in which he / she used unfair means, shall be treated as cancelled. Such student shall also be debarred for registration in the subsequent semester.

(In addition to this, punishment mentioned on page no. 13 (Point 15.5) (a), (b) and (c) shall also be applicable).

- (c) Student who walk out from the examination hall en-mass just after they received the question papers or within the scheduled time of examination or abstain from the scheduled examination shall be treated as failed.
- (d) If a student while attempting unfair means threatens invigilators / teacher or officer or member of the Flying Squad, then he / she is liable for punishment as per clause 11.4 (b).
- (e) If a student makes signature on the answer book or leaves any kind of identification marks on his / her answer book, his / her answer book shall not be evaluated and student will be treated as failed in that subject.
- (f) If a student disrupts the examination or indulges in impersonation shall be finally dropped from the rolls of the V.V.
- (g) Possession and use of mobile phone by a student during examination is prohibited. Such act of the students will amount to have treated use of unfair means and is liable for punishment as per the clause 11.4 (b)

11.5 The Disciplinary Committee of the college shall be the competent authority to adjudicate and determine the act or commission of unfair means in each case. However, order for inflicting punishment shall be notified by the Dean of the respective college. The Committee shall consist of a senior most Professor as Chairman, two Heads of the Department / Section, one Hostel Warden, I/c Academic, I/c of NCC or NSS units of the college. The Committee shall be nominated by the Dean of the college.

11.6 The semester which has been cancelled as a punishment shall be counted towards the residential requirements.

11.7 A student with more than one proven cases of unfair means or misconduct of serious nature in the examination hall shall be dropped from the rolls of the V.V.

## **12. REVALUATIONS AND RE-TOTALING OF MARKS**

12.1 A student whose result of final examination of a semester has been declared and displayed on the college notice board by the Dean may apply for either the revaluation of final theory answer books or re-totaling of marks of not more than two course to the Dean of college within seven days after declaration of result.

12.2 The fee for revaluation and re-totaling shall be Rs. 250 and Rs.100, respectively for each theory paper. However, there shall be no re-totaling of revaluated answer books.

12.3 (a). The revaluation or re-totaling will be done by a teacher of the respective department nominated by the concerned Dean Faculty.

- (b). If the marks of a student in revaluation decrease, the revaluation marks will be ignored and the original marks earned by the student will remain unchanged.
- (c). If the increase in marks is up to 10% of the maximum marks prescribed for the paper, then the marks awarded by the revaluer will substitute the original marks.
- (d). If the increase or decrease in marks is more than 10% of the maximum marks prescribed for the paper, then the answer book will be valued by a third valuer. In that event, the average of the nearest two figures shall substitute the original marks, only if it is higher than the original marks.
- (e). **No revaluation or re-totaling will be allowed for the Practical / RAWE / FWE / Experiential Learning courses.**

### **13. ACADEMIC STANDING, CONTINUANCE AND RE-ADMISSION OF STUDENTS**

- 13.1 Continuance of a student as an enrolled student of the V.V. shall depend on the fulfillment of the following conditions
- (a) Continuous satisfactory academic performance.
  - (b) Satisfactory conduct and disciplined behavior.
  - (c) Satisfactory health and physical capacity to continue academic activities.
  - (d) Timely payment of prescribed fees / dues and registration of courses.
- 13.2 A student in the I<sup>st</sup> year of the degree programme failing in more than 5 courses at the end of I<sup>st</sup> semester or at the end of the academic session, shall be re-admitted in the same class in the subsequent academic session.
- 13.3 A student admitted in I<sup>st</sup> year of B.Sc. (Agriculture / Forestry) and B. Tech. (Agril. Engineering) but unable to attend classes due to any reason whatsoever shall be entitled for re-admission in subsequent two academic sessions. Likewise, a student in I<sup>st</sup> year of B.Sc. (Agril. / forestry) and B. Tech. (Agril. Engineering), who have failed consecutively in two academic sessions, shall also be entitled for re-admission in the III<sup>rd</sup> academic session. However, he / she shall have to clear all the courses of I<sup>st</sup> year within three years from the date of admission or qualify for Academic Probation to II<sup>nd</sup> year; failing which he / she shall be dropped from the rolls of the V.V.
- 13.4 Re-admitted student will be subject to the same academic rules as for newly admitted student.

- 13.5 A student failing in 5 or fewer courses at the end of the academic year / session shall be placed on Academic Probation and shall be permitted to register courses of next higher class. The student who are on academic probation and have been allowed to register the course of higher class will have to register the failed courses of lower class also. These students shall have to pay additional examination fee @ Rs. 100/- per theory or practical examination. Such student will be permitted to register the courses in which they have failed as and when the courses are offered.
- 13.6 A student of II<sup>nd</sup> year class shall be permitted to register courses of III<sup>rd</sup> year class with one failed course of first year. Similarly, a student of third year class shall be permitted to register course of fourth year with one failed course of II<sup>nd</sup> year class. But the total failed courses while being promoted to III<sup>rd</sup> or IV<sup>th</sup> year class, as the case may be, shall not exceed the prescribed limit of five courses. Such students shall appear in the examination of failed courses in the scheduled examination of each semester.
- 13.7 (a) A student in second / third / fourth year class failing in more than five courses in an academic session shall have to register the failed courses of the same class and shall not be allowed to register the courses of next higher class.
- (b) The students admitted against free seats as well as payment seats and registered exclusively for repeat course(s) in a semester for which attendance is not required shall have to pay all fees prescribed for a semester except tuition fees of the said semester.
- (c) There shall be no supplementary examination. However, an additional examination for the courses of final year only will be conducted for those outgoing student who have acquired the status of final year. In that case, they will be entitled to appear in the additional examination even if they are to clear failed courses of the preceding year. Student appearing in the additional examination shall have to pay fees as prescribed by the V.V. from time to time.
- (d) There shall be no supplementary / additional examination for elective area / Module of Experiential Learning / RAWE / FWE / In Plant training (Agril. Engineering).**
- (e) Once the student elected / opted a module of experiential learning shall not be changed in any case.**
- (f) The failed students shall appear in Experiential Learning / RAWE / FWE / In Plant training (Agril. Engineering) as and when offered to the regular students.**

13.8 A student securing OGPA of 5.50 on 10 point scale besides other requirements laid down by faculty shall be eligible for the award of degree. However, a student obtaining OGPA of less than 5.50 on 10 point scale shall be permitted to improve OGPA by repeating the course / courses in which he / she secured less than 55% marks during the regular semester(s).

#### **14. REGULATION FOR CONDUCT AND DISCIPLINE**

14.1 The student enrolled in the V.V. are required to maintain exemplary character, good conduct and disciplined behavior at all times within and outside the college / V.V. in all sphere of their activities.

14.2 The student shall be dresses properly and decently while they are in the college / V.V. and shall follow general rules of hygiene.

14.3 They shall not smoke, chew pan or use any other intoxicants or spoil the environment in any manner. They shall not spoil, damage or disfigure the buildings and property of the V.V.

14.4 The students shall not quarrel or make noise in classrooms, laboratories, lobbies, and auditorium, and shall in on case indulge in violence.

14.5 The student shall be friendly, cooperative and have mutual respect for each other.

14.6 The student shall accord due respect to officers, teachers and employee of the V.V. and shall carry out all the orders and instruction given by the officers and teachers and shall not deal with them in a disrespectful manner.

14.7 The student shall be punctual in all their activities and shall work according to the academic schedule, timing and calendar provided for the activities.

14.8 They shall attend all the scheduled theory and practical classes, field work, seminar, meeting and conference punctually.

14.9 They shall not take part in political activities and shall not organize themselves in groups or associations that are against the interests and proper functioning of the V.V.

14.10 A student whose conduct is found below the required standard of discipline, he / she can be shifted from one campus to another excluding his/her district by the respective Dean of the Faculty.

## **15. AWARD OF PUNISHMENT**

- 15.1 The Head of the Department / Section, wardens, advisors and teachers shall assist the Dean for maintenance of discipline. They will inform the Dean of all acts of indiscipline and misbehaviour which have come to their notice. Ragging is a serious crime. Students found indulged in ragging directly or indirectly may be expelled from the roll of the college / V.V. Further, ragging has been recognized as a punishable offence calling for legal action against the defaulters.
- 15.2 All acts of indiscipline, misbehaviour and case of unfair means during examination shall be put up before the Disciplinary Committee constituted in accordance with academic rule 11.5 for detailed enquiry. The Disciplinary committee must issue a show cause notice to the student concerned and give him / her a patient hearing. On the recommendations of the Disciplinary Committee, the Dean of the college shall inflict punishment or take necessary action within 3 days after receipt of the report. The action taken by the college Dean will be communicated to the Director Instruction, the concerned Dean Faculty concerned and the Registrar.
- 15.3 The punishment to the student may be as under, depending upon severity of the act of ragging / indiscipline / misbehaviour / misconduct / unfair means etc. However, in the case of punishment of ragging or any other indiscipline act, the student must be given show cause notice before inflicting punishment.
- (a) Warning in writing with the direction that in case of repetition of such act, the matter shall be viewed seriously and student may be expelled from the roll of the V.V.
  - (b) Fine of **Rs. 1000/-**
  - (c) Recommendation to the Dean Faculty for transfer to another campus away from the home town.
  - (d) Suspension for one full academic year in which the incidence occurred.
  - (e) Expulsion / rustication from the roll of the V.V.
- 15.4 A student can appeal to the Director Instruction, against punishment under 15.3
- 15.5 A student punished for using or attempting unfair means shall be debarred from availing the following during the period of punishment.
- (a) Representing the college / V.V. in sports, cultural contests etc., in or outside the V.V.
  - (b) Holding office in a student organization, club or society.
  - (c) Receiving any scholarship, fellowship or stipend.

15.6 Notwithstanding anything contained in these rules, the Academic Council shall have the power to modify, enhance or reduce the punishment given by the Dean of the college or by any other officer of the V.V.

## **16. REGULATION FOR HOSTELLERS**

16.1 The students who wish to avail hostel accommodation after admission shall have to apply on the prescribed form to the respective Dean of the college.

16.2 The Hostel Warden in consultation with the Dean shall allot accommodation to the students depending upon availability of the same.

16.3 Fresh entrants as well as continuing students will be required to deposit prescribed hostel fee at the time of registration.

16.4 (a) A student shall live in the room allotted to him / her only and shall not change the room without prior permission of the Warden.

(b) The hostellers will be responsible for maintaining the furniture, fitting, etc., provided in their room.

(c) The hostellers will keep the room neat and clean and will help in maintaining proper cleanliness in and around the hostel.

(d) No alcoholic drink or any intoxicants or combustible material shall be permitted in the hostel.

(e) Meeting or gathering of student for political purposes or any purpose not conducive to peace and academic atmosphere is strictly prohibited.

(f) Abusement, loud singing, use of radios, television or musical instrument, which are likely to disturb fellow residents are prohibited.

(g) Student shall refrain from taking any action against the hostel servants. Complaints against hostel servants, if any, should be made to the Warden.

(h) All students should use the facility of hostel mess unless exempted by the Warden on bonafide grounds.

(i) Cooking in the room is strictly prohibited.

## **16.5 FURNITURE AND EQUIPMENT**

Every hosteller is provided ordinarily with a chair, a table, a cot and a ceiling fan, etc. He will be responsible for the furniture provided in the room. Furniture should not be shifted from one room to another in any case. Every hosteller is required to ensure that no damage is done to the hostel property entrusted to him. Repairing charges for any damage to the property inflicted intentionally or through negligence are to be borne by the hosteller concerned.



### **16.6 ELECTRICITY**

Light must be switched off when not in use. The use of electric heaters, electric immersion rods, and other similar electric appliances is prohibited. Electric charges are to be paid by the students as per the electric bill of hostel.

### **16.7 ABSENCE FROM HOSTEL**

Absence from the hostel for one or more nights must be got approved by the Warden in advance, failing which students will be penalized @ Rs.100/- per day.

### **16.8 GUESTS**

Guests are not permitted to stay in hostel. Close relatives of the student coming from a distant place may be accommodated in the V.V. guest houses.

### **16.9 NIGHT ROLL CALL**

- (a) The night roll call will be taken by the block prefect at 9.00 p.m. in winter and 10.00 p.m. in summer. Every hosteller must be present in his room to facilitate the roll call.
- (b) A student found absent at the time of roll call is liable to a fine of Rs. 50/- per absence.
- (c) After roll call hosteller is permitted to leave the hostel. However, hostel Warden may grant permission to leave hostel for a specified period beyond 10.00 p.m. only in case of emergency.

### **16.10 VACATION OF HOSTEL**

A hosteller who has completed all the requirements of a degree programme has to vacate the hostel accommodation within one week. Before leaving the hostel he / she has to obtain a 'No Dues Certificate' from the Hostel Warden. Loss, if any, will be recovered from the defaulter before issuing the 'No Dues Certificate'.

### **16.11 CONDUCT AND DISCIPLINE IN THE HOSTEL**

- (a) Students are expected to maintain perfect discipline and proper atmosphere of studies in the hostel.
- (b) Dealings in general and especially with fellow students should be very courteous and polite. Any dispute should be reported to the Warden for final settlement.

- (c) A hosteller found guilty of having committed a breach of rules shall be liable to be punished as under
- (i) Verbal or written warnings,
  - (ii) Fine up to Rs.100/-

Besides above, if a hosteller is found guilty of having committed a serious breach of conduct and discipline rules, the Dean of the college may award punishment any of the following

- (i) Fine up to Rs.1000/-
- (ii) Expulsion from the hostel

### **16.12 HOSTEL ADMINISTRATION**

- (a) Every hostel shall have a Warden who will be responsible for the administration of the hostel and for the enforcement of the hostel rules. The warden will be appointed by the Dean of the college from amongst the Teachers / Scientists preferably residing at the campus for a period of three years only. For each group of 50 students there will be one hostel warden.
- (b) The Warden will assist the Dean of the college for allotment of hostel rooms, maintenance of hostel buildings, and maintenance of discipline within the hostel.
- (c) The Warden will attend the hostel office daily for one hour at a specified time, information for which will be displayed on the notice board of the hostel.
- (d) The Warden will supervise the working of the staff posted in the hostel.
- (e) The Warden shall report to the medical officers of V.V. for all cases of students' illness or accidents and ensure that the students concerned receive proper medical care. He will also inform the Dean of the college of all such cases.
- (f) The Warden will appoint Prefects on the basis of merit for every block to supervise the work. He shall have the powers to replace any block Prefects as and when required
- (g) The Warden will supervise the organization and conduct of hostel functions / festivals etc.

16.13 The Warden and the Asstt. Warden will have the authority to enter the room of any hosteller and also make a search of the room as and when necessary. They will also have the authority to break / open the lock of any room and also to shift the belongings of a hosteller to any other place, if necessary. The Warden may also shift the hosteller from one room to another as and when found necessary.

### **16.14 DUTIES OF BLOCK PREFECT**

- (a) Prefect shall take the roll call of his block and shall report to the Hostel Warden about all the absentees as soon as possible.
- (b) He / She must stimulate and maintain academic atmosphere in his / her block.

- (c) He / She shall report all cases of misbehaviour or breach of discipline to the Hostel Warden without any delay.
- (d) He / She should be available and approachable to all hosteller of his / her block.

### **16.15 MANAGEMENT OF COMMON ROOM FACILITIES**

Every hostel is provided with a common room facility for the recreation of the hostellers. The recreation room will be equipped with important items such as furniture, TV set, indoor game items, newspapers, magazines, etc. The items provided in the recreation hall will be jointly shared by all hostellers and items shall not be moved to any other place.

The purchase / maintenance will be undertaken as and when required by the Warden with consultation of the Dean. The expenditure for the same will be met from hostel fund / student fund available for the college.

### **16.16 MESS ARRANGEMENTS**

- (a) Every hostel will be provided with a mess facility equipped with essential catering utensils for running hostel mess efficiently. The Warden will be solely responsible for maintaining the record and overall maintenance of the mess. Items required for mess will be purchased by the Hostel Purchase Committee in consultation with the Dean. Only hostellers shall be permitted to avail the mess facility. Every hosteller will have to join the mess compulsorily.
- (b) There will be mess committee under the chairmanship of the Warden. The committee will consist of the Assistant Warden, block prefect and two senior year students as members. The committee would be responsible to run the mess either on private contract basis or on the cooperative basis by the hosteller. The committee will ensure the availability of quality food in the mess.
- (c) Each hosteller shall deposit requisite mess charges as decided by the committee positively by 5th every month in advance. The hostellers failing to deposit the mess charges within the stipulated period will be fined Rs.10/- per day.

### **17. REFUND / ADJUSTMENT OF FEES**

- 17.1 The fees once paid will be non refundable, except the caution money which shall be refunded on leaving the college or the hostel, as the case may be, after deduction of outstanding dues, if any. The caution money will have to be replenished at the beginning of each semester. However, excess fees, if any, deposited by the student will be adjusted in the subsequent semester(s).

- 17.2 In case of transfer of a student from one campus to another, the fee deposited by the student will be suitably adjusted in the concerned college. While transferring a student, the relieving Dean will remit the amount of caution money of the student within a **month** time to the receiving Dean.
- 17.3 In case of admission of a student in one Faculty to another within the V.V., the fees already deposited by the student will be fully adjusted against the fee chargeable from the student during the subsequent semesters of the academic session.

### **18. REGULATION FOR AWARD OF GOLD MEDALS AND CASH PRIZES**

1. Gold medals / prizes will be awarded to the students who top in the list of successful candidates in different degree programme conducted by this Vishwa Vidyalaya.
2. V.V. / donor's gold medal / cash prize will be awarded to the students keeping their position in the respective batch in which they were admitted during 2003-04 and onwards. Provided that the cut off date for award of gold medals /cash prizes from 1<sup>st</sup> November to 31<sup>st</sup> October shall continue for students admitted till the 2002-03 batch is passed out.
3. A student who gets aggregate marks below than 60% at Under Graduate level and for Post Graduate students who gets aggregate marks below 65% marks not be eligible for award of gold medal / cash prize.  
Provided that in case of the tie having equal OGPA / marks then all such candidates will be entitled to get the V.V. Gold Medal. However, Donor's gold medals / cash prizes will be given to the student younger in age.  
Further, that in case of the tie in age group, donor's gold medals / cash prizes will be awarded on the basis of aggregate marks at the HSSC level.
4. A Committee under the Chairmanship of Director Instruction, all Deans of Faculties, DSW and Deputy Registrar as the Secretary, will finalize cases of eligible candidates for the award of gold medals / cash prizes and be placed before the Hon'ble Vice-Chancellor for his approval.
5. The Vice Chancellor's decision in all cases of dispute shall be final and binding on all the parties.
6. As far as possible medals / cash prize will be delivered in the convocation. If the convocation is not held, the medals and cash prizes will be delivered through the Deans of the college concerned at the time of College Day Programme or in other functions of the college.
7. A student who fails in any paper / practical or repeat any paper / practical of a subject at under graduate / post graduate level will not be eligible for the award of V.V. / donor's gold medals / cash prizes.
8. V.V. gold medals shall be 20 gram weight having 1/3 gold and 2/3 alloy. However, the weight of donor's gold medals shall be depending upon earnest money of interest accrued from the fixed deposit of concerned.

**APPENDIX-A**

**CACULATION OF OGPA: 10 POINT SCALE**

Semester / Year	Course No.	Credit (Th+Pr)	Marks obtained (Th)		Marks obtained (Pr)		Total marks (Th+Pr) [5+7]	Percentage of marks	Grade point	Credit point	OGPA
			Out of 100	As per credits	Out of 50	As per credits					
1	2	3	4	5	6	7	8	9	10	11	12
	<b>A</b>	1(1+0)	82	41		-	41	82	8.20	8.20	113.80
	<b>B</b>	1(0+1)	-	-	38	38	38	76	7.60	7.60	/ 16
	<b>C</b>	2(1+1)	92	46	41	41	87	87	8.70	17.40	
	<b>D</b>	3(2+1)	76	76	38	38	114	76	7.60	22.80	
	<b>E</b>	4(3+1)	50	75	40	40	115	57.5	5.75	23.00	
	<b>F</b>	5(3+2)	76	114	30	60	174	69.6	6.96	34.80	
<b>Total</b>		<b>16</b>	-	-	-	-	-	-	-	<b>113.80</b>	<b>7.11</b>

**Note:**

1. Grade Point: Percentage of marks divided by 10
2. Credit Point: Grade Point x Credit
3. OGPA: Total credit point divided by total credit.
4. The proportion of marks for theory and practical examination is in the ratio of the credits @ 50 marks for each credit.

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR**

No.Acd/II/Q-8(V)/895

Dated:08/05/2007

**NOTIFICATION**

The Administrative Council in its 113<sup>th</sup> meeting held on 28.03.2007 has approved the proposal under item No. 6 and resolved to prescribe the following rates of fee for issue of degree / duplicate degrees and other fresh & duplicate certificates etc after adopting the procedure.

**(A) Fees to be charged:**

(in Rs.)

S. No.	Particulars of documents	Fees to be charged
1.	Fresh Degree / Diploma	300.00
2.	Duplicate Degree / Diploma	500.00
3.	Fresh Migration Certificate	50.00
4.	Duplicate Migration Certificate	100.00
	2 <sup>nd</sup> copy	150.00
	3 <sup>rd</sup> and onwards copies	200.00
5.	Duplicate Provisional Degree Certificate	100.00
	2 <sup>nd</sup> copy	150.00
	3 <sup>rd</sup> and onwards copies	200.00
6.	Duplicate Transcript	100.00
	2 <sup>nd</sup> copy	150.00
	3 <sup>rd</sup> and onwards copies	200.00
7.	Duplicate Honors Transcript	100.00
	2 <sup>nd</sup> copy	150.00
	3 <sup>rd</sup> and onwards copies	200.00
8.	Duplicate Certificate of Gold Medal / Cash Award	100.00
	2 <sup>nd</sup> copy	150.00
	3 <sup>rd</sup> and onwards copies	200.00
9.	Duplicate College Leaving Certificate	50.00
	2 <sup>nd</sup> copy	100.00
	3 <sup>rd</sup> and onwards copies	150.00

**Postal Charges for all documents / certificates are as under:**

1. Within India - Rs. 50.00
2. Outside India - Rs. 500.00

**(B) Procedure for issue of duplicate documents / certificates**

For issue of duplicate documents / certificate intending candidates should have to fulfill following norms

1. Candidates applying for the duplicate of the documents i.e. transcripts / diploma / degree / PDC / Migration certificate in lieu of damaged ones shall produce the damaged original document along with an application stating the nature of damage and the circumstances in which it is caused.
2. In cases of theft / lost the documents for which duplicate copy required, a complaint may also be lodged with the local police and must support a copy of F.I.R. along with application.
3. In case of Degree / Diploma is lost / theft, notification shall have to publish in a local newspaper furnishing such as a name of the College / University, name of examination, I.D. No., Year of passing & address and support a copy of news published along with the application.
4. Besides above in case of lost / theft, the candidate applying for issue of duplicate document / certificate shall have to swear an affidavit affixing photograph and undertaking to the effect that in case his original documents are recovered, subsequently he will surrender the duplicate copy / copies to the Vishwa Vidyalaya.

The documents listed above can be issued to the students on payment of fee prescribed in the shape of Indian Postal Order (IPO) or Bank Draft payable to 'JNKVV' Jabalpur.

The above rates of fee will be effective from the date of issue of this notification.

**JAWAHARLAL NEHRU KRISHI VISHWAVIDYALAYA, JABALPUR**

No.Acd/II/Q-8 (V)/895

Dated: 08/05/2007

**NOTIFICATION**

The Administrative Council in its 122<sup>nd</sup> meeting held on 21.06.2009 has approved the proposal under item No. 15 and resolved to prescribe the following rates of fee for issue of **revised documents** viz. Degree / Diploma / PDC / Transcript and other certificates / documents etc. after adopting the procedure.

**(A) Fees to be charged**

<b>S. No.</b>	<b>Particulars of documents</b>	<b>Fees to be charged (in Rs.)</b>
1.	<b>Revised</b> copy of Degree / Diploma	500.00
2.	<b>Revised</b> copy of PDC / Transcript / Migration Certificate	100.00
3.	<b>Revised</b> copy of Honors / Gold Medal / Cash award Certificate	100.00
4.	Any other kind of Certificate other than listed above	100.00

**(B) Postal Charges for all documents / certificates are as under**

1. Within India - Rs. 50.00
2. Outside India - Rs. 500.00

**(C) Procedure for issue of revised documents i.e. transcripts / diploma / degree PDC / Migration Certificate etc.**

1. Intending candidates applying for corrections in their documents shall have to surrender original documents (s) along with an application stating the nature of corrections if any with the supporting documents for which corrections are needed.
2. Besides above intending candidates shall have to swear and affidavit for the purpose and attached in original along with the application.
3. The revised document listed above can be issued to the students on payment of fee prescribed for each document in the shape of Indian postal order (IPO) or Bank Draft payable to 'JNKVV', Jabalpur.

The above rates of fee will be effective from the date of issue of this notification.

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