

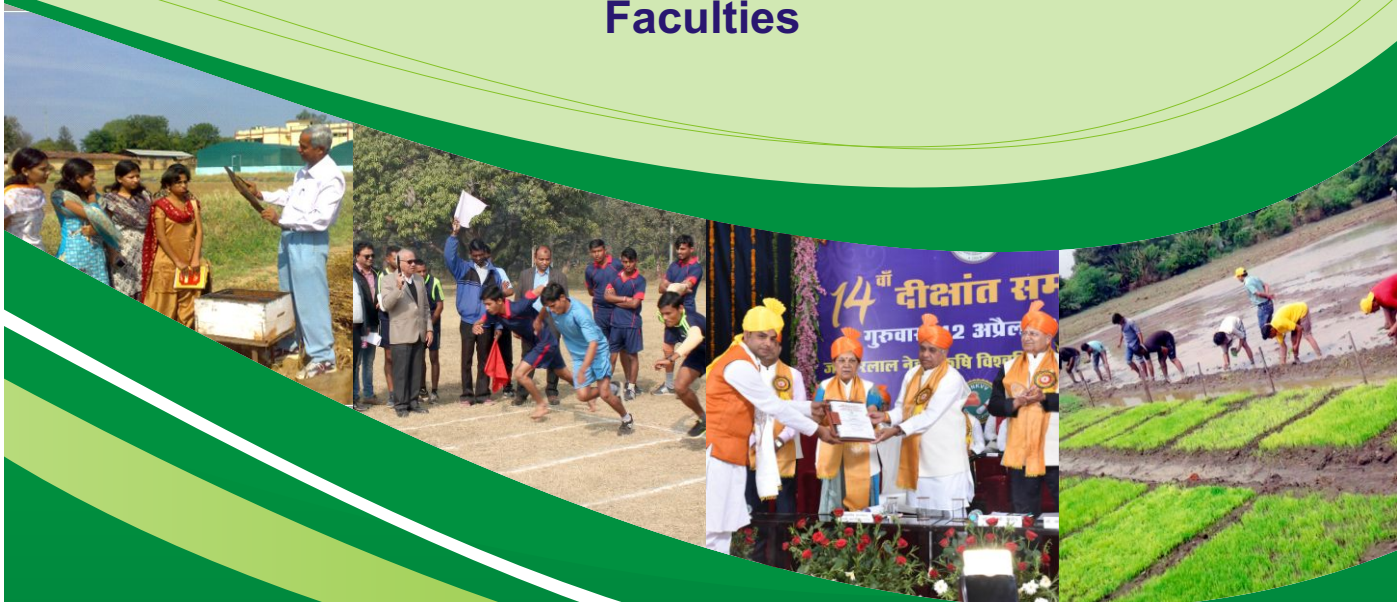
ACADEMIC REGULATIONS

for

Under Graduate Degree Programme

in

Agriculture & Agricultural Engineering
Faculties



Jawaharlal Nehru Krishi Vishwa Vidyalaya
Jabalpur 482004 Madhya Pradesh, India

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**UPDATED
(March 2018)**



**Jawaharlal Nehru Krishi Vishwa Vidyalaya
Jabalpur 482004, Madhya Pradesh, India**

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ACADEMIC REGULATIONS
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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 Vishwa Vidyalaya shall be made through the entrance test being conducted by Professional Examination Board (VYAPAM), 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 Vishwa Vidyalaya 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 Vishwa Vidyalaya
- (b) Registration of courses
- (c) 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 Vishwa Vidyalaya shall become enrolled students of Vishwa Vidyalaya only on completion of all the formalities prescribed by the Vishwa Vidyalaya time to time.
- *2.6 An identity card bearing ID/EN 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/EN No. while making correspondence with College / Vishwa Vidyalaya. The ID/EN card should be renewed every year. In case of loss, a duplicate ID/EN card will be issued by the respective Dean of the college, on payment of Rs. 65 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 Vishwa Vidyalaya 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.

***Amended vide No.: Acd./II/Q-8 (V) 1137, dated 16.07.2014**

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 Vishwa Vidyalaya 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. (Hons) Agriculture	8	12
ii. B.Sc. (Hons) Forestry	8	12
iii. B.Tech. (Agricultural Engineering)	8	12

*Amended vide No.: Acd./II/Q-14 (IV) 2005 dated 24.11.2017

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.

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.
- 9.2 If all the students of a class (year) remain absent in mass 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.

***Amended vide No.: Acd./II/Q-1 (III) 2044B dated 21.12.2016**

- 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 Vishwa Vidyalyaya.
- 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 100; it will be distributed as below:**

Mid-term examination	-	30 (for courses with Practical and Theory) 40 (with Theory only)
Practical examination	-	15 (for courses with Practical and Theory) 100 (for courses with Practical only)
Assignment	-	5 (for courses with Practical and theory) 10 (with theory only)
Final Theory examination	-	50

***Pattern of Mid-term Examination**

1. It shall be of 30 marks for the course with practical and theory both.
2. It shall be of 40 marks for the course with theory only.
3. No midterm examination for the course with practical only.
4. Maximum time for examination shall be 1 hour.
5. **(a) Midterm examination (Theory & Practical) – Max. 30 Marks**
 - (i) Objective type 50% (15 questions of multiple choice and/or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 3 marks)
- (b) Midterm examination (Theory only) – max. 40 marks**
 - (i) Objective type 50% (20 questions of multiple choice and/or fill in the blank type only)
 - (ii) Short answer type 50% (5 questions of 4 marks)
6. The portion for midterm examination shall be 50% of the proposed course curriculum.
7. Midterm examination shall be conducted as per academic calendar notified by the Vishwa Vidyalaya.

****Pattern of Practical Examination**

1. It shall be of 15 marks for the course with practical and theory both and 100 for the course with practical only.
2. Maximum time for practical examination shall be 2 hours for the courses with practical and theory both and 3 hours for the course with practical only.
3. The following examination pattern shall be adopted for 100 and 15 marks practical.

S.No.	Particulars	Practical for 100 marks	Practical for 15 marks
a.	Exercise –I	30 Marks	4 Marks
b.	Exercise –II	20 Marks	3 Marks
c.	Exercise –III	20 Marks	3 Marks
d.	Viva-voce	20 Marks	3 Marks
e.	Practical record	10 Marks	2 Marks
Total		100 Marks	15 Marks

4. One external examiner shall be appointed by the Professor & Head for each practical examination. Question paper of examination and Viva-voce are the responsibility of internal and external examiner.

* Amended vide No.: Acd./II/Q-1 (III) 1572 dated 24.09.2016

** Amended vide No.: Acd./II/Q-1 (III) 1708 dated 17.10.2016

5. Marks shall be submitted by internal with the signature of external within THREE DAYS after completion of practical.
6. Date of examination shall be same at Vishwa Vidyalaya level as per the academic calendar.

For Assignment

1. It shall be of 5 marks for the course with practical and theory both and 10 marks in case of course with theory only.
2. Instructor shall assign separate topic related to subject for assignment to group of student at the start of session.
3. For the course with theory and practical both, assignment shall be practical oriented and student must submit the assignment on the day of practical examination. It has to be evaluated by the external examiner.
4. For the course with theory only, assignment has to be submitted by the students at least one month before final examination.
5. The result of assignment has to be submitted 15 days prior to final examination for the courses with theory only; whereas, for the courses with theory and practical both should be submitted with the result of practical examination.

Pattern for Final Examination

1. Question paper shall be prepared by the external examiner.
 2. It shall be of 50 marks.
 3. Maximum time for the examination shall be 3 hours.
 4. **Part A:** It is a compulsory part of 10 marks with five questions (without any option) short answer type question.
 5. **Part B:** It consists of five questions containing 10 marks each. Out of five questions student shall attempt four questions only.
- * (ii). The students will undertake Rural Entrepreneurship Awareness Development Yojana (Student READY) during Seventh Semester for a total duration of 180 days with a weightage of (0+20) credit hours in two parts namely Rural Agricultural Work Experience (RAWE)/ Forest Work Experience (FWE) (0+16); Agro Industrial Attachment (AIA) (0+4).
- (iii). The students of Experiential Learning (EL) 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 Vishwa Vidyalaya guidelines issued for experiential learning).

***Amended vide No.: Acd./II/Q-1 (III) 2044B dated 21.12.2016**

- * (iv). The students shall elect two modules out of the modules proposed by the Vishwa Vidyalaya. 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 Vishwa Vidyalaya for Agriculture and Forestry students.
- (v). For the discipline of Agricultural Engineering there will be 20 weeks in-plant training in place of RAWE Student READY programme of the Agricultural Engineering will have the following components:
 1. Summer break after IV semester - Student READY Skill Development Training - I for five weeks in the summer break after IV semester - with a credit load of 0+5 credit hours.
 2. Summer break after VI semester - Student READY Skill Development Training - II for five weeks in the summer break after VI semester with a credit load of 0+5 credit hours.
 3. Semester VII - Industrial attachment of 10 weeks with a credit load of 0+10 credit hours.
 4. Semester VII - On campus Experiential Learning Program of 12 weeks with a credit load of 0+10 credit hours.
 5. Semester VIII - Project Planning and Report Writing of 12 weeks with a weightage of 0+10 credit hours.
- (vi). **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 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 Vishwa Vidyalaya. 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 Vishwa Vidyalaya. The question papers will be made available by the Registrar.
 - (e). Practical examinations of all courses will be conducted prior to final theory examinations.

***Amended vide No.: Acd./II/Q-1 (III) 2044B dated 21.12.2016**

- (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.
- 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 the 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 (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 Vishwa Vidyalaya.
- (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 by the Vishwa Vidyalaya and displayed on the college notice board by the Dean may apply for either the revaluation of final theory answer books or re-totalling 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-totalling shall be Rs. 250 and Rs.100, respectively for each theory paper. However, there shall be no re-totalling of revaluated answer books.
- 12.3 (a). The revaluation or re-totalling 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-totalling 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 Vishwa Vidyalyaya 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 1st year of the degree programme failing in more than 5 courses at the end of 1st 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 1st year of B.Sc. (Hons.) Agriculture / Forestry and B. Tech. Agricultural 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 1st year of B.Sc. (Hons.) Agriculture / Forestry and B. Tech. Agricultural Engineering, who have failed consecutively in two academic sessions, shall also be entitled for re-admission in the IIIrd academic session. However, he / she shall have to clear all the courses of 1st year within three years

from the date of admission or qualify for Academic Probation to IInd year; failing which he / she shall be dropped from the rolls of the Vishwa Vidyalaya.

- 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 IInd year class shall be permitted to register courses of IIIrd 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 IInd year class. But the total failed courses while being promoted to IIIrd or IVth 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 Vishwa Vidyalaya from time to time.
- (d) There shall be no supplementary / additional examination for elective area / Module of Experiential Learning / RAWE / FWE / In-Plant Training (Agricultural 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 (Agricultural 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 Vishwa Vidyalaya are required to maintain exemplary character, good conduct and disciplined behavior at all times within and outside the college / Vishwa Vidyalaya in all sphere of their activities.
- 14.2 The student shall be dresses properly and decently while they are in the college / Vishwa Vidyalaya 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 Vishwa Vidyalaya.
- 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 Vishwa Vidyalaya 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 Vishwa Vidyalaya.
- 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 / Vishwa Vidyalaya Further, ragging has been recognized as a punishable offence calling for legal action against the defaulters.
- 15.2 All acts of indiscipline and misbehaviour 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 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 Vishwa Vidyalaya.
 - (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 Vishwa Vidyalaya.

***Amended vide No.: Acd./II/Q-1/2789 dated 27.12.2013**

- 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 / Vishwa Vidyalaya in sports, cultural contests etc., in or outside the Vishwa Vidyalaya.
 - (b) Holding office in a student organization, club or society.
 - (c) Receiving any scholarship, fellowship or stipend.
- 15.6 Not withstanding 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 Vishwa Vidyalaya.

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, excluding readmitted and repeat students.
- 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.

***Amended vide No.: Acd./II/Q-1(II)/1295 dated 05.08.2014**

- (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 Vishwa Vidyalaya 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'.

- *16.10 (a)** After completion of final examination of each academic session, the student shall vacate the room for maintenance. Rooms in Hostel may be re-allotted to the student by the Warden with the approval of Dean.

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.

***Amended vide No.: Acd./II/Q-1(II)/1295 dated 05.08.2014**

- (d) The Warden will supervise the working of the staff posted in the hostel.
- (e) The Warden shall report to the medical officers of Vishwa Vidyalaya. 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 Vidyalyaya.

2. Vishwa Vidyalaya gold medal / donor's gold medal / cash prize will be awarded to the students keeping their position in the respective batch in which they were admitted
 - i. B.Sc. (Hons) Agriculture – V.V. Gold Medal
 - ii. B.Sc. (Hons) Agriculture – Late Dr. R.L. Gupta Gold Medal (for highest marks/GPA in Entomology subjects)
 - iii. B.Sc. (Hons) Agriculture – Late Pt. Shrikant Mishra Cash Prize Rs 3000/-
 - iv. B.Sc. (Hons) Agriculture – JNKVV Pensioner Parishad Talent Cash Award (1st rank holder Rs. 15,000/- and 2nd rank holder Rs. 10,000/-)
 - v. B.Sc. (Hons) Forestry – V.V. Gold Medal
 - vi. B.Tech. (Agricultural Engineering) – V.V. Gold Medal
3. A student who gets aggregate marks below than 60% at Under Graduate level not be eligible for award of gold medal / donor's 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 Vishwa Vidyalaya 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, Dean Student Welfare 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 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 level will not be eligible for the award of Vishwa Vidyalaya / donor's gold medals / cash prizes.
8. Vishwa Vidyalaya gold medals shall be 20g 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.

Issue of degree / duplicate degrees and other fresh & duplicate certificates

(A). Fee to be charged:

(in Rs.)

S. No.	Particulars of documents	Fee to be charged
1.	Fresh Degree / Diploma	300.00
2.	Duplicate Degree / Diploma	500.00
3.	Fresh Migration Certificate	50.00
4.	<ul style="list-style-type: none"> ▪ Duplicate Migration Certificate ▪ 2nd copy ▪ 3rd and onwards copies 	<p>100.00</p> <p>150.00</p> <p>200.00</p>
5.	<ul style="list-style-type: none"> ▪ Duplicate Provisional Degree Certificate ▪ 2nd copy ▪ 3rd and onwards copies 	<p>100.00</p> <p>150.00</p> <p>200.00</p>
6.	<ul style="list-style-type: none"> ▪ Duplicate Transcript ▪ 2nd copy ▪ 3rd and onwards copies 	<p>100.00</p> <p>150.00</p> <p>200.00</p>
7.	<ul style="list-style-type: none"> ▪ Duplicate Honors Transcript ▪ 2nd copy ▪ 3rd and onwards copies 	<p>100.00</p> <p>150.00</p> <p>200.00</p>
8.	<ul style="list-style-type: none"> ▪ Duplicate Certificate of Gold Medal / Cash Award ▪ 2nd copy ▪ 3rd and onwards copies 	<p>100.00</p> <p>150.00</p> <p>200.00</p>
9.	<ul style="list-style-type: none"> ▪ Duplicate College Leaving Certificate ▪ 2nd copy ▪ 3rd and onwards copies 	<p>50.00</p> <p>100.00</p> <p>150.00</p>

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.

Notification No.: Acd./II/Q-8(V)/895 dated 08.05.2007

Issue of revised documents viz. Degree / Diploma / PDC / Transcript and other certificates / documents

(A). Fee to be charged

S. No.	Particulars of documents	Fee to be charged (in Rs.)
1.	Revised copy of Degree / Diploma	500.00
2.	Revised copy of PDC / Transcript / Migration Certificate	100.00
3.	Revised 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.

Notification No.: Acd./II/Q-8(V)/895 dated 08.05.2007

Note: The rules are liable to change as per University notifications from time to time.

GIRLS HOSTEL

Jawaharlal Nehru Krishi Vishwa Vidyalaya

Guidelines for Girls Hostel

Hostel facility is available to girl students. They should apply for hostel admission by filling up a proforma available in the office of the Dean. Due to limited seats, the admission will be done on first come first serve basis.

1. The Dean of the College reserves the right of admission to the students in the hostels.
2. If hosteller's behavior and progress in the college is not satisfactory the Dean, can withdraw admission of the hosteller and ask her to leave the hostel.
3. The hostel shall remain closed during summer vacation/semester break.
4. The list of the admitted students in the hostel shall be displayed. There after the prescribed hostel fees should be paid. If the student does not turn up in time, her seat will be allotted to next student.
5. Fees shall be charged for full semester which is not refundable.
6. During the course of studies in the college, the student should take permission to leave the hostel temporarily from the hostel warden.
7. The person authorized by the parent whose name along with attested copy of Photograph has been given, can only be allowed to meet the hosteller.
8. The hostellers shall not leave the hostel without permission of the warden even for short period. However she can go out with her parent with the permission of warden. She can be permitted to stay at LG's residence with the written permission from the parents.
9. Hostellers are prohibited to cook their meals in the rooms meant for residential purposes. They should run their common messes.
10. Hosteller can meet the local guardian or a person authorized to do so by her parent on Saturdays and Sundays from **8.00 A.M. to 6.00 P.M.** The visitors shall sign the register meant for this purpose in the visitor's room.
11. Permission will not be granted to leave the hostel on any working day. They can only leave the hostel on holidays. In case of emergency, she shall be permitted to leave the hostel on working days.
12. No guests are permitted to stay in the hostel.

13. In case of breach of discipline, or violation of rules, disciplinary action shall be taken to the extent of expelling the hosteller from the hostel.
14. Ragging is banned both inside and outside the hostel. If any hosteller is found to indulge in such activities she will be liable to be expelled from the hostel and also from college.
15. The cost of all sorts of breakages, damages caused in the hostel, shall be charged from hostellers.
16. The hostellers will keep their rooms clean. They should also see that their Kitchens, Latrines, Bathrooms, Common rooms, Verandas are kept clean.
17. No meeting or gathering of students for political purposes or discussions is permitted in the hostel.
18. It shall be binding to sign the attendance register daily by the hostellers.
19. In case of absentia from the hostel without prior intimation, entry in the hostel will not be permitted.

The student shall obtain no dues certificate from the hostel warden when she is due to submit her thesis or she is due to leave the hostel on the completion of graduation (when her last exams are over)

UNDERTAKING

I the parent/guardian of ward abide to follow all the guidelines and instructions given to me from time to time by the hostel warden. I assure you that in case of emergency situation of my ward (accident, sickness etc.) I shall attend her within two days of receiving intimation. If I fail to do so, I shall be responsible for her health.

Signature of Father

Name.....
Postal Address
.....
Phone No.
Mobile No.

Signature of Guardian

Name.....
Postal Address
.....
Phone No.
Mobile No.

BOYS HOSTEL
Jawaharlal Nehru Krishi Vishwa Vidyalaya

Guidelines for Boys Hostel

Hostel facility is available to boy students. They should apply for hostel admission by filling up a proforma available in the office of the Dean. Due to limited seats, the admission will be done on first come first serve basis.

1. The Dean of the College reserves the right of admission to the students in the hostels.
2. If hosteller's behavior and progress in the college is not satisfactory the Dean, can withdraw admission of the hosteller and ask him to leave the hostel.
3. The hostel shall remain closed during summer vacation/semester break.
4. The list of the admitted students in the hostel shall be displayed. There after the prescribed hostel fees should be paid. If the student does not turn up in time, his seat will be allotted to next student.
5. Fees shall be charged for full semester which is not refundable.
6. During the course of studies in the college, the student should take permission to leave the hostel temporarily from the hostel warden.
7. Hostellers are prohibited to cook their meals in the rooms meant for residential purposes. They should run their cooperative messes.
8. Hosteller can meet the local guardian or a person authorized to do so by his parent on Saturdays and Sundays from **8.00 A.M. to 10.00 P.M.** The visitors shall sign the register meant for this purpose in the visitor's room.
9. Permission will not be granted to leave the hostel on any working day. They can only leave the hostel on holidays. In case of emergency, he will be permitted to leave the hostel on working days.
10. No guests are permitted to stay in the hostel.
11. In case of breach of discipline, or violation of rules, disciplinary action shall be taken to the extent of expelling the hosteller from the hostel.
12. Ragging is banned both inside and outside the hostel. If any hosteller is found to indulge in such activities he will be expelled from the hostel and also from college.
13. The cost of all sorts of breakages, damages caused in the hostel, shall be charged from hostellers.
14. The hostellers will keep their rooms clean. They should also see that their Kitchens, Latrines, Bathrooms, Common rooms, Verandas are kept clean.

The student shall obtain no dues certificate from the hostel warden when he is due to submit his thesis or he is due to leave the hostel on the completion of graduation (when his last exams are over).

UNDERTAKING

I the parent/guardian of wardabide to follow all the guidelines and instructions given to me from time to time by the hostel warden. I assure you that in case of emergency situation of my ward (accident, sickness etc.) I shall attend him within two days of receiving intimation. If I fail to do so, I shall be responsible for his health.

Signature of Father

Name.....

Postal Address

.....

Phone No.

Mobile No.

Signature of Guardian

Name.....

Postal Address

.....

Phone No.

Mobile No.



Sports Complex



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A renovated lab



Practical oriented education (RAWE)



Forestry Work Experience (FWE)



Students participation in extra curricular activities

For further information, please contact

Dean Faculty of Agriculture

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