ACADEMIC REGULATIONS FOR AGRICULTURE POLYTECHNIC DIPLOMA PROGRAMME

Applicable to the Mahatma Phule Krishi Vidyapeeth Rahuri, in Maharashtra State from the Academic year 2022-23

(These rules and regulations are approved by the Mahatma Phule Krishi Vidyapeeth Rahuri, in its------th meeting held on vide Resolution No.-----/----/-------)

INDEX

Sr. No.	Content	PageNo.
1	Short title and Commencement	1
2	Definitions	1-3
3	Admission and Registration (Gracee Mark)	3-5
4	Transfer of Students (Within and Outside MPKV, Rahuri)	6
5	Refund of Fees	6
6	Re-Admission	7
7	Courses, credits, curriculum, System of teaching and evaluation	7
8	Counseling System	7-8
9	Credit Load	8
10	Attendance	8-9
11	Evaluation	9-10
12	Weightage	10
13	Grading and Declaration of class	11
14	Final Year Semester End & Repeat Examination	12
15	Unfair Means	12
16	Scrutiny & Change of Grade (Re-evaluation)	13-14
17	Agriculture Polytechnic Diploma	14
18	Residential Requirement (Duration)	14
19	Record of Courses	14-15
20	Declaration of Result and Issue of Certificate, Transcript, etc	15
21	Award of Agriculture Polytechnic Diploma Certificate	15
22	Amendment or Cancellation of Result	16
23	Student's Responsibilities	16
24	Maintenance of the discipline among the students of MPKV, Rahuri	16
25	Removal of name from roll call	16-17
26	Saving	17

C113

Academic Regulation for the Award of Agriculture Polytechnic Diploma

(10.00 point Scale)

1) Short title and Commencement

1. This Regulation shall be called" The Academic Regulation for the award of "Agriculture Polytechnic Diploma".
2. It shall be deemed to have come in force for the students admitted from the academic year 2022-23.

2) Definitions

In this Regulation unless the context otherwise requires

1. "Academic year" means the period of academic programme normally commencing from 1st June and ending on 31stMay of the following calendar year and shall consist of two semesters in one academic year or as per the decision of MPKV from time to time.
2. "Act" means the Maharashtra Agricultural Universities (Krishi Vidyapeeth's) Act 1983 (Mah. Act. No. XLI of 1983) and as amended from time to time.
3. "Examination Board" means Mahatma Phule Krishi Vidyapeeth Rahuri, Agriculture Polytechnic Diploma Examination Board, MPKV, Rahuri.
4. "Counsellor" means an academic staff member who will help a batch of students assigned to him in planning of their studies and foster close personal relationship.
5. "Chief Counsellor" means an academic staff member who will help to orient the counselor to execute the academic rules and regulations and coordinate the counseling system.
6. "Course" means a unit of instructions or a segment of subject matter carrying a specific number of credits in a semester as may be determined from time to time by the appropriate authority of the Universities.
7. "Agriculture Polytechnic diploma Admission Reporting Centre" means a centre where the candidate shall report for confirmation of admission by verification of document and payment of fees.
8. "Application Form" means prescribed form filled up online by the candidate for admission.
9. "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority.
10. "Course Content" means a concise outline of the subject-matter of a course.
11. "Credit" means one clock hour of learning in theory or minimum two clock hours in laboratory /field/tutorial per week.
12. "Credit hour" means a quantitative measure of work done by a student in respect of a course *viz.,*
    a. One hour work in the class and in addition to library and/ or tutorial work to make two clock hours.
    b. Practical work in the laboratory and/ or field etc. and/ or library work of not shorter than two (2) hours duration.

c. Seminar/ Project work of one credit hours. Work in the laboratory /field /library not shorter than 3 hours duration for Agriculture Polytechnic diploma programmes.

13. "Credit load" means the quantum of credits under taken by a student in a semester.
14. "Cumulative grade point average (CGPA)" means the quotient of the total grade point obtained by a student in courses during the Agriculture Polytechnic diploma programme, divided by the total number of credits successfully completed.
15. "Curriculum" means a series of courses selected and designed to provide training to meet the prescribed requirements for a Agriculture Polytechnic diploma.
16. "Grade point" means the actual percentage of marks obtained by a student in a particular course divided by10 and expressed to one decimal place.
17. "Grade point average" (GPA) means the quotient of the total grade points obtained by a student in the courses during a semester divided by the total number of credit of courses successfully completed in that semester.
18. "Credit point" the credit point of a course is the product of credit and grade point.
19. "Head of the Department" means the academic staff member principally responsible for teaching, research and extension education in the Department in the MPKV, Rahuri
20. "Head of the Section" means the academic staff member who is working as in-charge of the section and is responsible for teaching, research and extension education programmers of Agriculture Polytechnic Diploma /Institute/Centre.
21. "Academic In-charge" means academic staff member who is appointed by the Principal of the Agriculture Polytechnic diploma to look after the academic matters of the Agriculture Polytechnic diploma.
22. "Section" means a unit of teaching and/ or research and/ or extension education of Agriculture Polytechnic Diploma / Institute/ Centre.
23. "Semester" means an academic term of 18 to 20 weeks duration having minimum of 105 teaching days and for Experiential Learning the duration of 20-22 weeks having minimum of 120 teaching days.
24. "Statute" means the statute made under the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act,1983 .
25. "Student" means a person who is admitted in the Agriculture Polytechnic diploma or any other institute recognized by the MPKV, Rahuri for receiving instruction or qualifying himself/herself for any Agriculture Polytechnic diploma or other academic distinction conferred by the MPKV, Rahuri.
26. Repeat / Reappearance is an examination written for the failed courses by a student without undergoing regular class/ course.
27. "Conduct probation" means specified period during which student shall be placed under observation of the Principal of the respective Agriculture Polytechnic Diploma/Head of the institute for improvement of his conduct.
28. "Constituent Agriculture Polytechnic" means an Agriculture Polytechnic diploma which is

under the direct management of MPKV, Rahuri, whether located at headquarter or elsewhere in the MPKV, Rahuri jurisdiction.

29. "Affiliated Agriculture Polytechnic on permanently non grant basis" means a Agriculture Polytechnic diploma sanctioned by the State Council and affiliated to an MPKV, Rahuri which shall not be entitled for any kind of grant in aid from the State Government (here-in-after) to referred as the affiliated Agriculture Polytechnic diploma (NG).

30. "Principal" means Head of constitute and affiliated Agriculture Polytechnic Diploma (G and NG), recognized Institution for specialized studies or equivalent. The person principally responsible for academic activities of the said institution and approved by the MPKV, Rahuri.

31. "Associate Dean (LAE)" means the head of all the Agriculture Polytechnic constitute and affiliated Agriculture Polytechnic diploma (G and NG)

32. "Dean (F/A) and Director of Instruction" The Dean (F/A) and Director of Instruction shall work directly under the Vice-Chancellor and shall be responsible for the due performance of the function of the Agriculture Polytechnic diplomas and other teaching institutions and shall co-ordinate and guide education in all the constituent and affiliated Agriculture Polytechnic diplomas of the MPKV, Rahuri in close co-operation with the Associate Dean (LAE) and other officers.

33. "Management" means the trustees or the managing or governing or executive body by whatever name called, of any trust registered under the Bombay Public Trust Act, 1950 (or any society registered under the Societies Registration Act, 1860) under the management of which one or more affiliated Agriculture Polytechnic diplomas (G or NG) or recognized Institutions of agricultural education are conducted and admitted to the privileges of the MPKV, Rahuri.

34. "Local Management Committee" means a committee constituted for affiliated Agriculture Polytechnic diploma (s) (G or NG) or Agriculture Polytechnic (NG) or a recognized Agricultural Education Institution that is admitted to the privileges in the manner as the MPKV, Rahuri concerned decides from time to time.

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

3) Admission and Registration

i) An academic year shall normally commence from 1st June and end on 31st May of the following calendar year or as per the decision of competent authority. It shall be divided into two semesters each of 18 to 20 weeks duration. Dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc. shall be determined by the Mahatma Phule Krishi Vidyapeeth, Rahuri from time to time and notified accordingly. There will be separate academic calendar for each faculty approved by MPKV, Rahuri.

ii) Selection for admission of new candidates to the first semester for Agriculture Polytechnic diploma shall be made in accordance with the provisions of the regulation made in this behalf by the Mahatma Phule Krishi Vidyapeeth, Rahuri from time to time.

iii) In no case admission should be done after 31st August of each year **except under pandemic/natural disaster situation declared by Govt./MPKV as and when succor dictionaries.**

iv) Fees levied on account of enrolment, tuition, hostel/library, Agriculture Polytechnic Diploma Gymkhana, examination and other items shall be such as determined by the MPKV/MCAER or Fee Regulation Authority (FRA) as the case may be shall be common to all State Agricultural Universities as determined by MPKV and adopted by the Executive Council of respective State Agricultural Universities from time to time.

v) Candidates selected provisionally for admission to a Agriculture Polytechnic diploma course shall report to the respective Principal of the Agriculture Polytechnic diploma during the period notified for this purpose by the Registrar of the MPKV, Rahuri and shall receive from the Principal necessary directives for registration.

Reporting and confirming of admission in concern Agriculture Polytechnic Diplomas personally:- After seeking admission through online CAP round, the candidates shall report to the Agriculture Polytechnic diploma Admission Reporting Centre / Institutions allotted and submit the original documents and pay education fees for first semester within stipulated time period mentioned in admission schedule. The concern Agriculture Polytechnic diploma will give the authentic receipt to the candidate.

vi) **Registration shall consist of:**

a. For the first time registration after admission to Agriculture Polytechnic diploma program the student should be present at the Agriculture Polytechnic diploma where he / she has been allotted admission, with the original copies of all the documents and enclosures, on or before the designated date; he /she will have to pay MPKV, Rahuri / Agriculture Polytechnic diploma / Hostel fees and other fees/ charges to the Principal.

b. Enrollment of a student in various courses in consultation with the respective Counsellor and depositing with the Principal of the Agriculture Polytechnic diploma, the roster form duly filled in and signed by the student, Counsellor and concerned course teacher.

c. The student at the time of admission will have to submit the Adhaar card, Email ID, Mobile number, Bank account number with IFSC code, permanent address, Blood group required for student ID registration.

d. Medical examination is compulsory for all the students admitted during the first year and the same should be done from the Civil Surgeon / Medical Officer as directed by the MPKV, Rahuri / Principal before the end of first semester. If a student is medically unfit, the Principal will inform the concerned student and his/her parents/guardian for rectification. If as student is found medically unfit, he/she is liable to be discontinued from the MPKV, Rahuri. Such cases would be reported to the Registrar for taking necessary action.

e. If a student fails to appear for the medical examination arranged by the MPKV, Rahuri / Principal, he/ she will have to get himself medically examined from the above medical authority at his / her own expenses and produce examination report within the period specified by the Agriculture Polytechnic diploma authorities. In case, he/she fails to produce the medical examination report within the specified time, his/ her result shall not be declared and the student will not be allowed to register for next semester

f. If a student is found medically unfit, he/she is liable to be discontinued from the MPKV, Rahuri.

vii) After receipt of the enrollment forms from students, the Principal of the Agriculture Polytechnic shall prepare the list of students and forward the same to the Registrar normally within a month. Registrar shall allot enrolment number to each student and communicate the same to the Principal for display and information notification.

viii) A student seeking admission to semester other than the first shall be permitted by the Principal on payment of late fee of Rs. 100/- (One hundred) per day up to a period of FIVE working days from and including the day notified for registration. Amount so collected should be credited to Agriculture Polytechnic diploma Gymkhana. No registration shall be permitted on the expiry of this period.

ix) Registration or in absentia registration by the student will be allowed only for those who have proceeded on educational tour / NCC/ NSS Camp /Representing MPKV, Rahuri in games / sports / cultural/ natural Calamity /disaster etc. Such student on written request will be allowed to register after the due date or in absentia on recommendation of student Counsellor. Principal after verification will allow for the same.

x) (a) A student shall be allowed to register for the courses of 5th and 6th semester, if he/she has successfully completed all the courses prescribed up to and including 2nd, 3rd, semester, respectively. This rider will not apply to remedial, non gradial and deficiency courses.

(b) All the students will be allowed to complete the remedial, non gradial and deficiency courses up to 6th semester However if any student fails to complete the remedial, non gradial and deficiency courses, his/ her final result at the end of 6th semester will not be declared.

xi) The students shall be given maximum five grace marks during tenure of his Agriculture Polytechnic diploma programme. These grace marks can be given by dividing in full integer (Fractions not allowed) in any number of courses in any semester(s).

xii) The subject for which these grace marks are given should be marked as Super scribed '*' and the same should be clearly mentioned as "Passed by Grace Marks" at the bottom of the mark sheet/ transcript of the concerned student.

4) Transfer of Students (Within University)

On applying by a student, through the Registrar of the MPKV, Rahuri, the Registrar may admit the said student in the Agriculture Polytechnic diploma, provided the student obtains no objection certificate from the Principal of the Agriculture Polytechnic diploma where the student is already registered and that such a transfer shall take effect only from the commencement of the next academic year for inter university transfer. In such cases, it shall be permissible for the student to transfer credits. However these transfers will be done on reciprocal and unit basis between the State Agricultural Universities only. The student desiring to transfer within University shall pay fee of Rs. 1000/- to the Registrar office of the University.

1. Such student shall only be entitled for transfer if he/ she has completed all the courses of the previous semester at the time of transfer.

2. The number of students to be transferred will be based on merit and actual vacancy available at that time.
3. Transfer of student, however, will not be permitted in case of students who have been expelled by the authority of the university or constituent or affiliated Agriculture Polytechnic diploma as punishment for act of misconduct.
4. The transfer of the students from one Agriculture Polytechnic diploma to another or from one university to another will be based on rules and regulation which will be decided from time to time by the concern authorities.
5. Transfer of student will be allowed only before the commencement of third and fifth semester.
6. Transfer of students will be allowed only:

a) From constituent to constituent Agriculture Polytechnic diploma
b) From constituent to affiliated Agriculture Polytechnic diploma
c) From affiliated to affiliated Agriculture Polytechnic diploma

7. The students seeking transfer within University should apply in prescribed format through the Principal to the Registrar of the University. For transfer of students the NOC of the concern Agriculture Polytechnic diploma is must, else the application will not be considered.
8. Within university transfer will be conducted by the Registrar of their specific university.

5) Refund of Fees

There fund of the Admission Cancellation Fees will Beas mentioned below:

1. If the student cancels his/ her admission after the registration of admission and before the classes start then a minimum amount of Rs. 1,000/- shall be deducted in lieu of Admission Process Fees.
2. If the student cancels his/ her admission after the registration of admission and after the classes have started then from the month the classes have started till the month when the admission was cancelled, session-based education fees and hostel charges on a per month basis (if hostel facility has been made available) for those many months shall be recovered from their respective student.
3. If a student, after getting the registration done, cancels his / her admission, which he / she has got in the admission round that was conducted after the classes had started then from the date the registration of admission was done till the month the admission was cancelled, session-based education fees and hostel charges on a per month basis (if hostel facility has been made available) for those many months shall be recovered from the respective student.

6) Re-admission

1. A student who leaves the Agriculture Polytechnic diploma with the prior permission of the Principal at the end of any semester may be readmitted by the Registrar of the University on request of the student within three years of leaving the Agriculture Polytechnic diploma provided that the said curriculum of studies is in vogue.
2. Such permission shall be given only once during the Agriculture Polytechnic diploma programme.

C/24

7) Courses, credits, curriculum, System of teaching and evaluation

The details of the courses, credits and curricular of the Agriculture Polytechnic diploma shall be such as may be determined, from time to time by the Academic Council in consultation with the respective faculty approved by MPKV on the recommendations of academic council.

1. The courses taught in a semester through lectures, practicals, library reading, field work, assignments, etc. to students admitted in the Agriculture Polytechnic diploma courses will be taught and evaluated through the course-credit system as prescribed by the MPKV, Rahuri.
2. If the performance of a student in a particular course is not up to the mark, he/she may repeat the course as registration without course work whenever, it is offered as per the course layout.
3. Credit Requirements of each Agriculture Polytechnic diploma programme will be as per the given table in a minimum time of 3 years or 6 Semester duration. Every student will have to complete the minimum credits of 130 as prescribed for the award of Agriculture Polytechnic Diploma.

8) Counseling System

i) The students on their admission shall be grouped into convenient batches by the Principal of the Agriculture Polytechnic diploma and each such batch of students shall be assigned to the counselor who shall be an academic staff member of that Agriculture Polytechnic diploma. Subject to the provisions of Clause 8 of this Regulation, Counselor will help every student assigned to him in planning the programme of studies, choice of courses and determining the course load which the student may take in a semester.

ii) A counselor will establish and foster close relationship with the students assigned to him by having periodical meetings either with the entire batch of students as also with each student separately as often as may be necessary and shall endeavor to know their problems and find solutions thereof, review their academic progress and suggest such remedial measures as may be necessary. The Record of such meetings will be maintained by the counselor and will be submitted to the Principal from time to time.

iii) In order to have overall development of a student, the counselor shall also advise him in respect of co-curricular activities and his personal difficulties. The students in this regard shall meet the counselor at least once in a week. The Principal should include at least one hour per week in the time table as regular counseling period.

9) Credit Load

i) A student shall not register for more than 30 credits in a semester as regular fresh courses. However, the Principal may permit on recommendation of the Counselor a load not exceeding 40 credits (30 credits regular + 10 credits 'F' grade).

ii) The students having registered for a course and had been declared Fail, will be allowed to register the same course only as a repeat course. In any case the Course in which 'F' Grade is awarded will not be allowed to register as Fresh Course.

iii) However, the students declared Fail as per rule 10 (v) and 15(vi) will have to register for the courses of respective semester as Fresh student.

iv) However, the clause (ii) will not be applicable for courses of compulsory education tours, /experiential learning/industrial attachment NCC / NSS / physical education/ Field works. In these courses the student will have to register as fresh course.

v) The Non Credit / Non Gradial / Remedial courses/ Deficiency courses will not be counted in the credit load during the semester.

vi) Subject to the provision of sub-clause (i) above, a student may, within a period of 6 (six) weeks from the date of registration with the prior consent of the counselor, concerned teacher of the subject and Head of the Department/ Section withdraw any of the courses for which he/ she has already registered. All such changes on approval by the Principal shall be communicated to the Registrar immediately. However much withdraw of course will be permitted only before the commencement of Mid Term Examination.

10) Attendance

i) Every student shall attend all lectures, practicals, library work, extension education visits, study tour and the meetings with teacher, counselor, etc. The minimum requirement of attendance will be 80%. However, under exceptional circumstances and on application no f the student, the Principal may exempt the student from attending the study tours or other events organized or allowed to participate officially as Agriculture Polytechnic diploma/MPKV, Rahuri representative.

ii) The student who fails to attend the compulsory study tour will have to complete it during the next year as and when conducted.

iii) Under exceptional cases and with valid reasons, if student is unable to complete the tour in regular batch, he/ she has to complete that tour in respective semester on his own cost and visit report be submitted to the concern Agriculture Polytechnic diploma. The student should visit the places and submit the evidence and signature of the concern. Otherwise he/she has to register for the tour course as and when it is offered.

iv) Each teacher shall maintain a record of student's attendance in a register for each course taught/ or deemed to have been taught in semester due to mass absent students by him in a semester.

v) If a student's fails to attend 80% (eighty per cent) of the total number of lectures, practical in a laboratory or field, tutorial classes in a course held and deemed to have been held during a semester, irrespective of his date of registration, he shall not be eligible to appear at the semester-end examination and shall be awarded Non Registered (NR) grade. Such a student shall repeat the course when offered by registering as a regular student.

vi) The Principal may condone the shortage of attendance up to a maximum of 15% of the total on valid reasons. A student participating in inter-collegiate and higher level tournaments/activities sponsored by the MPKV, Rahuri should be deemed to have attended the classes during such period on recommendation of Principal of the Agriculture Polytechnic diploma. NR due to short of attendance should be declared by office of Principal one week before the commencement of examination.

C(23)

11) Evaluation

i) A student's progress in a course shall be judged through well spread out periodical examinations. The mid-semester theory examination shall be conducted at the Agriculture Polytechnic diploma level by the Principal when approximately half the course content is completed or as per the academic Calendar. It shall consist of the theory paper of One hour duration for 1 credit course and one and half hours for 2 or more credit course.

ii) The semester-end theory examination schedule shall be prepared by the Mahatma Phule Krishi Vidyapeeth Examination Board MPKV, Rahuri. This examination shall be conducted by the MPKV, Rahuri at the end of semester. The semester-end theory/ practical examination shall be of 2 hours duration for 1 credit course and 3 hours duration for 2 or more credit course.

iii) The practical semester-end examination shall be minimum of 2 hours duration for a batch of 20 to 30 students. No student shall be examined in more than two practicals per day.

iv) The allocation of marks between the theory and practicals/ field work examination shall be proportionate to the number of credits (for example, a course with two credits for theory work and one credit for laboratory/field work, the allocation of marks between theory and practical/ fieldwork examination shall be in the proportion of 2:1. One credit is equal to 50 marks.

v) A Student missing mid-semester examination on valid reasons (those who have proceeded on NCC/ NSS Camp/ Representing MPKV, Rahuri in games/ sports/ cultural/ medical/ disaster) shall be re-examined provided the student applies through the Counsellor to the Head of the Department/Head of the Section/ Principal within a week after the mid-semester examination is over. On approval of competent authority *i.e.* Principal, the said examination would be conducted before semester-end examination. Re-examination shall be conducted once only.

vi) The Registrar shall ensure that a student's grade card containing information regarding the courses offered, grades awarded, G.P.A. and C.G.P.A. obtained and the student's academic status is made available to him and the Counsellor before the date of registration for the next semester. In under some conditions / circumstance, results are delayed the provisional registration shall be allowed, but if any student fails in any subject the provisional registration shall stand cancelled.

vii The Semester end theory examinations will be conducted at the respective Agriculture Polytechnic diploma under the supervision of Senior Supervisor, from the faculty/ Agriculture Polytechnic diploma other than the institute where the examination is being conducted. Senior Supervisor will be appointed by the Registrar of the MPKV, Rahuri.

viii The Semester end practical examination at the Agriculture Polytechnic diploma will be conducted under the supervision of External Examiner, from the faculty of Agriculture Polytechnic diploma other than the institute where the examination is being conducted. The course teacher or Academic staff from section/ Agriculture Polytechnic diploma/ Department concerned will assist the External examiner in conduct of the Practical examination.

ix) Mid-semester examination will be conducted by the respective Agriculture Polytechnic diploma course teacher and it will be an internal evaluation.

x) Record of class work in case of practicals will also be assessed internally by respective Agriculture Polytechnic diploma course teacher. The practical manuals/ assignments as part

of Record of class work will be in the form of hand written, submitted by the student.

xi) As per the "Guidelines for conducting written examination for persons with benchmark disabilities 2018" the students with 40% or more disabilities compensatory time/extra time for written exam will be allowed. The compensatory time / extra time should not be less than 20 minutes per hour of examination. Additional time should not be less than 5 minutes and should not be more than 60 minutes.

xii) The Principal of the concerned Agriculture Polytechnic diploma is authorized to permit the use of a scribe (writer) at an examination for Disabled Students. The scribe to be provided must have passed at least 10th standard examination. The concerned scribe should not be a close relative with Examinee and should not be from agricultural and allied disciplines as that of the student with disability. However, such students will have to submit the medical certificate/documents endorsing of inability to write in exam and need the help of a writer. An application of the student must be received through the Principal to the Senior Supervisor of the concerned exam center in advance.

12) Weightage

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

THEORY

Mid-semester examination : 20 per cent
Semester-end examination : 80 per cent

PRACTICAL

Record of class work : 20 per cent
Semester end examination : 80 per cent

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

13) Grading and Declaration of class

Uniform Grading system will be followed with uniform OGPA requirements for award of Agriculture Polytechnic diplomas at all levels and uniform conversion formulae to be followed for declaration of I, II and III divisions, distinctions etc. The following system will be adopted for the system of Examination and Evaluation on the lines of the V Deans committee from the academic year 2017-18

Diploma	Percentage of Marks Obtained	Conversion into Points
Agriculture Polytechnic	100	10 Points
	90 to < 100	9 to < 10
	80 to < 90	8 to < 9
	70 to < 80	7 to < 8
	60 to < 70	6 to < 7
	50 to < 60	5 to < 6
	< 50 (Fail)	< 5 (Fail)

i) 50 % marks are compulsory for theory and practical taken together will be required for passing the subject/ course.

ii) Students obtaining less than 50% marks in a course would be declared as failed in that

course. The students who have 80% attendance but failed in courses can apply for the semester-end examination directly without attending the classes in that course/s. However, such student(s) shall have to register by filling the said courses ('F' grade) in the roster form and by payment of fees of Rs.100/- per course within one month from the date of registration. The Agriculture Polytechnic diploma will display the list of 'F' grade students before the start of semester end examination. Such repeat non credit courses shall be considered for the maximum credit load prescribed for the semester as given in regulation No. 9. The grading and divisions will be as given below.

iii) Class and Merit record will be as per given scheme.

OGPA	Class
5.00–5.99	Pass class
6.00–6.99	II Class
7.00–7.99	I Class
8.00 and above	I Class with Distinction

GPA=Total points scored/Total credits (for each semester)
CGPA= ∑Total points scored / Course credits
OGPA= ∑ Total points scored (after excluding failure points)/ Course credits
Percentage of Marks = (OGPA x 100)/10

iv) Students securing less than minimum of 40% marks separately in either Theory and Practical examination and has been declared Fail for the concern subject will have to take both theory and practical as a repeat course. In such case only the Semester end theory / practical exam will be conducted and the mid-term/class room record marks will remain unchanged.

14) Final years semester end and repeat examination

i) Students having earned the required attendance in the courses of 3th or 4th semester will be eligible to appear for the repeat examination during the semester end examination to be conducted for the regular courses of 3th and 4th semester only.

ii) In all cases the student declared as failed in any of course of respective previous semester will be eligible to appear for the repeat examination.

iii) If a student fails to appear or appears but fails in the repeat examination, shall reappear for the examination whenever conducted.

iv) Experiential learning programs are in 5th and 6th semester, the courses of 3rd or 4th semester will be considered for Compartment/ repeat examination. Provided that the student has failed in not more than two courses of 3rd and 4th semester or both semester taken together. This compartment examination for the courses of 3th and 4th semester will be conducted within one month of the declaration of the result of the regular 4th semester.

v) For the compartment examination only the courses in which 'F' grade is obtained will be considered.

vi) The passing grade so obtained after repeat exam shall be indicated by letter 'R' super scribed above the grade letter in transcript.

15) Unfair Means

i) The Principal of the Agriculture Polytechnic diploma shall have the primary responsibility of preventing and dealing with the case of preparation, attempt, abatement and use of unfair means in a mid-semester examination, semester end examination or any other examination.

ii) The concerned teacher or invigilator, who during the course of examination notice or to whose notice it has been brought that a student is preparing, attempting, abetting in use of or is actually using or has used unfair means in mid-semester examination or semester-end examination or repeat examination shall seize all the incriminating material, including the answer script from the student and shall issue fresh answer book to the student asking him to solve the remaining question(s) within the rest of the examination period.

iii) The teacher or invigilator concerned on the very same day of the alleged preparation for or attempt of abatement in use or actual use of unfair means by a student in any examination shall report to the Principal, through in-charge of Examination (if appointed). The occurrence of the said alleged preparation, attempt and abetment with records (including both the answer scripts) and evidence in support to the same shall be submitted to the Principal along with the report.

iv) On receipt of the report referred to in clause (iii) above, the Principal of the Agriculture Polytechnic diploma shall himself hold enquiry into the alleged preparation, attempt abatement or actual use of unfair means in the examination within a day. The concerned student shall be given an opportunity to be heard by the Principal. If the enquiry remains pending, the student shall be permitted to appear for the remaining part of the examination, but his/her result shall not be declared till a final decision in the said case is taken by the Principal of the Agriculture Polytechnic diploma. However, the enquiry should not be kept pending by the Principal for more than 8 days.

v) On the completion of the enquiry referred to in clause (iv) above, if the Principal of the Agriculture Polytechnic diploma holds that the student is not guilty of the charge of preparation, attempt, abatement or the actual use of unfair means he shall direct to evaluate both the answer books and the result be declared accordingly.

vi) If the Principal of the Agriculture Polytechnic diploma holds that the student is guilty of the charge of preparation, attempt, abetment or actual use of unfair means, he shall award punishment as details given in the table below.

Mid– semester Examination and in any examination.	The student shall be awarded 'F' grade in the particular course and shall have to register fresh for the course when offered.
Semester-end examination /in any examination	A student shall be declared to have Failed in all the courses registered by him during that semester

vii) The student shall be liable for permanently debarred form the Agriculture Polytechnic diploma, if found

a) Theft or involvement directly or indirectly in theft of answer books and question paper,

b) Threatening or attempt of threatening to anybody connected with examination, conduct of examination or result before or after, directly or indirectly.

c) Distraction of answer book after examination.

d) Involved in submission of fake documents or using fake documents with fake signature of MPKV, Rahuri authorities.

viii) Occurrence of any other incident and use of unfair means not covered above be dealt by the Principal of the Agriculture Polytechnic diploma as per the "Maintenance of Discipline and Good Conduct by students" Rules of the MPKV, Rahuri.

The Principal of the Agriculture Polytechnic diploma shall report to the Registrar each such cases falling under clause (vi) above, immediately by an order in writing and his order shall be binding on the student and all other concerned.

16) Scrutiny and Change of Grade

i) If after forwarding to the Head of Department/ Section, the result of any examination, a teacher discovers any omission, mistake or any discrepancy, he shall immediately request the Head of the Department/ Section to effect appropriate correction in the report already forwarded by him.

ii) Such corrections shall normally be reported by the teacher to the Head of the Department/ Section and by the letter to the Principal of the Agriculture Polytechnic diploma within seven days from the day on which they had earlier forwarded the initial reports.

iii) A student may within a period of ten days from the date of announcement of the result with a deposit of Rs.100/- (Rupees Hundred) per course request the Registrar to scrutinize the marks obtained in semester end theory examination and calculation of the grade and Rs. 300/- (Rupees Three hundred) for obtaining photocopy of evaluated answer sheet. The Registrar shall inform the change in grade if any, to the concerned student and the Principal.

iv) A student, within a period of ten working days from the date of declaration of result on payment of Rs 500/- per course may request the Registrar to re-evaluate the theory answer paper of the semester end examination and calculation of grade point.

v) Re-evaluation will not be applicable to education tours /experiential learning /industrial attachment /NCC /NSS /physical education /semester end practical examination.

vi) The Registrar shall arrange to send such answer paper for re-evaluation to a second examiner for the panel of names of course teacher nominated by the Dean / Director of Instruction. The marks after re-evaluation of the answer paper shall be considered for the declaration of result. The Registrar shall in form the change in grade, if any to the concern student and the Principal.

vii) The student on written request to the Registrar can ask for the photo copy of re-evaluated answer sheet of semester end theory exam on payment of Rs.300/- per paper within ten days from the declaration of result. The answer sheet will be provided excluding the cover page or barcode page.

17) Agriculture Polytechnic diploma

i) A student undergoing instructions at the Agriculture Polytechnic diploma shall have to complete successfully the requisite courses determined by the Academic Council from time to time. In addition, such a student shall also have to achieve a minimum CGPA of 5.0 in the

0 to10.00 point scale.

ii) The places of work, period of study at each of these places and the method of evaluation of the practical work done by the student shall be as decided by the Academic Council of the MPKV, Rahuri.

18) Residential Requirement

i) The minimum residential requirement for Agriculture Polytechnic diploma program is 6 semesters from the date of admission. The maximum time limit for completion of the course is 6 years or 12 semesters. An additional one year or 2 semesters, if required by the student shall be permitted by the Academic Council of the MPKV, Rahuri.

ii) A student who requires additional one year after completion of 12 semesters will have to apply for seeking one year extension well in advance through the Principal to the Registrar. Further, the Associate Dean (LAE) should place the subject to Academic Council before the end of 12th Semester through the Dean/D.I. for approval.

19) Record of Courses

The Registrar shall be responsible for maintaining permanent record of the academic performance of the students registered for the various Agriculture Polytechnic diploma programme including the courses taken, semester-end examination answer booklets, grade obtained, Agriculture Polytechnic diploma awarded, prizes and other distinctions won and any other items pertaining to their academic performance (1 year after the declaration of semester result). To enable the Registrar to discharge this responsibility effectively, the Principal of the Agriculture Polytechnic, Head of the Department/Section and teachers shall maintain such records and furnish such information to the Registrar in such forms and by such dates as may be determined from time to time by the Registrar.

20) Declaration of Result and Issue of Certificate, Transcript, etc

i) On satisfactory completion of the requisite courses referred to in Clause-17, the Dean on being satisfied shall approve the result and there upon Registrar shall declare the same and issue the provisional Agriculture Polytechnic diploma certificate, transcript, etc.

ii) The Leaving / Transfer Certificate, Course Completion Certificate and Character/Conduct Certificate shall be issued by the Principal of respective Agriculture Polytechnic diploma.

iii) Result of each semester should be declared within 60 days after the completion of semester end examination.

The following fees will be charged for issuing various certificates or as modified from time to time by competent authority.

Sr. No.	Particulars	Original (Rs)	Duplicate (Rs)
1	Transcript (Grade Card)	200.00	500.00
2	Leaving/Transfer Certificate	200.00	500.00
3	Agriculture Polytechnic diploma certificate in Absentia/in person	500.00	1000.00
4	Bonafide /Completion/Character certificate	100.00	---
5	Migration certificate	500.00	---

C/129

21) Award of Agriculture Polytechnic diploma Certificate

An Agriculture Polytechnic diploma certificate under the seal of the MPKV, Rahuri and signed by the Dean (F/A) and Director of Instruction to each student who has successfully completed the Agriculture Polytechnic diploma requirements for the award of the Agriculture Polytechnic diploma in accordance with the provisions of these Regulations. The said Agriculture Polytechnic diploma shall indicate the name of the Agriculture Polytechnic awarded, name of the student, name of the Agriculture Polytechnic, the date of the Agriculture Polytechnic diploma conferred, C.G.P.A. obtained and the division in which he has been placed.

22) Amendment or Cancellation of Result

The Vice Chancellor is empowered to withhold or cancel the Agriculture Polytechnic diploma awarded when a mistake fully committed by a student is detected at a later date regarding their registration, OGPA and other requirements for successful completion of the respective Agriculture Polytechnic diploma programme.

i) If after the declaration of the result of a student at any time in future, it is discovered that the result of that student has vitiated by an error, malpractice, fraud or other conduct whereby the said student has been benefitted and that he has in the opinion of the Vice-Chancellor either been a party or has conceived at the malpractice, fraud or improper conduct, notwithstanding the award of the Agriculture Polytechnic diploma.

ii) Vice-Chancellor shall always have the authority to amend the said result of such a student and to pass such order as he may deem fit.

iii) Such an order by the Vice-Chancellor shall be final and binding on the concerned student and all other concerned.

iv) On an order to with hold or cancel the Agriculture Polytechnic diploma awarded being passed by the Vice-Chancellor under sub-clause (i) or this clause, the Registrar shall notify the same as early as possible.

23) Student's Responsibilities

1. Every student undergoing instruction, in the course leading to the award of the Agriculture Polytechnic diploma is expected to know the general academic requirements to qualify himself for the award of the said Agriculture Polytechnic diploma and he is further expected to assume full responsibility for complying with the same. He is also expected to keep constantly in touch with his Counselor and course teacher so that the former may watch his progress and guide him along right direction. In no case, the requirements of these Regulations shall be waived or exception made simply because each student pleads ignorance of the same.

2. Student's shall abide by the discipline and conduct rules framed by the MPKV, Rahuri and modified from time to time.

24) Maintenance of the discipline among the students of MPKV, Rahuri

i) The discipline of students of MPKV, Rahuri will be maintained as per the provision discipline under Section 65 of the Maharashtra Agricultural University (Krishi Vidyapeeth) Act, 1983 as amended from time to time.

ii) Ragging has been prohibited as per Act No. 33 dated 13th May, 1999 from Govt. of

Maharashtra.

iii) If a student is found guilty of this offence he will be punished as per the provision of the Act.

iv) Student should not be associated with any private / political organization during his/her academic studies.

25) Removal of name from Roll

The name of the student may be removed by the Registrar from the roll of the MPKV, Rahuri on approval of the Vice-Chancellor-

a) Non- payment of fees/ dues on or within the dates fixed for the purpose without prior permission of the Principal.

b) Continuous or unauthorized absence for a period of four weeks or more in classes without permission.

c) Misbehavior of any kind including disrespectful conduct and acts of violence causing willful damage to the MPKV, Rahuri property, participation in strikes, demonstrations or disturbances of any kind, in such a manner as to appears to and/ or to bring threat to the MPKV, Rahuri authorities or his teacher/other student and staff.

d) Violation of any of the MPKV, Rahuri / Agriculture Polytechnic diploma / hostel rules/ discipline and conduct rules.

e) Theft/damage of question paper answer book, before/ after the examination.

f) Conduct of illegal activities within or outside the MPKV, Rahuri / Detention in Custody for more than 72 hours.

26) Saving

i) Any changes or modifications in this Regulation made from time to time by the appropriate authorities would be effective from the date as may be decided by the MPKV, Rahuri for all the students who are on roll on that date and on subsequent date. Similarly, in the event of any difficulty arising at any time in the implementation and interpretation thereof, the decision of the Vice-Chancellor shall be final and binding on all concerned.

ii) The Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.

iii) Not-with standing anything contained in the rules and regulations, the Academic Council shall make changes whenever necessary.

****

PRINCIPAL
AGRICULTURE POLYTECHNIC
Kashti, Malegaon (Nashik)