

INTEGRAL UNIVERSITY, LUCKNOW
INTEGRAL INSTITUTE OF AGRICULTURAL SCIENCE AND TECHNOLOGY
(IIAST)

ORDINANCE

Bachelor of Science (Hons.) of Agriculture and B. Tech. Agricultural Engineering

1. Admission

- 1.1 Admission to B. Sc. (Hons.) of Agriculture and B. Tech. Agricultural Engineering first semester will be made as per rules prescribed from time to time by DARE/ICAR and the Academic Council of the University.
- 1.2 The University can take upto 10% additional admissions, in view of the expected short fall in 2nd year due to failure of students or leaving the University.
- 1.3 Candidates having NSS/NCC as co-curricular activity will be eligible for five percent grace marks in the cut off while being considered for admission.

2. Migration from any other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

3. Eligibility

- 3.1 For admission in first year of *B. Sc. (Hons.) program* and *B. Tech. Agricultural Engineering*, a candidate should have following qualifications accordingly:

Course	Discipline	Qualification
B. Tech.	Agricultural Engineering	Pass in 10+2 examination having 50% marks in the aggregate with subjects Agriculture/PCM/PCBM
B. Sc. (Hons)	Agriculture	Pass in 10+2 examination having 50% marks in the aggregate with subjects Agriculture/PCB/PCM/PCMB

4. **Mode of Admission**

The mode of admission in above mentioned courses will be Integral University Entrance Test (IJET).

5. **Medium of Instruction**

In both English and Hindi

6. **Program Duration**

6.1 The four academic years curriculum has been divided into eight semesters and shall include lectures, tutorials, practicals, seminars, projects and training as defined in the evaluation and examination schemes and executive orders issued by the University from time to time.

6.2 The maximum time allowed for completing the undergraduate course shall be seven academic years (14 semesters). If a candidate at any stage of his/her study is found unable to complete it within the said time, he/she shall not be allowed to continue the course further.

7. **Semester Duration**

The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

8. **Attendance**

8.1 Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.

8.2 Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.

8.3 The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials and practical attended by him/her and those actually held between the dates of his/her registration in the course/commencement of the instruction and the date of closing instruction.

8.4 Each student shall be regular in attending the classes and shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/Director of faculty/institute may condone the shortage in attendance on medical ground, upto a maximum of 15%.

8.5 The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University sports & functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate,

provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.

- 8.6 Academic Section/HOD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.
- 8.7 If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/Dean/Director for striking off the name of such a student from rolls. Such a student may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/Director for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.
- 8.8 A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 8.4 above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/Director to V.C. through P.V.C. for necessary action. However, under very special circumstances, the Dean/Director of the concerned Faculty/Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through P.V.C. to V.C. for a final decision.
- 8.9 Notwithstanding any of the above provisions, under very special circumstances, the Vice Chancellor, in consultation with Dean/Director of Faculty/Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

9. Course Curriculum and Minimum Credit Requirement

- 9.1 The ICAR model course curriculum and syllabus shall be followed with 30% variation to meet regional requirements if felt necessary by the Academic Council of the Integral University.
- 9.2 The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the University from time to time.
- 9.3 The minimum credit requirement for the graduation degree shall be

B. Sc. (Hons.) Agriculture	170 credits
B. Tech. Agricultural Engineering	200 credits

9.4 The maximum permissible course workload per semester.

B. Sc. (Hons.) Agriculture	23 credits
B. Tech. Agricultural Engineering	30 credits

10. Credit Definition

One credit is defined as one hour lecture/ 2 hours lab/ 3 hours field work per week.

11. Examination

11.1 The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on mid semester tests, class tests, tutorials, quizzes, viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce.

11.2 The distribution of marks for Sessional, End semester theory papers, practicals and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.

11.3 The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.

12. Weightage to various types of Examinations

During a semester the instructor concerned shall hold a number of different kinds of test in accordance with the regulations for examinations. Each course shall have a specified number of periodical examinations of various types. One hourly examination (Mid semester), one hourly practical examination (Mid semester), one final laboratory examination and one theory examination. The weightage for the theory examination are:

(a) 20% for the hourly examination (Mid semester)

(b) 30% for practical examination, and

(c) 50% for the semester final examination

Where there is no practical examination, the weightage for final semester examination shall be 80%.

The weightage given as follows:

S. no.	Examination	Course with practical	Course without practical
1.	Hourly (Mid semester)	20%	20%
2.	Practical	30%	-

3.	Final Examinations	50%	80%
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13. Hourly or Mid-semester Examinations

There shall be only one hourly or Mid semester examination consisting of 20 marks for both theory and practical. This examination shall be held nearly in the middle of a semester and the date of holding this examination shall be announced by the academic section in advance. Theory exam consists of quiz (brief answers) of 8 marks and detail answer of 12 marks.

14. Practical and Viva Voce Examination

All final practical including viva-voce examination shall be finished before/after final semester examination.

15. Final Examination:

Final Examination shall be held on the dates which shall be notified by the institute academic calendar or at the beginning of each academic session.

If a student fails to appear in the final examination of a semester, he/she will not be allowed for the registration in the next semester. Such student will repeat the semester when it runs. However, this rule is not applicable for that student who has been permitted for make-up examination by the competent authority.

16. Make-Up Examination:

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like Hospitalization, a student can be permitted by the VC/PVC/Director to appear at the make-up examination in the hourly (Mid Semester) or final examination.

Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make up examination but not more than two examinations during any one semester.

The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- a. If he is seriously ill.
- b. He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.
- c. Any other genuine case with which the VC/PVC/Director is satisfied. Such cases should be reported to the Academic Section.

- d. If a student fails to appear in any hourly (Mid Semester) or final examination for reasons beyond his control, he must file an application on or before the very day on which examination is missed.
- e. The application for make-up examination must be supported by medical certificate.
- f. No application for make-up examination shall be considered if received after 24 hr from the expiry of last date of hourly (Mid semester) or final examination.

17. Addition and withdrawal of Courses

17.1 Subsequent to his/her registration, a student may add any course, in the manner prescribed below:

- i. Application for addition shall be made in the prescribed 'Change of Course(s) Form' obtainable from the office of the Dean/Director concerned.
- ii. The Mentor of the student and the faculty concern shall give their recommendations with reasons on the form itself.
- iii. After completing (ii) above the student shall go to the Dean/Director and obtain his approval for the change.
- iv. In the event of the permission for the change being granted by the Dean/Director, the student shall deposit the prescribed fee in the account section of the university and obtain a receipt there of.
- v. After the fees as (iv) above has been deposited, the student shall deposit one copy of the 'Change of Course(s) Form' to his/her Mentor and the remaining two copies in the office of the Deputy Registrar (Academics). The Deputy Registrar (Academics) shall inform the faculty concerned through Dean/Director about the addition of the course(s) by the student and shall also forward a copy of the completed 'Change of Course (s) Form' to the Dean/Director concerned.
- vi. Until all the procedures mentioned above are completed, the change shall not become effective.

Course(s) may be added by a student not later than seven days from the date of registration. In exceptional cases exemption from this rule may be given by the Vice-Chancellor on the recommendation of the Dean/Director concerned.

If a student has not been able to adjust clashes in the time- table within a period of two weeks from the date of registration, he/she has to drop either of the two courses.

17.2 Subsequent to his/her registration, a student may withdraw any course, in the manner prescribed below:

- i. Application for withdrawal shall be made in the prescribed 'Change of Course(s) Form' obtainable from the office of the Dean/Director concerned.
- ii. The Mentor of the student and the teacher concern shall give their recommendations with reasons on the form itself.
- iii. After completing (ii) above the student shall go to the Dean/Director and obtain his approval for the change.
- iv. In the event of the permission for the change being granted by the Dean/Director, the student shall deposit the prescribed fee in the account section of the university and obtain a receipt there of.

- v. After the fees as (iv) above has been deposited, the student shall deposit one copy of the 'Change of Course(s) Form' to his/her Mentor and the remaining two copies in the office of the Deputy Registrar (Academics). The Deputy Registrar (Academics) shall inform the faculty concerned through Dean/Director about the withdrawal of the course(s) by the student and shall also forward a copy of the completed 'Change of Course (s) Form' to the Dean/Director concerned.
- vi. Until all the procedures mentioned above are completed, the change shall not become effective.

Students may withdraw any course(s) in the manner prescribed without payment of fee up to two weeks from end of the Mid semester examination. The course(s) withdrawn within the prescribed period shall not be shown on the transcript.

Normally students shall not be permitted to withdraw from courses beyond a period of two weeks specified in clause (a) above. However, under special circumstances to remove genuine difficulties which may arise on account of any one or more of the following reasons, Vice- Chancellor, may on the recommendation of the Dean/Director of the institution concerned permit withdrawal of courses beyond two weeks from the end of the Mid semester examination upto four weeks on payment of prescribed fee.

Withdrawal of courses beyond the normal date for withdrawal shall automatically result in failure grade for that course. In case of prolonged absence of a student on account of severe illness certified by the Medical Superintendent of IIMSR, Integral University, the Vice-Chancellor, may on the recommendation of the Mentor and Dean/Director, to permit him to withdraw course(s) beyond two weeks from the date of registration on payment of prescribed fee.

18. **Award of Sessional Marks**

Sessional marks for theory subjects, practicals and project shall be awarded as per the provisions in the schemes of examinations. The break-up of Sessional marks shall be as follows:

- (a) Theory Subjects:**
 - (i) Class Test (One mid-term test) – 50%
 - (ii) Teacher Assessment
 - (a) Tutorial/Quizzes – 25%
 - (b) Attendance – 25%
- (b) Practicals:**
 - (i) One mid –term viva-voce/tests - 50%
 - (ii) Teacher Assessment
 - (a) Lab Record -25%
 - (b) Attendance -25%

19. **Award of Credit Points (P)**

It is the value obtained by multiplying the grade point (G) with the credit (Cr) of the course:

$$P_n = G_n \times Cr_n.$$

where,

'P_n' is the Credit point for the 'n'th course,

'G_n' is the Grade point awarded in the 'n'th course,

'Cr_n' is the number of credits assigned to the 'n'th course,

Each course offered in the university shall be given certain number of credit hours in accordance with the amount of work which the student does in the classroom, laboratory and outside study.

20. Conversion of Marks to the Grade Point in the 10-point scale

The percentage of marks earned in a course is divided by 10 and is expressed correct to two decimal place. This represents the grade point obtained by a student in a particular course. The product of the credit hours and grade point obtained by the student is the credit point of a course, which enables one to calculate the grade point average.

21. Grade Point

10 points grading system shall be adopted with minimum grade point average (GPA) of 4.50 for passing subject and overall grade point average (OGPA) of 5.00 for obtaining a degree.

22. Overall Grade Point Average (OGPA)

It is the quotient of cumulative credits points obtained by a student in all the courses taken by him from the beginning of the first semester of the degree course divided by total credit hours of all the courses, which he had completed up to the end of a specified semester from the first semester. The Overall Grade Point Average (OGPA) is to be corrected to second decimal place. A sample as to how grade point average shall be calculated in the 10 point scale is given below:

22.1 Calculation of GPA in 10-Point Scale

S. No.	Course no.	Course title	Credit hours	Marks obtained				Grade point	Credit point	Grade Point Average
				Hourly	Practical	Final	Total			
1.	-	-	3(2+1)	17/20	29/30	26/50	72/100	7.20	7.2X3=21.60	Credit point/credit hours 87.90/11=7.99
2.	-	-	3(3+0)	18/20	-	65/80	83/100	8.30	8.3X3=24.90	
3.	-	-	2(1+1)	12/20	27/30	30/50	69/100	6.90	6.9X2=13.80	
4.	-	-	3(1+2)	19/20	28/30	45/50	92/100	9.20	9.2X3=27.60	
Total			11	-	-	-	-	-	87.90	

Each course has a certain number of credits, which describe its weightage. The quality of a student's performance is measured by the number that he/she has secured. A minimum grade point average is required to be maintained for satisfactory progress. Also, a minimum number of credits should be acquired in order to qualify for the degree.

23. Grade point Average (GPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Grade Point Average (GPA) of a student in that semester is calculated using the formula given below.

$$GPA = \frac{P_1 + P_2 + \dots + P_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

24. Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{GPA 1} + \text{GPA 2} + \dots + \text{GPA}_n}{n}$$

where is GPA1 is the GPA of Semester 1 and GPA2 is the GPA of Semester 2 and GPA_n is the GPA of 'n'th semester.

25. Overall Grade Point Average (OGPA)

The Overall Grade Point Average (OGPA) of a student is calculated at the end of a programme. For the computation of OGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The OGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. OGPA can be calculated by the following formula:

$$\text{OGPA} = \frac{(\text{GPA})_1 S_1 + (\text{GPA})_2 S_2 + \dots + (\text{GPA})_n S_n}{S_1 + S_2 + \dots + S_n}$$

where (GPA)_n is the GPA of the nth semester and S_n is the total credits taken in the nth semester.

26. Issue of Grade Card, Award of Division and RANK

26.1 At the end of each semester, a student will be given a 'Grade Card' which will contain absolute marks and grades secured by him/her in each course, together with his/her GPA in that semester. On the completion of the program, a Final Grade Card will be issued to the students, giving full semester-wise details obtained by him/her in each course together with his/her CGPA, OGPA and Division awarded to him/her.

26.2 The Grade Card in addition to Grades will also indicate Division as per following details:-

- i) The division shall be awarded on the basis of final result.
- ii) If a candidate passes all examinations and secures OGPA of 5.00 or more marks but less than 6.00, he/she shall be placed in *SECOND DIVISION*.
- iii) If a candidate passes all examinations and secures OGPA of 6.00 or more, he /she shall be placed in *FIRST DIVISION*.
- iv) If a candidate passes all examinations in single attempt and secures of OGPA 7.50 or more, he/she shall be placed in *FIRST DIVISION WITH HONORS*.
- v) On the basis of final result, the TOP three students shall be awarded RANK according to their merit, provided they pass all the examinations in single attempt.

27. Scrutiny

- 27.1 Scrutiny shall be allowed in only theory papers as per the rules of the University.
- 27.2 Re-evaluation is not permitted.

- 27.3 Scrutiny means checking of marks, examination of questions left unmarked and reassessment of the questions already marked.
- 27.4 If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- 27.5 He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- 27.6 After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.
- 27.7 The result of the scrutiny shall be final.

28. Use of Unfair Means (UFM)

The terms “use of unfair means in the examination” or “attempt to use unfair means in the examination” shall denote the items prescribed by the Academic Council of Integral University through its resolution from time to time. Hence, in case a student is caught using unfair means, Integral University rules and regulations shall be followed in order to initiate appropriate action.

29. Academic Probation

- a) If at the end of any semester, the GPA/CGPA of any under-graduate falls below 5.00 out of 10, he/she shall be placed on Academic Probation (AP) for the duration of the next semester.
- b) If at the end of a semester during which a student has been on Academic Probation, the GPA/CGPA of the student for that semester raises to 5.00 or above, he/she shall cease to be on Academic Probation.
- c) If at the end of any semester during which an under-graduate student has been on Academic probation, the GPA/CGPA of the student falls below 5.00, he/she shall be dropped from the University for poor academic performance with a right to petition for readmission, provided such a petition is made within one week of the announcement of the result.

30. Dropping from the University

- a) Any student failing twice in the same course shall be dropped from the University for poor academics.
- b) Any under-graduate student dropped from the University for poor academic performance shall have the privilege of petitioning to the Vice Chancellor for re-admission within one week from the date of announcement of the results.

31. Petitions

A petition committee appointed by the Vice Chancellor shall examine all the petitions made by the dropped students for re-admission. The petition committee shall advise the Vice Chancellor in respect of each petition whether it may be rejected or accepted subject to such conditions as the committee may deem fit. The decision of the Vice Chancellor in such cases shall be final.

32. Repetitions of courses

- a. If a student secures 'F' grade, he/she shall have to repeat the course whenever the University offers it.
- b. In case a student obtains 'F' grade in a course and repeats it, the grade secured by the student on repeating the course shall be reflected in the grade report.
- c. If a student secures 'F' grade in a course and fulfills attendance requirement, he/she may be permitted by Dean/Director to take re-examination of that course after six month in the semester in which the said course is being offered. However, the student shall submit his application for permission within a month from the date of registration with prescribed fee.
- d. Just after announcement of results, the COE will communicate the list of students who have obtained 'F' grade to the Dean/Director of the faculty/institute. The Dean/Director will notify that such students have to appear in first offered opportunity by the University. Even after notification of a student fails to appear in the first offered opportunity, he/she will be given zero marks and will loose one chance of repeat.
- e. A student can attempt a maximum of four repeats of any paper.

33. Cancellation of Admission

The admission of a student at any stage of study shall be cancelled if:

- i. He/She is not found qualified as per ICAR norms and guidelines or the eligibility criteria prescribed by the University. Or
- ii. He/She is found unable to complete the course within the stipulated time as prescribed in clause 6. Or
- iii. He/She is found involved in creating indiscipline in the University. Or
- iv. He/She is found involved in any criminal case or has given any false statement.

34. Maximum class strength

- a) No unscheduled course shall be offered except with the specific permission of the Dean/Director which should be communicated to all concerned including the Registrar unless the number of students offering that course is 10% of the intake in the case of undergraduate course(s).
- b) In Genuine cases where the number of students below the number prescribed in (a) above, the requirement of minimum class strength may be waived by the Dean/Director concerned.

35. Amendments/Relaxation Clause

The Academic Council shall have the power to relax or amend any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University.