INDIRA GANDHI KRISHI VISHWAVIDYALAYA
KRISHAK NAGAR, RAIPUR 492 012 (CHHATTISGARH)

F.No. ACM (119.03)/ ACD-I/2019/ Raipur, Dated -03-2019

NOTIFICATION

The Academic Council in its 119th Meeting held on 09th and 10th January 2019 approved the revised and updated Academic Regulation as per IGKVMIS for Under Graduate, Post Graduate and Ph.D. programme. This shall be effective from 2nd Semester 2019-20 for all the programmes and years.

REGISTRAR

Endt. F.No. ACM (119.03)/ ACD-I/2019/ 8313 Raipur, Dated 8-03-2019

Copy for information and necessary action :-

1. The PA to Hon'ble V.C., IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
2. The Director of Instructions/Controller of Examination, IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
3. The Director of Research Services/Director of Extension Services, IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
4. The Dean Students Welfare, IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
5. The Dean, College of Agriculture, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
6. The Dean, B.T.C. College of Agriculture & Research Station, Sarkanda Farm, Bilaspur 495 001 (Chhattisgarh).
7. The Dean, S.G. College of Agriculture & Research Station, Kumhrawand Farm, Jagdalpur 494 005 (Chhattisgarh).
8. The Dean, R.M.D. College of Agriculture & Research Station, Ajirma Farm, Ambikapur 497001(Chhattisgarh).
9. The Dean, S. K. College of Agriculture and Research Station, Kawardha, Kabirdham 491995 (Chhattisgarh).
10. The Dean, College of Agriculture, Janjgir-Champa (Chhattisgarh).
11. The Dean, DKS College of Agriculture & Research Station, Bhatapara, Distt.-Baloda Bazar -Bhatapara 493119 (Chhattisgarh).
12. The Dean, College of Agriculture and Research Station, Bemetara / SKS College of Agriculture, Rajnandgaon / Koriya / Raigarh / Kanker / Narayanpur / Gariyaband/ Chhuikhadan / Jashpur / Korba / Kurud / Mahasamund (Chhattisgarh).
13. The Dean, Pt. KL Shukla College of Horticulture, Rajnandgaon (Chhattisgarh).
14. The Dean, College of Horticulture, Jagdalpur (Chhattisgarh).
15. The Dean, SV College of Agricultural Engineering and Technology & Research Station, IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
16. The Dean, B.S.R.S.M. College of Agricultural Engineering and Technology & Resarch Station, Pandariaya Road, IGKV, Mungeli 495 334 (Chhattisgarh).
17. The Professor & Head, Department of Plant Molecular Biology & Biotechnology / Genetics & Plant Breeding / Agricultural Microbiology / Agricultural Statistics and Social Science (language) / Soil Science & Agricultural Chemistry / Agriculture Extension / Agronomy / Forestry / Plant Physiology Agricultural Biochemistry Medicinal and Aromatic Plants / Fruit Science /Vegetable Science / Floriculture and Landscape Architecture / Agro-meteorology / Agri-Business and Rural

Management / Entomology / Agricultural Economics / Plant Pathology College of Agriculture, Raipur

Professor and Head, Department of Agricultural Processing and Food Engineering/ Soil and Water Engineering / Farm Machinery and Power Engineering, S.V. College of Agricultural Engineering and Technology and Research Station, Raipur

18. The Deputy / Assistant Controller of Examination / I/c, PG Cell, Directorate of Instructions, IGKV, Krishak Nagar, Raipur 492 012 (Chhattisgarh).
19. The In-charge, University Web-site, IGKV, Krishak Nagar, Raipur 492012 (Chhattisgarh) for up-loading the same and & please send Email all concerned.
20. The Nodal Officer, IGKVMIS, IGKV, Krishak Nagar, Raipur 492012 (Chhattisgarh).
21. The Assistant Account Officer, Office of the Dean – COA, Raipur/SVCAETRS, Krishak Nagar, Raipur (Chhattisgarh).
22. The S.O. (Academic)/ACD-II and ACD-III, Office of the Registrar, Academic section, IGKV, Krishak Nagar, Raipur for information and necessary action.
23. The Principal, Bharti College of Agriculture, Padmanbhpur, Pulgon Chouk, Durg (Chhattisgarh).
24. The Principal, Bhoramdeo College of Agriculture, Kawardha - 491 1005 (Chhattisgarh)
25. The Principal, Chhattisgarh College of Agriculture, Risali (Bhilai), Dhanora Road, Village - Dhanora, Post - Hanoda, Durg (Chhattisgarh).
26. The Principal, Ramnivas Sharda College of Agriculture, Near Gayatri Temple, Ambagarh Chwoki, Rajnandgaon (Chhattisgarh).
27. The Principal, College of Agriculture, In front of Collector Office, Dantewada (Chhattisgarh).
28. The Principal, College of Agriculture, Jorapali (Kenapali) Road, Raigarh (Chhattisgarh).
29. The Principal, Mahamaya College of Agriculture, Nagri Road, Village-Siyadehi, Post - Aroud, Dhamtari (Chhattisgarh).
30. The Principal, Mardarshan Sansthan College of Agriculture, Ring Road, Chopra Para, Ambikapur, Sarguja - 497 001 (Chhattisgarh).
31. The Principal, Shriram College of Agriculture, Shriram Prisar, Village - Thakur Tola, Post - Somani, Rajnandgaon (Chhattisgarh).
32. The Principal, Danteshwari College of Horticulture, Near Manoupchar Hospital, Mana Basti, Dhamtrai Raod, Raipur (Chhattisgarh).
33. The Principal, Gayatri College of Horticulture, Gokulpur Rudri Road, Dhamtari (Chhattisgarh).
34. The Principal, Kanhaiya Lal College of Horticulture, Dhamtari (Chhattisgarh).
35. The Principal, Rani Durgawati College of Horticulture, Meduka, Pendra Road, Distt. - Bilaspur (Chhattisgarh).
36. The Principal, Chhattisgarh College of Agricultural Engineering, Risali (Bhilai), Dhanora Road, Village - Dhanora, Post - Hanoda, Durg (Chhattisgarh).
37. The Principal, Bharti College of Agricultural Engineering, Padmanbhpur, Pulgon Chouk, Durg (Chhattisgarh).

REGISTRAR

For official use only

ACADEMIC REGULATIONS
for
BACHELOR DEGREE PROGRAMME

- **B. Sc. (Agriculture)**
- **B. Sc. (Horticulture)**
- **B. Tech. (Agricultural Engineering)**

Faculty of Agriculture/Faculty of Horticulture/
Faculty of Agricultural Engineering

INDIRA GANDHI KRISHI VISHWAVIDYALAYA
KRISHAK NAGAR, RAIPUR (C.G.) - 492 012

[Notification Endt. F.No. ACM (119.03)/ ACD-I/2019/8313 Raipur, Dated 08-03-2019]

Patron

Dr. S. K. Patil
Vice-Chancellor, IGKV, Raipur

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Registrar, IGKV, Raipur

Committee for Updating Academic Regulation

Dr. M. P. Thakur, Director of Instructions, IGKV Raipur - Chairman
Dr. R. K. Sahu, Professor PG Section o/o DI, IGKV, Raipur -Member
Dr. R. K. Dantre, Dy. Controller Examinations IGKV, Raipur-Member
Dr. K. L. Nandeha, Professor & Head, Deptt. of Agronomy, CoA, Raipur-Member
Dr. C.P. Khare, Professor & Dy. Registrar (Acad.), IGKV, Raipur-Member
Dr. Ravi Saxena, Professor & Nodal Officer, IGKVMIS, IGKV, Raipur-Member
Dr. S. L. Swami, Professor PG Cell o/o DI, IGKV, Raipur-Member
Dr. N. R. Rangare, Asst. Prof. / I/c UG Exam. o/o DI, IGKV, Raipur-Member
Dr. (Mrs.) Manju Tiwari, Asst. Prof. / PG Cell o/o DI, IGKV, Raipur-Member

Published by

Directorate of Instructions, IGKV, Raipur

ACADEMIC AUDIT CERTIFICATE

Certified that all the academic activities including regulations of Indira Gandhi Krishi Vishwavidyalaya Raipur with respect to UG programme of Agriculture, Horticulture and Agriculture Engineering are audited and updated by academic council of university.

Date :……
No. of Academic Council:…….

REGISTRAR

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ACADEMIC REGULATIONS FOR BACHELOR DEGREE PROGRAMME

1.0 **Section - I : Title and scope**

1.01 These Academic Regulations shall be called "Indira Gandhi Krishi Vishwavidyalaya Undergraduate Academic Regulations" for obtaining Bachelor Degree in the Faculty of Agriculture, Faculty of Horticulture and Faculty of Agricultural Engineering under semester system.

1.02 The regulations provided herein shall apply to all Bachelor degree programmes offered by the Indira Gandhi Krishi Vishwavidyalaya to the students admitted in Agriculture; Horticulture and Agricultural Engineering faculties.

2.0 **Section - II : Definitions**

2.01 **University:** The University means Indira Gandhi Krishi Vishwavidyalaya, Raipur, Chhattisgarh.

2.02 **State Government:** State Government means the Government of Chhattisgarh.

2.03 **Academic session:** An academic session is a period during which a cycle of one year study is completed. There shall be two semesters in an academic session.

2.04 **Semester:** A semester shall normally consist of 20-21 weeks with 95 instructional days plus examination days.

2.05 **Curriculum:** It is a series of courses offered to provide learning opportunities to meet the requirements for a degree.

2.06.1 **Course:** A course is a unit of instructions, series of classes and work experience extending over a semester. It has a specified number, title and credits. Each course is denoted by specific number, which has specific meaning as describe below:

AGRO-5111 Agro-Agronomy Course, First digit – Related to No. of Course revisions recommended by National Level Committee of Deans, Second digit – related to Year, Third digit – related to Semester, Fourth digit- course number of the subject in particular semester i.e. Introductory Agriculture.

ASOIL – 5321 means Asoil – Agriculture – Soil Science Course, 5 (First digit) –5th Deans Committee , 3 (Second digit) – related to third year, 2 (Third digit) related to second semester, 1 (Fourth digit) – related to course number of the subject in particular semester.

2.06.2 **Non credit course (NC):** Non credit courses are those courses in which credits are assigned but they are not taken into account for calculating GPA, CGPA, OGPA or percentage marks.

2.06.3 **Repeat course**: Repeat course(s) is/are those wherein a student fails and repeats the course.

2.07 **Credit hours:** It is a measure of quantity of work done in a course. One credit represents one contact hour per week for theory and two hours for practical. The first credit within the parenthesis indicate the number of contact hours for theory and second credit indicates contact hours for practical.

3(2+1) means two-credit theory and one credit practical with a total of 3 credits.

2(2+0) mean 2-credit theory without practical.

2(0+2) mean 2-credit practical without theory.

2.08 **Course Load:** It is the total number of credits a student shall register in a semester.

2.09 **System of Grading:** The semester system of education is adopted in which performance of student is evaluated by continuous and comprehensive system of examination. Several courses are offered in every semester with weights assigned in the form of credits. In majority of the courses marks are given which are converted into grade points. In some courses credits are

assigned however marks are not converted into grade points instead satisfactory (S) and unsatisfactory (US) grades are assigned. Such courses do not influence GPA, CGPA or OGPA. However satisfactory grade is mandatory for completion of degree programme. The following cumulative performance indicators are used for this purpose.

2.09.1 **Grade Point (GP):** It is weighted average of marks (weighted using credit) obtained in theory and practical, expressed in percentage, on 10 point scale, up to second decimal place.

2.09.2 **Grade Point Average (GPA):** It is weighted average (using total credits of a course) of grade points obtained in a particular course of a semester.

2.09.3 **Cumulative Grade Point Average (CGPA):** Cumulative performance of a student at the end of particular semester during degree programme, calculated using the formula of GPA.

2.09.4 **Overall Grade Point Average (OGPA):** It is the measure of overall performance of a student on completion of the degree programme.

2.09.5 **Percentage of marks**: The percentage of marks will be product of OGPA and 10.0. It will be calculated upto one decimal point.

2.09.6 **"S" and "US" grade:** "S" grade means satisfactory performance and "US" grade means unsatisfactory performance. These grades are assigned in non credit courses (NC).

2.10 **Examination:** Examination means practical, theory and all such examinations, which are conducted under the semester system.

2.11 **Superintendent:** Superintendent means Dean/Principal of the College who shall act as Superintendent of Examination.

2.12 **Assistant Superintendent:** Assistant Superintendent means the teacher so appointed by the Dean / Principal of the College to supervise the Examinations.

2.13 **Teacher:** Teacher means a person appointed or recognized by the University for the purpose of imparting instructions and / or conducting and guiding research and / or extension programmes.

2.14 **College Advisor:** The Dean / Principal will be the college advisor for all the classes of UG programme.

2.15 **Class Advisor:** Class Advisor means a teacher of the Faculty who has been nominated by the Dean/ Principal of the Institution to advise students in academic matters. There will be only one advisor for each class. Normally, the same teacher shall continue as class advisor for entire degree programme.

2.16 **Invigilator:** Invigilator means the teacher directly engaged in invigilation work in the examination.

2.17 **Flying Squad :** Flying squad means a team consisting of teachers/ scientists/ officers/ technical staff constituted by the University / Director of Instructions/ Controller of examination of the University to prevent use of unfair means / malpractices in the examination.

2.18 **RAWE/RHWE:** Rural Agricultural/Horticultural Work Experience is one semester training to be carried out at various research centres, farms, villages and institutes in the fourth year of B.Sc. (Ag./Hort.) Programme.

2.19 **In-plant training:** One semester training in commercial plants, cooperatives, institutes and / or organization in the last semester of B.Tech. (Agril. Engg.) programme.

2.20 **Observer:** Observer is an officer nominated by the Director of Instructions / Controller of Examination of the University amongst teachers/ scientists / officers to supervise the conduct of examination in the affiliated college(s).

2.21 **New entrants:** New entrants are those students of first year who have just been admitted

through fresh admission process.

2.22 **Continuing students:** Continuing students are the students other than new entrants who are paying regular fees and are on the rolls of university.

2.23 **Class Repeater:** Students failed in more than SIX subjects in first year at the end of academic session, or those students belonging to any year whose entire previous academic performance of a certain academic session has been cancelled due to misconduct/unfair-means are called class repeater.

2.24 **Course repeater:** A student failed /dropped in more than SIX courses of any year (theory and practical separately) in II, III or IV year class at the end of academic session will be called course repeater.

2.25 **Students on Academic Probation:** Students failed in six or less than SIX subjects (cumulative of I and/or II and/or III year) at the end of academic session are placed under Academic Probation. The academic session will be counted towards the maximum period of degree requirement.

2.26 **Conduct Probation:** If the student is involved in the violation of the rules and regulations of the University or found involved in any act of indiscipline as established and reported (with reasons) in writing by the disciplinary committee, he/she may be placed on CONDUCT PROBATION BY the concerned Dean / Principal for a specific period, which could be for the entire degree programme.

2.27 **Expulsion:** Expulsion implies removal of the student from the college rolls for a period of one semester or more.

2.28 **Rustication:** Rustication is permanent removal of the student from the University rolls.

2.29 **Outgoing students:** Outgoing students are those students of final year who have completed the minimum semester requirements of a degree programme, but not those students who have not cleared some of the failed course(s) even after completing the minimum semester requirements.

2.30 **Registration in the courses:** The registration means deposition of fee through online system and generation of registration card on scheduled dates as notified by the university.

2.31 **Break:** It is period of absence (full semester) requested by student on valid grounds and permitted by Dean/Principal. The break period shall not be counted toward minimum duration requirement however it will be counted towards maximum duration requirement.

2.32 **Drop**: Drop is a period of absence because of cancellation of semester due to failure of fee payment and registration in time, use of unfair-means, absence of student without taking break or any other reason. The drop period shall not be counted toward minimum duration requirement however it will be counted towards maximum duration requirement.

2.33 **MIS : Management Information System of IGKV.**

Section – III : Admission and Registration by new entrants

3.0 Admission and Registration by new entrants

3.01 **Academic Calendar:** The academic calendar of different programmes shall be decided by Academic Council in each academic year and will be uploaded in the Vishwavidyalaya website. All the academic activities of the university related to schedules of admission, teaching days, examination, result declaration, break of semester and extracurricular activities shall be indicated in the academic calendar.

Admission of the nominees of Govt. of Chhattisgarh / Govt. of India / ICAR shall be regulated as per procedure laid down by the University from time to time.

In constituent Colleges, admission to ICAR candidate(s) will be given as per guidelines of ICAR.

a. The admission rules for entrance examination as decided by state government will be followed subject to observation of statutory provision of the university.

b. Minimum admission requirements on management seats shall be as per the PAT/PET guidelines or as notified by the university.

c. For affiliated colleges, 15 percent seats of total intake capacity shall be under management quota. The rest of the 85 % seats shall be filled up through counseling organized by the University. The seats of management quota shall be filled up from the bonafied candidates of Chhattisgarh appeared in entrance examination. If candidates from entrance examination are not available then these seats can be filled up from bonafied students of Chhattisgarh based on merit of class 12^{th} examination. In case of non availability of such students from Chhattisgarh the seats can be filled up from students of other states. University has rights to frame any other criteria to fill up such seats if remain vacant.

d. Decision of University shall be final in deciding procedure of admission and finalization of number of seats in affiliated College.

e. Reservation rules applicable for to SC, ST, OBC, female, physically handicapped, freedom fighter and other category candidates shall be made applicable as per norms of the state government. The certificate in this regard needs to be compulsorily submitted at the time of counseling.

f. The tuition fee for regular / repeat and failed students shall be applicable as decided by the university from time to time.

3.02 Student must not be below the age of 16 years on 31^{st} August of the admission year.

3.03 Students passing 10+2 system of examination with Physics, Chemistry, Mathematics and English subjects shall be the minimum requirement for admission to B.Tech (Agril. Engg.) degree course.

3.04 Students passing 10+2 system of examination with Physics, Chemistry, Mathematics/Biology/ Agriculture and English or Hindi subjects shall be the minimum requirement for admission to B.Sc.(Ag/Hort.) degree programmes.

3.05 The admission process including registration shall be completed within 30 days from the date of first registration. In case of unavoidable circumstances, it can be permitted up to 15 more days.

The foreign students will be exempted from this clause and they will be given admission as and when ICAR/Embassy grants permission.

3.06 The new entrants selected / nominated for admission to a degree programme of the University shall become enrolled students of the University only on completion of all the formalities, documents as per rules / guidelines prescribed by the University and state Government from time to time.

3.07 **Student Identification System**: After admission, University will allot unique identification number (UIDN). The UIDN will have 8 digits. The first 4 digits shall indicate the year of admission i.e. 2019 stands for two thousand nineteen-twenty Academic session. The next four digits will represent serial number of students admitted in a particular session, i.e. 0050 means fiftieth students admitted in particular session. This UIDN will be used as Roll No. of the student for appearing in any examination of the University. It is mandatory to mention this UIDN in student identification card and all documents /applications of the student. The same UIDN shall be carried forward in case students gets admission into higher degree programme.

3.08 **Identity card:** An identity card shall be issued to each enrolled student by Dean /Principal of respective College indicating UIDN as his identification number. This identity card should be carried by the student and be shown, whenever required. The students should always quote the UIDN, while making correspondence with College/University. The identity card should be renewed every year. In the case of loss, duplicate identity card will be issued from respective colleges on payment of prescribed fee.

3.09 **Cancellation of admission:** If a student is admitted who does not fulfill the prescribed requirement of admission and got admission by mistake or oversight or omission and if such case is detected in later stage, the university reserves right to cancel that admission at any time. A student admitted on the basis of false, incomplete, wrong information or document or hided some facts at the time of admission knowingly or unknowingly, in such case university reserves right to cancel admission at any time without prior notice to the student.

4.0 Section - IV : Fee submission & Registration by continuing students

4.01 The students on roll of the university must deposit the fee and complete the registration of courses online. The fourth year student shall have to opt the courses from module and complete the registration after submission of fee.

The deposition of fee shall be allowed upto 7th day, including the date of registration without any late fee charges. After this period, late fee payment will be allowed upto 30th day including the date of registration @ Rs. 100/- per day.

After that in special cases, on the recommendation of Dean/Principal, certifying the attendance of student, permission shall be given by DI with late fee of Rs. 4000/-. This schedule will include holidays.

4.03 Those continuing student whose academic standing is not confirmed will have to deposit prescribed continuation & examination fee only within scheduled time.

The date and amount of final fee submission of such students, as per their academic standing, will be notified by University separately, as and when their academic standing is confirmed after declaration of results of revaluation, clearance exam or availing the benefit of grace marks.

4.05 **Allotment of courses and teachers:** The Dean/Principal shall ensure allotment of courses and their teachers, one week before the date of registration. These informations will be updated by Dean/Principal in MIS.

5.0 Advisory system

5.01 **College Advisor:** The Dean / Principal will be the college advisor for all the classes of UG programme. The college advisor will keep a copy of all the records of students. He will be responsible for coordinating the activities of class advisors and updating student's status in MIS specifically related to study status (semester break/ drop, status of left out students, status of conduct probation, cases of unfair means). These information will be updated by college advisor as and when the academic standing of student changes.

The college advisor will display the list of eligible students for appearing in the examination of registered semester based on attendance one week before start of examination. He will ensure that the debarred students is not allowed to appear in examination even if he/she produces the admit card. The Dean/ Principal will update the information of such students in MIS. If information is not updated in MIS by Dean/Principal the admit card shall be issued based on existing information in MIS.

5.02 **Class Advisor:** Dean/Principal of the College shall nominate a class advisor for every class soon after the students' admission. The advisor shall be nominated amongst the Professors/Associate Professors/Assistant Professors of the teaching departments or equivalent post. The same class advisor will continue to look after the interests of all the students admitted in a particular session till completion of the degree programme.

a. After admission of student, the advisor will maintain up-to-date academic record of student including home address, phone number, semester break/ drop, status of left out students, status of conduct probation, cases of unfair means, eligibility for appearing in the examination of registered semester and will keep in touch with the academic progress of the student. He/she will meet his/her advisees collectively at least once in a month.

b. The class advisor will take a print out of eligible students to attend the classes in a particular semester and will provide a copy to all the teachers of that class and college advisor for maintaining their attendance after the first date of fee payment. He will keep on updating the student list upto 30th day of fee payment. He will ensure that no student other than recorded in this list attends the classes.

c. He will report all these information to college advisor.

d. At the beginning of each semester, the class advisor shall advise his/her student to pay fee and register the courses including repeat courses, based on academic regulation.

e. The class advisor will be responsible for downloading and keeping records of all the students in each semester from class advisor dash board of MIS. The class advisor will also advise all the students to use MIS for fee payment, registration status and their results.

f. The class advisor will advise students to check their registration cards in MIS for its appropriateness in relation to regular/ failed courses.

g. In this matter, entire responsibilities lies with the student if any mistake/omission is found at any time during the course of study student will be held responsible and for which an undertaking will be submitted by the student in each semester.

h. No application of students will be entertained unless properly recommended by the class advisor.

6.0 Curriculum and programme of study

6.01 The students admitted in the University shall be required to follow the curriculum as prescribed, revised and approved by the Academic Council from time to time.

6.02 **Class Time Table:** At the beginning of semester, the Dean/ Principal shall prepare the class timetable and communicate the same to the students through class advisor. A copy of the same should also be available to all concerned including D.I. and Registrar.

6.03 **Course Teachers:** The Dean/ Principal will nominate the Course Teachers for each course before the commencement of the semester. The course teacher shall be responsible in all matters concerned with the conduct of the course. When more than one teacher is teaching a course, first teacher will act as Internal Examiner during practical examination. In absence of first teacher, the second teachers will be responsible for overall planning, conduct of the course and will act as internal examiner during practical examination.

7.0 Merit Scholarship

The merit scholarship will be provided to eligible UG candidate at the rate of Rs 4,500/- per academic session.

7.01 In every college, maximum two students per class, in each academic session shall be eligible for merit scholarship.

7.02 The students who have passed all the subjects in first attempt with the highest CGPA amongst all the students of the class shall be eligible for merit scholarship.

7.03 Basis of selecting student:

a. First Year: A merit list shall be prepared based on marks on 12th class examination and the top two students shall be awarded the scholarship.

b. Second Year: Two topper students on the basis of cumulative CGPA of first year.

c. Third Year: Two topper students on the basis of cumulative CGPA upto second year.

d. Fourth Year: Two topper students on the basis of cumulative CGPA upto third year.

e. Students obtaining any other scholarship will not be eligible for this scholarship. Student has to submit an affidavit on non-judicial stamped paper regarding this information to the Dean of the College.

f. The attendance should not be less than 75 percent.

g. The student punished due to any activity of indiscipline, student on academic or conduct probation shall not be eligible.

h. If student has taken semester break/drop in any of the year will not be eligible for availing the merit scholarship.

i. If more than one student found suitable for merit scholarship, the student with lower age

will be given preference. In such case only one student will be given scholarship and others will be provided a certificate of merit.

8.0 **Section - V : Requirements for the Award of Degree, Duration, Credit requirements and Division**

8.01 A student is required to complete the duration, credit requirements and minimum OCGA for the award of degrees as decided by Academic Council from time to time.

S.N.	Degree	Duration requirement (Semester)		Minimum credit Requirement	
		Min.	Max.	4th Dean	5th Dean
1.	B.Sc. (Ag.)	8	14	169	175
2.	B.Sc. (Hort.)	8	14	168	174
3.	B. Tech. (Agril. Engg.)	8	14	171	185

8.02 Division: A student obtaining OGPA of 5.50 or above on 10-point scale besides other requirements shall be eligible for the award of degree. The division shall be awarded as below:

S.N.	OGPA	Percentage of marks	Division/Status
1	8.00 and above	80 and above	I with Honours
2	7.00 to 7.99	70 to 79.99	I
3	6.00 to 6.99	60 to 69.99	II
4	5.50 to 5.99	55 to 59.99	Pass
5	Below 5.50	Below 55	Fail

In case a student fails to obtain a minimum 5.50 OGPA required for Bachelor degree, he / she will have to opt optional/elective courses available in the consequent semesters. Marks obtained in such courses will be counted for OGPA.

The student will not be eligible for getting PDC or degree in case any fee is pending after the completion of degree requirements.

8.03 The semester(s) drop (cancelled) because of any reason, shall not be counted towards minimum duration requirements but it shall be counted in maximum duration requirement.

8.04 A student whose semester has been cancelled for any reason shall be eligible to resume his/her studies in the subsequent academic session as and when the courses are available in the semester in which the student has discontinued provided that:

a. He/ She has completed a minimum duration requirement of two semesters.

b. The total period of gap shall not exceed 2(two) semesters including the semester in which he/she had been dropped.

8.05 **Calculation of Overall Grade Point Average (OGPA) and percentage:**

The following cumulative performance indicators are used to arrive at OGPA of student.

a. **Grade Point:** It is weighted average of marks (weighted using credit) obtained in theory and practical, expressed in percentage, on 10 point scale, up to second decimal place.

Grade point is calculated using following formula;

$$GP1 = \frac{\frac{CT * MoT}{MmT} + \frac{CP * MoP}{MmP}}{CT + CP} * 100 * \frac{1}{10}$$

Where - C_T – Credit in Theory, C_P - Credit in Practical, MoT - Marks Obtained Theory, MoP - Marks Obtained Practical, MmT - Maximum Marks Theory, MmP - Maximum Marks Practical

b. **Grade Point Average (GPA):** It is weighted average (using total credits of a course) of grade points obtained in a particular course of a semester, and is calculated using following formula;

$$GPA = \frac{\mathbf{C1(GP1) + C2(GP2) + \cdots Cn(GPn)}}{\boldsymbol{Total\ Credit\ (C1 + C2 + \cdots Cn)}}$$

Where C1= Total Credit of first course and so on, GP1 = Total Grade point of first course and so on.

c. **Cumulative Grade Point Average (CGPA):** Cumulative performance of a student at the end of particular semester during degree programme is calculated using the formula of GPA.

d. **Overall Grade Point Average (OGPA):** The CGPA after completion of degree programme will be OGPA. The GP, GPA, CGPA and OGPA are expressed on a 10-point scale up to second decimal place, without rounding up.

e. **Calculation of percentage:** The OGPA multiplied by 10 will give percentage of marks obtained by a student at the end of degree programme. This method will not be used for calculation of percentage during the degree programme. The details of calculation of GPA, CGPA, OGPA and percentage of marks are explained in following table.

Calculation of GPA in first semester of degree programme

Course	Credit in Theory	Credit in Practical	Total Credit	Maximum Marks in Theory	Maximum Marks in Practical	Marks Obtained in Theory	Marks Obtained in Practical	Grade Point
A 1(0+1)	0	1	1	0	50	0	44	8.80
B 1(1+0)	1	0	1	100	0	63	0	6.30
C 2(1+1)	1	1	2	70	30	60	29	9.11
D 2(0+2)	0	2	2	0	50	0	35	7.00
E 2(2+0)	2	0	2	100	0	60	0	6.00
F 3(2+1)	2	1	3	70	30	59	28	8.73
G 4(3+1)	3	1	4	70	30	57	27	8.35
Total Credits			15	Grade Point Average (GPA) of first semester				7.93

Calculation of GPA and CGPA after second semester of degree programme

Course	Credit in Theory	Credit in Practical	Total Credit	Maximum Marks in Theory	Maximum Marks in Practical	Marks Obtained in Theory	Marks Obtained in Practical	Grade Point
First semester								
A 1(0+1)	0	1	1	0	50	0	44	8.80
B 1(1+0)	1	0	1	100	0	63	0	6.30
C 2(1+1)	1	1	2	70	30	60	29	9.11
D 2(0+2)	0	2	2	0	50	0	35	7.00
E 2(2+0)	2	0	2	100	0	60	0	6.00
F 3(2+1)	2	1	3	70	30	59	28	8.73
G 4(3+1)	3	1	4	70	30	57	27	8.35
Second semester								
A 1(0+1)	0	1	1	0	50	0	29	5.80
B 1(1+0)	1	0	1	100	0	70	0	7.00
C 2(1+1)	1	1	2	70	30	45	25	7.38
D 2(0+2)	2	0	2	0	50	0	39	7.80
E 2(2+0)	2	0	2	100	0	80	0	8.00
F 3(2+1)	2	1	3	70	30	49	22	7.11
G 4(3+1)	3	1	4	70	30	63	27	9.00
GPA of Second semester								7..76
CGPA upto Second semester								7.84
Similar calculation will be done in subsequent semesters to get OGPA								X

Calculation of percentage

X x 10= percentage of marks (where X is OGPA)

9.0 **University Medals:** The student fulfilling following criteria shall be eligible for Medals.

a. **Medals at the end of degree programme :**

The medal and certificate shall be awarded to only those candidates who score minimum OGPA of 8.5. Medals shall be awarded to the eligible candidates on the basis of overall results of degree programme of a particular batch. The topper shall be given Gold Medal, followed by Silver and Bronze Medal.

b. **Medals at the end of every academic session.**

University Gold medal with certificate shall be given to the university topper, of each academic session, of 1st Year, 2nd Year and 3rd year class, in all the faculties, provided that student shall have secured minimum 8.5 CGPA.

Other eligibility conditions for Medals :

1. In case of more than one student qualifying for the award, the medal shall be given to every student.
2. A committee chaired by DI shall finalize recipient of gold medal. The Deputy Registrar academic shall be member secretary. The DI shall submit the recommendation through Registrar for approval to Vice Chancellor.
3. The Vice-chancellor's decision in all cases shall be final and there shall be no appeal against his decision.
4. A student, who fails in any paper/practical or repeats any paper/practical in any subject during the entire degree period, shall not be eligible for the award.
5. Medals shall not be awarded to a student who has been kept on Academic/conduct probation/warned/fined/found guilty of using unfairmeans or involved in a subversive activity.

c. **Certificate of honors:** The certificate of honor shall be awarded to only those candidates who score minimum OGPA of 8.0. Certificate shall be awarded to the eligible candidates on the basis of overall results of degree programme of a particular batch. The other conditions of Gold medal shall be applicable.

10.0 **Medium of instructions**

10.01 The Medium of Instructions and examination in all Constituent and Affiliated Colleges in Faculty of Agriculture/Faculty of Horticulture shall be Hindi / English. The medium of instruction and examinations in Faculty of Agricultural Engineering shall be English only.

11.0 **Attendance requirements**

11.01 Students are required to attend all the theory and practical classes scheduled during the semester. A student is required to attend minimum 75 per cent of the scheduled classes starting from the day following registration to appear in the final examination. Theory and practical classes will be counted as separate courses for this purpose. Course teacher will essentially notify the attendance of students in the first week of every month under intimation to the Head of the Department /Dean / Principal of the College. The shortage of attendance shall be notified by Head of department / Course teacher under intimation to the Dean/Principal 7 days prior to the commencement of examination

11.02 Dean/Principal of Colleges shall notify the non-eligibility of students not to appear in the examination 7 days prior to the commencement of the final theory examination and a notice to this effect shall be displayed on the notice board of the College

11.03 The Dean/Principal of the College may condone the shortage of attendance up to 5 per cent on valid grounds such as his/her own marriage, some competitive examination, death of close relative, medical ground etc.

11.04 Relaxation in attendance upto 10 days per semester on medical ground may be permitted to students by Dean/Principal in case of indoor hospitalization only subject to production of admit and discharge certificate issued by hospital.

11.05 If a student falls short of attendance in any course(s) or practical(s), he/she shall be treated as dropped from those course(s). He/she shall register those courses as and when available in a regular semester and clear course(s) with minimum requirement of attendance. However, clearance examination will not be allowed to those students who declared fail due to shortage of attendance in 4th year class and he/ she is permitted to register in next year, as and when the course is offered. To decide the academic standing of the students, dropped courses shall be counted as failed and be awarded zero marks while calculating OGPA in semester report card during the academic session, in which they have been dropped.

11.06 Regular teaching shall start from the next day after the scheduled date of registration and attendance shall be counted till the date of commencement of final examination. The students who are required to forego classes due to their participation in NCC, NSS, sports, athletics and other extra-curricular activities in Inter Collegiate, Inter University, Inter State and National/International level, shall be counted as present for the purpose of calculating percentage of attendance. The Dean Students' Welfare/teacher-in-charge shall issue certificate with a copy of list of participating students to Dean/Principal of the College.

11.07 If all students of a class remain absent, in mass from all the scheduled classes for a continuous period exceeding 10 days in a semester due to any reason, the semester shall be cancelled and the fee etc. paid by the students shall be forfeited. It will also not be counted towards minimum duration requirement. However, it will be counted for maximum duration requirement.

11.08 A student who has completed attendance requirements and fails to appear in the practical or theory examination or in both shall be treated as failed and be awarded zero marks while calculating OGPA in the Semester Report Card / mark-sheet, however, the same will be indicated as "Ab" (for Absence) therein.

11.09 Students who have registered only for passing the courses(s) in which they have failed are not required to attend classes. However, if the student is debarred due to shortage of attendance then he has to fulfill attendance requirement.

11.10 **Issue of admit cards**: Students will be allowed to download admit cards from MIS just after the release of schedule of examination (time table).

Section - VI : Examinations

12.00 Mode of examination and evaluation

12.01 The academic performance and achievement of the student shall be accessed through examination and evaluation of theory and practical work.

12.02 There shall be theory and practical examination at the end of each semester. The examination papers shall be set covering the entire syllabus prescribed in the semester. In 5th Dean's Committee, there shall be one midterm theory examination at the mid of each semester.

12.03 Marks Distribution of 4th Dean's Committee

a. Theory Examination:

The theory examination will be conducted for those course(s) which has theory classes. The theory examination shall be conducted at the end of each semester as per scheduled date and time decided by Director of Instructions/Controller of Examination. There shall be paper of maximum of 50 marks to be solved in 3 hours in theory examination. The pattern and number of questions will be as per norms framed from time to time by university.

b. Practical Examination:

The practical examination will be conducted for those course(s), which has practical classes in credit hours. The practical examination shall be conducted at the end of each semester as per scheduled date and time decided by Director of Instruction. There shall be practical examination of maximum of 50 marks.

The distribution of marks for practical examination is as follows:

1.	Practical Performance (Lab work/field work/group task/ surveying/etc).	20 marks
2.	Spotting/ material /plant/ live item/ specimen (Written test / identification)	10 marks
3.	Herbarium/specimen//photo/ sample/ slide/ assignment for social science subject	5 marks
4.	Practical Record Book	5 marks
5.	Viva-voce	10 marks
	Total marks	50

In case of Statistics, Economics and Extension the written test shall consist 30 marks.

c. The distribution of marks for RAWE/RHWE examination is as follows:

i. Course having maximum marks 100. It will have 2 parts. 75 marks for external and 25 marks for internal. Their distribution is given below:

External 75 marks:

- Report preparation and submission – 40 marks
- Viva on report prepared and submitted by students – 15 marks
- Spotting of items – 10 marks (There should not be more than 5 spotting from a particular subject of RAWE/RHWE as reported in report).
- Quiz on the matter included in report – 10 marks (There should not be more than 5 questions in quiz examination from a particular subject of RAWE/RHWE as reported in report).

Internal 25 marks:

- Attendance – 10 marks
- Internal evaluation by Internal – 15 marks

ii. Course having maximum marks 50. It will have 2 parts. 40 marks for external and 10 marks for

internal. Their distribution is given below:

- Report preparation and submission – 20 marks
- Viva on report prepared and submitted by students – 08 marks
- Spotting of items – 06 marks (There should not be more than 3 spotting from a particular subject of RAWE/RHWE as reported in report).
- Quiz on the matter included in report – 06 marks (There should not be more than 3 questions in quiz examination from a particular subject of RAWE/RHWE as reported in report).

Internal 10 marks:

- Attendance – 04 marks
- Internal evaluation by Internal – 06 marks

iii. **The distribution of marks for B. Tech. (Agril. Engg.) In-Plant Training examination is as follows:**

Part-I: Evaluation of In-plant training and village attachment programme (11 non credit)

- Report writing - 25 marks
- Oral presentation – 25 marks

(*Satisfactory grade to be awarded on obtaining 50% or more marks in above exam*)

Part-II: Evaluation of In-plant training and village attachment programme (14 credit)

- Attendance - 05 marks (85% attendance is compulsory)
- Daily diary – 10 marks (Each student has to prepare daily diary)
- Written examination – 15 marks by an external examiner
- Viva-voce examination – 20 marks by an external examiner

In B.Tech. (Agril. Engg.) programme experiential learning academic activity is also compulsory and it is to be carried out under the supervision of Dean/Principal of the college. After successful completion of this activity a completion certificate will be issued by the concerned Dean/Principal.

12.04 **Marks Distribution of 5th Dean's Committee**

a. **Courses having only theory:**

10 marks - Midterm Examination (The results or marks of midterm examination will be displayed by the respective colleges).

90 marks - External examination.

The passing marks shall be 50%.

b. Courses having both theory and practical:

Theory - 70 marks

10 marks - Midterm examination

60 Marks - External examination

Practical - 30 marks

10 marks – 2 Assignments/ field work under *chalo gaon ki ore* related to course as applicable.

05 marks - Practical record

05 marks - Viva –Voce examination

10 marks - Practical work in lab/workshop/ in field/ written (only in case of Statistics, Economics, Extension and ABM)

The passing mark shall be 50% separately for practical and theory.

c. **Courses having only practical portion:**

The practical examination will be conducted for those course(s), which has practical classes in credit hours. The practical examination shall be conducted at the end of each semester as per

scheduled date and time decided by Director of Instruction. There shall be practical examination of maximum of 50 marks.

The distribution of marks for practical examination is as follows:

1.	Practical Performance (Lab work/field work/group task/ surveying/etc).	15 marks
2.	Spotting/ material /plant/ live item/ specimen (Written test / identification)	10 marks
3.	Herbarium/specimen/photo/ sample/ slide/ assignment for social science subject	5 marks
4.	Practical Record Book	5 marks
5.	Assignment/field work under chalo gaon ki ore related to course as applicable	10 marks
6.	Viva-voce	05 marks
	Total marks	50

The serial no. 1, 2 and 3 shall be clubbed for written examination in courses of Economics, Statistics and ABM.

d. Rural Agricultural Work Experience (RAWE) & Agro Industrial Attachment (AIA)/ Rural Horticultural Work Experience (RHWE) & AIA

All the courses shall have maximum marks 100 with 2 parts. 75 marks for external and 25 marks for internal. Their distribution is given below:

External 75 marks:

- Report preparation and submission – 40 marks
- Viva on report prepared and submitted by students – 35 marks

Internal 25 marks:

- Regularity – 10 marks
- Weekly Assessment – 15 marks

e. Module for Skill Development and Entrepreneurship

A student has to register 20 credits opting for two modules of (0+10) credit each (total 20 credits) from the package of modules.

Each module shall have maximum marks 100. Their distribution is given below:

Each module shall have examination of 100 maximum marks with 2 parts. 80 marks for external and 20 marks for internal. Their distribution is given below:

S. No.	Parameter	Marks	External/Internal
1	Project Planning and writing	10	External
2	Presentation	10	External
3	Regularity	10	Internal
4	Monthly Assessment	10	Internal
5	Output Delivery	10	External
6	Technical skill Development	10	External
7	Entrepreneurship Skill	10	External
8	Business networking Skills	10	External
9	Report writing skills	10	External
10	Final Presentation	10	External
Total		100	

12.05 Evaluation procedure for student READY programme of B. Tech. (Agricultural Engineering)

a. In Plant Training: In plant training I and II will be evaluated on the basis of certificate

provided by concerned organization where the student is to be deputed. This certificate will have details of general activities performed and duration of stay. The S grade will be provided to those students who produces certificate of satisfactory performance and US grade will be awarded to student who fails to do so and have to register that training in next semester, till gets S grade.

b. **Educational tour:** 'S' grade is to be given if the student has registered it and participated in the tour. The Tour In charge will issue a certificate that tour has been performed successfully up to the level of satisfaction. Those students who will not participate in education tour will be given 'US' grade and they will have to repeat the course to clear as and when offered.

c. **Industry attachment of 10 weeks: Industry attachment will be evaluated as under**

a. Certificate from industry- 10 marks
b. Report preparation and its presentation- 20 marks
c. Viva-voce during industry attachment presentation- 20 marks

d. **Experiential learning:** This activity will be perform on campus and evaluation will be internal. A report of 5 to 6 pages is to be prepared by group of particular ELP group having details of activities performed during the period based on which award of S and US grades will be given. In case of 'US' grade students shall have to repeat the course.

e. **Project Work:** It will be evaluated by external examiner.

Project Report - 20 marks

Presentation- 20 marks

Viva-voce- 10 marks

12.06 **Setting of Question paper and evaluation :**

External teachers/experts shall do theory paper setting for all semester. However, the evaluation of answer books for both semesters will be done centrally under the direct control of Director of Instruction / Controller of Examination of the University. All the answer books pooled centrally at some suitable place, as decided by the University and all the answer books will be evaluated by the relevant teachers/ experts who will be provided the answer books randomly. Similarly, the external examiners of the relevant subject as appointed by the DI/CE in all the semester will conduct the practical examinations.

Setting and moderation of question papers will be carried out by Director of Instructions /Controller of Examination as per following procedure. Two to three sets of question papers will be prepared and one set will be moderated to avoid mistake, repetition of questions and to verify question covering entire syllabus. HOD or his nominee, can change up to 40% during moderation of question paper.

12.07 **Clearance Examination :**

a. A clearance examination shall be held at the end every academic session. Only those students shall be eligible for appearing in clearance examination who have completed minimum requirements of eight semesters of degree programme. A students shall be allowed to use clearance facility only once in the entire degree programme. The student may appear in all failed courses of 4th year only. Students can register failed theory and/or practical course as may be the case. Such student shall be required to pay the clearance examination fee and register the courses.

b. In case of theory paper the clearance examination shall be conducted only for final theory

examination part of a course. The previous marks of midterm examination of that course shall be carried forward and previous marks obtained in theory shall be substituted with the marks obtained in clearance examination.

c. **Examination centers:** The clearance examination of theory and practical shall be conducted at Jagdalpur, Raipur, Bilaspur and Ambikapur centers for all affiliated and constituent colleges.

d. If Failed courses are not cleared in the clearance examination, student shall register themselves in regular semesters as and when the courses are offered. In case of failed courses of second semester the student will have to pay the continuation fee of first semester. Such students will also pay the continuation fee and examination fee of second semester. In case student fails to submit the fee of first semester then he can pay the fee of first and second semester with a late fee of Rs. 4000/- in 2nd semester.

12.08 The Director of Instructions/ Controller of Examination will declare results of previous session three days before commencement of registration of next session. A copy of result shall be provided to Dean/Principal 3 days before the scheduled date of registration and thereafter, Dean/Principal will provide the results to Advisor/Students in time.

13.0 **Conduct of examination and prevention of unfair means**

13.01

a. The Superintendent of examination shall make proper seating arrangements to ensure prevention of unfair means. The Superintendent should ensure that minimum two invigilators shall be posted in each examination hall in order to make proper invigilation. Seating arrangements may be such that two examinees appearing in different courses, sit one after another.

b. The Director of Instructions / Controller of Examination shall appoint flying squad and observers for smooth conduct of examination.

c. During examination Observers shall be posted only in affiliated colleges of IGKV at various examination centers. The question papers will be opened in the presence of Observer and / or Dean / Principal and other faculty members. Likewise, after completion of examination the answer books shall be sealed in the presence of Observer and Dean / Principal and other faculty members. The Observer will be one of the signatories on the envelopes of question paper(s) before opening as well as on the envelopes of answer books after sealing.

d. In case, of any discrepancy during the conduct of examination, the Observer is empowered to take suitable decision on the spot and will inform the Registrar/ Director Instructions accordingly.

e. The observer shall have right to check any examination hall during examinations. He/she will have the right to check any student in order to prevent use of unfair means during the conduct of examinations. If any student is found guilty of using unfair means, the observer will take appropriate action and decision as per rules.

f. The flying squad shall have the authority to visit any college under its jurisdiction at any time during examinations. It will have the right to check any student in order to prevent use of unfair means during the conduct of examinations. If any student is found guilty of using unfair means, it will take appropriate action and decision as per rules.

g. A student appearing in examination is required to keep and show on demand the Identity Card and admit card during the course of examination and obey instructions given by the teachers / invigilators / observer / members of the flying squad / Superintendent / Assistant

Superintendent. Otherwise, Dean / Principal of the college may expel him/her from appearing in the examination.

h. Students shall not carry any papers, books, notes or mobile phone/ electronic gadgets, etc., which might possibly be of assistance to him/her as unfair means in the examination hall. The student has to leave all such items outside the examination hall at his/her own risk. He/she will also not make use of clothes, body parts for writing any text, photos that might help them in examination. The invigilator, observer as well as members of the flying squad, Superintendent and Assistant Superintendent can also search the pockets/clothes of the examinees for any unfair means. Students found using any such unfair means or any other means not listed will be liable for punishment.

i. No student shall write answers on any paper other than answer book supplied to him/her by the College / University.

13.02 If a student is temporarily incapable and / or unable to write the answers himself/herself, the Superintendent may provide a writer to assist the examinee. The writer will be from the ministerial cadre / student who was not / is not an Agriculture / Veterinary / Agricultural Engineering / Dairy Technology / Horticulture / Fisheries student.

13.03

a. When the invigilator or a member of a flying squad / Observer / Assistant Superintendent / Superintendent notices a student indulging in any act of unfair means, he shall seize the paper or book or material if any, from the student or take search of a student in person and shall invariably demand a written statement of the student concerned for using unfair means.

b. If a student refuses to give his/her statement, he/she shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do so the fact shall be noted duly witnessed by at least one member engaged in invigilation. The invigilator shall however, write his/her remarks on the answer book and affix his/her signature and the student shall be sent out of the examination hall by the Supdt. / Asstt. Supdt. / Invigilator/Dean / Principal and shall not be allowed to continue further examination in that course.

13.04

a. The student found attempting or using unfair means in the semester (first or second) examination shall be declared fail in all the registered and repeat courses of that academic year (both the semesters). Such student shall have to repeat the whole academic year again. The action will be taken by Dean of the government college/Observer in case of private college with due information to Director of Instructions / Controller of Examination and Registrar.

If Dean/Observer fails to do so, action will be taken by Director Instructions/ Controller of Examination with information to Registrar on the recommendation of external / invigilator/ observer / flying squad etc.

b. During the course of evaluation if the evaluator reports to the Director Instructions / Controller of Examination that the student(s) has used unfair means, or there is indication of mass copying then the student(s) shall be declared as fail in that course(s) and they can register that course(s) as and when it is offered in regular semester.

c. Students, who walk out from the examination hall in mass, just after they receive the question paper or within the scheduled time of examination or abstain from the scheduled examinations shall be treated as failed and will be awarded zero marks while calculating OGPA in the Semester Report Card / mark-sheet, however, the same will be indicated as "Ab" (for Absent)

therein.

d. If a student threatens invigilator/teacher or Assistant Superintendent / Superintendent / Officer or member(s) of flying squad/Observer while using or attempting to use unfair means, he/she shall be liable to be debarred from examination / registration for a minimum of 2 semesters of current academic session by the Dean/ Observer. If the Dean / Observer fail to do so, Director Instructions will take action with the information to Registrar.

e. These students will have to repeat the entire session and they will be called class repeater. The Academic Regulations, courses and fee structure as applicable to regular admitted students of that year will be applicable to repeat students.

Such students if found guilty during first semester, will have to pay continuation fee of the second semester. These students will pay the applicable regular fee for the next session. If student fails to deposit continuation fee the same can be deposited in next session along with regular fee and fine of Rs. 4000/-. In case of such case in second semester the student will deposit regular fee of first semester and second semester in the next session.

f. If a student makes signature on his/her answer book or any kind of identification marks, his/her answer book shall be cancelled and he/she will be awarded zero marks in that course by the Director Instructions / Controller of Examination.

g. If a student resorts to such measures as to disrupt the examination or indulges in impersonation he/she shall be finally dropped from the rolls of the University by the Registrar on recommendation of D.I.

13.05 The Dean / Observer shall be the final authority to award punishment for unfair means as per rules. In case of punishment due to use of unfair means, no appeal shall be entertained.

13.06 The semester(s) which has been cancelled as a punishment shall be counted towards maximum duration of requirement and will not be counted towards minimum duration requirement.

13.07 A student with more than one proven case of using unfair means or act of misconduct of serious nature in the examination hall shall be dropped from the rolls of the University by the Registrar on the recommendation of DI/Dean/Principal of the College.

14.0 Revaluation of answer book & Grace

14.01 Student shall be allowed to apply for re-valuation of two theory paper of maximum of two courses (registered / repeat) during a semester. He/she should apply online (offline in case of non MIS students) within 7 days of notification of result by the University. In case of those students whose all the results of registered courses are not declared they will be allowed to apply for revaluation after the declaration of results of all their courses up to 7 days of last result declaration.

14.02 The fee for revaluation shall be charged as prescribed by the University from time to time.

14.03 The revaluation will be done by the same procedure as laid down for the Evaluation System.

14.04

a. Marks obtained in the subject by the student after revaluation will be treated as final marks and will be placed in the mark sheets.

b. If the difference of marks after revaluation is more than 20 percent of maximum marks of theory examination (excluding midterm marks), the answer book will be sent to the third evaluator (re-revaluation). The result will be declared by taking average of two nearest marks. In case of equi-distant three marks, the two highest marks will be averaged.

c. No revaluation shall be allowed in case of midterm and practical examination, which includes scripts of practical field work, spotting, written objective paper, test and project report etc.

submitted as a part of practical examination.

14.05

a. There shall be no provision of retotalling of evaluated answer books.

b. There will be no revaluation of answer books of clearance examination conducted for UG programmes. However, grace marks will be awarded to all eligible candidates who submit their application as per procedure.

14.06 Grace Marks

a. A student may be awarded grace upto 05 marks in whole of the UG degree programme.

b. The grace marks (total up to five marks) can be adjusted in any two theory papers registered in current academic session (not in practical, RHWE, RAWE, In-plant-training) as per the request of the student.

c. The grace marks shall be available to only those students who pass the particular academic year and are promoted in higher class after availing this facility. The grace marks will be awarded in the following conditions:

i. Grace marks will be awarded to those student of I, II, III year class who are failing in more than SIX courses (theory & practical separately) at the end of the academic session and will be promoted to next higher class by availing this facility.

ii. Grace marks will also be awarded to students of IV year class having one or two failed courses of I/II/III/IV year and he/she is going to complete his/her degree by availing this grace marks.

d. The grace marks awarded will not be counted for calculation of OGPA. However, the courses which will be passed through grace marks will have asterisks (*- with grace) in his / her Semester Report Card and Transcript issued by the Vishwavidyalaya.

e. The cases of students pending in reference to violation of Under Graduate Academic Regulation 12.04 and 15.04 (f) will not be entitled for award of grace marks. Hence, their cases should not be forwarded by the Dean / Principal for award of grace marks.

f. The student has to apply for grace marks online as per the instructions of the university within 07 days from the date of declaration of results of revaluation in case of I, II and III Year classes. In case of IV year the grace marks option will be given after the declaration of results as well as after revaluation. Grace marks option will also be available for courses of clearance examination.

Section - VII : Academic standing, Continuance, Dropping, Break and Re-admission of students

15.0

a. **Break:** It is period of absence (full semester) requested by student on valid grounds and permitted by Dean/Principal. Student can apply for break only after completing minimum period of two semesters. The student has to apply for taking break within 30 days from the date of registration. A student taking break has to deposit continuation fee as applicable. The maximum period of break will be of four semesters. Break shall not be counted towards minimum duration requirement but it shall be counted for maximum duration requirement.

b. **Drop**: Drop is a period of absence due to cancellation of semester for any reason or absence of student without taking break. The drop period shall not exceed four semesters. Such students after resuming will have to pay full fee of the drop semesters along with continuation fee. Drop shall not be counted towards minimum duration requirement but it shall be counted for maximum duration requirement.

Break and drop together shall not be more than four semesters.

15.01 Continuance of a student as enrolled student of the University 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 the academic activities

d) Timely payment of prescribed dues / fee to the University and registration of course

15.02 **Academic Standing :**

i. If a regular student fails to appear in examination, shall be awarded zero marks while calculating CGPA in semester report card during the academic session.

ii. The period of break/drop shall be considered as deferred period and academic standing shall be worked out on the basis of students academic achievement before taking break or drop.

15.02.a In order to determine the status of the student for continuation / dropping/clearance and readmission the theory and practical will be counted as separate courses. A student has to obtain a minimum of 50% marks in each course (Theory and Practical separately) in order to pass a course. If a student fails in theory or practical he/she will be required to re-register the theory or practical as and when available.

15.02.b In a Course consisting of theory and practical, if a student fails in theory or practical or both of the same course, it shall be counted as one course for determining the status of the student for continuance/dropping/clearance and readmission.

A Course consists of theory and practical, if a student fails in theory or practical or both of the same course, it shall be counted as one course. This is for determining the status of the student for continuance/dropping and readmission.

15.03 A student in the first year of degree programme failing/dropped in more than SIX courses (theory & practical separately) at the end of the academic session shall have to repeat in the same class. Entire performance of a "repeat" student, during the previous academic session shall be cancelled and shall not be counted for minimum duration requirement.

15.04 The Academic Regulations, courses and fee structure as applicable to regular admitted students of that year would be applicable to repeat students also.

15.05 A student of first year class who is not eligible for registration in second year class in two consecutive academic sessions will be dropped from the rolls of the University. However,

"one more chance of admission will be given, if student qualifies through open competition (entrance examination) as per admission rules on merit basis"

15.06 A student of first / second / third year class failed / dropped in SIX or less courses at the end of the academic session, shall be placed on *academic probation*, and shall be promoted to next higher class. Such category of students will register the failed courses as per their choice subject to its availability in a particular semester. There shall be no supplementary examination. Marks obtained while repeating the course / courses shall substitute the previous marks.

15.07 The student who are on *Academic Probation* (failed in SIX or less courses) will register the regular as well as failed courses in the beginning of next available semester, when the courses are offered and he/she will be required to pay following fees:

1. Regular semester fee.
2. Regular semester examination fee.
3. Failed course fee as applicable.

The students who are on Academic Probation will be entitled for scholarship.

15.08 Students failed /dropped in more than SIX courses (theory and practical separately) in II, III and IV year class at the end of academic session, will not be promoted to next higher class and they will have to **clear only failed courses**. Such students will be called course repeater.

Such category of students will deposit the following fee:

1. Such students will have to pay **continuation** and **semester examination** fee as well as insurance fee as communicated by the University.
2. **Repeat** students will not be eligible for any scholarship.

Section - VIII : Regulations of student's conduct and discipline

16.00

16.01 The students shall obey the rules, regulations and orders of the University authorities for maintaining the discipline in campus and hostel. It is mandatory for students to comply with these rules. Failure to comply with these rules will make the students liable for disciplinary action including the student's expulsion from the University / college. The decision of the University authority in this regard shall be final and binding on the students and their guardians. All students shall sign a undertaking at the time of admission in the college to the effect that he / she shall submit to the disciplinary jurisdiction of the University authorities and shall observe and abide by the rules and regulations made from time to time in this regard and orders passed by the University authorities. (Copy of declaration is given in appendix I)

16.02 The following shall constitute the acts of indiscipline, misbehavior and misconduct on the part of the students

a. Keeping any fire arms, lethal weapons in the room or outside and use of these.

b. Keeping or using intoxicants in any room.

c. Ragging, bullying or harassing of students.

d. Demonstrations in any form including processions.

e. Abusing.

f. Use of violence.

g. Showing or causing to show any disrespect to staff members (employees/officers) of the University, teachers, hostel management and other authorities of the college/University.

h. Disturbing other students in their studies.

i. Damaging any University property.

j. Disorderly behavior.

k. Organizing meetings other than those authorized by the college/University authorities.

l. Any act specifically and lawfully forbidden by the officers of the University, teachers, hostel management and other authorities of the University/college.

m. Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other student or the employee of the college or University or a guest or visitor of the college / University.

n. Obstructing the vehicular traffic on the campus and highways, misbehaving with teachers and other citizens, looting shops, picking-up quarrels with other citizens and similar other antisocial activities.

o. Taking part in political activities and organizing themselves in groups or associations, which are against the interest of the University and the Nation.

p. Disobedience of the rules framed for management of the mess in the hostel.

16.03 Any student involved in the act of indiscipline, misbehavior or misconduct as specified in earlier section is liable to be punished for the same after giving him reasonable opportunity of self-defence.

a. The teacher /warden/ class advisor has the power to admonish, warn or reprimand the students verbally or in writing. A report of such punishment awarded shall be sent in writing to the Dean / Principal of the College for record and use, if needed, in future.

b. Teachers of the University and other officers and employees shall prevent the students from misconduct, misbehavior, breach of discipline or infringement of rules and shall send report in writing to the Dean/Principal of the College concerned for further necessary action, in case the matter is beyond their powers of awarding punishment. The Dean / Principal, if required, shall report the matter to the Registrar, if it is beyond his/her power to award the punishment.

c. All reported cases of serious nature of the act of indiscipline, misconduct, and misbehaviour by the students shall be referred to the College Disciplinary Committee constituted by the Dean / Principal of the College. The Chairman of the College Disciplinary Committee should be the Dean / Principal and not any senior Professor / staff of the college. This is essential to maintain strict discipline and take immediate action in the matter. Based on the recommendations of the committee, Dean / Principal shall issue necessary orders of punishment with copies to all concerned officers of the University.

d. Dean Students' Welfare shall be ex-office members of the disciplinary committee of all the constituent colleges of all the faculties in the University.

e. Before awarding punishment, if desired, the parents/guardian of the students should be informed about the established act of indiscipline on the recommendation of Discipline Committee of the College.

All students shall obey the rules regulations and order issued by university from time to time including a) UGC regulations on curbing the menace of ragging in higher education Institutions 2009 b) Hostel discipline rules c) Women harassment at work place

16.04 Punishments: Punishment as under will be awarded on the gravity of the misconduct

a. Levy of punitive fine, individually or in groups up to Rs. 20,000/- depending upon the gravity of the act of indiscipline including ragging. If the fine is not paid, the registration of the student(s) shall be cancelled.

b. Dismissal from the hostel.

c. Temporary suspension from the University / college.

d. Expulsion from the University / college up to rustication.

e. In reported ragging case, punishment will be awarded as per UGC regulation on curbing the menace of ragging in higher education institution 2009.

f. **Placing the student on Conduct Probation:** If the student is involved in the violation of the rules and regulations of the University or found involved in any act of indiscipline as established and reported (with reasons) in writing by the disciplinary committee, he/she may be placed on CONDUCT PROBATION BY the concerned Dean / Principal for a specific period, which could be for the entire degree programme. During the period of this conduct probation the student shall stand debarred from representing the college or University in any Meet, tournament, youth festival, cultural competition, railway concession etc. and shall also remain suspended from any student organization, and shall not be entitled to receive any stipend / scholarship/ fellowship. In case of conduct probation of the student for entire degree programme, it may be reviewed after one year by the Dean / Principal of the College in consultation with the disciplinary committee.

If during the conduct probation the student further indulges in the act of indiscipline, he/she shall be rusticated by the Dean / Principal of the College.

g. The loss or damage to any property / equipment of the campus as a result of demonstration / strikes resorted to by the students, shall be recovered either directly from the persons specifically identified where possible, or else collectively from such group of students which is

responsible for organizing the demonstration / strike.

The powers of awarding punishment to the students shall be vested with the Deans/Principal of the College whose decisions shall be final and binding except in case of expulsion for one full semester or a longer period and rustication from the University. In such cases expulsion or rustication will be affected as per the regulations laid down in the next section.

h. Transfer of students of Constituent Colleges to other Constituent Colleges shall be regulated as per rules framed by the University from time to time.

i. In case student(s) found guilty in ragging , the punishment will be given as per UGC regulations on curbing the menace of ragging in higher education institutions -2009.

16.05 Regulation regarding expulsion or rustication from University.

a. Expulsion of a student in the first semester or second semester of a academic year amounts to his/her expulsion for both the semesters. In either of these cases the expulsion amounts to removal of the student from the college for a period of one academic session i.e. current academic session. A student can be expelled for a maximum period of 4 semesters.

If a student continuing in the second semester of one year is expelled for two semesters, it implies his removal from the college for two years. If such a student is expelled for three semesters, still it will amount to his/her removal from the college for a period of two years. The period of expulsion will be counted in maximum duration requirement but will not be considered for calculating minimum duration of requirement.

b. The Dean/Principal on the basis of established charges against a student as per report of the college disciplinary committee can recommend expelling or rusticating a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college.

c. The cases of expulsion and rustication shall be forwarded to the Registrar by the Dean of the constituent college / Principal of the affiliated Colleges immediately after establishing the charges for expulsion or rustication. Before making any decision Dean/Principal should give fair chances of representation to student(s).

d. The student may appeal to the Vice-Chancellor for redressal of the grievance when punishment amounts to rustication from the University.

e. The Registrar will notify the order of expulsion/ rustication of the student immediately after the decision of the Vice Chancellor.

f. When facts come to the knowledge of the Vice-Chancellor, which makes him think that the order of the Dean /Principal requires revision, the Vice-Chancellor may revise the order of the Dean. The revised decision together with reasons shall be communicated to the Dean/Principal. The decision of the Vice-Chancellor shall be final.

Section - IX : Approval of final results, issue of provisional degree certificates (PDC) and Degree

17.0

17.01 The Vice-Chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the students. It shall be open to the university to with-held the result of a student on any ground that may appear valid. The PDC shall be signed by the Registrar, transcript/mark sheet by the DI and the Degree by the Vice Chancellor.

17.02 The final mark sheet/transcript shall contain all the courses undergone and the marks/grades secured by the student.

17.03 A recent passport size photo shall be printed in the final marksheet/transcript, PDC and Degree of the student.

17.04 The date of result declaration of fourth year will be the end of semester. This date of semester end, for those students, who opt for clearance examination, grace marks or revaluation, will be their respective dates of declaration of results.

17.05 The date of degrees, namely, B. Sc. (Agri.), B. Sc. (Hort.), B. Tech. (Agril. Engg.), shall be awarded after the declaration of results under the seal of the University to the students who have satisfactorily completed the graduation requirements.

18.0 Amending or canceling the result

18.01 If the result of a candidate is discovered to be vitiated by oversight mistake, omission, error, malpractice, fraud, improper conduct or any other reasons, the Vice- Chancellor shall have the power to amend or cancel the result as the case may be in such a manner so as to accord with the correct statement and true position and to make such declaration as the Vice- Chancellor may deem necessary.

18.02 If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby student has been benefited and that he/she has in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice- Chancellor shall have the power at any time, notwithstanding the award of the Certificate or Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

The date of stamping on certificate after such corrections will be the original date. The new date of issue will also be mentioned along with (DUPLICATE) stamp.

19.0 Removal of difficulties

19.01 If any difficulty arises in giving effect to the provisions of these regulation, the Vice-Chancellor may issue necessary orders, which appear to him to be necessary or expedient for removing the difficulty.

19.02 No order under section 18.01 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

19.03 The University on its own or through its Academic Council is free to modify, alter, add, delete any of its regulation, costs, fee structure etc. from time to time and would not entertain any representation on account of such modification.

19.04 Notwithstanding anything contained in these regulations the University / Academic Council shall make changes whenever necessary.

Section - X : Photocopy of Answer Book under RTI

20.0

a. With effect from academic session 2016-17, supply of answer book to the students on demand under RTI Act is as below:

b. As per RTI Act, the photocopy of answer book may be issued to the students on demand. However, the identity of evaluators must not be disclosed.

c. The application for the issue of photocopy of answer books under RTI Act must be submitted by the student after the declaration of results.

d. Student can get their answer book only of up to one calendar year of the declaration of result.

(i) Annexure-I

Declaration by the Student (to be added on fee submission page of MIS)

I hereby declare that I have downloaded the academic regulations from the university website and have read it and agree to abide by UG academic regulations of IGKV, Raipur during my degree programme.

I also, hereby declare that I will not involve myself in any act of ragging and in such event I shall submit myself to the disciplinary jurisdiction of the College and the University and shall observe and abide by these rules and such other rules, revised / added/ amended from time to time.

(ii) Annexure-II

Procedure of online counseling system

इंदिरा गांधी कृषि विश्वविद्यालय, कृषक नगर, रायपुर (छत्तीसगढ़) मे PAT के आधार पर प्रवेश हेतु ऑनलाइन काउंसिलिंग दिशा-निर्देश

1. प्रवेश हेतु आवेदन करने एवं ऑनलाइन काउंसिलिंग के समस्त चरणों मे भाग लेने हेतु अभ्यर्थियों को केवल एक बार ही पंजीकरण करना होगा | इस पंजीयन की प्रक्रिया में PAT 2019 के समस्त श्रेणी एवं वर्ग के मेरिट रैंक 01 से अन्त तक के सभी अभ्यर्थी भाग ले सकते हैं | इस हेतु निर्धारित तिथि के पश्चात पुनः पंजीकरण की सुविधा सम्पूर्ण काउंसिलिंग कार्यक्रम के दौरान प्रदान नहीं की जावेगी | अर्थात यदि अभ्यर्थी निर्धारित तिथि के मध्य ऑनलाइन आवेदन नहीं करता है तो 2019 की पी.ए.टी. के आधार पर प्रवेश पाने का पात्र नहीं रहेगा |
2. समस्त अभ्यर्थी अपने पी.ए.टी. का रोल नम्बर, व्यापम में दर्ज जन्म तिथि, स्वयं के कार्यशील मोबाइल नम्बर, दिशा निर्देश का प्रिंट आउट, फोटो, हस्ताक्षर एवं अन्य समस्त दस्तावेजों की स्कैन प्रति (JPG/PDF) को तैयार रखें|
3. पंजीकरण एवं आवेदन करने हेतु वेबसाइट **www.igkvmis.cg.nic.in** पर जायें तथा Admission 2019-20 को क्लिक करें | क्लिक करते ही UG online counselling 2019-20 दिखाई पड़ेगा, जिसमें PAT एवं PET दिखाई पड़ेगा |
4. PAT को क्लिक करें | लॉगइन पेज खुलेगा, इसमे लॉग इन क्लिक करे | लॉगिन पेज मे पी.ए.टी. रोल नम्बर, जन्म तिथि एवं मोबाइल नम्बर भरना होगा | लॉग इन करने हेतु PAT का रोल नम्बर आपकी आई.डी. होगी एवं व्यापम के फार्म मे दर्ज की गयी आपकी जन्मतिथि (DDMMYYYY) आपका पासवर्ड होगा | छात्र वही मोबाइल नम्बर पंजीकृत करे जिसे वह उपयोग करता है| यह नम्बर व्यापम मे दर्ज नम्बर से भिन्न हो सकता है |
5. सम्पूर्ण जानकारी भरने के पश्चात Get OTP क्लिक करें | दर्ज किए गए मोबाइल मे एक ओटीपी प्राप्त होगा | उसे भरने पर आवेदन फॉर्म भरने का पेज खुलेगा |
6. इस पेज में अभ्यर्थी को स्वयं से संबन्धित जानकारी भरनी होगी, सुविधा के लिए साथ में व्यापम में पूर्व में दर्ज जानकारी भी दिखाई देगी | जानकारी भरकर Save करें एवं Next क्लिक करें |

7. स्वयं से संबन्धित शैक्षणिक जानकारी भरने का पेज खुलेगा, इसमें अपना स्कैन फोटो (50 Kb से कम) एवं हस्ताक्षर (20 Kb से कम) अपलोड करें, आवश्यक जानकारियाँ दर्ज कर Save करें एवं Next क्लिक करें |
8. विश्वविद्यालय के अंतर्गत संचालित 21 शासकीय एवं 13 निजी कृषि एवं उद्यानिकी महाविद्यालयों की सूची दिखाई देगी | प्रत्येक अभ्यर्थी को प्रवेश हेतु इस सूची से महाविद्यालयों का प्राथमिकता अनुसार चयन करना होगा | समस्त महाविद्यालयों का प्राथमिकता अनुसार चयन करना अनिवार्य है | इस हेतु एक विडियो भी उपलब्ध होगा, जिसे देख कर आप यह कार्य कर सकते हैं |
9. चयन हेतू संबन्धित महाविद्यालय को ड्रैग कर, अपनी प्राथमिकता अनुसार, ऊपर नीचे सूचीबद्ध किया जा सकता है | यह प्रक्रिया तब तक करें जब तक सम्पूर्ण 34 महाविद्यालय आपकी प्राथमिकता के अनुसार सूचीबद्ध नही हो जाते | समस्त महाविद्यालय को प्राथमिकता अनुसार सूचीबद्ध कर लेने के पश्चात, "Update Preference " क्लिक करे| इससे आपकी प्राथमिकता set हो जावेगी | ध्यान रखे की "Update Preference" ना करने पर आपकी प्राथमिकता Save नहीं होगी | इससे पश्चात Confirm button क्लिक करें, यदि प्राथमिकता सही हैं तो Yes को क्लिक करे यदि वापस जाकर प्राथमिकता पुनः बदलना चाहते हैं तो NO को क्लिक करें | अभ्यर्थी अपने महाविद्यालयों की सूची को ध्यान पूर्वक सूचीबद्ध करे, क्योकि इसी सूची के आधार पर उन्हें महाविद्यालय का आबंटन किया जावेगा |
10. इसके पश्चात अभ्यर्थी अपने समस्त दस्तावेजों का चयन करे जिनको अपलोड करना हैं, जो आपके प्रकरण के अनुसार आवश्यक है, प्रत्येक दस्तावेज किस प्रारूप मे आवश्यक हैं वह भी Document Format मे "View" click कर के देखा जा सकता हैं| दस्तावेज़ हेतु निर्धारित फ़ाइल टाइप एवं साइज़ निम्नानुसार है :-

दस्तावेज़ का नाम	फ़ाइल साइज़	फ़ाइल टाइप
10वीं मार्कशीट, 12वीं मार्कशीट, पी.ए.टी. मार्कशीट, स्थायी जाति प्रमाण पत्र, अन्य पिछड़ा वर्ग हेतु आय प्रमाण पत्र, छत्तीसगढ़ मूल निवासी प्रमाण पत्र, स्वतन्त्रता संग्राम सेनानी के अंतर्गत आरक्षण हेतु प्रमाण पत्र, नक्सल पीड़ित प्रमाण पत्र, कृषक प्रमाण पत्र, विशेष पिछड़ी जनजाति प्रमाण पत्र (अभ्यर्थी के प्रकरण के अनुसार जो आवश्यक है उसे स्कैन करना है तथा अपलोड करना है)	प्रत्येक प्रमाण पत्र 500 KB से अधिक नहीं होना चाहिए		पी.डी.एफ./जे.पी.जी.
अभ्यर्थी की फोटो 3x2 cm	50 KB से अधिक नहीं होना चाहिए	जे.पी.जी.
अभ्यर्थी के हस्ताक्षर	20 KB से अधिक नहीं होना चाहिए	जे.पी.जी.

11. दस्तावेजों को केवल निर्धारित साइज़ एवं टाइप में ही अपलोड किया जा सकता है | अभ्यर्थी ध्यान दें कि स्केन दस्तावेज़ पढ़ने योग्य अवश्य होना चाहिए अन्यथा आवेदन निरस्त किया जा सकेगा |
12. अभ्यर्थी के द्वारा आवेदन फार्म में जिस वर्ग एवं श्रेणी (OBC / SC / ST / PH / Naxal Affected / Special Tribe / Female / Krishak / Freedom Fighter) को भरा हैं वही वर्ग एवं श्रेणी काउंसिलिंग के सभी चरणों में मान्य होगी | इसमें किसी भी प्रकार का सुधार पंजीयन तिथि समाप्त होने के पश्चात नहीं किया जा सकेगा |
13. दस्तावेज़ अपलोड होने के पश्चात Save करें एवं Next को क्लिक करे | ऐसा करने पर पूरा आवेदन फॉर्म कम्प्यूटर स्क्रीन पर दिखाई देगा | अभ्यर्थी समस्त बिन्दुओं का परीक्षण कर ले, यदि त्रुटि है तो सुधार करें | यदि सुधार आवश्यक हो तो, सुधार करने के लिए "Back to Edit" button को क्लिक करें तथा सभी सुधार करने के पश्चात् अंत में "Final Submit" को क्लिक करें | इससे आवेदन फॉर्म जमा हो जावेगा |
14. "Final Submit" क्लिक करने के पश्चात अभ्यर्थी के लिए फीस जमा करने की स्क्रीन उपलब्ध होगी | इस पर "Confirm" button क्लिक करने से Payment Gateway पर Redirect किया जावेगा | सामान्य एवं पिछड़ा वर्ग हेतु काउंसिलिंग फीस रूपये 300 /- एवं अनुसूचित जाति एवं अनुसूचित जनजाति वर्ग हेतु रूपये 100 /- निर्धारित है |
15. काउंसिलिंग फीस केवल ऑनलाइन माध्यम से जमा की जा सकेगी | इस हेतु दर्शाये गए बैंक के एटीएम कार्ड या नेट बैंकिंग का उपयोग किया जा सकता है | काउंसिलिंग फीस का भुगतान वह पंजीकरण की अंतिम तिथि तक कर सकता है | यह फीस किसी भी स्थिति में, चाहे प्रवेश हो अथवा ना हो, वापस नहीं की जावेगी |

16. काउंसिलिंग फीस Successful होते ही कम्प्यूटर स्क्रीन पर रिसिप्ट एवं आवेदन फॉर्म दिखाई देगा एवं अभ्यर्थी पंजीकृत हो जावेगा | प्रिंट क्लिक कर रिसिप्ट एवं आवेदन फॉर्म को प्रिंट कर लेंवें | यदि Unsuccessful Payment का मैसेज दिखाई देता है तो अभ्यर्थी को पुनः Payment करना आवश्यक होगा | इस हेतु अभ्यर्थी को पुनः अपने आई.डी. एवं पासवर्ड से लॉगइन कर, भुगतान करना होगा |
17. **ऑनलाइन फ़ीस का भुगतान कर देने के पश्चात् अभ्यर्थी अपने पंजीयन फार्म में आवश्यक सुधार पंजीयन तिथि से पूर्व कर सकते हैं, ध्यान देवे कि अभ्यर्थी केवल अपने श्रेणी में सुधार नहीं कर सकता, जिस श्रेणी से उसने अपना पंजीयन प्रथम बार किया था | इस हेतू अभ्यर्थी पुनः लॉग इन करे जहाँ पर उन्हें उनके भरे गए फार्म के निचे सुधार हेतु "Edit your Application " लिंक को क्लिक करे, और आवश्यक सुधार कर के पुनः अपने एप्लीकेशन फॉर्म का "Print out " ले लेवे |**
18. पंजीकरण के पश्चात समस्त पंजीकृत अभ्यर्थियों की मेरिट के आधार पर ऑनलाइन काउंसिलिंग द्वारा निर्धारित दिनाँक पर सीटों का आबंटन किया जावेगा जिसे अभ्यर्थी अपने आई.डी .एवं पासवर्ड से लॉगइन कर वेबसाइट पर देख सकेंगे |
19. ऐसे अभ्यर्थी जिन्हें नियमानुसार आबंटन के पश्चात् सीट आबंटित नहीं हुई उन्हें लॉगइन करने पर " 1st Round Counseling" लिंक को क्लिक करने के पश्चात् "Seat Confirmation " दिखाई देगा जिसे क्लिक करने पर" NO SEAT ALLOTED" का Message दिखाई देगा | ऐसे अभ्यर्थी जिन्हें नियमानुसार आबंटन के पश्चात् सीट आबंटित नहीं हुई वे आगामी चरणों के काउंसिलिंग का इंतजार करे |
20. ऐसे अभ्यर्थियों को जिन्हें सीट एवं महाविद्यालय आबंटित हुआ है, उन्हें लॉगइन करने के बाद "1st Round Counseling" लिंक को क्लिक पर उसमे "Seat Confirmation" का link दिखाई देगा जिसे क्लिक करने पर सीट अलाटमेंट की जानकारी का पेज दिखेगा | जिस पर आबंटित महाविद्यालय का नाम सम्बंधित अन्य जानकारी और होगी | इसी पेज पर Confirm Allotted Seat का ऑप्शन होगा |
21. **Confirm Allotted Seat:** यदि अभ्यर्थी आबंटित महाविद्यालय में प्रवेश लेना चाहता है या वह अगले चरण की काउंसिलिंग में भाग लेना चाहता हैं, तो उसे Confirm Allotted Option का चयन करना होगा | उसके पश्चात Confirm बटन को क्लिक करना होगा |Confirm Option के अंत में अभ्यर्थी को Confirmation Letter पेज पर रिडायरेक्ट किया जावेगा जहाँ से उसे Confirmation Letter का प्रिंट आउट लेना होगा | Confirmation Letter में अभ्यर्थी को किस दिनाँक को कृषि महाविद्यालय रायपुर में मूल दस्तावेजों को लेकर दस्तावेज़ सत्यापन हेतु उपस्थित होना है इसका विवरण दिया रहेगा | दस्तावेज़ सत्यापन की तिथि पर Confirmation Letter एवं समस्त मूल दस्तावेज़ लेकर आना आवश्यक है |
    - सीट आबंटन के पश्चात यदि निर्धारित समय पर सीट Confirm Option का चयन नहीं करने की दशा में अभ्यर्थी को आबंटित सीट स्वतः निरस्त हो जावेगी | इस सम्बन्ध में किसी भी प्रकार का पत्राचार मान्य नहीं होगा|

      सीट निरस्त हो जाने के पश्चात यदि अभ्यर्थी काउंसिलिंग की आगामी चरण में भाग लेना चाहता है तो उसे आगामी काउंसिलिंग के लिए निर्धारित समय के मध्य (आगामी काउंसिलिंग के पूर्व) ऑनलाइन Apply करना होगा, इसके लिए अभ्यर्थी को अपने यूजर ID एवं पासवर्ड से लॉग इन करना होगा, लॉग इन करने के पश्चात् "Participate in Next Round Counseling " का लिंक को क्लिक करके "Confirm button" को क्लिक करना होगा |
22. **दस्तावेज़ सत्यापन (Document Verification) -** ऐसे अभ्यर्थी जिन्हें सीट एवं महाविद्यालय आबंटित हुआ है और जिन्होंने सीट "Confirm" कर Confirmation letter निकाल लिया हैंउन सभी अभ्यर्थीयो को निर्धारित तिथि एवं समय पर कृषि महाविद्यालय रायपुर में Confirmation letter एवं समस्त दस्तावेजो की मूल प्रति के साथ उपस्थित होना होगा | अभ्यर्थी के द्वारा आवेदन फार्म में जिस वर्ग एवं श्रेणी (OBC / SC / ST / PH / Naxal Affected / Special Tribe / Female / Krishak / Freedom Fighter) को भरा हैं वही वर्ग एवं श्रेणी काउंसिलिंग के सभी चरणों में मान्य होगी | दस्तावेज सत्यापन के पश्चात अभ्यर्थी को दस्तावेज सत्यापन पत्र दिया जावेगा | अभ्यर्थी के दस्तावेजो का सत्यापन निम्न बिन्दुओ (A और B) के आधार पर किया जायेगा |

    A. अभ्यर्थी के दस्तावेजो के सत्यापन के समय यदि अभ्यर्थी काउंसिलिंग की पात्रता रखने वाले 4 दस्तावेज
        i. CG Domicile
        ii. PAT 2019 Mark sheet
        iii. 10th class Mark sheet
        iv. 12th class mark sheet

को प्रस्तुत करना अनिवार्य हैं इसकी अनुपस्थिति में ,अभ्यर्थी को आबंटित सीट निरस्त कर दी जावेगी और अभ्यर्थी काउंसिलिंग की आगामी सभी चरणों में भाग नहीं ले पायेगा अर्थात काउंसिलिंग की सम्पूर्ण प्रक्रिया से बाहर हो जावेगा | वह PAT 2019 के आधार पर पुनः प्रवेश हेतु अपात्र हो जावेगा|

B. यदि अभ्यर्थी बिंदु क्रमांक A में दर्शाए गए सभी दस्तावेजो को सत्यापित कर लेता हैं तब उसके अन्य दस्तावेज का उसका सत्यापन किया जावेगा |

यदि अभ्यर्थी को जिस दस्तावेजों के आधार पर सीट आबंटित की गयी हैं उसे प्रस्तुत नहीं कर पता हैं या उसमे कोई त्रुटि पाई जाती हैं तो अभ्यर्थी को आबंटित सीट निरस्त कर दी जावेगी और उनके वर्ग एवं श्रेणी को निम्नानुसार परिवर्तित कर दिया जायेगा |

क्रमांक	वर्ग एवं श्रेणी	परिवर्तित वर्ग एवं श्रेणी
1	वर्ग (OBC/SC/ST) का	वर्ग OC में
2	श्रेणी (F/K/FF) का	श्रेणी X में
3	PH	Nil
4	Naxal affected family	Nil
5	Special Tribe candidate	Nil

जिस अभ्यर्थी का सीट बिदु क्रमांक B के आधार दस्तावेज सत्यापन के समय निरस्त किया गया हैं, ऐसे अभ्यर्थी आगामी चरण की काउंसिलिंग में केवल परिवर्तित वर्ग एवं श्रेणी के आधार पर ही भाग ले सकेंगे | दस्तावेजो के सत्यापन के पश्चात् दस्तावेज सत्यापन पत्र (Document Verification letter) दिया जावेगा, जिसे अभ्यर्थी अपने पास सुरक्षित रखे |

- सीट आबंटन के पश्चात यदि अभ्यर्थी निर्धारित समय पर दस्तावेज सत्यापन करने हेतू उपस्थित नहीं होता हैं तो उस दशा में अभ्यर्थी को आबंटित सीट स्वतः निरस्त हो जावेगी | **सीट निरस्त हो जाने के पश्चात यदि अभ्यर्थी काउंसिलिंग की आगामी चरण में भाग लेना चाहता है तो उसे आगामी काउंसिलिंग के लिए निर्धारित समय के मध्य (आगामी काउंसिलिंग के पूर्व) ऑनलाइन Apply करना होगा, इसके लिए अभ्यर्थी को अपने यूजर ID एवं पासवर्ड से लॉग इन करना होगा, लॉग इन करने के पश्चात् "Participate in Next Round Counseling " का लिंक को क्लिक करके "Confirm button" को क्लिक करना होगा |**

Fee Payment : ऐसे अभ्यर्थी जिन्हें सीट एवं महाविद्यालय आबंटित हुआ है और जिन्होंने सीट "Confirm" कर दस्तावेजो का सत्यापन करवा लिया हैं | उन्हें लॉगइन करने के बाद "1st Round Counselling" लिंक को क्लिक पर उसमे "Fee Payment " का link दिखाई देगा | link क्लिक करते ही अभ्यर्थी को महाविद्यालय की फीस जमा करने हेतु Payment Gateway पर रिडायरेक्ट किया जावेगा | जहाँ आबंटित महाविद्यालय हेतु निर्धारित फीस की जानकारी प्रदर्शित होगी जिसका ऑनलाइन भुगतान करना होगा | ऑनलाइन फीस जमा करने के पश्चात् "Next" बटन को क्लिक करने पर अभ्यर्थियों को Freeze एवं Float दो ऑप्शन दिखाई देंगे | ऐसे अभ्यर्थी जिन्हें उनकी प्राथमिकता का प्रथम महाविद्यालय आबंटित हुआ है उन्हें केवल Freeze Option दिखाई देगा | Float Option केवल उन्ही अभ्यर्थियों को उपलब्ध होगा जिनको उनकी प्रथम चॉइस प्राप्त नहीं हुयी हैं |

- सीट आबंटन के पश्चात यदि निर्धारित समय पर fee payment नहीं करने की दशा में अभ्यर्थी को आबंटित सीट स्वतः निरस्त हो जावेगी | इस सम्बन्ध में किसी भी प्रकार का पत्राचार मान्य नहीं होगा|

  सीट निरस्त हो जाने के पश्चात यदि अभ्यर्थी काउंसिलिंग की आगामी चरण में भाग लेना चाहता है तो उसे आगामी काउंसिलिंग के लिए निर्धारित समय के मध्य (आगामी काउंसिलिंग के पूर्व) ऑनलाइन Apply करना होगा, इसके लिए अभ्यर्थी को अपने यूजर ID एवं पासवर्ड से लॉग इन करना होगा, लॉग इन करने के पश्चात् "Participate in Next Round Counseling " का लिंक को क्लिक करके "Confirm button" को क्लिक करना होगा |
- सभी अभ्यर्थियों को सलाह दी जाती है की फीस भरने की प्रक्रिया अंतिम तिथि से पूर्व पूर्ण कर लेवें ताकि किसी भी प्रकार की कठिनाई से बचा जा सके | विश्वविद्यालय किसी भी प्रकार से जिम्मेदार नहीं होगा यदि अभ्यर्थी के द्वारा समय पर किसी भी कारण से फीस जमा नहीं की गई |

Float Option : यदि अभ्यर्थी को उसके द्वारा चयनित प्रथम महाविद्यालय के अतिरिक्त कोई अन्य महाविद्यालय आबंटित हुआ है, एवं अभ्यर्थी इसमें परिवर्तन करना चाहता है, तथा इस हेतु अगले चरण की काउंसिलिंग में शामिल होना चाहता है, तो उसे Float Option का चयन करना होगा | उसके पश्चात Confirm बटन को क्लिक करना होगा | ऐसे अभ्यर्थी को जिन्होने Float चयन किया है वर्त्तमान में आबंटित महाविद्यालय में प्रवेश दे दिया जावेगा परन्तु उन्हें अगली काउंसिलिंग में प्राप्त होने वाले महाविद्यालय में ही अंतिम रूप से प्रवेश दिया जावेगा (Float चयन करने पर अभ्यर्थी को अगली काउंसिलिंग में उनकी प्राथमिकता के अनुसार चयन किए गए महाविद्यालय की सूची में से वर्त्तमान में आबंटित महाविद्यालय की प्राथमिकता से ऊपर की प्राथमिकता में ही मेरिट के आधार पर सीट का आबंटन किया जावेगा| अगली काउंसिलिंग में ऊपर की सूची में सीट नहीं मिलने पर पूर्व काउंसिलिंग में आबंटित सीट यथावत रहेगी) | **इस Float Option को क्लिक करने के पश्चात सीट Conversion Counselling (सीट परिवर्तन काउंसिलिंग) में भाग लेने या ना लेने का ऑप्शन दिखाई देगा | यदि अभ्यर्थी इस काउंसिलिंग मे भाग लेना चाहता है तो उसे Yes क्लिक करना होगा अन्यथा No क्लिक करना होगा (कन्वर्शन काउंसिलिंग में समस्त श्रेणियों यथा ST, SC, OBC, OC की सभी वर्ग (FF, K, F, X) की बची हुई सीटो को नियमानुसार सामान्य श्रेणी तक परिवर्तित कर काउंसिलिंग के माध्यम से उन सीटो पर प्रवेश दिया जावेगा)**

Freeze Option : यदि अभ्यर्थी को उसकी प्रथम वरीयता का महाविद्यालय प्राप्त हुआ है, या प्राप्त महाविद्यालय से वह संतुष्ट है, एवं अगले चरणों की काउंसिलिंग में भाग नहीं लेना चाहता है, तो उसे Freeze Option का चयन करना होगा | उसके पश्चात Confirm बटन को क्लिक करना होगा | इस Option को क्लिक करने पर **Seat Conversion Counselling** (सीट परिवर्तन काउंसिलिंग) में भाग लेने या ना लेने का ऑप्शन दिखाई देगा | यदि अभ्यर्थी इस काउंसिलिंग मे भाग लेना चाहता है तो उसे Yes क्लिक करना होगा अन्यथा No क्लिक करना होगा (कन्वर्शन काउंसिलिंग में समस्त श्रेणियों यथा ST, SC, OBC, OC की सभी वर्ग (FF, K, F, X) की बची हुई सीटो को नियमानुसार सामान्य श्रेणी तक परिवर्तित कर काउंसिलिंग के माध्यम से उन सीटो पर प्रवेश दिया जावेगा)

- अंतिम काउंसिलिंग में केवल Freeze Option ही उपलब्ध रहेगा और सभी अभ्यर्थी को Freeze Option ही चयन करना होगा |

23. Float या Freeze Option के अंत में अभ्यर्थी को अस्थायी आबंटन पत्र (Provisional Admission Letter) पेज पर रिडायरेक्ट किया जावेगा जहाँ से उसे अस्थायी आबंटन पत्र (Provisional Admission Letter) का प्रिंट आउट लेना होगा |
24. **Withdrawal Option (सीट निरस्तीकरण) –** अभ्यर्थी जिन्होंने आबंटित सीट हेतु फीस का भुगतान कर दिया है और अब वह आबंटित सीट पर प्रवेश नहीं लेना चाहते हैं ऐसे अभ्यर्थी प्रत्येक चरण की काउंसिलिंग में निर्धारित तिथि के मध्य सीट को निरस्त कर सकते हैं इस हेतु अभ्यर्थी को अपनेID (Roll Number) एवं Password (Date of Birth) से लॉग इन करने के पश्चात् "Seat Withdrawal Option " लिंक को क्लिक करना होगा उसके पश्चात् पर सीट अलाटमेंट की जानकारी का पेज दिखेगा | जिस पर "Withdraw Seat" बटन को क्लिक करना होगा जिससे सीट निरस्त हो जावेगी और फीस जिस बैंक अकाउंट में वापस चाहिए उसकी जानकारी देनी होगी और "confirm" बटन दबाना होगा | Confirm बटन दबाने से "प्रवेश निरस्तीकरण पत्र" मिलेगा जिसे अभ्यर्थी द्वारा Download कर उसमे अपने पलक और स्वयं के हस्ताक्षर कर पुन: इसी पेज पर Upload करना होगा |प्रवेश निरस्त करने पर अभ्यर्थी को उसके द्वारा जमा की गयी राशि में १००० रू काट कर बाकि राशि अभ्यर्थी द्वारा दिए गए बैंक अकाउंट में वापस कर दी जाएगी |
    - सीट Withdraw(रस्तीकरणप्रवेश नि) के पश्चात अभ्यर्थी काउंसिलिंग की आगामी सभी चरणों में भाग नहीं ले पायेगा अर्थात काउंसिलिंग की सम्पूर्ण प्रक्रिया से बाहर हो जावेगा | वह PAT 2019 के आधार पर पुनः प्रवेश हेतु अपात्र हो जावेगा |
    - सीट परिवर्तन काउंसिलिंग में प्रवेश लेने वाले अभ्यर्थियों को Withdraw प्रवेश निरस्तीकरण करने की सुविधा नहीं होगी |
25. **द्वितीय तृतीय चरण की /काउंसिलिंग -** द्वितीय तृतीय चरण की /काउंसिलिंग में केवल ऐसे ही अभ्यर्थी भाग ले सकेंगे जिन्होंने सीट सुनिश्चित करते समय "Float Option" का चयन किया था या ऐसे अभ्यर्थी जिन्हें पूर्व चरणों की काउंसिलिंग में सीट का आबंटन नहीं हुआ हैं |द्वितीय तृतीय चरण की /काउंसिलिंग में प्रथम बार सीट आबंटित अभ्यर्थियों को बिंदु क्रमांक 20 से 24 तक के सभी चरणों से गुजरना होगा " ऐसे अभ्यर्थी जिन्हें |Float Option" के कारण पुनः सीट का आबंटन किया हैं वे केवल आबंटित सीट को बिंदु क्रमांक 20 अनुसार confirm करना होगा और आगामी चरण की काउंसिलिंग हेतु Freeze and Float Option का चयन करना होगा | ऐसे अभ्यर्थी को पुनः फीस का भुगतान, दस्तावेजो का सत्यापन नहीं करवाना होगा |

26. Spot Counseling - इस काउंसिलिंग में वे सभी अभ्यर्थी भाग ले सकेंगे जिन्होंने पंजीयन कराया था और जिन्हें अभी तक कोई भी महाविद्यालय आबंटित नहीं हुई है या जिन्हें महाविद्यालय आबंटित हुयी हैं और उसने आगामी काउन्सलिंग हेतु Float Option का चयन कर रखा हैं | Spot Counselling भाग लेने के लिये अभ्यर्थी को निर्धरित तिथि में रायपुर कृषि महाविद्यालय में आकर रजिस्ट्रेशन करवाना होगा | अभ्यर्थी को अपने समस्त दस्तावेजो के साथ, अधिष्ठाता कृषि महाविद्यालय, रायपुर के नाम से Rs 22415/- का DD लाना होगा | Spot Counseling में मेरिट के आधार पर हर १ घंटे में सीट आबंटित किया जायेगा जब तक सारी सीटे भर ना जाये| सीट आबंटित करने के पश्चात् १ घंटे का समय दिया जायेगा जिसमे अभ्यर्थी को सीट सुनिश्चित करने हेतु DD जमा करना होगा एवं दस्तावेजो का सत्यापन करवाना होगा| इस काउंसिलिंग में Freeze और Float एवं Seat Conversion Counseling Option का चयन फीस भुगतान के समय ही करना होगा |

    सीट आबंटन के पश्चात यदि निर्धारित समय पर अभ्यर्थी काउन्सेलिंग कमेटी के समक्ष उपस्थित नहीं होता हैं तो उस दशा में अभ्यर्थी को आबंटित सीट स्वतः निरस्त हो जावेगी | **सीट निरस्त हो जाने के पश्चात यदि अभ्यर्थी काउंसिलिंग की आगामी चरण में भाग लेना चाहता है तो उसे आगामी काउंसिलिंग के लिए निर्धारित समय के मध्य (आगामी काउंसिलिंग के पूर्व) ऑनलाइन Apply करना होगा, इसके लिए अभ्यर्थी को अपने यूजर ID एवं पासवर्ड से लॉग इन करना होगा, लॉग इन करने के पश्चात् "Participate in Next Round Counseling " का लिंक को क्लिक करके "Confirm button" को क्लिक करना होगा |**

27. **Seat Conversion Counseling (सीट परिवर्तन काउंसिलिंग)** - इस काउंसिलिंग में केवल वे ही अभ्यर्थी भाग ले सकेंगे जिन्होंने सीट सुनिश्चित करते समय "Seat Conversion Counseling" में "YES" का चयन किया था या ऐसे अभ्यर्थी जिन्होंने Spot Counseling में पंजीयन कराया हैं और उसे Spot Counseling में सीट नहीं मिली हैं | Conversion Counseling भाग लेने के लिये अभ्यर्थी को निर्धरित तिथि में रायपुर कृषि महाविद्यालय में आकर रजिस्ट्रेशन करवाना होगा | अभ्यर्थी को अपने समस्त दस्तावेजो के साथ, अधिष्ठाता कृषि महाविद्यालय, रायपुर के नाम से Rs 22415/- का DD लाना होगा | Conversion Counseling में नियमानुसार हर १ घंटे में सीट आबंटित किया जायेगा जब तक सारी सीटे भर ना जाये| सीट आबंटित करने के पश्चात् १ घंटे का समय दिया जायेगा जिसमे अभ्यर्थी को सीट सुनिश्चित करने हेतु DD जमा करना होगा एवं दस्तावेजो का सत्यापन करवाना होगा | इस काउंसिलिंग में Freeze और Float एवं Seat Conversion Counseling Option का चयन फीस भुगतान के समय ही करना होगा |

28. **10+ 2 Based Counselling**- Seat Conversion Counseling के पश्चात भी में सीट रिक्त रह जाने की स्थिति में नियमनुसार सीटें 10+2 पास अभ्यर्थियों के 10+2 में उतीर्ण हुए प्रतिशत के आधार पर सीटो का आबंटन किया जावेगा | इस काउंसेलिंग में भाग लेने हेतु अभ्यर्थी को निर्धारित तिथि में ऑनलाइन पंजीयन करना होगा |

29. **Fee Refund(फीस वापसी)-**अभ्यर्थी जिनकी आबंटित सीट काउंसिलिंग के किसी भी चरण में अपात्र होने के कारण निरस्त कर दी गयी हैं ऐसे अभ्यर्थी फीस वापसी हेतु ऑनलाइन आवेदन करेंगे और उनके द्वारा जमा की गयी राशि में Rs1000/- काट कर उनके द्वारा दिए गए बैंक अकाउंट में दे दी जावेगी |

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