



Examination Policy

K. K. Wagh Education Society's
K. K. Wagh College of Agriculture,
Saraswati Nagar, Panchavati, Nashik- 422003.



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K.K. Wagh College of Agriculture,

(Affiliated to Mahatma Phule Krishi Vidyapeeth, Rahuri)

Saraswati Nagar, Panchavati, Nashik- 422 003. Maharashtra

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Examination Policy

Examination policies are based on Academic Rules & Regulation of Bachelor Degree Programme of the Mahatma Phule Krishi Vidyapeeth (MPKV), Rahuri. These rules are approved by Maharashtra Council of Agriculture Education & Research (MCAER), Pune. All the work in Examination section is governed & monitored by the Mahatma Phule Krishi Vidyapeeth, Rahuri & Principal of the College. Following are the policies related to various activities of the examination.

1. Eligibility: Admissions to first year B.Sc. (Hons.) Agriculture will be conducted under control of State CET Cell, Mumbai & Admission Regulatory Authority, Mumbai. Eligibility criteria is as given below

Sr. No.	Programme	Eligibility
1.	B.Sc. (Hons.) Agriculture	<p>1. XII Std. (Science) passed in 10+2 pattern from Maharashtra State Board of Higher Secondary Education or an equivalent Examination, with PCB or PCMB or PCM, or Inter Agriculture (with Physics, Chemistry) and English.</p> <p>2. Those who have not offered Biology/Mathematics shall have to complete deficiency courses as prescribed by respective University.</p> <p>3. Common Entrance Examination i.e. MHT-CET/JEE/NEET organized by Competent Authority during respective year in PCB/PCM subject.</p>

2. Admission and Registration -

1. An academic year shall normally commence from 1st June and end on 31st May of the following calendar year or as per the decision of competent Authority. It shall be divided into two semesters each of 18 to 20 weeks duration. Dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc. shall be determined by the Maharashtra Agricultural



Universities Examination Board (MAUEB), Pune in consultation with Director of Instructions Coordination Committee (DICC) from time to time and notified accordingly. There will be separate academic calendar for each faculty approved by MAUEB, Pune.

2. Selection for admission of new candidates to the first semester of undergraduate courses shall be made in accordance with the provisions of the Regulation made in this behalf by the Maharashtra Council of Agricultural Education and Research (State Council), Pune from time to time. The admission will be through CET conducted by Common Entrance Test Cell, Maharashtra State (MH- CET or JEE or NEET or any other equivalent exam as decided by State CET cell).
3. As per the eligibility conditions and criteria mentioned in the gazette, the CET organized by competent authority is mandatory for admissions.
4. Enrollment of a student in various courses in consultation with the respective Counselor and depositing fees with the Principal of the college. The roster form duly filled in and signed by the student, Counsellor and concerned course teacher and Principal shall be deposited in the office.
5. A student seeking admission to semester other than the first shall be permitted by the Principal on payment of late fee of Rs. 100/- (One hundred) per day upto a period of FIVE working days from and including the day notified for registration.
6. A student shall not register for more than 30 credits in a semester as regular fresh courses. However, the Principal may permit on recommendation of the Counselor a load not exceeding 40 credits (30 credits regular + 10 credits of F grade).

3. Examination In charge, Senior Supervisor and Junior Supervisor Appointments and work

1. **Examination In charge-** Examination In charge & supporting staff required for smooth conduction of examination is appointed by respective Principal of the College for a period of two years. Appointment of examination in charge is on the basis of seniority & teaching experience.
2. **Senior Supervisor and Junior Supervisor Appointments:**
Senior Supervisor and Junior Supervisors are appointed by Mahatma Phule Krishi Vidyapeeth, Rahuri.
3. **Internal Squad:-** To ensure that all candidates are under strict surveillance during examination period, senior faculty of college is appointed as a chairman & 1 to 2 members under him are appointed by the concerned principal as an internal squad.



4. **Online Roster form filling for Examination:** Online roster forms of all students are filled through result management system software of University for examination.

5. **Hall Tickets Distribution:** Hall tickets of all students are download from RMS link of software and printouts are distributed among all students before commencement of examination.

4. University Theory (Semester End) Examination Process: -

1. **Stationary Requirement:** Depending on the strength of students to be appeared in University theory examination, examination in charge submit stationary requirement to account department for approval and necessary purchasing of stationary is done.

2. **Junior supervisor requirement:** Depending on the strength of students to be appeared in University theory examination requirement of Junior supervisor is submitted to concerned CAP Center. CAP center appoints Junior supervisor from other institutes for smooth conduct of Semester End Theory Examination.

3. **Seating plan:** - Exam section prepares session wise seating plan & block location chart and display it on notice board before the start of examination. Seating plan (Block Slip) for each individual block is displayed outside the block in which seat numbers are assigned to desks.

4. **Peon allotment:** - Before starting of examination, meeting of peons is arranged under the guidance of Examination in charge. Peons are informed about their duties. At starting of the examination, peons are allotted to blocks. Peons are assigned the works as block cleaning, desk arrangement, providing supplements and material required by junior supervisor during examination hours.

5. **Junior supervisor allotment:** - Block wise list of the junior supervisors is prepared & allotted supervision to concerned junior supervisor.

6. **Opening of Question paper:** Seal of Question Paper is opened in the presence of Senior Supervisor & Junior Supervisor appointed by Mahatma Phule Krishi Vidyapeeth, Rahuri 10 minutes before the commencement of examination.

7. **Distribution of question papers in blocks:** -Question Papers are distributed in the blocks as per strength of students appeared for examination.

5. Examination & Evaluation:

1. A students progress in a course shall be judged through well spread out periodical examinations. The mid-semester theory examination shall be conducted at the college level by the Principal when approximately half the course content is



completed or as per the academic Calendar provided by MAUEB, Pune. It shall consist of the theory paper of One hour duration for 1 credit course and one and half hours for 2 or more credit course.

2. The practical semester-end examination shall be minimum of 2 hours duration for a batch of 20 to 30 students. No student shall be examined in more than two practicals per day.
3. The allocation of marks between the theory and practicals/ field work examination shall be proportionate to the number of credits (for example, a course with two credits for theory work and one credit for laboratory/ field work, the allocation of marks between theory and practical/ field work examination shall be in the proportion of 2 : 1. One credit is equal to 50 marks).
4. The Semester end Theory examinations will be conducted at the respective Universities as directed by the Maharashtra Agricultural Universities Examination Board under the supervision of Senior Supervisor, from the faculty/ college other than the Institute where the examination is being conducted. The Registrar of the respective University will appoint Senior Supervisor.
5. The Semester end practical examination at the respective universities will be conducted under the supervision of External Examiner, from the faculty/ college other than the Institute where the examination is being conducted. The course teacher, Academic staff from section/ College/ Department concerned will assist the External examiner in conduct of the Practical examination.
6. Mid-semester examination will be conducted by the respective colleges and it will be an internal evaluation.
7. Record of class work in case of practicals will also be assessed internally by respective colleges. The practical manuals/ assignments as part of Record of class work will be in the form of hand written submitted by the student.

6. Weightage of Examination :

1. In case of theory examination twenty percent marks are allotted to Mid term examination & eighty percent marks are allotted to Semester End Theory examination.
2. In case of Practical examination twenty percent mark are allotted to Record of class work & eighty percent mark are allotted to Semester End Practical examination.
3. If viva-voce is conducted at the semester-end practical examination, the marks allotted to viva-voce shall not exceed 10 per cent of the total marks allotted to the practical examination.



7. Evaluation of Answer books of Semester End Theory Examination :

Evaluation of Answer book of theory examination is done under CAP center appointed by Mahatma Phule Krishi Vidyapeeth, Rahuri.

8. Grading and Declaration of class

1. Uniform Grading system will be followed with uniform Overall Grade Point Average (OGPA) requirements for award of degrees at all levels and uniform conversion formulae to be followed for declaration of I, II and III divisions, distinctions etc.

Sr. No.	Percentage of Marks Obtained	Conversion into Points
1	100	10 Points
2	90 to 100	9 to 10
3	80 to 90	8 to 9
4	70 to 80	7 to 8
5	60 to 70	6 to 7
6	50 to 60	5 to 6
7	Less than 50	Fail

2. Minimum 40% marks for theory and practical separately and 50 % marks are compulsory for theory and practical taken together will be required for passing the subject/ course.

3. Class and Merit record will be as per given scheme.

Sr. No.	OGPA	Class
1	5.00 to 5.99	Pass class
2	6.00 to 6.99	II Class
3	7.00 to 7.99	I Class
4	8.00 and above	I Class with Distinction



9. Unfair Means

1. If the Student is guilty of the charge of preparation, attempt, abetment or actual use of unfair means, he shall award punishment as details given in the table.

Mid – semester examination and in any examination.	The student shall be awarded 'F' grade in the particular course and shall have to register fresh for the course when offered.
Semester-end examination / in any examination	A student shall be declared to have Failed in all the courses registered by him during that semester (including repeat as well as regular courses, if any) such student shall not be permitted to register for the next higher semester until he passes all the courses of the semester for which he has been punished under Unfair Means.

The student shall be liable for permanently debarred form the college, if found

1. Theft or involvement directly or indirectly in theft of answer books and question paper.
2. Threatening or attempt of threatening to anybody connected with examination
3. Conduct of examination or result before or after, directly or indirectly.
4. Distraction of answer book after examination.
5. Involved in submission of fake documents or using fake documents with fake signature of university authorities.
6. Occurrence of any other incident and use of unfair means not covered.




Coordinator


Principal
R.K. Wagh College of Agriculture
Saraswatinagar, Panchavati, Nashik