

Kerala Agricultural University
B.Sc. Co-operation and Banking (C&B) Hons Degree
Programme

COURSE PROSPECTUS 2009

Introduction

1. B.Sc. Co-operation and Banking (C&B) Hons course is offered by the Kerala Agricultural University in the Faculty of Agriculture at the College of Co-operation, Banking and Management at the KAU Main Campus, Vellanikkara, Thrissur.
2. Duration of the course is 8 semesters (4 years)
3. Medium of instruction is English
4. System of Teaching and Evaluation: Semester course credit system of instruction with internal and external evaluation
5. Intake capacity: 40 seats including 6 seats under ICAR quota

6. Reservation of seats

- 6.1 One seat is reserved for outstanding Keralite Sportsmen/Women within the intake capacity.
- 6.2 Six seats are reserved for candidates selected through All India competitive examination conducted by ICAR, New Delhi.

7 Distribution of seats

- 7.1 The seats available under general quota after deducting the number of seats reserved for the various categories within the intake capacity will be filled up in accordance with the reservation principles ordered in GO(P) No.208/66/Edn. dated 02-05-1966 as modified from time to time.
- 7.2 The break up of the seats is given below:

I. State quota

a) State merit (65%)	21
b) SEBC (25%)	
i) Ezhava (9%)	3
ii) Muslim (8%)	2
iii) Latin Catholics other than Anglo Indian (2%)	1
iv) Other Backward Christians including SIUC & Converts to X'ianity from SC (1%)	0
v) Other backward Hindus (5%)	2
c) SC (8%)	2
d) ST (2%)	1

II. ICAR quota

6

III. Sports quota

1

IV. Physically handicapped

1

Total

40

- Note:** 1 *If any seat in the reserved quota in the intake capacity mentioned under para above is left unavailed of, such seat will go to the open merit pool (Statewide)*
- 2 *The seats unavailed of by the SC candidates will go to ST and vice-versa. If there are still vacancies they will be filled by candidates from Other Eligible Community (OEC)*

8 Eligibility for admission

8.1 Candidates for admission to B.Sc. (C&B) Hons programme should have passed Higher Secondary Examination of the Board of Higher Secondary Education, Kerala or examinations recognised equivalent thereto with a minimum aggregate of 50% marks.

- Note:** i) *In the case of SC/ST candidates a pass in the qualifying examination is enough. Relaxation of 5% marks is allowed to candidates belonging to SEBC.*
- ii) *The relaxation of 5% marks to SEBC as mentioned above and reservation of seats under 7.2(c) are available only to those belonging to castes and communities specified in annexure to the GO(P)208/66/Edn. Dtd.2.5.66 and who are members of families whose aggregate annual income prescribed by the Government from time to time.*
- iii) *The Vocational Higher Secondary course conducted by Government of Kerala has been recognised as equivalent to the Higher Secondary Examination, Kerala*

8.2 Sports quota

Candidates who claim reservation under Sports Quota should attach with the application, a certificate of eligibility for selection under this quota issued by Kerala Sports Council as per the guidelines published by them. The candidate should forward the original application form to the Registrar, Kerala Agricultural University and a copy of the application to the Kerala Sports Council. The Sports Council will allot marks to the candidates according to their proficiency in sports. The maximum marks under this item are fixed as 500.

The Sports Council Authorities will collect the Roll Numbers of the candidates from them and furnish them in the mark list. The mark list should be forwarded to the University sufficiently early before the publication of the rank list.

These marks will be added to the marks secured by the candidate. The merit list for sports quota is prepared on the basis of *inter se* merit of the candidate fixed as above. The seats under sports quota will be filled up according to the rank from the Sports Merit List.

8.3. Nativity

- i) Only Indian citizens of Kerala origin are eligible for admission, except candidates selected through the All India Entrance Examination.
- ii) In order to prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce:
- a) The true copy of relevant page of SSLC of the candidate showing the candidate's place of birth in Kerala

OR

- b) In the case of candidates who have undergone school studies other than SSLC, such as CBSE/ISC etc. a 'course certificate' has to be obtained from the

Head of educational institution(s) in Kerala, to prove that the candidate has undergone his/her studies in Kerala for at least 5 (five) years within a period of 12 (twelve) years immediately prior to the completion of the Higher Secondary Examination or equivalent examination. This certificate is to be obtained in the format given in the application form.

OR

c) A certificate from the Village Officer/Tahsildar to show that he/she or his/her mother/father was born in Kerala. This is to be obtained in the format given in the application form.

OR

d) A certificate in the format given in the application form from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a period of twelve years.

8.4 To claim communal reservation

- a) Community and Income Certificate (to be obtained in the body of the Application form) for claiming reservation under SEBC quota.
- b) Community Certificate for claiming reservation under SC/ST quota (to be obtained in the body of the application form meant for SC/ST).

8.5 Other general rules for special/mandatory reservation

- 8.5.1. The seats unavailed of by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 8.5.2. The seats unavailed of by the SC/ST candidates will be filled from Other Eligible Community (OEC) candidates (vide GO (P) No.301/87 H.Edn. dated 3-12-1987). The seats unavailed of by OEC will go to the Open Merit Pool (State wide basis).
- 8.5.3. If any seat, in any reservation quota, is left unavailed of by the candidates belonging to that particular category, those seats will go to the Open Merit Pool (State wide).
- 8.5.4. In the case of seats falling vacant under the ICAR quota, when gets released will be added to the State Quota and such seats will be reallocated following the principles of mandatory reservation.

9. Age

Minimum age for admission is 17 years as on 31st December 2009.

10. Selection of candidates

- 10.1. Rank list for the selection of candidates will be prepared on the basis of the aggregate marks obtained at the qualifying examination at the higher secondary level or equivalent.

- 10.2. If there is a tie, those having higher marks in English in the qualifying examination will be preferred.
- 10.3. If the tie still persists, the elder person will be preferred.

11. Application forms

- 11.1. Application form and prospectus are available in the KAU official website www.kau.edu in Adobe Acrobat PDF format. The downloaded application forms may be printed on A4 size paper and used. It may be noted that editing of the pre-printed text in the application format in any way other than as indicated (like ticking, filling in with ink, scoring off inapplicable material) will render the application invalid and liable for rejection.
- 11.2. The filled in application forms may be submitted alongwith the application fee as indicated below to the Registrar, Kerala Agricultural University, KAU P.O, Thrissur, Kerala, 680656 so as to reach before the date and time indicated in the notification.
- 11.3. Each application should be accompanied by an application fee of Rs.300/- by way of Demand Draft drawn in favour of the *Comptroller, Kerala Agricultural University, Vellanikkara payable at State Bank of Travancore, KAU Campus Branch, Vellanikkara (branch code no. 7670)*. No other mode of payment will be accepted. SC/ST candidates need remit an application fee of only Rs.150/-. The application fee once paid will not be refunded under any circumstances. Application forms without the required fee will be summarily rejected.

12. How and when to apply

- 12.1. Application forms correctly filled up together with application fee and the required documents carefully fastened should be sent to the Registrar, KAU at the address indicated above so as to reach before the last date and time notified by the University. Late and defective applications will not be considered under any circumstances.
- 12.2. Documents to be produced along with the application:
 - a) Attested copies of mark list in respect of all parts at the Higher Secondary/qualifying examination in the case of 'Passed' candidates
 - b) Attested copies of relevant page of SSLC/equivalent examination to prove the date of birth and community for corroborative verification of community.
 - c) Native certificate obtained in the body of application form. Candidates selected by ICAR need not produce this.
 - d) Certificate of community and family income from all sources in the prescribed form in the application itself obtained from the Village Officer concerned in the case of candidates belonging to communities recognized by Government as Socially and Educationally Backward Communities. In the case of Latin Catholic other than Anglo Indians eligible for reservation it would be specified in community certificate that they belong to the group, Latin Catholic other than Anglo Indian.

- e) Children of inter-caste married couple claiming reservation should furnish certificate from the Village Officer concerned.
- f) Certificate in support of any other reservation claimed as specified in the prospectus should be attached with the application to prove their claims.
- g) One self-addressed stamped envelop of 23 x 10 cm size with postage stamps worth Rs. Ten affixed.
- h) Any other certificate/document as required in the application and the instructions attached.

Note: *Documents and details furnished after the submission of application will not be considered on any account.*

- 12.3. Candidates who have passed their qualifying examination from outside the State shall furnish the certificate of recognition of the qualification as equivalent qualification from one of the Universities in Kerala along with the applications.

13. Claim for reservation under Scheduled Castes/Scheduled Tribes quota

- 13.1. Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community certificate from a Tahsildar, in the proforma given in the application form. The Christian converts who have subsequently embraced Hinduism should produce caste/community certificate in the prescribed proforma given in the application form. The following certificate should also be got recorded by the Revenue Official, below the certificate 'The certificate is issued after observing the guidelines issued in Government Circular No.18421/E2/SC/ST/DD dated 15-12-1987'.
- 13.2. The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST certificate (community certificate) from the Tahsildar in the prescribed form provided on the body of the application will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates vide GO (MS) 31/90/SC/ST/DD dated 25-5-1990. The community certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The community certificates obtained earlier for other purposes will not be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding reconversion.
- 13.3. The claims for reservation under Scheduled Castes/Scheduled Tribes quota will also be subject to verification and clearance by the Screening Committee constituted for the purpose by the University in accordance with the instructions contained in the GO(MS) No.23/89/SC/ST/DD dated 22-5-1989 and as authorized by Section 6 of the Kerala Scheduled Castes and Scheduled Tribes regulation of issue of Community Certificates Act, 1996 (Act 11 of 1996).

- 13.4. The SC/ST claims in respect of those who have migrated from one state to another will be subject to the provisions of GO(MS) No.10/86/SC/ST/DD dated 12-2-1986. Only the children of those who had migrated to this state before the promulgation of the Constitution (Scheduled Castes) Order 1950 and the Constitution (Scheduled Tribes) Order 1950 and ordinarily reside in this state can claim SC/ST benefits from the State of Kerala. They must be able to prove this if required.
- 13.5 Children of inter-caste married couples who claim reservation under SC/ST quota should produce the SC/ST certificate from the concerned Tahsildar, in addition to the 'Intercaste Marriage Certificate'. Their SC/ST claim will be subject to verification and clearance by the Screening Committee constituted by the Government vide GO(MS)23/89/SC/ST/DD dated 22-5-1989. The applications of such candidates for the reserved seats of SC/ST which do not contain SC/ST certificate from the concerned Tahsildar in the prescribed form provided in the body of the application will not be considered on any account (vide GO(MS)31/90/SC/ST/DD dated 25-5-90). The community certificate should clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Castes/Tribes. There is no separate reservation quota for the children born out of intercaste married couples of whom one is a Scheduled Caste/Scheduled Tribe.

13.6 *Warning*

Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in clause (c). Candidates and their guardians who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST certificate produced is found to be false and the candidate does not belong to any SC/ST communities. Under section 16 of the Act "Benefits secured on the basis of false community certificates will be withdrawn".

- i) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such Castes or Tribes or secures any appointment in the Government, Government undertakings, Local Authority or in any other Company or Corporation owned or controlled by the Government or in any aided institution against a post reserved for Scheduled Castes or Tribes or enjoys any other benefits extended exclusively for such Castes or Tribes by producing a false Community Certificate shall, on cancellation of the false community certificate be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.
- ii) Any amount paid to such person by University/Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is an arrear of public revenue due as land.
- iii) Any degree, diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the

basis of a false Community Certificate shall also stand cancelled on cancellation of the Community Certificate obtained by him.

- iv) If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.
- v) **Ragging is a criminal offence as per 'Anti Ragging Act' of Kerala. Students indulging in such activities will be punished as per law.**

14 Selection and admission

- 14.5 The Registrar, Kerala Agricultural University will publish the rank list of all candidates based on marks scored at the qualifying examination at higher secondary level.
- 14.6 The candidates selected for admission will be intimated about the place, date and time of admission, either through a press release or individual intimation. Those who do not appear on the date and time fixed will automatically lose their chance and the seats allotted to them will be filled up by suitable candidates from the waiting list.
- 14.7 The candidates should furnish at the time of admission the originals of certificates and other relevant documents. The original documents required are: SSLC or equivalent, TC, conduct certificate obtained from the Head of Institution last studied, original mark list of Higher Secondary or equivalent, migration certificate (only in the case of students belonging to Universities other than Kerala, Calicut and Mahatma Gandhi) and other certificates prescribed in relevant paras, for the claim of reservation of seats. Certificate of physical fitness is also to be produced.
- 14.8 Candidates who are given admission slip should pay the prescribed tuition and other fees as detailed in para 16 below in full to the University Office on the same day, otherwise they will lose their chance for admission. Fees once paid will not be refunded under any circumstances.
- 14.9 The Registrar, Kerala Agricultural University or the officer entrusted by him with the work of admission on his behalf is entitled to refuse admission to candidates, if they are not satisfied with the correctness or genuineness of any certificates filled by them along with the applications. The decision of the Vice Chancellor on this behalf will be final.
- 14.10 The Registrar, Kerala Agricultural University is competent to close the admission at any date after the commencement of the first semester of the BSc (C&B) Hons degree programme eventhough vacancies of seats and candidates in the list are available.

15 Procedure for admission for foreign students

15.1. (i) Foreign students

The following procedures have been prescribed for admission of the foreign students. The normal procedure for seeking admission is that the foreign student should apply in the prescribed form available in the Indian missions abroad and the application is to be forwarded to the Government of India by the Embassy/Mission concerned. The Ministry of Education

will then arrange for admission through ICAR. The foreign students who arrive in India on Tourist visas will not be admitted unless he/she has taken previous approval of the Government of India for his/her visa being converted to student visa but his/her application will be provisionally considered and the eligibility decided. An 'Eligibility Certificate' indicating the last date by which he/she must join the course will be issued to the eligible candidate who will be advised to approach the Ministry of Home affairs through the Foreigner's Registration Officers of the State Government where the foreign student is temporarily residing at the time of application. The eligibility certificate in original should be attached with the application for conversion of visa.

No application for admission from students holding Chinese nationality (from Mainland and Formosa) will be entertained without a clearance from the Government of India 'Ministry of Education'. Before joining the course, the foreign student also will be required to fill in relevant particulars in the application form available from the Kerala Agricultural University.

No self-supporting student of any foreign country is admitted in the University.

Foreign students being admitted in the University should undergo medical examination within a month of their admission. These students will initially be admitted provisionally on the strength of a Medical Certificate and AIDS free certificate and only on the production of valid medical certificate, admission will be confirmed.

Medical Examination shall be carried out by an authorized Medical Officer with a rank of not less than that of Civil Surgeon/CMO of the District where the institution is located or any other Officer designated for the purpose.

(ii) *Candidates from outside states*

The candidates having the requisite qualification seeking admission from outside Kerala State should apply to the ICAR, Krishi Bhavan, New Delhi through their State Government concerned. In respect of Union Territories of Lakshadweep and Andaman/Nicobar, the reserved seats are exclusively for the ethnic natives. No restriction will be imposed on candidate, sponsored by the ICAR except to the extent that they should satisfy the minimum requirements prescribed.

A special caution deposit of Rs.2,000/- is to be paid at the time of admission in the case of candidates from outside the State/Foreign country which will be refunded when he/she leaves the University.

16 Fees

Particulars	I Semester (Rs.)	II Semester (Rs.)
Admission fee*	75.00	-
Tuition fee	1070.00	1070.00
College caution deposit*	400.00	-
<i>Special Fees</i>		
Library	150.00	150.00
Stationery	100.00	100.00
Athletic fee	60.00	60.00
Association fee	50.00	50.00
Magazine fee	50.00	50.00
University Union fee	25.00	25.00
Medical inspection fee*	40.00	-
Academic Handbook & Calendar	50.00	50.00
Total	2070.00**	1555.00

(The above rates are subject to revision from time to time)

* Only at the time of admission

** In addition to the above fees, the PTA fund and Medical Insurance fee also have to be remitted.

17. Exemption from payment of fees

- 17.1. Scheduled Caste and Scheduled Tribe candidates of Kerala State who seek exemption from payment of fees will have to furnish at the time of admission, application in the prescribed fee concession form. The candidates should arrange to obtain the forms in advance from the District Welfare Officer or from the Director of Harijan Welfare, Thiruvananthapuram or from the College to avoid difficulties in this regard. Otherwise they will have to pay the fee at the time of admission. However, they will have to pay caution deposit and University Union fee.
- 17.2. The SC/ST candidates from outside Kerala and allotted by ICAR, New Delhi, based on All India Competitive Examination, should pay full fee at the time of admission. If they are eligible for any fee concession, they can get it reimbursed from respective Government Departments.
- 17.3. No exemption from payment of fees will be granted to candidates who are likely to be eligible for any other types of fee concessions. But the fees paid by them will be reimbursed as and when the concessions are sanctioned.

18. Residential facilities and hostel charges

- 18.1. All students should reside in the hostel unless exempted by the Dean on the ground that they are staying with their parents/guardian.

- 18.2. Those who get admitted to the hostel should pay in addition, the following amounts.

	(Rs.)
1. Hostel admission fee	75.00
2. Mess advance	1500.00
3. Rent per semester	75.00
4. Current charges per semester	100.00
5. Water charges per semester	30.00
6. Hostel caution deposit	300.00
7. Establishment Fund (only along with mess dues per month)	30.00
8. Other miscellaneous charges (as decided by the warden)	--
Total	2110.00

The above rates are subject to revision from time to time.

19. Penalty for furnishing false information

Any candidate who is found to have willfully or otherwise given any particulars, which are false, or has suppressed material information or does not satisfy the requisite qualification for admission shall be disqualified. They shall not be allowed to continue on the rolls of the University, if it is detected at any stage of his/her studentship in the University. In case the candidate has already passed out of the University then the degree awarded by the University shall be withdrawn.

20. High Court of Kerala will be the only judicial body to decide on all disputes arising, if any, in the matter of admission.
21. The prospectus is subject to further modification/addition as may be considered necessary by the University and will be issued as executive orders/notifications.

REGISTRAR