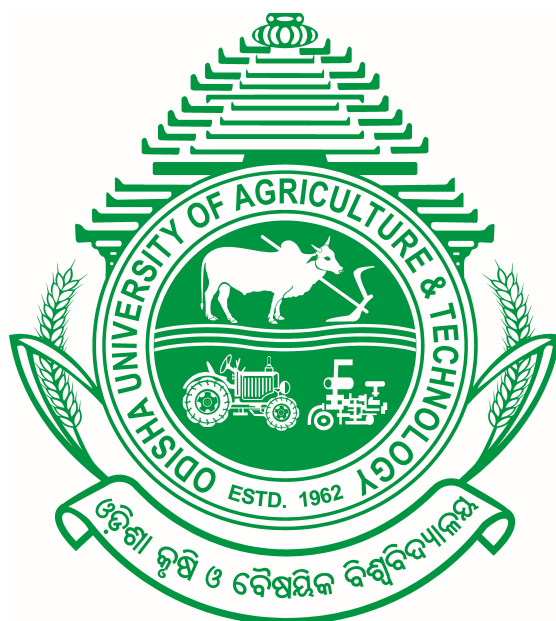


PROSPECTUS
FOR
ADMISSION INTO DIPLOMA COURSES
IN
AGRO-POLYTECHNIC, 2024-25



**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY,
BHUBANESWAR: 751 003**

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ଭୁବନେଶ୍ୱର - ୭୫୧ ୦୦୩

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DIPLOMA COURSE IN AGRO-POLYTECHNIC

2024-25

This Bulletin presents an overview of the academic activities relating to the various Diploma Courses of the Orissa University of Agriculture and Technology, Bhubaneswar.

This Diploma in Agro Polytechnic prospectus is referred as Diploma Prospectus -2024 in the text.

The Authorities reserve the right to change the requirement for such admission and amend or alter the structure and contents as well as other policies, deemed necessary in the interest of the students, the institution and the profession.

(Authority: Resolution No. 7825 Dt. 07.06.2024 of the Academic Council, OUAT)

C O N T E N T S

SL.NO	S U B J E C T	P A G E
1	The University	01
2	Centre for Diploma in Agro-Polytechnic	01
3	Eligibility for admission	02
4	Category eligibility	02
5	Intake capacity and break of seats	03
6	Selection process	05
7	How to get Prospectus & Apply	05
8	Admission	06
9	Students Discipline	08
10	Academic System	09
11	Admission Fee	10
12	Refund of fees	11
13	Medium of instruction	11
14	Attendance requirement	11
15	Dispute	11
16	Admission Calendar	12
17	Annexure (I-VI)	13-19

IMPORTANT INFORMATION

Please go through the prospectus carefully. **The applicant has to submit online application Form through website www.ouat.ac.in** (Academic section > admission section > Candidate login) or **<https://ouat-lokaseba-odisha.in> through student login**. Candidate has to login providing e-mail, mobile number and OTP to submit Application Form. The candidate has to login to edit Application Form, download acknowledgement of Form. weightage & rank card, Intimation letter etc can be downloaded on a hyper link at the login page.

IMPORTANT EVENTS AND DATES

Sl. No	Programme	Date
01	Availability and submission of Application Online through (Edit option available till last date of application) www.ouat.ac.in or https://ouat-lokaseba-odisha.in .	20.06.2024 to 10.07.2024 Last date of payment of application fees is 11.07.2024
02	Availability of Rank Card through OUAT website www.ouat.ac.in	18.07.2024
03	Availability of intimation letter through OUAT website www.ouat.ac.in or https://ouat-lokaseba-odisha.in .	23.07.2024
04	Counselling-cum-admission	30.07.2024 & 31.07.2024
05	Orientation Programme and Commencement of class in respective centre	01.08.2024

Help Line Number:

To be contacted only during office hours (10 a.m. to 5 p.m.) on working days only.

1. Common Service Centre help line number - **9938838538**
2. Asst. Registrar (Academic) - 0674 - 2397970 – Extn – 111/218
3. Controller of Examination - 0674 – 2397970 – Extn – 187
4. Help desk e-mail ID - **ouat.helpline@gmail.com**

The candidates should send e-mail for any query to above mail id only. E-mail to other mail ids of the University will not be entertained. University does not own any responsibility if any query sent to other email ids are not addressed.

Amount required at the time of admission in to Diploma in Agro-Polytechnic Course 2024-25

Course	Total Amount(Rs.)
Agriculture Science	7,700.00
Horticulture Science	7,700.00
Animal Science	7,700.00
Fishery Science	7,700.00

PROSPECTUS FOR THE SESSION 2024 – 25

1. THE UNIVERSITY

The Orissa University of Agriculture and Technology (OUAT) was established in the year 1962 under the provisions of the Orissa Act, 20 of 1961 and has the triple functions of teaching, research and extension education.

The University offers education at the Undergraduate, Post –Graduate and Ph.D levels in Agriculture, Horticulture, Veterinary Science & Animal Husbandry, Agricultural Engineering & Technology, Fishery Science, Home Science, Forestry, Computer Science Application, Bioinformatics, Agri-Business Management and UG/PG level in College of Basic Science & Humanities and Diploma in Agro-Polytechnic in the semester system. Research and Extension programmes are carried out at the Regional Research & Technology Transfer Station (RRTTS) and Sub-stations / Krishi Vigyan Kendra, (KVK), located in different parts of Odisha, besides Central Research Station located at Bhubaneswar.

Ten Agro-Polytechnic Centre under OUAT are offering two years Diploma course of Agro-Polytechnic in the four disciplines such as Agriculture Science, Horticulture Science, Animal Science and Fishery Science with following objectives.

- i) To develop skilled personnel in certain specialised fields.
- ii) Capacity building of the personnel for their self employment.

2. CENTRE FOR DIPLOMA IN AGRO-POLYTECHNIC:

Sl. No	Name of the Diploma in Agro-Polytechnic Centre	Location of the Agro-Polytechnic	Year of Establishment	Courses
1	Agro-Polytechnic Centre, Mahisapat, Dhenkanal	Mahisapat, Dhenkanal	2012	Diploma in Agro-Polytechnic (Agriculture Science)
2	Agro-Polytechnic Centre, Ranital, Bhadrak	Ranital, Bhadrak	2012	-do-
3	Agro-Polytechnic Centre, Deogarh	Deogarh	2012	-do-
4	Agro-Polytechnic Centre, Boudh	Boudh	2012	-do-
5	Agro-Polytechnic Centre, Rourkela, Panposh	Panposh, Rourkela	2012	-do-
6	Agro-Polytechnic Centre, Bolangir	Bolangir	2012	-do-
7	Agro-Polytechnic Centre, Keonjhar	Keonjhar	2012	Diploma in Agro-Polytechnic (Horticulture Science)
8	Agro-Polytechnic Centre, Semiliguda	Semiliguda, Koraput	2012	-do-
9	Agro-Polytechnic Centre, Chiplima	Chiplima, Sambalpur	2012	Diploma in Agro-Polytechnic (Animal Science)
10	Agro-Polytechnic Centre, Rangeilunda, Berhampur	Rangeilunda, Berhampur	2012	Diploma in Agro-Polytechnic (Fishery Science)

* **Agro-polytechnic Centre, Rourkela may shift to Kirei, Sundergarh.**

3. ELIGIBILITY FOR ADMISSION

3.1. Academic Qualification

Name of the Diploma Course in Agro-Polytechnic	Minimum Qualification	Subjects in +2 Science/equivalent
--	-----------------------	-----------------------------------

- | | | |
|-------------------------|--|--------------------|
| 1. Agriculture Science | +2 Science/equivalent with minimum of 45% marks in aggregate including extra optional.
(for SC/ST/PwD candidates 40%) | P.C.M. or P.C.B. * |
| 2. Horticulture Science | -do- | -do- |
| 3. Fishery Science | -do- | P.C.B. |
| 4. Animal Science | -do- | P.C.B. |

.....
* P-Physics C-Chemistry M-Mathematics B-Biology

Important Information: Two seats in each Agro-polytechnic centre will be reserved over and above the intake capacity for +2 Science Vocational Students.

Refer clause No: 4.13 of the Diploma Prospectus-2024.

3.2 Category Eligibility:

- i) Those who have passed H.S.C./Equivalent Examination with Odia as M.I.L. (These candidate need not submit the Residential Certificate) from any school/ institution of Odisha.
- ii) Those who do not have Odia as M .I. L., but whose parents are permanent residents of Odisha must furnish evidence of such permanent residency in the form of a certificate from the Revenue Officer concerned not below the rank of Tahasildar/ District Magistrate / their employer concerned (as per clause 3.2 (iii)) .
- iii) Those who do not have Odia as M.I.L but whose parents are not permanent residents of Odisha, but serving under the Govt. of Odisha/Central Govt. /Public Undertaking or any University in the State of Odisha. The candidate must furnish a certificate to this effect from the Head of the Office /Institution where his/her parent(s) is/are working.
- iv) Odia candidates permanently residing outside Odisha must furnish a certificate in support of their Odisha origin either from their Employer (as per Clause 3.2(iii)) / Tahasildar / District Magistrate of the District in which he/she is residing. Certificate to this effect can also be submitted from the Tahasildar / District Magistrate of their native place Odisha.

N.B. No affidavit for the above categories shall be entertained.

- 3.3** The candidate must have completed 17 years of age by 31.12.2024 (Born on or before 31.12.2007).

4. INTAKE CAPACITY

4.1 Break up of Seats:

Name of the Diploma Course	Location of the Agro-Polytechnic Centre	Total Intake capacity	Reserved Category				Un-reserved	Total seat per centre
			SC	ST	GCH	PwD		
Fishery Science	Agro-Polytechnic Centre, Rangeilunda, Berhampur	20	2	2	1	1	14	20
Agriculture Science	Agro-Polytechnic Campus, Mahisapat, Dhenkanal	120	2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Ranital, Bhadrak		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Deogarh		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Boudh		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Rourkela, Panposh		1	3	1	1	14	20
	Krishi Vigyan Kendra Campus, Bolangir		1	3	1	1	14	20
Horticulture Science	Krishi Vigyan Kendra Campus, Keonjhar	40	2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Semiliguda, Koraput		1	3	1	1	14	20
Animal Science	Krishi Vigyan Kendra Campus, Chiplima, Sambalpur	20	2	2	1	1	14	20
	Total	200	17	23	10	10	140	200

* **Agro-polytechnic Centre, Rourkela may shift to Kirei, Sundergarh.**

Reservation: SC – 8%, ST – 12%, GCH (Green Card Holder) -5%, PwD -5%

The University reserves the right to change the number of seats if required.

- 4.2 Latest rules and regulation in any matter of admission from competent authority will be followed during the admission process.
- 4.3 The candidate who claims for reservation category should submit a declaration at the time of submission of online application Form that the original documents will be furnished at the time of counselling and admission.
- 4.4 The university will not verify the information filled by the candidates for determining the eligibility and rank. Candidates must furnish correct information in the application Form. The candidates are advised to produce relevant documents in original as laid down in the diploma prospectus-2024 at the time of counselling and admission, failing which admission will be denied.
- 4.5 The University is no way responsible for any wrong/incorrect information furnished by the candidates in their online application Form and no communication will be made by the University in this regard.

- 4.6 The candidates who claim for reservation category should produce the relevant certificates in original issued from competent authority at the time of counselling and admission, failing which he/she will forfeit the reserved seat.
- 4.7 At the time of counselling & admission candidate producing the documents that are forged/tampered in any form shall be debarred from admission.
- 4.8 In future, if it is found that the documents furnished by the candidate have been obtained by providing wrong information or suppressing/tampering facts, the candidate will be deprived of the facilities already obtained and will be liable for legal punitive action.
- 4.9 The seats reserved for SC& ST candidates separately are not interchangeable.
- 4.10 Eight percent (8%) and twelve percent (12%) seats are reserved for candidates belonging to Schedule Caste and Scheduled Tribe respectively by birth (not by marriage or adoption).

Candidates applying for seats reserved for SC/ST category have to produce the original SC/ST certificate from the Revenue Officer not below the rank of Tahasildar/ Addl. Tahasildar of the place of birth in Odisha at the time of counselling and admission, falling which his/her will forfeit the reserved seat.

Scheduled Caste / Scheduled Tribe persons who have migrated from their state of origin to another state for the purpose of seeking education, employment etc. will be deemed to be scheduled caste/tribe of the state of their origin and will be entitled to derive benefits from the state of origin and not from the state to which they have migrated (Vide Govt. of India Letter No. B.C.-16014/1/82-S.C. & B.C.D.-1 dated 22nd Feb, 1985).

- 4.11 Five percent (5%) seats are reserved for Children of Green Card Holders. The candidates applying under Green Card category have to produce the original Green Card of their parents issued by Family Welfare Department, Government of Odisha at the time of counselling and admission, falling which his/her will forfeit the reserved seat.

The name, date of birth of the candidate along with the parents' name should match with those mentioned in 10th class pass certificate. A Candidate producing Green Card that is forged / tampered in any manner will be debarred from the admission under GCH category.

- 4.12 Five percent (5%) of seats are reserved for Persons with Disability (PwD). The candidates applying under PwD category have to produce the original PwD certificate issued from competent authority at the time of counselling and admission (**Notification No. S.R.O. No. 518/2012 dtd. 22.06.2012 of principal Secretary to Govt., Department of Women & Child Development, Govt. of Odisha**). The PwD certificate obtained from the competent authority should have clear mention of percentage of disability and it should be minimum of 40%. In case of temporary disability, the certificate should have mention about the review period and after the review period, a fresh certificate has to be obtained and produced, falling which his/her candidature for PwD seat will be forfeited.

4.13 Over and above the intake capacity and subject to fulfilling the minimum eligibility under Clause 3.

4.13.1 Two seats each for all Agro Polytechnic centre of OUAT will be reserved for +2 science vocational course students of Agriculture and Allied subjects, detailed given below:

1. Crop Production for Agriculture Science
2. Horticulture for Horticulture Science
3. Inland Fisheries for Fishery Science
4. Dairying/Poultry Farming for Animal Science

4.14 In the event of non production of all original required documents at the time of counseling and admission, the candidate will not be allowed to take admission.

5. SELECTION PROCESS

5.1 The selection will be purely on the basis of percentage of marks secured in H.S.C/equivalent and + 2 Science/ equivalent examination on 50:50 basis. In case two or more candidates obtaining equal marks in the merit, the merit of such candidates shall be determined in order of preference as follows.

- a) Candidate securing higher marks in + 2 Science/ equivalent examination.
- b) Candidates securing higher mark in 10th standard.
- c) If candidate securing equal marks in 10th standard and +2 Science/ equivalent examination, then the candidate with higher age will secure higher order in merit list.

5.2 Weightage to Academic Career

Weighted score of candidates will be calculated on the basis of his/her academic career as given below:

a) H.S.C. / equivalent	-	50%
b) +2 Sc. /equivalent	-	50%
Total	-	100%

5.3 In case of candidates who have passed any of the examinations compartmentally, the average marks of the 1st and 2nd examinations will be taken for computation of the weightage score.

6. AVAILABILITY OF PROSPECTUS & SUBMISSION OF APPLICATION FORM

6.1 The Diploma prospectus - 2024-25 is available in University website at www.ouat.ac.in. The candidates desirous of applying for admission into different Diploma in Agro-polytechnic Courses under OUAT have to visit www.ouat.ac.in or <http://ouat-lokaseba-odisha.in>.

6.2 SUBMISSION OF APPLICATION FORM

Read the Diploma Prospectus- 2024 carefully and follow the instructions there in while filling the application form. The candidates can have access to the Application Form by visiting the website www.ouat.ac.in then go to admission section and click on “Student login” for Diploma in Agro-Polytechnic Admission-2024” or directly go to <http://ouat-lokaseba-odisha.in>. The application Form is editable till the last date of submission. Candidates are advised to see the preview before submission. The candidates has to pay the application fees of **Rs. 750/-** (Rupees seven hundred fifty only) besides bank charges per application,

without which the application will not be considered. **After successful payment, the candidate should take printout of computer generated filled in application Form with payment details for future reference.** If the online payment is failed, then the candidate must make the payment again. If the money has been deducted from the account in the previous attempt (in case of the failed transaction), that will be reverted to the source account within 8 working days. **For detail please refer to Annexure-I.**

- N.B. :**
1. The candidates are advised not to send any hard copy of the application and documents to the University.
 2. The scanned recent colour passport size photograph (height: 200 px, width: 150 px, Size: 20-50 kb) and full signature (height: 100 px, width: 150 px, Size: 10-20 kb) must be clearly identifiable & visible. Otherwise, the application may be liable for rejection. No correspondence on this account shall be entertained.
 3. The candidate will click on a declaration that he/she will produce the relevant documents in original from competent authority at the time of counselling and admission, failing which the admission will be denied.

6.3 The candidates must submit correct marks of 10th and +2 Science / equivalent (including extra optional) as required in Application Form which is used to calculate weightage for preparation of final merit list. Any wrong entry of marks in Form, to enhance weightage and rank if detected at the time of counselling and admission, will lead to rejection of candidature and denial of admission. So, candidates are advised to be careful in entering correct marks at the time of submission of application Form. Candidates can edit Form till the last date of submission of application. **Also please refer to the clauses 6.4 and 6.5 given below.**

6.4 **The candidates must enter the total marks and secured marks of all subjects of 10th standard. Marks entered taking best of five or six subjects out of total subjects will not be considered and admission will be denied.**

6.5 **The candidate must enter the total marks and secured marks (including extra optional) of +2 science /equivalent.**

6.6 A candidate is required to submit one application for Admission into above Agro-Polytechnic Courses (as mentioned under Sub-Clause 4) for which he/she wishes to be considered for admission on the basis of merit through counselling (as mentioned under Clause-3).

6.7 The University will not be liable to refund the application fees deposited by the candidate. In case of multiple deposits of application fee by the candidate, the excess amount will be refunded on request by the applicant.

6.8 The candidates must submit the online Application Form sufficiently ahead of the closing date to ensure receipt within due dates.

7. ADMISSION

7.1 A category wise merit list of the candidates will be prepared basing on the marks obtained in HSC /10th equivalent standard and + 2 Science/equivalent on the basis of 50% weightage, each. The admission will be made according to merit (as under clause-5) through Counselling for all the Agro-polytechnic courses listed under clause - 4.1.

- 7.2 **The intimation letter–cum- Rank Card specifying the date and time of the counselling** of the concerned short listed candidates for appearing at counselling will be available in Website (www.ouat.ac.in or <http://ouat-lokaseba-odisha.in>) by clicking on a link “Download Intimation-cum-Rank Card for Diploma in Agro-Polytechnic Admission, 2024-25.
- 7.3 Admission will be conducted by an Admission Board.
- 7.4 Once a candidate exercises his/her option before the Admission Board for a particular Course and is allowed admission into that Course, no changeover to another Course shall be allowed thereafter under any circumstances.
- 7.5 Eligible candidates interested for admission will have to physically appear before the Admission Board on the date and time as indicated in the intimation letter and produce the Original Certificates and Mark sheets as required under **Sub Clause 7.7** for verification. Candidates who fail to produce the original certificates and mark sheets before the Admission Board will forfeit their claim for admission. No time shall be allowed for production of the original certificates and mark sheets that determine eligibility and merit. A candidate will have the option to choose any of the Courses listed under **Sub-Clause 4.1** for admission subject to his/her eligibility and availability of seats in that course.
- 7.6 The candidates, who will fail to appear before the Admission Board physically on the scheduled date and time will automatically and irrevocably forfeit their claim for admission.
- 7.7 Candidates selected for admission are required to produce the following documents at the time of counselling-cum-Admission.
- ORIGINAL AND TWO SET OF SELF ATTESTED PHOTOCOPIES OF DOCUMENTS**
(As relevant in individual cases)
- a) Intimation letter –cum-rank card.
 - b) Downloaded application Form.
 - c) Mark sheet of 10th standard.
 - d) Certificate of 10th standard showing date of Birth.
 - e) Mark sheet of +2 Science/equivalent.
 - f) Certificate of +2 Science/equivalent.
 - g) C.L.C. and Conduct Certificate from the Head of the Institution last attended.
 - h) SC/ST/Green Card / Persons with Disabilities (PwD) Certificate from the competent authority for the respective reserved category (refer Clause - 4.10, 4.11, 4.12 of the Diploma Prospectus-2024) .
 - i) Medical Fitness Certificate in prescribed Form (**Annexure-II**).
 - j) Migration Certificate from the University / Council/Board of last attended.
 - k) Certificate towards discontinuation of study in specified format (**Annexure-III**).
 - l) Aadhaar Card (optional).
 - m) Permission Letter from the employer if the candidate is employed.
 - n) Residential certificate (Not required if MIL (Odia) in 10th standard from any school/ institution of Odisha) (refer Clause 3.2.of Diploma Prospectus-2024)
 - o) 5 passport size Colour photograph as uploaded in Application Form.
- N.B.: Mark sheet issued by the School and College shall not be accepted.**
- 7.8 Candidates selected for admission failed to submit their College Leaving Certificate/ Conduct Certificate may be provisionally allowed to take admission on submission of an undertaking to submit the said documents within fifteen days following the date of admission, failing which their provisional admission will be forfeited.

- 7.9 Candidates provisionally admitted into any of the Agro-Polytechnic Courses without submission of Migration Certificate will have to submit the Migration Certificate within 1st Semester of 1st year, failing which they will not be allowed to appear at the 1st Semester examination.
- 7.10 All the candidates admitted into any Agro-Polytechnic Course shall submit a Medical Fitness Certificate in the prescribed format (Annexure-II) from a Govt. Medical Officer / Regd. medical practitioner not below the rank of Asst. Surgeon at the time of admission.
- 7.11 The original documents like CLC, Conduct Certificate and Migration Certificate submitted by the candidates will not be returned to them in any circumstances.
- 7.12 If a candidate belongs to more than one category, he/she can attend the counselling until he/she gets admission. A candidate can exercise his/ her option only once. His/her name will be deleted from the merit list, once he/she takes admission to any particular course, he/she will not be considered for admission subsequently.
- 7.13 If a candidate for admission is found to have indulged in ragging and/or expelled in the past or if it is noticed later that he / she is indulged in ragging, the admission will be cancelled and he/she will be expelled from the University / College.
- 7.14 All the admitted candidates need to submit an affidavit, as per the UGC guideline on non indulgence in ragging activities, to their respective Principal of Agro-Polytechnic Centre within 15 days from the date of admission(As per Annexure- V & VI) .
- 7.15 The vacancy position at the end of counselling will be displayed outside the counselling venue and also in the OUAT Website for information of candidates.
- 7.16 If seats remain vacant after Diploma for Agro Polytechnic counselling and admission or vacated by cancellation of admission prior to spot admission will be filled up through spot counselling and admission rank and category wise. The detailed of the procedure and guidelines will be notified later in the OUAT website.

8. STUDENTS DISCIPLINE

A student, whether a boarder or day scholar shall abide by the disciplinary rules and regulations of the Hostel, Centre and the University. He/she shall not involve himself/herself in any objectionable conduct such as violation of hostel discipline, disobedience of instructions of Hostel Authorities, immoral conduct or disorderly behaviour including “ragging”. In case a student is found to be involved in any of the said undesirable activities, he/she shall be liable for expulsion from the hostel and if the offence is grave, also from the Centre. The expulsion from the hostel shall be ordered by the Dean of Students’ Welfare on recommendation of the Principal concerned and expulsion from the Centre shall be under the orders of the Vice-Chancellor.

9. ACADEMIC SYSTEM

- 9.1 The details of the method of Examination & Evaluation of students' performance shall be explained to the students at the time of "ORIENTATION PROGRAMME". The Course Programme shall be regulated as per Regulation.

The minimum instructional period for Diploma in Agro-Polytechnic Course will be two years courses of 04(four) semesters. The Diploma Course will have fundamental and specialized courses as follows:-

i) **Diploma in Agricultural Science – First year (Fundamental Course)**

Crop Agronomy, Agro-Forestry, Agro-Meteorology, Farming System, Plant Breeding, Plant Physiology, Soil Science, Crop Protection, Agricultural Engineering, Agricultural Extension Education/ Economics, Agri-Business Management, Computer Science.

Second year (Specialized Courses):

Crop Production Technology (Cereals, Fodder, Pulses, Oil Seeds, Fiber Crops, Sugarcane, Cash Crop., etc.), Farm Management, Seed Production Technology, Post – harvest Management.

ii) **Horticulture – First year (Fundamental Courses)**

Fundamentals in Horticulture, Soil Science, Nursery Management and Seed Production, Plant Breeding, Precision Farming, Farming System, Agro forestry, Crop Protection, Agril. Extn. Education/ Agri-Business Management, Computer Science and agriculture economics.

Second year (Specialized Courses)

Fruit Science, Vegetable Science, Floriculture & Landscaping and Post Harvest Management.

iii) **Animal Science:- First Year (Fundamental Courses)**

Anatomy, Physiology, Bio-Chemistry, Pharmacology, Animal Nutrition, Fodder Production, Animal Breeding, Veterinary Extension Education / Livestock Economics & Communication.

Second year (Specialized Courses)

Medicine, Surgery, Gynecology, Bacteriology, Veterinary Parasitology, Livestock Production and Management, Poultry, Veterinary Pathology, Livestock Products Technology.

iv) **Fishery Science – First year (Fundamental Courses)**

Fish Biology, Fish Breeding, Soil and Water Quality, Aquatic Environment, Pond Preparation, Fish Seed Production, Post Harvest Processing and Value addition, Fisheries Extension / Economics, Computer Science, Agri-Business Management.

Second year (Specialized Courses)

Systems of Fish Culture (Composite Fish Culture, Sewage Water Fish Culture, Running Water Prawn Culture), Ornamental Fish Production, Fish Disease Management, Fish Feed Production.

10. ADMISSION FEES:

A. University Fees (Once at the time of admission):

a)	Registration Fee	Rs. 220.00
b)	Recognition Fee	Rs. 110.00
c)	Identity Card	Rs. 150.00
d)	Laboratory Caution money	Rs. 550.00
e)	Development fees	Rs.2200.00

B Semester Fee

a)	Admission Fee	Rs. 250.00
b)	Tuition Fee	Rs.3300.00
c)	Examination Fee	Rs. 550.00

C. Annual Fees

a)	Students' Aid Fund	Rs. 250.00
b)	Red Cross(Annually)	Rs. 50.00
c)	YRC(Annually)	Rs. 20.00
d)	Group Insurance	Rs. 50.00

D. Hostel fees

Hostel accommodation will be provided as per the availability in respective Agro-Polytechnic Centres with following fee structure.

a)	Three of more seated Room (per semester per Boarder)	Rs. 770.00
b)	Electricity Charges(per semester) (Actual to be collected at the time of next Registration)	Rs.1100.00
c)	Water charges(Per semester)	Rs. 110.00
d)	Hostel Common Room(Per semester)	Rs. 220.00
e)	Hostel Development Fund(Per semester)	Rs. 770.00
f)	Hostel Establishment(Annually)	Rs. 6600.00
g)	Hostel Caution Money(Once at the time of admission)	Rs. 220.00
h)	Mess advance	Rs. 8250.00

(Actual expenditure will be squire up till the adjustment of advance)

The hostel fees are to be deposited in respective centres of Agro-polytechnic and mess advance and any fees of hostel in respective hostel.

N.B. 1. Admission fees shall be deposited in form a Bank Draft drawn in favour of Comptroller, OUAT, Bhubaneswar and payable at Bhubaneswar of any Nationalised Bank at the time of admission.

2. The Semester fees will be deposited with the concerned Principal from 2nd semester onwards.

E. Other Fees

(The documents as mentioned below may be issued to the students on payment of required fees as indicated against each as and when required)

a)	CLC-cum- conduct Certificate	Rs. 300.00
b)	Duplicate CLC-cum- conduct Certificate	Rs. 600.00
c)	Migration Certificate	Rs. 300.00
d)	Duplicate Migration Certificate	Rs. 650.00
e)	Semester Report/ Grade Sheet	Rs. 100.00
f)	Provisional Diploma certificate	Rs. 250.00
g)	Duplicate Provisional Diploma certificate	Rs. 650.00
h)	Consolidated semester Transcript	Rs. 400.00
i)	Duplicate Transcript	Rs. 650.00
j)	Diploma certificate	Rs. 750.00
k)	Duplicate diploma certificate	Rs.1,500.00
l)	Diploma Certificate Preservation charges	
	- per year	Rs. 250.00
	- Maximum	Rs.1,250.00
m)	Duplicate Identity Card	Rs. 150.00
n)	Condonation Fee for Shortage of attendance (Per subject)	Rs. 110.00
o)	Make-up Examination (per subject)	Rs. 220.00
p)	Charges for verification of each documents	Rs. 500.00
q)	Charges for sending documents/certificates by Regd. Post	
	(inside India)	Rs. 100.00
	(outside India)	Rs. 2000.00

11. REFUND OF FEES:

A candidate once admitted shall not be eligible to get refund of the fees except the caution money deposit. However, if a candidate sliding to another Diploma course programme, the previous deposited admission fees shall be refunded after deducting processing fees of Rs. 1000/-.

12. MEDIUM OF INSTRUCTION:

Medium of instruction and examination shall be English.

13. ATTENDANCE REQUIREMENT:

The minimum percentage of attendance required to be completed by a student in each course shall be 85%. However, students securing attendance more than 70% but less than 85% have to deposit a fine of condonation fees subject for attendance condonation on medical ground of self or parents. No condonation, even on medical ground, can be granted for shortage of attendance below 70% under any circumstances.

Any student who is detained in the 1st semester of 1st year due to shortage of attendance even after appearing the mid-term examination, shall have to apply afresh and compete with others for admission.

14. DISPUTE:

All disputes relating to admission matter shall fall within the jurisdiction of Bhubaneswar city.

15. ADMISSION CALENDAR, 2024-25:

Sl. No	Programme	Date
01	Availability and submission of Application Online through (Edit option available till last date of application) www.ouat.ac.in or https://ouat-lokaseba-odisha.in .	20.06.2024 to 10.07.2024 Last date of payment of application fees is 11.07.2024
02	Availability of Rank Card through OUAT website www.ouat.ac.in	18.07.2024
03	Availability of intimation letter through OUAT website www.ouat.ac.in or https://ouat-lokaseba-odisha.in .	23.07.2024
04	Counselling-cum-admission	30.07.2024 & 31.07.2024
05	Orientation Programme and Commencement of class in respective centre	01.08.2024

NOTE:

- 1) Admission will not be allowed in the mid-way after the closure /last date of admission.
- 2) All holidays notified by the University will be the holidays for the Agro-Polytechnic centres under OUAT.
- 3) The date of admission /re-admission for each semester will be notified as per the semester calendar prepared for the concerned centre on which all fees for the semester are to be paid by the students.

Procedure for submission of online Application Form for Admission into Diploma in Agro-Polytechnic Courses 2024-25.

There are three steps in applying:

1. Student login.
2. Fill up of online application Form.
3. Make payment (Through online payment gateway).
4. Take the print out of application Form with payment details for reference.

Unless all the steps(1 to 3) are completed, application will not be accepted.

The candidates will get message confirming the acceptance of their application on the registered mobile number & e-mail.

Prior to filling the application, please scan and keep the following materials ready:

- a. Candidate's recent colour passport size photo (height: 200px, width: 150px, file size: 200kb)
- b. Candidate's full signature (height: 100px, width: 150px, file size: 200kb) Please use only jpg/jpeg format for uploading photo and signature.

How to fill the form

1. Read the Diploma Prospectus-2024 carefully and follow the instructions there in while filling the application Form. The candidates can have access to the Application Form by visiting the website www.ouat.ac.in then go to admission section and click on student login for Diploma in Agro-polytechnic Admission-2024 or directly go to <http://ouat-lokaseba-odisha.in>.
2. Once click on link the Student login window will appear and candidate will fill up the following information to login.
 - i) E-mail ID
 - ii) Mobile Number
 - iii) Separate OTPs sent to the mobile number and e-mail
 - iv) Captcha code

Candidate must login with correct e-mail id, mobile number. Two different OTPs will be sent to e-mail id & mobile number which the candidate will use along with captcha for first time login to submit the Application Form.

For subsequent login to submit for edit Application Form, download Application Form, etc., only one OTP will be sent to both the registered mobile number & e-mail id. The candidate can use OTP either from mobile or from e-mail id.

Note: The registered mobile number and e-mail id must be accessible by the candidates all the time during the admission process for receiving all communication related to entrance examination and admission. Use of e-mail id and mobile number of friends, relatives, internet browsing centers is highly discouraged.

3. The candidate will land up on the Dashboard page, showing available services to apply for under **Apply Section**. Clicking on the apply button of **“Diploma in Agro-polytechnic Admission-2024”**, application Form will appear, which the candidate has to fill up.
4. The candidates are advised to be careful while filling in the online Application Form. The candidate is required to enter correct (a) personal information (b) upload full signature & passport size colour photograph and other information.
5. The candidates are advised to enter the required details in academic achievement carefully (10th and +2 Science/equivalent mark). Any wrong entry of marks in Form detected at the time of counselling and admission, will lead to rejection of candidature and denial of admission. **(Refer to clause No. 6.4)**. So, candidates are advised to be careful in entering correct marks at the time of online submission of application Form. Edit option is available till the last date of submission of application.

6. Please fill all the remaining details mentioned in the online application form, failing which the application will not be accepted.
7. Select the claim for category: SC, ST, Persons with Disabilities (PwD) , Green Card Holder.
8. The candidates are to fill all the star (*) marked fields (mandatory fields) mentioned in the online application Form, failing which the application will not be submitted.
9. The candidates must click on self-declaration, accepting all the information submitted are true and will be responsible for any false or misleading information.
10. Before submission, the candidate can have a preview of the application and make corrections if required.
11. After that, click on "submit" button at the bottom. The candidate will receive a message of provisional submission of Application Form with application number on his/her registered mobile number & e-mail
12. Full signature (height: 100px, width: 150px, file size: 200kb) and recent passport size colour photograph (height: 200px, width: 150px, file size: 200kb) both scanned in the "jpg/jpeg" format should be uploaded. Photograph and full signature scanned for uploading must be clearly identifiable /visible, otherwise the application will not be considered. No correspondence after submission of application form on this account shall be entertained. All the documents should be scanned in 72 dpi resolution.
13. After submission of the application, the candidate will move on to another window for payment of application fee. **The candidate has to pay Rs. 750.00 (Rupees seven hundred fifty) only for application fees to the University besides bank charges as specified by the Bank depending upon the mode of payment selected through online payment gateway using internet Banking/Debit Card/Credit Card of any Bank.**
14. **Without application fee payment, the application will be rejected.**
15. **After successful payment of application fee, a message will be sent to the mobile number and e mail.**
16. **If the online payment is failed, then the candidate must make the payment again. If the money has been deducted from the account in the previous attempt (in case of the failed transaction), that will be reverted to the source account within 8 working days.**
17. Each time the candidate wants to access his/her profile, he/she must visit the website and login by entering his/her registered e-mail id and mobile number. An OTP will be sent to the mobile number and email-id which the candidate must enter along with the captcha code.
18. **The candidate can edit the application Form till the last date of submission.**
19. After login, candidate will land up in Dashboard page and can find activity section. In the activity section, applicant must click on 'More Options', where multiple facilities are offered like Edit Form / View Form, link to download Acknowledgement Form, and many others. The options will appear/disappear as per the schedule decided by University. Enter the application number to avail any of the facilities. If the payment is not done earlier, candidate must pay the application fee to complete the process. This process is to be followed every time for viewing/editing the application, making payment, downloading acknowledgements, admit card, weightage, rank card, seat allotment letter etc.
20. The candidate is requested to provide the correct mobile number and e-mail ID as all information regarding admission will be sent as SMS to the registered mobile number and e-mail ID. The candidate should not change the mobile number and e-mail till the end of Admission process.
21. Fees, once paid, cannot be refunded back to candidates under any circumstances.
22. Your weightage, rank and intimation-cum-rank card can be accessed online by using the links provided in the website www.ouat.ac.in / <http://ouat-lokaseba-odisha.in>. No separate physical communication would be sent.



ANNEXURE-II

MEDICAL FITNESS CERTIFICATE

(TO BE ISSUED BY A MEDICAL OFFICER NOT BELOW THE RANK OF ASSISTANT SURGEON)

This is to certify that, I have personally examined Shri / Shrimati / Kumari

Son/daughter of _____

Village/Town _____ in District / Division _____

of the State / Union Territory, whose signature is appended below and my findings are given below:

It is further certified that he / she is Medically Fit / Unfit to pursue Higher Studies in Diploma in Agro-Polytechnic Courses.

SIGNATURE OF THE CANDIDATE

**SIGNATURE WITH DATE
(SEAL / STAMP OF THE MEDICAL OFFICER)**

NB : To be submitted in original at the time of admission.

DECLARATION –FOR DISCONTINUATION OF STUDY

I, _____ bearing
Application No. _____ of applicant for Diploma in Agro-Polytechnic
under OUAT _____
Son/daughter of Shri _____ resident
of village / town/city _____ district
_____ do hereby declare that, I have discontinued my study
for the period from _____ to _____ due to

and I was not involved in any criminal offence during the period of discontinuation.

The fact stated above are true to the best of my knowledge and belief.

Signature of the Parents/ Guardian

Signature of the Candidate

Place.....

Date.....

- Declaration not signed by both candidate and parents will be rejected.
- False declaration will render the applicant liable for termination of registration at any time.

NB : To be submitted in original at the time of admission.

**Amount required at the time of admission in to Diploma Courses in
Agro-Polytechnic under OUAT 2024-25**

Course	Total Amount(Rs.)
Agriculture Science	7,700.00
Horticulture Science	7,700.00
Animal Science	7,700.00
Fishery Science	7,700.00

N.B. : The amount is approximate and subject to minor changes in case required, which will be intimated in due course.

Help Line Number :

To be contacted only during office hours (10 a.m. to 5 p.m.) on working days only.

- | | |
|---|--|
| 1. Common Service Centre help line number | - 9938838538 |
| 2. Asst. Registrar (Academic) | - 0674-2397970 Extn.-111/218 |
| 3. Controller of Examination | - 0674-2397970 Extn.-187 |
| 4. Help desk e-mail ID | - ouat.helpline@gmail.com |

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) _____ s/o d/o Mr./Mrs./Ms.

_____, having been admitted to _____ (name of the institution) _____, have received a copy of the

UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number) _____, having been admitted to _____ (name of the institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name:
Address:
Telephone/Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER