

**KARNATAKA VETERINARY, ANIMAL AND FISHERIES  
SCIENCES UNIVERSITY, POST BOX No.6,  
NANDINAGAR, BIDAR-585 401, KARNATAKA, INDIA**



## **PROSPECTUS & INSTRUCTIONS**

FOR

**Master of Business Administration (Food Business)-2015-17**

**The applicants shall read this prospectus & instructions before filling up  
the application form**

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**Calendar of events for admission to MBA (Food Business) 2015-17.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date</b>
1.	Notification in Newspapers	<b>3<sup>rd</sup> July 2015</b>
2.	Uploading of Prospectus & Applications on University website	<b>4<sup>th</sup> July 2015</b>
3.	Last date for receipt/submission of filled-in applications	<b>3<sup>rd</sup> August 2015</b>
4.	Written Test, Group discussion and interview at DEBM, Dairy Science College, KVAFSU, Hebbal Campus, Bangalore	<b>8<sup>th</sup> August 2015</b>
5.	Announcement of Merit list & Counseling cum-Admission	<b>10<sup>th</sup> August 2015</b>
6.	Commencement of the First Semester 2013-14	<b>18<sup>th</sup> August 2015</b>



## COLLEGE / INSTITUTES UNDER KVAFSU, BIDAR

Sl. No.	College / Institute	Contact Number
1.	Veterinary College, Nandinagar, Bidar	08482-245106
2.	Veterinary College, Hebbal, Bangalore	080-23410509
3.	Veterinary College, Shimoga	08182-320920
4.	Veterinary College, Hassan	0817-2223633
5.	Dairy Science College, Hebbal, Bangalore	080-23414848
6.	Dairy Science College, Gulbarga	08482-245444
7.	College of Fisheries, Mangalore	08242-248936
8.	Institute of Animal Health & Veterinary Biologicals, Bangalore	080-23414592
9.	L.R.I.C (Amritmahal), Konehalli, Tiptur, Tumkur District	08134-260533
10.	L.R.I.C (Sheep), Nagamangala, Mandya District	08234-286060
11.	L.R.I.C (Deoni), Hallikhed (B), Bidar District	09243600757
12.	Veterinary Hospital, Yelahanka, Bangalore North	080-2860274
13.	Fisheries Research & Information Centre (Marine), Ankola	08388-230509
14.	Fisheries Research & Information Centre (Inland), Bangalore	080-23516451
15.	Fisheries Research & Information Centre (Inland), Hessarghatta	080-28466244
16.	Institute of Wildlife Veterinary Research, Kudige, Kodagu Dist.	08276-278992
17.	Canine Research & Information Center(M), Mudhol	
18.	Buffalo Breeding Research & Information Center (B), Dornalli, Yadgir	
19.	Fisheries Research & Information Center (Inland), Almatti, Bijapur	

***For further details & clarifications contact  
REGISTRAR***

Karnataka Veterinary, Animal & Fisheries Sciences University  
P.B.No.6, Nandinagar, BIDAR – 585 401, Karnataka, India  
Telephone: 08482-245241 / 245360  
Fax: 08482-245360

## ***KVAFSU At A Glance ...***

The Karnataka Veterinary, Animal and Fisheries Sciences University (KVAFSU) with its Head Quarters at Bidar started functioning from 1-4-2005 following Govt. of Karnataka Act No.9 of 2004 first published in the Karnataka Gazette Extraordinary on 23<sup>rd</sup> February 2004. The University was dedicated to the State on 17-1-2005 by His Excellency the Governor of Karnataka and Chancellor of the University. The KVAFSU which is 5<sup>th</sup> of its kind in the country mandated with development and advancement of learning and prosecution of research and extension in the field of Veterinary, Animal and Fisheries Sciences.

The University has seven colleges located at six different campuses offering degree programmes leading to B.V.Sc.; B.V.Sc. & A.H.; B.Tech (D.Tech) and B.F.Sc. The Master of Business Administration (MBA) in Food Business is a new post graduate programme which will commence from the academic year 2010-11 where the students enrolling will secure an MBA (Food Business). In addition, KVAFSU offers Master's degree in 24 subjects and Doctoral in 21 subjects, at various disciplines of Faculty of Veterinary, Animal, Dairy and Fisheries Sciences. KVAFSU has established linkage with many Universities abroad - viz. University of Minnesota, Purdue University, Kansas State University, Texas A and M University of USA, University of Taiwan and Bodo University, Norway for exchange programmes in teaching and research.

This MBA programme in Food Business being one of the first course of its kind to be offered by a Veterinary or Agricultural University in the country, the students will have tremendous job opportunities both within and outside the country including Banks and financial institutions, food and beverage industries, dairies, quality control laboratories, etc.

# **KARNATAKA VETERINARY, ANIMAL AND FISHERIES SCIENCES UNIVERSITY, BIDAR-585 401**

## **MBA in Food Business - 2015-17**

### **1. Preamble**

The Food Business Management post graduate programme will aim at imparting management knowledge and skills with specific orientation to the Dairy, Livestock, Fisheries and Food industry. The Dairy livestock and fisheries sectors are relatively under managed despite its significant contribution to the economy. Professionalism in management needs to be introduced into the sectors to help in improved production and market promotion and penetration.

All courses and Projects undertaken in this programme will have a bias to the Food industry. The proposed course shall be known as **Master of Business Administration in Food Business**. The Programme will cater to a gap in management skills in the field of dairy, livestock and fisheries sciences. The primary objective of the programme will be to understand dynamics and complexities of the field of Food in the emerging global context acquire professional skills in using appropriate management tools and techniques in the sphere of Food business and endeavour to achieve excellence to work with the stakeholders towards their economic benefits. It will help to enhance professionalism in the students in the field of management as applicable to the dairy, livestock, fisheries and food sectors and greatly improve their employability.

After globalisation of the Indian economy, all enterprises including dairy, food, fisheries and livestock enterprises are becoming fiercely competitive and the requirement for highly skilled human resources to man the Industry is becoming increasingly imperative. This programme in the sphere of dairy food management will be the first of its kind after Institute of Rural Management (IRMA), Anand and the only one in south India. This is perhaps the only management programme in India that explicitly addresses the management needs of the Food sector.

## **1.1 Eligibility criteria for admission:**

a) Candidates to be eligible for admission to the two-year full time MBA programme in Food Business in the University shall possess bachelor's degree in any of the following disciplines viz., B.Tech.(D.Tech); B.V.Sc; B.V.Sc. & A.H.; B.F.Sc.; B.Sc.(Agri); B.Sc.(Ag. Maco); B.Sc.(Hort), B.Sc.(Rural Home Science), B.Tech. (Food Engineering), B.Sc. (Food Technology), B.Tech. (Agri. Engineering); B.Sc.(Sericulture) and all professional graduates of State Agricultural Universities / Veterinary Universities/ Deemed universities under ICAR system with a minimum of 6.00/10.00 (pass percentage) or equivalent percentage. Candidates who can submit their Provisional Degree Certificate (PDC) by 18<sup>th</sup> August 2014, can also apply.

**or**

All graduates who have studied a 4 year degree programme/ professional graduates from a recognised university.

**or**

All graduates from a recognised University who have studied a 3 year-Under Graduate programme with science background or possessing a Post Graduate in any discipline.

**or**

All graduates who have passed the Bachelor of Business Management (BBM) or Bachelor of Business Administration (BBA) course

If any seat reserved in favour of candidates belonging to any of the reserved categories as communicated by the GOK, is not filled up due to non availability of eligible candidates such seats shall be transferred to the general merit category.

Reservation of seats shall be as per the prevailing orders of the Government of Karnataka (GOK) policy.

There is no specific domicile requirement for the candidates applying for this programme.

## 1.2 Mode of Selection

### Selection Criteria

Application for admission shall be made to the Registrar, KVAFSU, Bidar in the prescribed form as per the notification issued by the University from time to time. The admissions shall be regulated and made in accordance with the rules and regulations pertaining to reservations for various sectors/categories as per the Government Order stipulated from time to time. All the eligible candidates who receive intimation from the University Authorities shall have to appear for the written test, group discussion and interview at their own cost at the place and time specified by the University when called for.

It is mandatory that all the eligible candidates will have to appear for a written test which will be conducted by the KVAFSU for 50 marks, which will test their aptitude for Management.

Admission to the written test does not confer on the candidate the right of admission to the MBA programme and pattern of written test is subject to changes as decided by the University from time to time.

The candidates will be selected on the basis of the performance as per the following scheme of evaluation.

		<b>Max. Marks</b>
(a) KVAFSU Admission Test (Written test)	:	50
(b) Qualifying Degree (20% of qualifying exam marks)	:	20
(c) Group Discussion	:	15
(d) Interview	:	10
(e) Work experience	:	5
		-----
<b>Total</b>	<b>:</b>	<b>100</b>

*Note: A candidate being eligible for admission should obtain a minimum of 50% marks out of the above, for being considered for admission to the degree programme. In case of candidates belonging to SC/ST category a minimum of 35% marks is required.*

### 1.3 Written Test

- a. All eligible candidates shall have to appear for a written Management Aptitude test of 50 marks conducted by the KVAFSU on the date prescribed in the notification/ Advertisement.



- b. The written test for admission to MBA degree programme will test management aptitude and will contain 50 objective type questions. Each question will carry 1.0 mark and the examination will be of 2 hours duration
- c. Admission to entrance test does not confer on the candidates the right of admission to the Masters programme
- d. Candidates appearing for the written test/ interview will have to come to the examination centre on their own cost.
- e. The **Written Test** is scheduled **on 9<sup>th</sup> August 2015 at 10.00 am** at Department of Dairy Economics & Business Management, (DEBM) Dairy Science College, Hebbal Campus, KVAFSU, Bangalore 560 024, Karnataka

## **2.0 Minimum duration for MBA degree programme**

A minimum of two academic years/ 4 semesters shall ordinarily be required for completion of the course work, Project work, Internship Placement, Research Report preparation and examination leading to award of MBA degree.

## **3.0 Maximum duration for completion MBA degree programme**

The student(s) admitted for the MBA programme are given a maximum time limit of four academic years / 8 semesters from the date of registration to complete all the requirements for the award of MBA degree- failing which the students admission shall be deemed to have been cancelled and such students have to seek re-admission.

## **4.0 Re-admission**

In case a student of the MBA (Food Business) seeks readmission, the student shall be given readmission provided they obtain the minimum admission marks where ever such minimum is prescribed for MBA Admissions, without clubbing them with the fresh applicants and without reference to the admission capacity of the course for the year, provided such candidates have completed 75% of the coursework in their previous admission and should have obtained a minimum CGPA of 7.00/10.0. Provision for re-admission is allowed only once within subsequent one year of maximum duration specified for the course. The prescribed fee for readmission shall be paid and the balance of the course fees outstanding indicated at the time of joining the course will have to be paid.

#### 4.1 Reservation of Seats

1 There will be reservation for admission to the course for Scheduled Caste, Scheduled Tribe, Category-1 and other backward class applicants as per the roster prescribed by the Government of Karnataka from time to time. Candidates who claim reservation should furnish a valid certificate issued by the competent authority. Domicile requirement is stipulated by the Government of Karnataka will be followed for students belonging to Group 1, Group 3 and Group seats. However if sufficient eligible students are not available in these groups then other non-domicile students will be considered..

2 A few seats are set apart for Foreign Nationals (FN) / Non - Resident Indians (NRIs) / NRI –sponsored candidates for the MBA programme in Food Business. Candidates belonging to Foreign Nationals shall send their applications along with their Bio-data through ICAR or Agencies / Consultants nominated by ICAR / GOI, New Delhi, through their embassies. The NRIs / NRI sponsored candidates should send their application along with their bio-data & proof of their NRI status, through Indian Embassies of respective countries, to the following address for verification and confirmation of their eligibility as per regulations governing Postgraduate programme:

**The Registrar  
Karnataka Veterinary, Animal and  
Fisheries Sciences University P.B. No.6  
Nandinagar, BIDAR - 585 401,  
Karnataka, INDIA**

3. A provision has been made to reserve 5 seats for candidates deputed by Government of Karnataka / Government of India, KMF, Corporate bodies. The deputed Candidates shall compulsorily **forward their application through their employer** within the last date prescribed for submission of filled-in application for admission failing which their application shall not be considered for admission. Further, such candidates shall also submit their **Deputation order compulsorily** on or before the date of written test / at the time of Registration.

#### 5.0. Counseling and mode of allocation of seats

A common Intern-se-merit list will be prepared and the admission committee will allot the seats based on the merit and the existing reservation policy for Schedule Caste and Schedule

Tribes, Category-I students and the roster system of reservation prescribed by the Government of Karnataka will be followed.

## 6.0. Admission

The Candidates selected shall pay the caution deposit of Rs. 10,000 latest by **17<sup>th</sup> August 2015** and the prescribed fee shall be paid by **15<sup>th</sup> September, 2015** in the form of Demand Draft only, drawn in favour of **The Assistant Comptroller, Dairy Science College, KVAFSU, Bangalore- 560024.**

## 7.0. Registration

The candidates admitted to the MBA programme after paying the prescribed fee shall report to concerned Advisor nominated by the Coordinator MBA for advice on the courses to be taken and complete the prescribed formalities of registration on or before **17<sup>th</sup> August 2015**. However, students are allowed to register upto six working days after the last date on payment of prescribed penal fee on valid ground as approved by respective Dean, failing which they shall forfeit their admission.

## 8.0. Tuition fees for MBA Programme

The student who enrolls for the MBA (Food Business) shall be required to pay the prescribed tuition fee for the entire course (4 Semesters) as follows (excluding hostel & miscellaneous charges)

Group	Fee (Rs. Lakh)	No of seats
<b>Group I :</b> Dairy/ Veterinary, Animal / Fisheries graduates from Karnataka	1.00	10
<b>Group II :</b> Dairy/ Veterinary, Animal / Fisheries graduates from Outside Karnataka	2.00	5
<b>Group III :</b> Graduates of Agricultural Universities of Karnataka	2.00	10
<b>Group IV :</b> State Agricultural Universities outside Karnataka	3.00	5
<b>Group V :</b> General Students (Graduates from Traditional Universities)	4.00	10

The fee is payable in two equal installments, 50% on admission and the balance of 50% is payable at the time of registration of the 3<sup>rd</sup> Semester. Miscellaneous fee for certificates, re-registration, convocation, project, etc., will be prescribed by the KVAFSU, from time to time (for details refer Annexure 1 of the Prospectus). The candidates selected for admission will have to pay the fee prescribed as per the Group mentioned above he or she belongs, since the programme is self financed. There is no fee concession for students belonging to any of the reserved

categories as listed by GOK. However, there will be reservation for admission to the course as prescribed by the Government of Karnataka. If candidates are not available in a particular group the seats will be shifted to the other categories.

**Note:**

1. Candidates are required to give their two recent passport size photographs for the group health insurance purpose at the time of Counseling cum admission.
2. The tuition fee prescribed for the various groups is only for tuition and does not include the expenses that will be incurred on books, tours, refreshments, competitions, library, etc.
3. All fees indicated in the prospectus are subject to change and approval by the University Authorities
4. **Candidates must bring their category / income certificates to claim the reservation in each category and should retain sufficient number of Xerox copies of their category / income certificates as the Original certificates will be collected at the time of admission.**
5. NRIs/ NRI-sponsored/ Foreign Nationals are required to pay the fee as prescribed by the University. In addition, they have to pay the Institutional Economic Fees as prescribed by the University from time to time.
6. Caution money is refundable only after successful completion of the MBA degree programme for which a candidate is admitted or on leaving the MBA degree programme in the middle on his / her request. The student(s) shall claim the caution money after furnishing a “No due” Certificate to the University from all the department / colleges concerned
7. Fees once paid by the student shall not be refunded / returned except Caution Money deposit.
8. Candidates seeking marks for work experience should produce an experience certificate from the employer.
- 9 **Placement Cell:** The University/ Department shall create a placement facility and endeavour to place all its students after satisfactory completion of the MBA degree in suitable jobs in reputed Organisations/ Institutions/Body Corporate/ Co-operatives/NGO's and a separate placement Officer/ Placement Services shall be hired for the purpose.

## **10. Hostel Facilities**

- 10.1 Hostel facilities shall be provided at Hebbal campus to the extent possible on first - cum first serve basis. Prescribed application form for admission to the hostel should be submitted to the Warden concerned.
- 10.2 At the time of admission each resident shall have to pay one time deposit as indicated for boarding and lodging charges from time to time.

10.3 In addition to the above fees at the time of admission and the start of every academic year, each resident shall have to pay the following fees:

a) Application fee	Rs. 50/-
b) Admission fee	Rs. 50/-
c) Sports and reading room fee	Rs. 100/-
d) Upkeep and maintenance	Rs. 150/-
e) Re-admission fee	Rs. 55/-

10.4 Each resident shall also have to pay the following fees every month.

- a) Electricity charges: Shall be collected from the residents of respective Hostels as per the University guidelines from time to time
- b) Mess charges and fines: as announced by the Chief Warden / Warden
- c) Establishment fee
- d) Room rent
- e) Hostel development fund

Note: Hostels are governed by Hostel regulations, copies of which shall be provided to each resident at the time of admission to the hostel

### 11.0 General Instructions

1. The Students admitted in the University shall abide by the Rules and Regulations of the University prescribed from time to time
2. Failure to appear for written test, counseling and payment of prescribed fees on stipulated date and time, the selected candidates will automatically forfeit their claim for the admission
3. The right to change / modify any or all condition(s) prescribed in this prospectus is / are at the University's discretion
4. The admission is subjected to fulfillment of all the eligibility conditions prescribed as per the University rules / Statutes / Government orders
5. Any changes in the schedule of events shall be announced as **News Brief** in leading news papers / University Website / MBA programme website.
6. Convocation degree certificate / PDC with transcript should be enclosed along with the application.
7. Enclosed percentage conversion certificate in case of CGPA in 4 point scale from appropriate authority

## 12.0 Candidates to note the following important points

- The application complete in all respects including copies of transcripts / marks card / certificates etc., should be sent on or **before 7<sup>th</sup> August 2015** to The Registrar, **Karnataka Veterinary, Animal & Fisheries Sciences University, Nandinagar, P.B. No.6, Bidar – 585 401.**
- The University shall not be responsible for any postal delay/s / non-delivery of application by the postal department / Courier service.
- The Written Test shall be a management aptitude test.  
**Attend Written Test, Group discussion & Interview on 9<sup>th</sup> August 2014**
- at Dairy Science College, Hebbal Campus, Bangalore -560 024.
- Attend Written Test / Counseling-cum-Admission at your **own cost** on the stipulated date and time.
- The candidates are required to report atleast one hour before the Written Test / Counseling-cum-Admission.
- Admission to Written Test / Counseling is subjected to fulfillment of eligibility conditions prescribed and production of ‘**Attested Photo Identity Card**’.
- You are hereby informed to be present for Written Test/Counseling on the above date even if you do not receive the intimation letter due to postal delay.
- You are required to produce all the Original transcripts / Marks cards / Certificate etc. at the time of Counseling-cum-Admission.
- Demand draft (D.D.) drawn in favour of the **Assistant Comptroller, Dairy Science College, KVAFSU, Bangalore 560024** payable at Bangalore for an appropriate amount as indicated in Annexure I/II/III. Besides, an admissible amount is payable in cash towards Group Health Insurance, at the time of Admission along with two latest passport size photographs.
- The selected candidate should pay prescribed fee at the time of Counseling-cum-Admission. Further they should report to the Dairy Science College and register for the courses on **or before 17<sup>th</sup> August 2015.**
- An estimate of the expenditure that will be incurred for the MBA programme has been presented in Annexure 1.

### Annexure - I

#### TUITION FEE PAYABLE AND ESTIMATED EXPENDITURE OF THE CANDIDATES ADMITTED TO MBA IN FOOD BUSINESS, DURING THE ACADEMIC YEAR 2015-17

Break up of expenditure for the students of the MBA Programme in Food  
Business

#### Fee plus projected expenditure structure

Sl No	Item of Expenditure	Group 1	Group 2 & 3	Group 4	Group 5
<b>A. Semester I</b>					
1	Tuition Fee	50000	100000	150000	200000
2	Caution Deposit	10000	10000	10000	10000
3	Miscellaneous fees	38610	38610	38610	38610
4	Hostel Charges (indicative)	30000	30000	30000	30000
5	Laptop Computer (indicative)	40000	40000	40000	40000
6	Books, tour, etc (indicative)	5000	5000	5000	5000
	<b>Total Semester I</b>	<b>172610</b>	<b>222610</b>	<b>272610</b>	<b>322610</b>
<b>B. Semester II</b>					
1	Hostel Charges(indicative)	30000	30000	30000	30000
2	Books, and stationery etc(indicative)	4000	4000	4000	4000
	<b>Total Semester II</b>	<b>34000</b>	<b>34000</b>	<b>34000</b>	<b>34000</b>
	<b>Total for I &amp; II Semester (A+B)</b>	<b>206610</b>	<b>256610</b>	<b>306610</b>	<b>356610</b>
<b>C. Semester III</b>					
1	Tuition Fee	50000	100000	150000	200000
2	Hostel Charges(indicative)	30000	30000	30000	30000
	Books, and stationery etc(indicative)	4000	4000	4000	4000
	<b>Total Semester III</b>	<b>84000</b>	<b>134000</b>	<b>184000</b>	<b>234000</b>
<b>D. Semester IV</b>					
	Hostel Charges(indicative)	30000	30000	30000	30000
	Books, and stationery etc(indicative)	4000	4000	4000	4000
	<b>Total Semester IV</b>	<b>34000</b>	<b>34000</b>	<b>34000</b>	<b>34000</b>
	<b>Total for III &amp; IV Semesters</b>	<b>118000</b>	<b>168000</b>	<b>218000</b>	<b>268000</b>
	<b>TOTAL – A+B+C+D</b>	<b>3,24,610</b>	<b>4,24,610</b>	<b>5,24,610</b>	<b>6,24,610</b>

Registrar

**B. Miscellaneous Fees payable by all groups for the course at the time of admission**

Sl No	Particulars	Amount (Rs)
1	Registration Fee	500
2	Internet fee	8000
3	Library Fee	8000
4	Sports Fee	2000
5	Academic information and Regulation	500
6	Educational Tours & industry visits.	5000
7	Magazine Fee	550
8	Medical Fee	450
9	Examination fee	8000
10	Documentation Fee	500
11	Alumni Members Fee	1000
12	Red Cross	100
13	NSS Fees	10
14	Group Insurance	4000
	<b>TOTAL- B</b>	<b>38610</b>

**C. Summary of Fees for different semesters**

		Group 1	Group 2 & 3	Group 4	Group 5
	<b>I Semester</b>				
A	Fees	50000	100000	150000	200000
	Miscellaneous fees	38610	38610	38610	38610
	Caution Deposit (Refundable)	10000	10000	10000	10000
	<b>TOTAL A</b>	<b>98610</b>	<b>148610</b>	<b>198610</b>	<b>248610</b>
	<b>III Semester</b>				
B	Fees	50000	100000	150000	200000
	<b>TOTAL B</b>	<b>50000</b>	<b>100000</b>	<b>150000</b>	<b>200000</b>
	<b>TOTAL(A+B)</b>	<b>1,48,610</b>	<b>2,48,610</b>	<b>3,48,610</b>	<b>4,48,610</b>

*Note: 1. The fees have to be paid through a demand draft drawn in favour of 'Assistant Comptroller, Dairy Science College, KVAFSU, Hebbal Campus, Bangalore'.*

Registrar



**FORMAT / CERTIFICATE – I**

**Form – D**

[See Rule 3A (2) (3)]

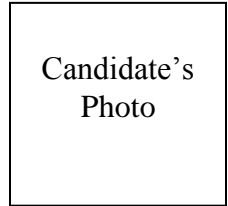
**FORM OF CERTIFICATE TO BE ISSUED TO A CANDIDATES BELONGING TO  
SCHEDULED CASTE OR SCHEDULED TRIBES**

Government Order No. SWDSD : 97 (1) Bangalore Date: 8-2-2000

**CERTIFICATE**

This is to certify that Shri / Smt. / Kumari .....son /  
Daughter of .....ordinarily residing at .....of  
Village / Town \* .....in District / Division .....of the \* State /  
Union Territory \* ..... belongs to the ..... Caste / Tribe\* which is  
recognized as a Scheduled Caste / Schedule Tribe \* Under:

- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951  
(as the amended by the Scheduled Castes and Scheduled Tribes Lists  
(Modification) Order, 1956, The Bombay Reorganization Act, 1960)  
the Punjab Reorganisation Act. 1966, the State of Himachal Pradesh Act. 1970  
and the North Eastern Areas (Reorganisation) Act., 1971
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1956  
(as amended by the Scheduled Castes and Scheduled Tribes (Amendment) Act, 1976)
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Pondichery) Scheduled Castes Order, 1964
- The Constitution (Scheduled Tribes) (Uttara Pradesh) Order 1967
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1968



1. Shri/Smt./Kumari\* ..... and / or \* his/her family ordinary reside (S) in village /  
town ..... of ..... \* District / Division \* State / Union  
Territory .....

Date:

Place:

\* Strike of whichever is not applicable

Signature of Tahsildar

(with seal of officer)

**State / Union Territory\***

**Note:** The term “ordinary resides” used here will have the same meaning as in section 20 of Representation of People’s Act. 1950.

According to the Govt. of India Letter No. BC 12025/27/76-SCT-I, Ministry of Home Affairs, in order to be competent to issue such certificates, therefore, the authority mentioned in the Govt. of India (Department of Personnel and Administrative Reforms) Letter No. 13-2-74 EST- (SCT) dated the 5<sup>th</sup> Aug. 1975, should be the one concerned with the locality in which the person applying for the certificate had his place or permanent abode at the time of the Notification of the relevant Presidential Order. Thus, the Revenue Authority of one Taluk would not be competent to issue a certificate in respect of persons belong to another Taluk.

**ATTESTATION**

(With seal and signature of the gazetted officer)

**FORMAT / CERTIFICATE – II**  
**FORM OF AFFIDAVIT CLAIMING SEAT UNDER RESERVED CATEGORIES**  
**(SC/ST/Cat-I/IIA/IIB/IIIA/IIIB)**  
**(To be typed on Rs. 20/- Stamp paper)**

**AFFIDAVIT**

I \* Sri/Smt. \_\_\_\_\_ \* S/o./W/o. \_\_\_\_\_  
aged \_\_\_\_\_ years, residing at \_\_\_\_\_ do hereby solemnly affirm  
and state on oath as follows:

My \* Son/Daughter Kumar/Kumari \_\_\_\_\_ with  
application No. \_\_\_\_\_ has applied for Post-Graduate programme admission in KVAFSU,  
Bidar for the Academic year \_\_\_\_\_.

I belong to \_\_\_\_\_ Cast, which falls under \_\_\_\_\_ Category.  
My total Annual income from all sources during preceding year of admission is Rs. \_\_\_\_\_.

I declare that the above information is correct to the best of my knowledge and belief. In case of  
the above information is found to be false or incorrect, my child shall forfeit the seat allotted by the  
University. I also hold myself liable for civil or criminal action and the University may take appropriate  
action against me in this behalf.

**\* Strike out the word(s) which are not applicable**

**DEPONENT**

**Place:**

**Date:**

**SIGNATURE OF THE CANDIDATE**

**SWORN BEFORE ME**

**ATTESTATION**

(With seal and signature of the gazetted officer)

**FORMAT / CERTIFICATE – III**

**Form – E**

**[See Rule 3A (2) (3)]**

**CERTIFICATE TO BE ISSUED TO A CANDIDATE BELONGING TO BACKWARD CLASSES**

Government Order No. SWD: 132 SD : 97 (1) Dt. 8-2-2000

Certificate that \* Shri/Smt./Kumari .....

Son/Daughter/Wife/Husband of \* Shri/Smt. ....

Resident of ..... \* village / town / city

belongs to Sub-Caste ..... of ..... Caste (Category

.....) of the Backward Classes.

**\* Strike off whichever is not applicable**

Place:

Date:

**Signature of Tahsildar with seal of Officer**

..... Taluk

**ATTESTATION**

(with seal and signature of the gazetted officer)

**FORMAT / CERTIFICATE – IV**

**Form – E**

**[See Rule 3A (2) (3)]**

**INCOME AND CASTE CERTIFICATE TO BE ISSUED TO CANDIDATES BELONGING TO  
BACKWARD CLASSES OTHER THAN CATEGORY - I**

Government Order No. SaKaE 225/ BCA / 2002 Dated 30-3-2002

Certified that \* Shri / Smt. Kumari ..... Son/  
Daughter/Wife/Husband of \* Sri / Smt. ....  
resident of .....  
..... and  
\* His/her \* parents / guardian/wife/husband does not come within the preview of creamy layer.

Either the applicant or his / her parents / guardian / wife / husband is not Group A or Group - B  
Officer in the service of the Government; or  
Does not hold an equivalent post in Public Sector undertaking; or

Is not an employee of a Private Industry / Institution, and drawing a Salary, which is not less  
than that of a Group - B Officer's pay scale of Rs. 6000-11200.

The Candidate and his / her father / mother / guardians Gross Annual Income does not exceed  
rupees two lakhs.

**OR**

The Candidates and \* his / her \*father / mother / guardian do not hold ten units of  
Agricultural Land as specified in the Karnataka Land Reforms act, 1961 or holding more than twenty  
acres of plantation land.

\* Shri / Smt / Kum ..... \* Son / Daughter /  
Wife / Husband of \* Sri / Smt. .... belongs to sub  
caste ..... of Caste ..... which comes under the  
category ..... (IIA / IIB / IIIA / IIIB) of the Backward Classes.

**\* Strike off whichever is not applicable**

Place:

**Signature of Tahsildar with seal of Officer**

Date:

..... Taluka

**ATTESTATION**

(with seal and signature of the gazetted officer)

**FORMAT – V**

**SALARY CERTIFICATE**

(To be produced by the candidate having their source of income from their parent's / guardian's salary)

This to certify that Shri/Smt. .... Is working in the office of ..... as ..... And drawing a gross salary (per annum) of Rs. .... (in words ..... ) in the pay scale of Rs. .... The details of the salary drawn from ..... are furnished below.

<b>Month &amp; Year</b>	<b>Basic pay</b>	<b>D.A.</b>	<b>HRA</b>	<b>CCA</b>	<b>Others</b>	<b>Total</b>
April 2013						
May 2013						
June 2013						
July 2013						
August 2013						
September 2013						
October 2013						
November 2013						
December 2013						
January 2014						
February 2014						
March 2014						
Encashment						
Supplementary						
Any other						
<b>Gross Total</b>						

Place :

Date:

**Signature and Seal of  
Drawing Officer**

## **WARNING ON RAGGING**

**Ragging is a cognizable offence. Supreme Court of India and UGC have directed the Universities to take up stringent measures to prevent ragging in the University campuses and hostels. If any incident of ragging comes to the notice of the University authority the concerned student(s) shall be given liberty to explain and if his/her explanation is not found satisfactory the authority would expel such student(s) from the Institution.**