



# **UNDERGRADUATE DEGREE PROGRAMS**

## **SEMESTER SYSTEM RULES AND REGULATIONS**

**2022-2023**

**TAMIL NADU AGRICULTURAL UNIVERSITY  
COIMBATORE – 641 003,  
India  
[www.tnau.ac.in](http://www.tnau.ac.in)**

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SEMESTER SYSTEM  
RULES AND REGULATIONS – 2023**

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**TAMIL NADU AGRICULTURAL UNIVERSITY**  
**UNDERGRADUATE DEGREE PROGRAMS**  
**SEMESTER SYSTEM**  
**RULES AND REGULATIONS - 2023**

**01. REGULATIONS**

The **Regulations** provided herein shall apply to all the Bachelor's Degree Programs offered by the Tamil Nadu Agricultural University listed hereunder.

1. B.Sc.(Hons.) Agriculture (English & Tamil Medium)
2. B.Sc.(Hons.) Horticulture (English & Tamil Medium)
3. B.Sc.(Hons.) Forestry
4. B.Sc.(Hons.) Food, Nutrition and Dietetics
5. B.Tech. (Agricultural Engineering)
6. B.Sc.(Hons.) Sericulture
7. B.Sc (Hons.) Agribusiness Management
8. B.Tech. (Food Technology)
9. B.Tech.(Biotechnology)
10. B.Tech. (Energy and Environmental Engineering)

**02. SHORT TITLE**

These regulations shall be called "Bachelor's Degree Programs Rules and Regulations - 2023"

### **03. DEFINITIONS OF TERMS**

#### **3.1 Academic year**

Academic Year means a period consisting of two consecutive semesters including the inter-semester break as announced by the University/ Deans of respective colleges. The first year of study shall be the first and second semesters following a student's admission. The second year of study shall be the third and fourth semesters; the third year, the fifth and sixth semesters and the fourth year, the seventh and eighth semesters.

#### **3.2 Academic Discipline**

This means the continuance of each student upon the roles of the University, the receipt of academic credits, graduation, and conferring of any degree or granting of any certificate are strictly subject to the disciplinary powers of the University.

#### **3.3 Students**

Each eligible candidate whose registration has been completed will be considered as a student of the University during the term for which he or she is registered unless the connection with the University is officially severed by withdrawal or otherwise.

No student registered in any college of the University shall at the same time be registered in any other school or college or of any other institution without the specific authorization of the Dean of the college in which he or she has first registered.

The privileges of the University are not available to any student until registration has been completed. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until fee has been paid.

No student is permitted to attend any University course for which he or she is not officially registered unless auditing privileges have been granted. No student may register after the stipulated period without the written consent of the University.

#### 3.4 **Coordinator**

A teacher of the faculty nominated by the Dean concerned to look after academic matters of a particular year of the degree Programs. He/she will attend to registration, preparation of time tables, and distribution of courses, regulation of credit load and maintenance of individual student's records of the concerned batch.

- 3.5 **Academic Counselor:** The Dean of the college will allot a group of not less than five students to the nominated Academic Counselor. The Academic Counselor will counsel the group of students in curricular and extra-curricular activities for the entire period of degree Programs by conducting periodical meetings.

#### 3.6 **Curriculum**

A group of courses and other specified requirements for the fulfillment of the degree Programs.

### 3.7 **Curricula and Syllabi**

A list of approved courses for Degree Programs wherein each course is identified with a three letter code, a three digit course number, outline of syllabus and credit assigned.

### 3.8 **Course**

A teaching unit of a discipline to be covered within a semester as detailed in the Curricula and Syllabi framed by the University.

### 3.9 **Credit Load of a student during a semester**

The total number of credits of all the courses a student registers during that particular semester (limited to the maximum of 25 credits)

### 3.10 **Credit**

A credit in theory means one hour of class room lecture per week and a credit in practical means two and a half hours of laboratory or workshop or field work per week. For example, a 1+1 course (2 credits) means 1 hour theory and 2½ hours practical per week.

### 3.11 **Grade Point**

The total marks in percentage obtained in a course divided by 10 and rounded off to two decimal places (for example 75.50 marks= 7.55 grade point).

### 3.12 **Credit Point**

The grade point multiplied by the credits of the course (for example 75.50 marks in a 1+1 course is equal to 7.55 grade point X 2 credit = 15.10 credit points).



### 3.13 **Grade Point Average (GPA)**

The total credit points obtained in all the courses divided by total credits of the courses registered in a semester. The GPA is to be worked out and then rounded to two decimal points.

### 3.14 **Overall Grade Point Average (OGPA)**

The cumulative of total credit points of all the courses completed in all the semesters divided by the total credits of all the courses registered at the end of the degree Programs.

### 3.15 **Duration of Semester**

The duration of each semester is 105 working days inclusive of the mid-semester and practical examinations but excluding the study holidays and final theory examinations.

### 3.16 **Class Grade Chart (CGC)**

Class Grade Chart (CGC) means a grade chart prepared by all the Controller of Examinations indicating marks obtained by all the students belonging to a particular year / class for each course.

### 3.17 **Report card:**

Statement of marks indicating grades, credit point and GPA obtained by a student in a particular semester.

### 3.18 **Re-examination / Reappearance**

It is an examination written for the failed courses by a student without undergoing regular class/ course, by

registering and paying the re-appearance examination fee.

### 3.19 **Transcript Card**

The consolidated mark sheet or report of the academic performance of a student issued by the University on completion of the curriculum.

## 04. **SYSTEM OF EDUCATION**

The system of instruction and Education in the University will be **semester course credit system**.

### 4.1 **Maximum Duration Permissible:**

The system of Education followed for all the undergraduate degree Programss is **Semester System** with duration of four academic years (8 Semesters). The maximum duration permissible for a student shall be 'n' plus four (n+4) academic years (16 semesters), where 'n' denotes the normal duration of the degree Programs (4 years/ 8 semesters). Hostel facilities will be provided only for the actual duration of academic Programs (4 years/ 8 semesters only).

### 4.2 **Credit Requirements:**

The minimum credit requirement for each Degree Programs is 180 (changes from time to time as per the ICAR- Deans Committee recommendations).

### 4.3 **Maximum Credit Load:**

A student can register for a maximum of 25 credits during a semester. Additional 1 or 2 credits shall be permitted at the discretion of the respective Deans of the colleges.

#### 4.4 **Course Teacher:**

The Dean concerned, in consultation with the respective Head of the Department, will nominate the course teacher for each course at the beginning of the semester. The course teacher shall be responsible for all matters connected with the conduct of the course. The Head of the Department will monitor the progress of the course(s) of the respective Department.

#### 4.5 **Class Time Table:**

At the beginning of each semester, the Dean of the college will prepare the class time table with the help of Coordinator of the respective years and announce the same.

#### 4.6 **Working Days and Time Schedule:**

Except Sundays and other listed holidays, all other days of a week including Saturdays are working days for the students.

Normal Working Hours: 7.30 a.m. to 5.00 p.m.

Depending upon the need, respective Deans will decide about the timings. Time schedule may also vary in each teaching campus to suit the local needs and under exigencies.

#### 4.7 **Commencement and Closure of Semesters:**

The date of commencement and closure of each semester as well as inter-semester break shall be announced by the Deans of the colleges. The schedule of the final theory examinations shall be announced by the Controller of Examinations in consultation with

Deans of Colleges. The University through the Deans' Committee shall approve if there is any deviation, after dates are announced.

4.8 **Inter-semester Break:**

A break of about 15 (fifteen) days shall normally be declared between any two consecutive semesters. A longer inter-semester break during summer may be declared every year, subject to a maximum of 30 days during May - June.

4.9 **Academic Calendar:**

A common academic calendar shall be prepared by the Faculty Dean (Agriculture) every year by including the date of registration, date of mid semester examinations, final theory examinations, inter-semester break and summer holidays for all the undergraduate Programss. The Deans of all Colleges shall schedule the academic activities within the specified period without deviation.

4.10 **Condensation of Semesters:**

The Deans concerned has the responsibility to adhere to the common Academic Calendar. Under extraordinary situation upon the recommendation of Deans' Committee and with the permission of the University, condensation of semester may be made up to the maximum of 10 days to cope with examination schedule. The loss of classes in such cases should be compensated by special time table.

## 05. REGISTRATION OF COURSES

A course shall be offered only once in an academic year during the semester as listed in the course curricula and syllabi. 142<sup>nd</sup> Academic Council approved and formulated the registration of courses through online process as below

- 5.1 Online registration shall be done for each semester in absentia
- 5.2 Student has to produce the downloaded online registration form **IN PERSON** on the first day of commencement of Semester and obtain the signature of the year coordinator physically in order to present himself / herself for registering their attendance
- 5.3 Students can register a semester without fine for first two working days.
- 5.4 Late registration may be permitted from third working day to seventh working days from the commencement of semester with a fine of Rs. 1,000/- (Rupees one thousand only)
- 5.5 The list of eligible students will be uploaded in the website 30 days before completion of respective semester. The student has to pay the semester fee before registration. There is no grace period for the semester fee payment. The respective year coordinators are responsible to consolidate the list of students who before the semester registration submitted the same to Dean/Principal concerned. The year coordinators ought to get the user ID, password from the respective Deans and issue the same to the students for registration.

5.4 The Dean of the College will intimate the list of registered students to the concerned course teachers and commencement of classes from the day after close of registration.

5.5 For online registration each student will be given a password which is confidential. For calculating 105 working days for a semester, the day of commencement of classes will be counted as the first working day of the semester.

### **Model**

- Date of Registration
- : 17.5.2022 (Monday - 1<sup>st</sup> Day)
- Last date of registration without fine: 18.5.2022 (Tuesday - 2<sup>nd</sup> Day)

Last date for registration with fine of Rs.1000/-: 24.05.2022 (Monday - 7<sup>th</sup> working Day)

### **Guidelines for newly admitted candidates**

5.6 A newly admitted candidates should report to the respective colleges within due date and time indicated in the college commencement letter, failing which their admissions stand cancelled. **Extension of joining date and time is not permitted.**

5.7 Candidates admitted in the affiliated colleges under TNAU Govt. quota through single window system of counseling have to pay the tuition fees to the concerned college in which the candidate is admitted

5.8 **Campus transfers are not permissible for any of the quota** through which the candidate is admitted including

counseling and special reservations like NRI quota, Industrial Sponsorship quota, Differently abled quota, Eminent sports person quota and Ex-servicemen quota.

5.9 Candidates who discontinue the course after doing the registration of the courses are not eligible for refund of any other fee except caution money deposit.

5.10 **Discontinuation fee:**

Discontinuation fee of Rs. 2.00 Lakhs (Two lakhs only) is being collected from the academic year 2019-20 onwards with the following conditions

1. After admission, if the student discontinues in the first semester (Before completion of I semester final theory examinations) the student need not pay the discontinuation fee
2. If the student discontinues after completion of I semester final theory examinations, the discontinuation fee of Rs. 2.00 lakhs (Rupees two lakhs only) has to be paid by the student
3. Necessary details regarding discontinuation fee collection is mentioned in the undertaking form obtained at the time of admission.
4. The said discontinuation fee shall be collected from the student by the concerned Constituent colleges or Affiliated Colleges (students admitted under TNAU Govt. quota)
5. The discontinuation details of the student shall be intimated to the University by the concerned Colleges within 10 working days.

## 06. ATTENDANCE REQUIREMENTS

- 6.1 A minimum of 80 per cent attendance separately in theory and practical of the concerned course is a must, failing which the student shall not be permitted to appear for both final theory and practical examinations in the course concerned and grade 'E' (Incomplete) will be awarded. A student who was awarded 'E' grade in a course must re-register the course, with the permission of the Dean, when offered again.
- 6.1.1 **For the first year first semester students**, the number of working days will be calculated only from the date of joining of the student for calculating 80 per cent attendance. The late entrants should cope with regular students in studies and cannot claim any other privileges for the delay.
- 6.1.2. If a student is awarded 'E' grade in the first semester of I year due to lack of attendance, the Dean/Principal may permit the student to temporarily discontinue the course. He/she may be permitted to re-join the course in the next academic year along with the junior batch from the first semester onwards with the approval of the **Academic Council**.
- 6.2 Students failing to attend the classes/ examinations, except on official grounds, will be treated as 'absent'.
- 6.3 Hundred per cent attendance is compulsory in each of the courses like RAWE/ RHWE/Industry, VSP, AITP, ADO/ ADA/ ADH/ NGO placement and All India Study Tour / Experiential learning courses and similar other Programss.



- 6.3.1. If any student is absent for field trips, the student may be marked absent for all the compensating classes on the day of the field trip in addition to the field trip courses.
- 6.4 The Yoga, PED, NCC, NSS courses shall be registered during first semester. Evaluation will be done at the end of first semester for yoga, fourth semester for PED and NSS and at sixth semester for NCC.
- 6.5 Students deputed for sports, cultural meets, etc., with prior permission of the Dean of the colleges shall be given attendance for the period of absence. Students under this category must have attended a minimum of 50% classes in the total theory and practical classes conducted.

#### 6.6 **Calculation of Attendance**

**Theory Class:** Number of classes conducted for a course from the first working day as per the time table to the last theory class of that semester will be accounted as the total number of theory classes conducted by the course teacher. Mid-semester examinations are normally conducted during class hours.

Attendance for mid semester examination will be counted as a theory class.

Final theory examinations will be conducted after 105 working days and this period will not be taken into account for attendance.

**Practical Class:** The final practical examination will be conducted in the last practical class as per the time table which will not be considered as attendance for practical class of a particular course.

The student belonging to a batch will attend classes and earn attendance in the particular batch only as per the time table.

No student shall be permitted to attend along with another batch to gain attendance either in theory or in practical.

For practical classes, workshops or laboratories, students should attend only in uniform dress.

**Buffer Days:** Compensation for the lost classes in common for all students is done by providing designated buffer days.

- Number of buffer days will be six working days in two spells of three days each to compensate unscheduled holidays declared during the course of semester. The first spell will be before the commencement of Mid-semester and the second spell will be before the commencement of final practical examination (142 AC). The time table including the buffer days will be informed by the Dean in the academic calendar at the start of semester.
- Attendance is compulsory on the buffer days that compensate the lost days. The buffer days that were not used for the above are treated as

holidays for students. The unscheduled holidays declared during the course may be restricted to not more than six days.

- Scheduled holidays that fall within the 90 working days may be compensated by scheduling their respective time table in the last few days of the 90 working days itself.

## 07. EXAMINATIONS

The Examination schedule approved by the Dean and the Controller of Examinations for the mid-semester and final examinations, respectively, shall be final.

**7.1 Mid Semester Examination:** Mid-semester examination will be conducted on the 52<sup>nd</sup> working day of semester. The mid semester examinations are to be conducted in the regular classes. The mid-semester examination mark list should reach the office of the Controller of Examinations within fifteen days from the date of conduct of mid-semester examination.

### **7.2 Missing Mid Semester Examination:**

There will be no missing tests for mid semester examinations. If absent for the mid-semester examination, the student will be awarded "0" marks for mid-semester. However, the student is permitted to continue attending the classes and write the final practical and final theory examinations (148 AC).

**7.3 Final Theory Examination:** The final theory examinations are to be conducted after the 105 working days of the semester. Mess dues should be cleared before final theory

exams and clearance certificate should be produced for receiving hall tickets.

### Exam pattern and Duration (as approved in 149th AC)

#### Examination Schedule

Examination	Working day as per the academic calendar
Mid semester	52 <sup>nd</sup> working day
Practical examination	91 <sup>st</sup> working day
Final theory examination	After 105 working day

#### Regular exams

Distribution of marks and exam durations			
Exam	1+1/2+1 courses	1+0/2+0 courses	0+1/0+2 courses
Mid semester	20 (MCQ) (1 hour)	40 (MCQ) (1½ hours)	40 (MCQ) (1½ hours)
Practical	40 (2½ hours)	-	60 (2½ hours)
Final theory	40 (2½ hours)	60 (3 hrs)	-
Total	100	100	100

Mid Semester examination - Paper/OMR sheets (Multiple Choice Question)

Final Theory Examination - Paper mode (Descriptive)

### Reappearance exams - Only MCQ-OMR mode

Exam	1+1/2+1 courses	1+0/2+0 courses	0+1/0+2 courses
Theory	60 (MCQ) (2½ hours)	100(MCQ) (3 hours)	-
Practical	40 (2½ hours)	-	100 (2½ hours)
Total	100	100	100

#### Question pattern

The mid-semester and reappearance examination will be based only on multiple choice questions to be written on paper/ OMR sheets and final theory examinations will have short notes, paragraph and descriptive type questions.

#### 7.4 Practical Examination:

The practical examination will be conducted on the last practical class of the courses. The Dean of Colleges will announce the schedule of final practical examinations. The Controller of Examinations, based on the proposal sent by the Deans concerned, will nominate and approve the external examiner and the course teacher shall be the internal examiner.

For affiliated colleges, the external examiners will be nominated by the Controller of Examinations.

In case if internal / nominated external examiner for practical examination could not conduct the examination, then the Dean concerned shall nominate

an alternative examiner to conduct practical examination in anticipation of approval by the Controller of Examinations. Submission of *bona fide* practical records certified by the Course Teacher is a pre-requisite for appearing in the practical examinations failing which 'F' grade will be awarded. The duration of practical examination shall be two and a half hours. The practical marks should be communicated to the Controller of Examinations within 10 days of the last working day of the Semester.

### **Guidelines:**

Wherever experiments, identification or case studies are not possible as per course curricula, the question pattern may be modified by the Course Teacher (Internal examiner) and the pattern should be well informed to students in advance before the conduct of the exam. The same shall be informed to the External Examiner also before the start of the practical examination.

- 7.5 **If a student has more than 80% attendance but fails to write Practical Examination, 'F' grade will be awarded.** Similarly, if a student fails to score a minimum of 50% marks in practical examination (20 out of 40 in a theory plus practical course) or 60 out of 100 marks in a practical only course, F grade will be awarded. In that case, the student has to appear for the reappearance practical examination.
- 7.6 **Postponement of Final Examination:** Whenever the Government declares common state holidays on the dates of final examinations or under exigencies, the

examination that falls on the particular date will be postponed to the date after the last examination of the original examination schedule. Changes, if any, will be notified by the Controller of Examinations, TNAU.

## **08. Re-appearance and Improvement Examinations:**

- 8.1 Students are permitted to register and write the re-appearance examination as and when conducted with the permission of Deans/Principals of Colleges. **Re-appearance fee of Rs.500/- per exam is to be paid online on or before the prescribed date.**

### **8.1.1. Reappearance Examinations**

A student is permitted to write either theory alone or practical alone or both the theory and practical part reappearance examination for the failed subjects. A student is permitted to write reappearance examination for the failed subjects any number of times within n+4 years duration excluding the regular final examination. The registration for the re-appearance shall be done on the date specified by the Controller of Examinations. Each registration is considered as an attempt even if the student is absent for the re-appearance examination. Marks obtained in the latest theory / practical examination will be retained for processing of results, when the student is opting for practical alone or theory alone part of reappearance examination, respectively.

Reappearance examination will be applicable to industry and institutional educational tours, RAWE, agro industrial tie-up Programss, crop production and

non - gradial compulsory courses if the student is having required attendance.

### **8.1.2. Improvement examinations**

Only those students, who have cleared all the courses but having an OGPA of less than 6.50, alone are eligible to write improvement examination. A student opting for improvement is required to write both final theory and practical examinations for the same course. In case if a student fails to secure higher grade point in the improvement examination, the original grade point secured by the student in regular examination will be taken for grading. Improvement examination will not be applicable to industry and institutional educational tours, RAWE, agro industrial tie-up Programss and crop production. Students opting for improvement examination, has to take up the concerned reappearance examination when called for by registering and paying the fee applicable for reappearance examination.

### **8.2.0 Skipping of course(s) and semester is not permitted in any case.**

If the student fails to accomplish the attendance (E grade) residential requirement of course(s) in a semester, he/she is not permitted to continue the subsequent semester(s).

#### **8.2.1. If a student is awarded "E" grade only in one course (I and II semester)**

If the student lacks attendance i.e. <80% ("E" grade) only in one course (1+1 / 2+1 / 1+0 / 2+0 / 1+2) in a



semester, he/she **may be permitted to register** the next/subsequent semester along with his/her batch upto IV semester.

The E grade course should be re-registered as and when offered for the juniors and complete by the end of the IV semester.

This additional E course should be accommodated in his/her semester timetable with maximum credit limit of 27.

**If the student is awarded E grade in more than one course (I and II semester)**

If the student lacks attendance i.e. < 80% in two or more courses, he/she is **not permitted to register next/subsequent semester** with his/her batches. Instead he/she should re-register the E grade courses as and when offered along with junior and continue the studies with the junior batch.

**8.2.2. If a student is awarded “E” grade only in one course (III and IV semester)**

If the student lacks attendance i.e. <80% (“E” grade) only in one course (1+1/ 2+1 /1+0 /2+0 /1+2) in a semester, he/she **may be permitted to register** the next/subsequent semester along with his/her batch upto VI semester.

The E grade course should be re-registered as and when offered for the juniors and complete by the end of the VI semester.

This additional E course should be accommodated in his/her semester timetable with maximum credit limit of 27.

**8.2.3. If the student is awarded E grade in more than one course (III and IV semester)**

If the student lacks attendance i.e. < 80% in two or more courses, he/she is **not permitted to register next/ subsequent semester** along with his/her batch. Instead he/she should re-register the E grade courses as and when offered along with junior and continue the studies with the junior batch.

**8.2.4. If a student is awarded "E" grade in V and VI semester**

If the student has one or two pending courses of fifth and sixth semester, he/she may be permitted to continue seventh semester till there is no change in the existing courses of VII semester (RAWE, tour, and project work). The student may be permitted to register the pending courses of fifth and sixth semesters in the VIII semester not exceeding 27 credits, following the 105 working days pattern. For reappearance exams, the rule enforced by the Controller of Examinations from time to time will be applicable. However, if the student has obtained E grade in all the subjects of V or VI semester, he/she cannot register the VII or VIII semester along with his/her batch.

**8.2.5. If pending courses in V or VI semester courses when combined with and VIII semester courses exceeds 27**

credits the excess courses are to be registered with junior batch as and when offered.

- 8.2.6 Students are permitted to register the VIII semester, if failed to register/ complete VII semester courses with only student READY courses (like RAWE and All India Study Tour) owing to genuine reasons and proper permission from Dean/ Principal. There shall not be pending courses in the I to VI semesters (149 AC)
- 8.3 The minimum **Grade Point** to be secured for a pass in a course is **6.00 out of 10.00**, a total of 60 Marks out of 100.
- 8.4. Students are permitted to apply revaluation of final theory answer script, only if the total of all marks scored (mid semester + practical + final theory) is 50 and above, and the difference between marks scored and required pass mark (60) is 10 or less than 10 (149 AC). Only failed students are eligible to apply for revaluation of final theory answer script.
- 8.5 A maximum **grace mark** of 1.0, applicable to theory or practical or total, is awarded to students, if required, to pass an examination as under para 8.3 provided the student should have secured 50 % mark in both theory and practical separately, after awarding grace mark (148<sup>th</sup> AC).
- 8.6 As per the 149<sup>th</sup> AC, apart from the grace mark of 1.0 given for individual course in any semester/ reappearance examination, an additional grace mark of 1.00 will be given at the end of the degree program if he/she is not able to complete the degree program for

want of one marks in only one subject of the entire syllabus.

- 8.7 A student has to maintain a minimum OGPA of 6.50 out of 10.00 and pass all the courses and complete the credit requirements as per the applicable syllabus at the end of final year (8<sup>th</sup> semester) to become eligible for the award of degree within n+n years (Eg. For UG program of 4 years duration, within 8 years).

## **09. INDUSTRIAL AND INSTITUTIONAL EDUCATION TOUR**

1. All educational study tours are compulsory. Students those who miss the tours for any valid reason must re-register and undertake the tour along with juniors and complete the course.
2. The study tour shall be conducted within the 105 working days of the given semester. The evaluation procedures applicable for educational tours are given in Annexure I. The course teachers will evaluate the educational tour.
3. Field trips are compulsory. If any student is absent for field trips, the student will be marked absent for all compensating classes on the day of the field trip in addition to the field courses.
4. The Deans of Colleges are empowered to organize all educational tours and field trips by following the University norms.
5. The students should wear uniform and blazer during Industrial and Institutional Educational tours and during University / College official functions.

## 10. DISCONTINUANCE AND READMISSION

- 10.1 A student who discontinues the first semester (I year) without getting permission of the Dean concerned, will not be re-admitted. The student who discontinues the first semester (I year) for genuine reasons with given prior permission (within 30 days) from the Dean will be re-admitted in the first semester of the next year along with the junior batch (I year) students with the approval of the Academic Council.
- 10.2 Students admitted to any of the courses temporarily discontinuing their studies with the permission of concerned Dean before completing the course, may be re-admitted to the course, provided the student should have completed at least one semester before such discontinuance.
- 10.3 A student discontinuing studies temporarily on valid and genuine grounds with prior permission of the Dean of the College will be awarded Grade 'E' for all the registered courses. The student has to rejoin with the permission of the Dean at the beginning of same semester along with junior batch of students on payment of a re-registration fee of Rs.1000/- and regular semester fee.
- 10.4 When a student discontinues his/her studies in a semester (other than the first semester) on his/her own accord after getting the written permission of the Dean concerned or by the order of the University, he/she shall be **re-admitted in the same semester** where

he/she discontinued, along with the junior batch of students

**In case of revision of curricula and syllabi**, if student discontinues after completing second semester, the student has to complete all the course works in the original syllabi in which he/she has joined, by registering equivalent course in new syllabus or by registering special semester for courses which are not having equivalent courses.

If discontinues before completing second semester the student has to forgo all the courses registered so far in the original curricula and syllabi and register all the courses from first semester in the new syllabus along with juniors

- 10.5.a If a student is absent continuously for two semesters without permission, he/she is not eligible to register the next semester and the name of the student will be removed from the roll.
- 10.5.b If the student discontinues continuously for two semesters with proper approval, he/she is permitted to complete the studies within (n+4) years (Rule No. 4.1). The n+4 period includes period already studied, period of discontinuation and period to be studied.
- 10.6 A student who discontinues a course in the undergraduate degree Programs is not eligible for admission again to any other undergraduate degree Programs of the University. An undertaking to this effect shall be obtained from the student by the Dean concerned at the time of discontinuation.

Discontinuation fee of Rs. 2.00 lakhs (Rupees two lakhs) will be collected (see rule no. 5.10)

## **11. QUESTION PAPER SETTING AND EVALUATION**

11.1 The mid semester exam is conducted in Paper/OMR mode with multiple choice questions (MCQ) provided by the Controller of Examinations

11.2 The semester final theory question paper (with questions for descriptive type answers including short answers, paragraph answers and long elaborate answers) for all the courses will be set by the Controller of Examinations after obtaining question papers from external examiners including experts from other University/Institutes.

11.3 The practical examination will be conducted and evaluated by the external examiner with the help of internal examiner (Course Teachers).

11.4 The Controller of Examinations will arrange for central evaluation of semester final theory papers with external examiners (Course Teachers deputed from Constituent and Affiliated College)

In all the matters concerned with examination, the decision of Controller of Examinations, TNAU will be binding and final, who may also be guided by an expert committee appointed by university on need basis.

## **12. GRADING AND EVALUATION PATTERNS**

12.1 The results of the course shall be indicated by grade points ranging from 0.00 to 10.00. The minimum grade point to be secured for the successful completion of a

course will be 6.00 with a total of 60 Marks out of 100. Securing a total of less than 60 Marks in a course will be treated as fail with the award of 'F' Grade and the grade point will be 0.00 for calculating the GPA/OGPA. In case of course with theory and practical, student shall secure an aggregate of 60 marks out of 100 marks to become eligible for a pass in a course with minimum of 50% marks separately in theory (30 out of 60) and practical (20 out of 40). **An OGPA of 6.50 out of 10.00 and passing of all course and credit requirements as per the applicable syllabus shall be the minimum requirement for the award of Degree.**

12.2 The following symbols shall be used

- E - INCOMPLETE (Lack of 80% Attendance or Otherwise)
- F - FAILED (Grade Point 0.00 or Total Marks less than 60.00)
- RR - RE-REGISTRATION
- RE - RE- APPEARANCE
- IE - IMPROVEMENT EXAMINATION
- EE - INCOMPLETE for Other Reasons
- # - Non-gradual compulsory course



### 12.3 Evaluation pattern for practical examinations

#### a. Guidelines for theory + practical courses

(1+1/2+1/2+1) (40 marks)

S.No.	Particulars	Norms	Allotted Marks
1.	Attendance	Minimum of 80% compulsory	Pre-requisite for writing both the final practical / theory examination
2.	Record	Continuous evaluation	5 marks (Evaluated by Course Teacher)
3.	Assignment	A. Presentation	1 mark (Evaluated by Course Teacher)
		B. Written part i. Web page copying not allowed ii. Should be hand written iii. Minimum two references from books	2 marks (Evaluated by Internal Examiner)
		C. Answering the questions from assignment	2 marks (Evaluated by External Examiner)

4.	Identification / Spotter		5 marks (Evaluated by External Examiner)
5.	Experiments	Experiments / Field work / lab work / calculation	10 marks (Evaluated by External Examiner)
6.	Case study		5 marks (Evaluated by External Examiner)
7.	Short / critical notes		5 marks (Evaluated by External Examiner)
8.	Viva Voce	Minimum of 5 questions	5 marks (Evaluated by External Examiner)

**b. Guidelines for practical only courses (0+1/0+2) (100 marks)**

Evaluation pattern for Crop Production Course

Mid term evaluation : 40 Marks (Internal examiner)

Final Practical evaluation : 60 marks (Internal examiner  
- 10 marks External examiner- 50 marks)

S. No.	Particulars	Requirement	Allotted Marks
1.	Attendance	Minimum of 80% compulsory	Pre-requisite for writing the final practical examination
2.	Record - (Evaluated by course teacher)	Continuous evaluation	5 marks (evaluated by the internal examiners)
3.	Written test (Evaluated by external examiner)	ii. Short notes	10 marks
		ii. Calculation	10 marks
4.	Field Evaluation - 25 marks	<p><b>If, Crop not harvested</b></p> <p>Cropping Area (Minimum 5 cents) - 5 marks (Evaluated by internal examiner)</p> <p>Population - 5 marks (Evaluated by the external examiner)</p> <p>Insect, Disease and Weed control - 5 marks (Evaluated by the external examiner)</p> <p>Crop Stand at Harvest stage - 10 marks (Evaluated by the external examiner)</p>	
		(or)	

		If, crop already harvested Cropping Area (Minimum 5 cents) - 5 marks (Evaluated by the internal examiner) Population Maintenance - 5 marks (Evaluated by the external examiner) Yield - 15 marks (Evaluated by the external examiner)	
5.	<i>Viva-voce</i> - 10 marks	Minimum of 10 questions	10 marks (Evaluated by the external examiner)
		<b>Total</b>	<b>60 marks</b>

- 12.4 Evaluated final theory answer papers may be retained up to six months after the examination by the Controller of Examinations after the conduct of examination and then disposed off. The same is applicable to improvement / reappearance examination also.
- 12.5 In the event of a candidate fails to secure minimum required mark to pass in the subject shall be permitted to write the re-appearance either final theory or practical or both examinations.
- 12.6 Re-registration is permitted only for the students awarded with 'E' or 'EE' grades by paying a re-registration fee of Rs.1000/- apart from the regular semester fee.

- 12.7 **Revaluation:** A student can submit request for revaluation in the prescribed format to the Controller of Examinations through the Dean concerned not later than ten working days after the issue of class grade charts to the student. Appeals received thereafter will be summarily rejected. The fee for revaluation is Rs.1000/- per subject to be paid online in favor of the Controller of Examinations, TNAU, Coimbatore – 3. Eligibility for revaluation is given under Rule No.8.4.
- 12.8 Revaluation is not permissible normally for practical examinations. The Dean of college may constitute a committee consisting of at least three faculty members to moderate the marks of practical examinations. The report of the committee in such cases should be submitted within two days. The decision of the Dean of the college shall be final.
- 12.9 **Late for Examinations:** The students who are late by 30 minutes shall not be allowed to enter the examination hall. Similarly, no student will be allowed to leave the examination hall within 30 minutes of the commencement of the examination.
- 12.10. **Person with Disabilities:** In case of persons with disabilities, G. O No. 08/2021, Tamil Nadu Guidelines for conducting examinations for persons with Disabilities, 2021, Welfare of Differently abled persons (DAP-3.2) Department, Govt. of Tamil Nadu will be followed for conducting examinations.

### **13. MALPRACTICES IN EXAMINATIONS AND MISCONDUCT**

- 13.1 The Deans of the Colleges shall be responsible for dealing all cases of unfair means by students in writing records, assignments and examinations (all form of examination).
- 13.2 The invigilator or the course teacher concerned shall report each case of unfair means with full details of the evidence and written explanation of the student concerned to the Dean immediately.
- 13.3 The Dean shall take appropriate action on receipt of the report and the penalty may be as indicated below:
- a) Students found using unfair means during the mid-semester examination may be debarred from the College for the remaining period of semester and deemed to have failed in all the courses in the current semester and also debarred from the college for the next semester due to skipping of semester (see rule no. 8.2).
  - b) Students found using unfair means during the final theory / practical examination / reappearance examinations may be deemed to have failed in all the courses in that semester / reappearance examinations and also debarred from the College for the next semester (also see rule no. 8.2).
  - c) For using unfair means of serious nature (which will be decided by the committee nominated by the Dean concerned) warranting higher penalties than those indicated in clauses (a) and (b) of 13.3, the student may

be debarred from the University for a period of two semesters or more or permanently with the approval of the Vice-Chancellor. In such cases, the students concerned shall not be allowed to sit for the remaining examinations in the concerned course or other courses.

- d) Details of each case together with all material evidence and recommendations of the Dean shall be communicated forthwith to the Registrar of the University. The Dean shall issue necessary orders and report each case falling under clauses (a) (b) and (c) of 13.3of above to the Registrar immediately.

#### **14. PREPARATION OF STATEMENT OF MARKS**

14.1. **Preparation of Class Grade Charts:** The Controller of Examinations shall prepare the class grade charts for the subjects registered in a semester and a copy shall be sent to the Dean/Principals of the colleges concerned for record. Defects, if any, should be reported to the Controller of Examinations within 5 working days after the receipt of class grade charts.

14.2 **Preparation of Statement of Marks/ Report cards:** The semester statement of marks shall be prepared by the Controller of Examinations. The Deans/Principals of colleges should upload the mid-semester marks in EMS and send the hard copy of the uploaded marks within 10 days after the conduct of the examination. The hard copy of final practical marks should be sent to the Controller of Examinations and uploaded in EMS within 10 days after the completion of 105 working days. The practical mark sheet should also comprise the

attendance particulars (both theory and practical separately) of students to incorporate the attendance in the class grade chart by the Controller of Examinations.

- 14.3 **Calculation of OGPA:** To arrive at the Grade Point Average (**GPA**) at the end of the semester, the Grade Point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken in a semester is divided by the total number of credit hours of the courses, provided that the credit hour and credit points of courses which have been repeated are not counted more than once for this purpose.

While calculating OGPA, the credit hours of courses in which the student secured 'E' grade (for lack of 80% attendance or incomplete) will be deducted since it will be repeated by re-registration in later semester. The Credit Points, GPA and OGPA shall be rounded off to nearest two decimals.

14.4. Grade / Class

The 'Class' equivalent for OGPA on completion of the requirements for the award of the Undergraduate Degree.

<b>OGPA</b>	<b>Class equivalent</b>
8.00 and above	First Class
Below 8.00	Second Class



## **15 ISSUE OF TRANSCRIPT CARD, PROVISIONAL CERTIFICATE, APPROVAL OF FINAL RESULTS AND AWARD OF DEGREE**

### **15.1 Transcript card preparation:**

After the issue of VIII semester/latest reappearance report cards, Transcript cards will be prepared with details of all the courses, Grade Points, OGPA per cent equivalence and 'Class' obtained by the students. This will be prepared for all the students by the Controller of Examinations and countersigned by the Registrar. For the preparation of Transcript Card, the Deans/Principals of Colleges should send recent passport size photograph of the student along with filled in proforma, +2 mark sheet and the required fee as specified by the Controller of Examinations, paid as part of VIII semester fee.

### **15.2 Declaration of Results:**

For result declaration, Deans/Principals of respective colleges will send the result declaration proposal for each student along with filled in proforma and copy of Transcript Card, directly to the Registrar, for declaration of results and issue of Provisional Degree Certificate (149<sup>th</sup> AC).

**15.3 Approval of Final Results:** The Vice-Chancellor shall approve the final results. The Registrar shall issue Provisional Certificates and Migration Certificates to the successful students after approval.

**15.4 Eligibility for the Award of the Degree:** The successful completion of all the prescribed courses

included in the Curricula and Syllabi and securing an Overall Grade Point Average (OGPA) of 6.50 shall be minimum requirement for the award of the Degree.

- 15.5 The Transfer Certificate and Conduct Certificate shall be issued by the Deans / Principals of respective Colleges.
- 15.4 **Award of Degree:** The degrees for the undergraduate Programss shall be awarded during Annual Convocation conducted in the University under the seal of the University to candidates who have successfully completed the graduation requirements and approved by Academic Council
- 15.5 The Vice Chancellor is empowered to withhold or cancel the degree awarded when a mistake willfully committed by a student is detected at a later date regarding the registration, OGPA and other requirements for successful completion of the respective degree Programs.
- 15.6 **Amending or Canceling the Result:** If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has been a party to malpractice connivance or improper conduct of another student, the Vice Chancellor shall have the powers at any time to amend the results of such a candidate and to make such declaration as the Vice Chancellor may deem necessary on that behalf including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified and to

cancel the results of the candidate in such manner as the Vice Chancellor may decide.

## **16. DISCIPLINE AND DECORUM OF STUDENTS**

16.1 Students shall maintain high order of discipline, conduct diligence and obedience in classes. During the conduct of classes (theory / practical) any form of indiscipline by the students is punishable. The course teacher shall report such matters to the Dean concerned for further action. For minor indiscipline, the course teacher shall punish the erring students by sending him / her away from class denying attendance, when the students' act is tantamount to spoiling the academic environment of classroom.

**16.2 Anti- Ragging Rules:** Students found involved in ragging or in any other misconduct, or if a complaint is received from the affected student(s) to that effect, will be immediately expelled from the current semester and the Dean shall further constitute a committee to probe and conduct enquiry into the matter and based on the report of the committee, the Dean shall pass the final orders on merit of case within three working days.

### **16.2.1 Ragging - An offence**

Extract of Tamil Nadu Government Gazette - Extra ordinary dt.29.01.97 (Bill No.8 of 1997 Tamil Nadu Prohibition of Ragging ACT)

In this Act, unless the context otherwise requires, "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raises apprehension or fear or

shame or embarrassment to a student in any educational Institution and includes:

Teasing, abusing or playing practical jokes on or causing hurt to such student or asking the student to do any act or perform something which such student will not, in the ordinary course willingly act or perform. Ragging within or outside any educational institution is prohibited.

Whoever directly or indirectly commits, participates in, abets or propagates "Ragging" within or outside any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.

Without prejudice to the foregoing provision, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student who has committed the offence from the educational institution.

The Deans of concerned college will have full powers to punish any student who violates the rules by imposing a fine, suspension or expulsion. His decision is final and he need not assign any reason or explanation for the punishment awarded.

These rules will be altered or amended, and further rules may be added if necessary. All the rules for the time being in force should be observed by the students.

- 16.3 **Unlawful Activities:** In case of students found involved in any unlawful activities either within or outside the Hostel/College Campus, besides expulsion both from the Hostel and College, at the discretion of the Dean, the matter will be reported to the Police of the jurisdiction to be dealt with, in accordance with the appropriate law in force.

## **17. TUITION FEE AND OTHER FEE**

- 17.1 In case of new admissions, the students should pay the first semester fees on the date specified failing which admission will be cancelled.
- 17.2 Subsequently, semester fees should be paid before the commencement of each semester.
- 17.3 A student who has been granted scholarship by the Adi-Dravidar Welfare Department or by the Government of India or State Government through the Director, Adi-Dravidar Welfare, Chennai will however be exempted from the levy of fines, provided the scholarship is actually sanctioned to him/her. In case of default of payment on the day next to the day of the disbursement of the scholarship amount, the student

shall be permitted to pay the fees within seven working days by paying a fine of Rs.15/- failing which the name will be struck off the rolls. The concession mentioned above will apply to those who have actually been granted scholarship and not those who have applied for and are expecting sanctions.

- 17.4 In case of a student who re-registers with junior batch, he/she has to pay a re-registration fee of Rs.1000, in addition to the tuition fee applicable to the junior batch semester in which he/she registers.
- 17.5 In the case of two overlapping of semesters, the student need not pay the semester fee for the registration of courses in the overlapping semester, but overlapping period should be within 40 days from the date of registration of the regular semester.
- 17.6 In case of a student who registers courses along with juniors after completion of four years of study period the student must pay all the fee including self-supporting fee as applicable to junior batch students.
- 17.7 Fee for Newly Admitted Candidates
- a) Newly admitted candidates will pay the fee to the Deans of the concerned campus. The students shall register the course only after payment of all the fees.
  - b) Candidates who discontinue after registering the courses are not eligible for refund of any other fee except caution money deposit (if collected).
  - c) At the time of payment of fee from the second semester onwards, the student shall produce the identity card and no-due certificate from the hostel.

## **18 REMOVALS OF DIFFICULTIES**

- 18.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him/her to be necessary or expedient for removing the difficulty.
- 18.2 Every order issued by the Vice Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance for approval.
- 18.3 Notwithstanding anything contained in the rules and regulations, the Academic Council shall make changes whenever necessary.

## **19 DUAL DEGREE PROGRAMS**

### **DUAL DEGREE PROGRAMS**

#### **19.1 Eligibility**

- Students of B. Sc. Hons(Agri.) and B. Sc. Hons (Hort.) who have successfully completed up to sixth semester.
- First six semesters at any constituent colleges of TNAU and next three semesters at Dalhousie University, Halifax, Canada
- Minimum OGPA requirement up to the sixth semester is 7.5/10.00.
- Students with arrear subjects are not eligible.

#### **19.2 Course Transfer from Dalhousie University, Halifax, Canada to TNAU**

The credit requirement to fulfill the TNAU degree in B. Sc. Hons (Agri.) and B. Sc. Hons (Hort.) is

transferred from Dalhousie University, Halifax, Canada.

### **19.3 Marking system**

Minimum mark for pass is 60% and the minimum mark to complete the degree Programs is 65%. The marks awarded by Dalhousie University, Halifax, Canada shall be converted into 10-point scale by TNAU.

### **19.4 Award of Degree**

On completion of three semesters and after conduct of examinations, the Dalhousie University, Halifax, Canada will provide the complete grade chart to TNAU for arriving OGPA and course completion certificate of TNAU.



**ANNEXURE - I**  
**EVALUATION PATTERN FOR COURSES**

The evaluation of courses with only practicals not covered under rule no. 12 is grouped and mark distribution is tabulated. The pattern of questions is to be decided by the course teacher and external examiner. Wherever specimen collections are required a portion of marks shall be allotted either from written test mark or record mark. In the event of difference of opinion between internal and external examiner, the Deans concerned shall decide the pattern of examination.

**1. PED & NCC**

Particulars	Max marks
Attendance & class activities	60
Behavior	10
Participation in tournaments / Camps	20
<i>Viva-voce</i>	10
Total	100

## 2. INDUSTRY AND INSTITUTIONAL EDUCATIONAL TOURS

Particulars	Max marks
Written test	50
Attendance and behavior	20
Record and spot observation Pocket Note Book	20
<i>Viva-voce</i>	10
Total	100

### 3. COURSES HAVING ONLY PRACTICAL (0+1/0+2 etc.)

#### 3.1 Practical involving field work

Particulars	Mid-term practical
Field evaluation (Identification, specimen collection etc.,	30 (evaluated by internal examiner)
Assignment (1 No.)	5 (evaluated by internal examiner)
<i>Viva- Voce</i>	5
Total	40

<b>S. No.</b>	<b>Particulars</b>	<b>Requirements</b>	<b>Final practical allotted marks</b>
1.	Attendance	Minimum of 80% in practical class	Pre-requisite for writing the final practical examination (evaluated by external examiner)
2	Record	Continuous evaluation	5 marks (evaluated by internal examiner)
3	Assignment (2 nos.)	A presentation /comprehension	2 marks (evaluated by external examiner)
		B. Written part i. Web page copying not permitted ii. should be hand written iii. Minimum two references from books	4 marks (evaluated by Internal examiner)
		C. Answering the questions	4 marks (evaluated by external examiner)

4	Written Part/ Field Evaluation	i. Identification / spotter	5 marks (evaluated by external examiner)
		ii. Specimen collection	5 marks (evaluated by external examiner)
		iii. Experiments/field work /lab work/ calculation	10 marks (evaluated by external examiner)
		iv. Short notes / critical analysis	05 marks (evaluated by external examiner)
		v. Case study	5 marks (evaluated by external examiner)
		vi. Questions from cd show / guest lecture / short tour	5 marks (evaluated by external examiner)
5.	<i>Viva voce</i>	Minimum of 10 questions	10 marks (evaluated by external examiner)
		<b>Total</b>	<b>60 marks</b>

### 3.2 Practical involving class room activities (without field)

Mid term - 40 marks

Practicals - 60 marks

Particulars	Mid - semester
Written test	30
Assignment (1 no.)	5
Viva voce	5
Total	40

S. No.	Particulars	Requirements	Allotted marks
1.	Attendance	Minimum of 80% in practical class	Pre-requisite for writing the final practical examination (evaluated by external examiner)
2	Record	Continuous evaluation	5 marks (evaluated by internal examiner)

3	Assignment (2 nos.)	A presentation /comprehension	2 marks (evaluated by external examiner)
		B. Written part i. Web page copying not permitted ii. should be hand written iii. Minimum two references from books	4 marks (evaluated by internal examiner)
		C. Answering the questions	4 marks (evaluated by external examiner)
4	Written test	i. Data interpretation / Group discussion / brain storming	5 marks (evaluated by external examiner)
		ii. Short notes	5 marks (evaluated by external examiner)
		iii. Critical analysis	5 marks (evaluated by external examiner)
		iv Case Study	5 marks (evaluated by external examiner)

		v. objective type questions	5 marks (evaluated by external examiner)
		vi. Essay Type Questions	5 marks (evaluated by external examiner)
		vii. Questions from CD show / guest lecture / short tour	5 marks (evaluated by external examiner)
5.	<i>Viva voce</i>	Minimum of 10 questions	10 marks (evaluated by external examiner)
		Total	60 marks

#### 4. AGRO INDUSTRIAL TIE-UP

Particulars	Max marks
Observation and discussion Note	20
Poster presentation and exhibition	10
Oral presentation	10
Project report	40
Viva Voce	20
Total	100

## 5. RURAL WORK EXPERIENCE FOR ALL DISCIPLINES

Distribution of marks

Particulars	VSP +FPO (60 days)	ADA (10 days)	NGO (10 days)	Industry (10 days)	At Coll ege	Total (90 days)
Participati on and oral presentati on	30	10	10	10	-	60
Record	10	5	5	5		25
Overall exhibition	-	-	-	-	15	15
Total	40	15	15	15	15	100

## 6. ALL INDIA STUDY TOUR

Particulars	Marks
Attendance	10
Behavior	15
Tour diary	15
Tour record	15
Written test	30



<i>Viva-Voce</i>	15
Total	100

## 7. EVALUATION PATTERN FOR PROJECT WORK

Particulars	Evaluation	Marks
Research area identification and collection of literature	7th semester	-
Work done	8th semester	15
Report	8th semester	20
Presentation with power point/ short video	8th semester	10
<i>Capacity to participate in discussion</i>	8th semester	5
Total	At the end of VIII semester	50 (converted to 100 marks)

## 7. EVALUATION PATTERN FOR EXPERIENTIAL LEARNING

Attendance requirements: Minimum of 100 %

External Evaluation (50 Marks): (Evaluated by external examiner nominated by the Faculty Dean)

Particulars	Max marks
Attendance (100 percent compulsory)	
Written part - Assessment	10
Detailed report on concerned Experiential Learning topic comprising of technical plan, marketing plan and Financial analysis/Major Assignment	15
Minor assignment/Term paper (Should be complementary to the major topic, but not on the same topic)	10
Power point/Short video and Discussion	10
Record/Continuous assessing	5
Total (Converted to 100 marks)	50

Students enrollment: A minimum of 10 and maximum of 25 students will be permitted for each course. If the number of students is more than 25 for a particular course OGPA secured so far will be considered for selection.

Cross-over: Students can opt course across disciplines other than identified core/specialized course pertaining to other programs subject to the availability of facilities and faculty in the college campus.

Other rules and regulation: Other rules and regulations applicable for regular courses except the above mentioned are applicable.

**ANNEXURE - II**  
**FEEES FOR ISSUE OF**  
**CERTIFICATES/REGISTRATION/RE-REGISTRATION/**  
**RE - EVALUATION / OTHERS**

A. Fee for Regular and Duplicate Certificates

S. No.	Name of the Certificate	Amount (Rs.)
1	Provisional Certificate	1000
2	Transcript Card	500
3	Migration Certificate	1500
4	Degree Certificate through convocation	2000
5	Duplicate Degree certificate	2000
7	Fee for name change in accordance with the Government Gazette	1000
8	Duplicate Provisional/ Migration Certificate	1750
9	Duplicate Transcript Card	500
10	Duplicate Report Card (each)	500
11	Duplicate Transfer Certificate	500
12	Duplicate Conduct Certificate	500

13	Duplicate Migration Certificate	1500
14	Transcript Card (Attestation) per copy	500
15	Provisional Certificate (Attestation) per copy	300
16	Degree Certificate(Attestation) per copy	500
17	Certificate Genuineness Verification	1000
18	Duplicate Identity card	750
19	Any other certificate viz., Accreditation Certificate/ Affiliation Certificate/ Bona <i>fide</i> Certificate/ Medium of Instruction/ Equivalent Certificate/ No objection Certificate/ Any other certificates issued by the Registrar	1000

B. Searching Fee for Candidate who apply for Degree Certificate after two years from results declaration (i.e. apart from collection of Convocation Application Fee in force)

S. No.	Period of declaration of results	Amount (Rs)
1.	Up to 2 years from the date of result declaration	Nil
2.	Beyond 2 years from the date of result declaration	5,000

A. Searching fee for the issue of Transfer and Conduct Certificate after completion of one year from date of result declaration

S. No.	Period after the issue of certificate	Amount (Rs)
1.	After completion of one year from date of result declaration from 2 to 5 years	750
2.	From 6 to 10 years	1,500
3.	From 11 to 15 years	2,000
4.	From 16th years onwards	3,000

B. Searching fee for issue of Transcript Card

S. No.	Period after the issue of certificate	Amount (Rs)
1.	from 2 to 5 years	1,000
2.	From 6 to 10 years	2,000
3.	From 11 to 15 years	3,000
4.	From 16 to 20 years	4,000
5.	More than 20 years	10,000

C. Registration / Examination Fees / Fine for delayed payment

i. Undergraduate Programs

S. No.	Description	Amount (Rs)
1.	Late Registration Fee	1000
2.	Re-registration Fee along with the Juniors	1000
3.	Fee for revaluation / Re-totaling for each course	1000
4	Duplicate Hall ticket	200
5	Reappearance registration fee for each course	500

## **ANNEXURE - III**

### **GUIDELINES OF FIRST AID IN CASE OF EMERGENCY**

#### **ARTIFICIAL RESPIRATION OR RESUSCITATION**

- If a person has ceases to breathe, immediately place him on his back, on a firm surface if possible and press the top of head backwards so as to extend the head. Pull the chin forwards to make a clear airway. If patient is still not breathing, perform mouth - to - mouth resuscitation immediately. Time save lives.
- To do this, open your mouth and take a deep breath. Pinch the patient's nostrils with your fingers, and then seal his mouth with your lips (keeping the head held back all the time). Blow into the patient's mouth until the chest rises, then remove your mouth and watch his chest deflate repeat this operation as is necessary at normal breath rate, but give the first four blows as rapidly as possible.

#### **BLEEDING**

- Direct pressure on an open, clean wound will usually control the bleeding. This can be done by pressure of the fingers or hand, but if readily available use a sterile dressing with an adequate pad, and bandage firmly in position. A tourniquet should never be used.
- Send for a doctor at once and do not attempt to move the limb.



## **BURNS**

- If a limb is affected, immerse the part immediately in cold water to relieve the pain. Then cover the part (including any burned clothing) with a dry sterile dressing or freshly laundered material such as a tea cloth. If burns are severe, treat for shock and get medical aid as quickly as possible. Do not use ointments or oil dressings.

## **CHOKING**

- This is usually caused by food, or some foreign body, getting in to the wind- pipe and can often be cured by getting the patient to bend over and then thumping with the flat of the hand between the shoulder blades. A small child can be held upside down and thumped. If this does not work tickle the back of the throat with the finger – tips in an attempt to make the patient cough or vomit. If neither method succeeds get medical help at once.

## **ELECTRIC SHOCK**

- If the patient is still in contact with electrical equipment, and you cannot switch off the electricity, do not touch him unless protected by rubber gloves. Apply artificial respiration and treat for burns and shock as necessary.

## **POISONING**

- If someone swallowed poison, send for medical help at once, even if no effects have appeared. Have the poison container ready to show the doctor. Corrosive acid or alkaline poison such as creosote, ammonia,

caustic soda, strong carboxylic and oxalic and other acids will all burn or stain the lips and mouth. Give water at once, but not an emetic. If the poison is known to be an acid such as oxalic, nitric, or sulphuric acid, rinse the mouth with an alkali such as magnesia, chalk and water, whiting and water or even plaster from the ceiling. If the poison is an alkali, such as ammonia or caustic soda, give an acid drink such as vinegar or lemon juice in water. Slow pulse, pallor, sleepiness and in some cases, pin-point pupils, are symptoms of an overdose of narcotics such as sleeping tablets. Give emetic (see Emetics) and try to keep patient awake. For gas poisoning, give the patient fresh air, artificial respiration and warmth and send for doctor.

## **SCALDS**

## **SHOCK**

- Serious injury always causes shock. The patient is pale, his skin cold and clammy, his breathing quick and irregular and his pulse fast. He should be lying down with head low and hip and legs raised a little. Keep him warm and, if he is conscious, give him a warm sweet drink- but no stimulants. Keep him quiet and reassure him. Shock can also occur after quite minor accidents.

## **FOREIGN BODIES IN THE EYE**

- Lifting the upper eyelid over the lower will often bring the foreign body onto the lower lid from which it can then be removed, or making the eyes water by

rubbing the other eye or blowing the nose will sometimes help. If the object is clearly visible the torn and moisturized edge of a piece of soft paper can be used to remove it. Never use tweezers and never rub the injured eye. If the object appears to be embedded in the eyeball leave it for the doctor to remove.

## **EMETICS**

- If the poison taken is known to be corrosive, acid or alkaline, or if there is any burning or staining of the mouth and lips, an emetic is dangerous and should not be given. For other poisons give two tablespoons of salt, or a half table spoon of mustard, in half pint of water