

Academic Regulations

REGULATIONS GOVERNING UNDER GRADUATE COURSES OF HORTICULTURE UNDER SEMESTER PATTERN OF EDUCATION

Dr.Y.S.R Horticultural University newly established in Andhra Pradesh came into existence as per G.O.Ms.No. 134 Dt.26.06.2007 (Argil & Co-operation Horticultural Department) Govt. of A.P, and started functioning from the academic year 2007-2008 which is renamed as Dr. YSR Horticultural University in the memory of the Dr. YSR Former chief minister of Andhra Pradesh in the year 2010.

1.0 Short Title:

These Regulations shall be called “The Dr.YSRHU Regulations, 2018” governing the under graduate courses of study leading to the award of the degrees of B.Sc(Hons.) Horticulture. These Regulations shall apply to the students admitted from the academic year 2017-2018 and onwards.

2.0 Admissions:

2.1 Admission including selections to the under graduate courses, ordinarily made in the beginning of the first semester of the academic year, shall be in accordance with the regulations laid down from time to time by the University.

2.2 Fee:

The fee for application, semester fee, special fee, examination fee and other fee shall be as prescribed by the University from time to time.

3.0 Definitions:

3.1 Academic year:

The academic year of the University shall ordinarily be from June to April (except in the case of year of admission) and shall consist of two semesters.

3.2 Semester:

A semester shall ordinarily consist of not less than 110 working days consisting of 95 instructional days and 15 Examination days. For a short semester in the year of admission the number of classes should be increased proportionately.

3.3 Credit hour:

Each credit hour represents one hour lecture or two to three hours of laboratory or field Practical's each week in a semester. It is also known as semester credit or credit.

3.4 Course:

A course is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has a specific number, title and credits.

3.5 Grade point of a course:

It is the value obtained by dividing the percentage of marks secured in a course by 10. The grade point is expressed on a 10 point scale up to 1 decimal place.

3.6 Credit point of a course:

It is the product of credit hours and grade point obtained by a student in a course.

3.7 Grade point average (GPA):

It is the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10 point scale. The GPA is to be corrected up to first decimal place.

3.8 Overall grade point average (OGPA):

It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. It determines overall performance of a student in all the courses taken during a period covering more than a semester. The OGPA is to be corrected up to third decimal place.

3.9 Semester final theory examinations:

Semester final examinations for each course are conducted by the University at the end of each semester in the theory portion of the course.

4.0 Courses, Credits and Syllabi:

The details of the courses, credits and syllabi of the under graduate course shall be as prescribed by the Academic Council from time to time.

5.0 Advisory system:

The students on their admission shall be divided into convenient batches by the Associate Dean of the respective college, and each batch is assigned to one of the teachers who is designated as Advisor. Each student immediately after enrollment fills up all the registration cards with the guidance of his/her Advisor. Among other things, the Advisor shall help the students in planning the programmes of their studies.

The Advisor will establish and foster close personal relationship with students assigned to him during their entire stay in the college by having periodical meetings either with the entire batch of students or with each individual student as often as is consider necessary in an effort to

know their problems, review their study programmes and take such remedial actions as may be necessary in consultation with the teachers concerned and the Associate Dean.

The Advisor will maintain a record containing particulars of previous history of the student, courses registered and examinations appeared, grades obtained in each course in each semester as per the format prescribed by the University (Format- I).

6.0 Registration:

6.1 Registration for the first time in the University:

Students who have received notification of admission from the University into various faculties will receive, on arrival, guidelines for registration from the Associate Dean of the respective college.

A registration and orientation programme will be conducted by the Associate Dean of the college for the benefit of the students joining the University for the first time.

Attendance in respect of fresh students for the first semester shall be reckoned from the date of registration of the student concerned.

6.2 Registration in the subsequent semesters:

The following are the steps in registration of students for different courses.

- (a) The student in each batch shall have to register for the set of courses offered in toto for that batch and fill in the registration cards in person producing the identity card at the registration center on the day of registration. The Advisor in turn will countersign and send them to the Associate Dean's Office. The Associate Dean's office should prepare a list of students who have registered for each course and send them course-wise to the concerned teacher within a week.
- (b) The payment of fee and other arrears due to the College, Department, Hostel, Library etc., shall precede registration.
- (c) Late fee for UG students shall be Rs. 10/- for the first three working days starting from the next day of the scheduled date of registration and thereafter Rs. 100/- per day for a further period of seven (7) days. The attendance will however be reckoned from the day the instruction commences as per the academic calendar. However, in respect of RHWEP/ EL Programmes (Student Ready) the rules as prescribed in RHWEP manual /ELP Guidelines (Student Ready) shall be followed.

6.3 Study load for semester:

For the purpose of calculation of study load, number of credits registered in a semester includes fresh courses and courses registered for want of attendance. The total study load for a student shall not be more than 24 credit hours per semester.

7.0 Attendance:

7.1 Every student shall ordinarily attend all meetings in a course. However, the minimum attendance prescribed in a course is 75%. The attendance shall be reckoned for theory and practical's separately. A student who fails to put the minimum attendance either in theory or practical shall not be permitted to appear for the semester final theory and practical examination and his/her registration for that course shall be treated as cancelled.

On the recommendation of the Associate Dean, permission may be given by the Dean, Student affairs to depute the students, representing the College/University at inter Collegiate, inter-University meets in NCC, NSS, games and sports and other extra and co-curricular meets and the absence of students in such cases, shall be up to a maximum of 20% of the working days (over and above the 25% of absence to be allowed in attendance) provided, the list is communicated by the Dean, Student Affairs to the Associate Dean at least two weeks before the last working day of the semester. In the case of students undergoing Rural Horticulture Work Experience Programme (RHWEP), and Experiential Learning Programme (ELP), the minimum attendance requirements for the semester shall be as laid down by the Academic Council in the RHWEP manuals and ELP guide lines.(Student Ready)

7.2

- (a)** If a student admitted to the first year U.G. course does not register the courses of first semester of that year or having registered does not put in at least 75% of attendance in all the courses, his/her admission shall stand cancelled, provided that the admission of a student may not be cancelled in exceptional and deserving cases having regard to the facts and merits of the case as provided in clause (b) of this Regulation.
- (b)** A student who wishes to seek relaxation of provision in clause (a) of this Regulation for good and exceptional reasons may make an application within 7 calendar days from the last day of instruction of first semester to the Associate Dean of the college concerned giving the grounds and the proof thereof due to which he /she could not fulfill the minimum attendance requirement, provided he/she puts in at least 65% attendance during the first semester of admission. Such application shall be considered by a committee consisting of Associate Dean, a senior Professor of the college or a senior Associate Professor in the colleges where a Professor is not existing, as nominated by the Associate Dean, the Academic advisor of the college, Advisor of the student concerned and the University Medical Officer. If the committee is satisfied that there were exceptional circumstances warranting exercise of discretion to relax the provision in clause (a) of this Regulation, the Associate Dean may pass an order allowing the student to continue the studies in relaxation of the provision in clause (a). The student so permitted to continue the studies shall not re-register the courses, in which he/she had shortage of attendance, when offered next. Further permitted the relaxation of attendance up to 65% on health grounds not only in 1st semester but also in other semesters in all colleges and polytechnics and further there is no need to re-registration of courses after considering attendance up to 65% on health grounds.

7.3 When a student has to leave the College after completion of first semester of study, for reasons beyond his/her control, he/she shall obtain prior permission of the Associate Dean for discontinuation within one month from the date of discontinuation. If a student fails to take such permission, he/she shall not be eligible for readmission. The maximum period of break shall not exceed 4 (four) semesters under any circumstances including the semester during which he/she discontinued. A student, permitted to discontinue by the Associate Dean, shall apply to the Associate Dean for readmission, atleast one month before the commencement of the semester in which readmission is sought. However, this facility shall be available to a student only once during his degree programme.

If the discontinuation period exceeds 4 (four) semesters, the admission shall stand cancelled automatically.

7.4 Where a student leaves the college taking a T.C., he/she shall not be eligible for readmission.

8.0 Evaluation of student, examinations and grades:

8.1

- (a)** The evaluation of the student in a course shall be based on his/her performance in various kinds of examinations, records, class work and other types of exercises.
- (b)** The detailed course outlines in each course shall be prepared by the concerned teacher(s) in consultation with the University head of the department/head of the department which will be made available to the students during the first week of the semester. A schedule of the examinations shall be prepared by the Associate Dean and notified to the students at the beginning of each semester by the Associate dean .Further, it is permitted to conduct two internal examinations before final external examination in B.Sc (Hons) Horticulture course w.e.f 2016-17 academic year as detailed below.

Objective type (1st Exam)-10 marks, Objective type and subjective type (2nd exam)-30 marks (60 marks reduced to 30 marks)

- (c) Answer scripts of mid semester examinations are evaluated by the teacher and shall be shown to the students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This, however, shall not apply for final examinations. The quiz examination to be conducted by the course in charge in the regular class for 10 marks before mid-examination

8.2 Mid semester examinations:

There shall be one Mid semester examination to be conducted by the teacher offering the course after 50% of the working days are over in a semester. The duration for mid semester examination shall be for two hours.

The marks allotted together for quiz, mid semester practical shall be for 50 marks and final theory examination shall be for 50 marks

Ordinarily no condonation for absence shall be given. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the concerned teacher in consultation with the Head of the department. This repeat examination shall be held within two weeks from the date of examinations so missed, and shall be a common examination for all the students, whoever missed that.

Unless a student appears for the mid-semester examination he/she shall not be permitted to appear for the semester final theory and practical examinations in the course concerned.

The regular mid-semester examination and the special reexamination shall be conducted as per the time to be fixed by the Associate Dean.

In case of serious illness or accident etc., a special re-examination in mid-semester will be arranged within two weeks from the date of examination on provision of letter to Associate Dean.

8.3

(a) Semester final examinations:

The semester final examinations shall be held at the end of each semester in each course. The semester final examination in the theory portion shall be of two and half hours duration. It shall be the responsibility of the University to conduct the semester final examinations of theory portion by getting the question papers from outside the university from 2015-2016 batch onwards.

Practical examinations shall be conducted by course in-charge of the respective colleges which will be of three hours duration. The students shall be given two preparation holidays (inclusive of the public holiday) before the commencement of semester final theory examinations.

- (b) The answer scripts of the semester final theory examinations shall be coded by the Associate Dean of the examination center before forwarding them to the Associate Dean of the spot evaluation center. The pooled answer scripts at spot evaluation center shall be again assigned with master codes and presented for evaluation. After evaluation, award lists are prepared college wise by decoding at spot evaluation center and forwarded to the concerned Associate Deans. The award lists received from the evaluation center shall be forwarded to the teacher in-charge of the course along with detached coded slips which were hitherto kept under the custody of the Associate Dean of the examination center for computing the grade point.

8.4 Computation and award of course grades:

The proportion of marks for the common final theory examinations and mid-semester + quiz+ final practical examinations shall be 50:50. Marks for the practical shall be based on continuous evaluation of practical classes and a final practical examination which shall include a viva-voice examination.

In the allocation of marks for the course the following pattern is to be followed.

*External theory 50% +

*Internal theory (mid+quiz)

Course with theory and practical ;External Theory 50% + Quiz 10% + Mid Semester Examination 20% + Class Work and Record 10%+ Final Practical Examination 10%

Courses with only Theory : Quiz 10% + Mid Semester Examination 40% + External theory Examination 50%

*Course with only practical :100% Internal

The proportion of marks between continuous internal evaluation of practical work and final practical examination shall be of 1:1. In respect of RHWE Programme and ELP, the criteria for evaluation of students as prescribed in RHWE manual and ELP manuals.(Student Ready programme manuals).

8.5 Mass absence of students from a class or examination:

Absence of students 'enmasse' from a class or examination shall not be condoned. The Associate Dean, in addition, may order suspension of the course, if deemed necessary.

8.6 Unfair means during tests and examinations:

The Associate Dean of the college shall be responsible for dealing with all cases of use of unfair means in various examinations. The Phrase, "Use of Unfair Means" include possession of any information or material by the student, talking to other students, copying from other students or from printed or written material, impersonation etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the Associate Dean immediately with full details of the incident, answer scripts, the available evidence, and explanation of the concerned students, if any. The Associate Dean, on receipt of the report, may give an opportunity to the concerned student to represent his/her case. Considering all the available evidence, the Associate Dean shall take appropriate action immediately. The penalty shall be as indicated below:

- (a)** A student found using unfair means during Mid-semester examination shall be deemed to have failed in that course.
- (b)** A student found using unfair means during semester final examination shall be deemed to have failed in all the courses, he/she has registered in that semester and/or in such of those courses in which appeared for semester final examination in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester
- (c)** The Associate Dean shall report each case falling under (a) and (b) above immediately, to the Dean of Horticulture after taking appropriate action.
- (d)** For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator, or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (a) and (b) above, the Associate Dean, besides treating the student as failed in all the courses he/she registered in that semester, may further debar the student for the succeeding semester and the fact informed to the Dean of the faculty. If further or more severe punishments felt necessary, the Associate Dean shall immediately inform the University about the full details of each together with all the material evidence if any, and his/her recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case, may debar the student for further period or permanently. The decision of the Vice-chancellor is final.

The Parent or the Guardian of the concerned student shall be informed of any punishment awarded to the student and the reason therefor.

8.7 Scrutiny of grades and retotaling of marks

The student may apply to the Registrar within one week after the announcement of the grades for scrutiny of the totaling of marks of the semester final examination or calculation of grade points obtained by him advancing sufficient reasons for such a request. The fee for such scrutiny shall be as prescribed from time to time. At Present, Rs.250/- is charged for each

course from 2013-14 admitted batch onwards.

9.0 Academic status & scholastic deficiencies:

9.1

(a) A student shall get minimum of 50% marks in both final theory and final practical examinations separately for a pass in the final examination of a course. If a student does not achieve this he/she has to reappear for the final examination in theory or practical or both as the case may be, when next conducted for such course(s).

(b) A student obtaining grade point of 5.0 shall be considered to have passed the course. A student getting less than 5.0 shall be deemed to have failed in the course and 'F' shall be indicated in the grade report

A student who secured grade point below 5.0 or who secures above 5.0 but secures less than 50% marks in semester final theory/practical examination of the course (or) was marked absent has to appear for either final theory or practical examination or both (as the case may be).

A student may also have the option to write the Mid-Semester examination of the course in which he/she has failed in the semester final theory or practical in the same semester when he/she next takes the final examination of that particular course.

In a case where a student has passed the final theory and practical examination but failed to secure overall grade point of 5.00 OGPA In those cases he/she may be permitted to write the mid-term examination and the marks obtained in the latest mid-term examination will be considered for computing overall grade point of 5.000

A student shall be permitted for instant examinations only in the final year in the last semester of final year, while restricting to two courses only.

(c) Whenever a student wants to take re- examination in any course (s) he/she should fill in the particulars in a prescribed application form duly paying the re-exam fee of Rs. 50/- (Rupees fifty only) within 40 days from the date of commencement of the subsequent semester.

9.2 A student may be permitted to register next year courses only when he/she successfully completes all the courses except four courses in the year of standing.

A student will automatically be promoted to second year irrespective of the no. of backlog courses/ failed courses in the first year.

For promotion to third year, a candidate should have passed all the courses of the first year and should not have more than four courses of second year as backlog courses.

A student shall not be permitted to register any of the courses in third and fourth year unless he/she completes all the courses of first and second years, respectively.

9.3 Year of Standing:

The year of standing of a student shall be determined solely on the basis of his completion of certain number of credit hours as prescribed by the Academic council.

10.0 Graduation requirements:

10.1 The student shall satisfy minimum residential requirements as below: Eight Semesters (4 Academic Years) The maximum duration of course is 14 semesters (7 Academic Years).

10.2 Requirements for Bachelor's Degree:

A student undergoing courses of study leading to award of the Bachelor's degree viz. B. Sc. (Hons.) Horticulture shall pass courses and complete the minimum number of credit hours prescribed there for by the Academic Council from time to time by obtaining minimum OGPA of 5.500 in the 10 point scale.

A student undergoing instructions in U.G. courses of study leading to the award of Bachelor of Science (Hons.) in Horticulture shall have to complete satisfactorily the Rural Horticultural Work Experience Programme and (ELP) (Student Ready) during the final year of the course as prescribed from time to time.

10.3 Classification of successful candidates:

The successful candidates after completion of graduation requirements who secured an OGPA of 5.500 or more in the 10 point scale shall be classified as under:

| | |
|-------------------------------------|---|
| Pass | 5.500 to 5.999 |
| Second Class | 6.000 to 6.999 |
| First Class | 7.000 to 7.999 |
| | 8.000 and above |
| First class with Distinction | *Repeated due to absence **repeated due to failure ***repeated due to failure and absence |

NOTE: Class/Division shall be mentioned in the degree certificate but, classification may be given in the transcript as Footnote.

11.0 Student responsibility:

All under graduate students studying in various faculties of this University are expected to know the requirements for the award of Bachelor's Degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their advisors so that the latter may watch their progress and guide them along right lines. In no case will a regulation be waived or exception made simply because a student pleads ignorance of it.

12.0 Transfers:

12.1 Transfer of a student from one college to another in the same faculty shall be at the discretion of the University. For valid reasons transfers may also be permitted by the Vice-Chancellor on an application by the student through the Associate Dean of the college concerned to the Dean of the faculty.

12.2 Transfer of students from other Universities to this University is not permitted.

13.0 Record of courses:

To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the students. A copy of the same shall be maintained by the Associate Dean of the concerned college.

14.0 Authorities to approve results and issue pass certificates, transcripts etc.:

The Vice-Chancellor shall approve the results on the recommendation of the Dean of the Horticulture and Registrar shall issue the Provisional Pass Certificates, Transcripts etc to the candidates. Decided to collect the fee for bonafide, conduct, transfer, provisional, migration and CTM certificates in the 7th Semester for B.Sc (Hons) Horticulture Students.

Further decide to collect the fee as detailed below without enhancement of fee every year for UG PROGRAMME I.E FOR Provisional certificate Rs.300, Migration certificate Rs.300 and for Consolidated transcript of marks memo @Rs 400.

15.0 Award of degree certificate

A degree certificate under the seal of the University and duly signed by the officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements for the award of degree. Degree certificates of the candidates who have successfully completed the graduation requirements for the award of

degree and are admitted "IN ABSENTIA" to a degree at convocation, shall be sent by post. The degree shall set for the name of the candidate, father's name, mother's name, degree, month and year of successful completion of the graduation requirements etc.

16.0 Amending or cancellation of result:

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf.

If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he has been benefited and that he has in the opinion of the Vice-Chancellor, been a party to or convinced at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of the Diploma or a Certificate or Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

17.0 Transitory provision:

These regulations shall apply to the students who shall be admitted from the academic year 2017-18 and onwards.

18.0 No Regulation made by the Academic Council, governing the under graduate courses of study shall be construed to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of the under graduate courses in such manner as it may appear to it to be just and equitable.

