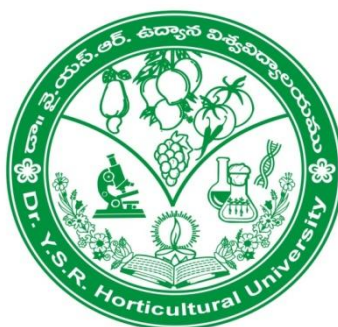


Academic Regulations Governing Diploma in Horticulture of the University including Affiliated Polytechnics 2023



**Dr.YSR HORTICULTURAL UNIVERSITY
Venkataramannagudem, West Godavari District,
Andhra Pradesh 534 101**

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Andhra Pradesh Horticultural University is a newly established university in Andhra Pradesh came into existence as per G.O. Ms. No. 134 Dt.26.06.2007 (Agril. & Co-operation Horticultural Department) Govt. of A.P, which started functioning from the academic year 2007-08, which is renamed as Dr.YSR Horticultural University in 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, 2023*” governing the course of study leading to the award of Diploma in Horticulture.

2.0 Admissions:

2.1 Admissions including selections to the Diploma courses in Horticulture ordinarily made in the beginning of the 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 fees shall be as prescribed by the University.

3.0 Definition:

3.1 **Academic Year:** The academic year of the University shall be ordinarily 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 consists of not less than 110 working days consisting of 95 instructional days and 15 examination days except during the year of admission. For a short semester in the year of admission the number of classes should be increased proportionately.

3.3 **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 title.

3.4 a) **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 upto first decimal place.

b) **Credit point of a course:** It is the product of credit hours and grade point obtained by a student in a course.

c) **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.

3.5 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 diploma programme divided by the total credit hours of all courses which he/she had completed upto 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 second decimal place. The 10 point grade system has approved for diploma students from 2013 admitted batch onwards.

3.6 Mid Semester Examination: There shall be one mid-semester examination to be conducted by the teacher offering the course after 50% of working days are over in the semester. The duration for mid-semester examination shall be for one hour.

The marks allotted for mid-semester and final theory examination shall be

| | | |
|--|---|--------------------|
| Mid semester examination | : | 20 M |
| Semester final theory examination | : | <u>30 M</u> |
| | | <u>50 M</u> |
| Practical (Marks split up) | | |
| Final Practical Exam (including <i>viva-voce</i>) | : | 25 M |
| Record & Class Work | : | <u>25 M</u> |
| | | <u>50 M</u> |
| Total | | <u>100M</u> |

The regular mid-semester examinations shall be conducted as per the time to be fixed by the Principal of Horticultural Polytechnic which includes both objective and subjective type questions.

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

3.7 Semester Final Theory Examination: Semester final theory examinations for each course are conducted by the University at the end of each semester in the theory portion of course and backlog examinations for courses of Diploma in Horticulture shall be conducted during final theory examinations in every

semester. Further, the final theory examination of diploma course is for 30 marks including objective type for 10 marks only with multiple choice questions @ 0.5 marks each and subjective type for 20 marks with a total of six questions, out of which four questions have to be answered @ 5 marks each.

4.0 Courses and Syllabi:

The details of the courses and syllabi of the Courses for Diploma in Horticulture shall be as prescribed by the Academic Council from time to time.

5.0 Registration:

5.1 Registration for the first time in the University:

Students who have received admission letters allotting them to different polytechnic colleges from University authorities will have to report at concerned polytechnic colleges. They will receive guidelines for registration from the Principals of the respective colleges.

A registration and orientation programme will be conducted by the Principal of the college for the benefit of the students joining the polytechnics 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 and the maximum upper credit limit is 18 course credits per semester.

5.2 Registration in the subsequent semesters: The following are the steps in registration of students for different courses.

- a. The payment of fee and other arrears due to the College, Department, Hostel, Library, etc. shall precede registration.
- b. Late fee for Diploma 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.25/- per day for a further period of seven [7] working days.

6.0 Attendance:

6.1 Every student shall ordinarily attend all lectures in a course. However the minimum attendance prescribed in a course is 75% for theory and practicals separately. A student who fails to put in the minimum attendance either in theory or practicals of a course shall not be permitted to appear for the semester final theory and practical examinations of the same course. In such event, he/she has to reregister that course.

6.2 'If the student admitted to first year does not put in atleast 75% attendance in one or all the courses of first semester, his/her admission shall stand cancelled'. Further there is provision to give relaxation of attendance to 65% on health grounds not only in 1st semester but also in other semesters and there is no need to re-registration of courses after considering attendance upto 65% on health grounds.

6.3 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 Principal 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 Principal, shall apply to the Principal for readmission, atleast one month before the commencement of the semester in which readmission is sought.

If the discontinuation period exceeds 4 [four] semesters, the admission shall stand cancelled automatically.

However, discontinuation facility shall be available to a student only once during his/her Diploma programme.

6.4 When a student leaves the college taking a Transfer Certificate, he/she shall not be eligible for readmission.

7.0 Evaluation of student and examinations and award of classes:

7.1 The evaluation of a student in a course shall be based on his / her performance for 100 marks in midterm examination semester final theory and practical examinations conducted at the end of each semester. The practical examinations include evaluation of practical record, class work, specimen collections etc maintained by the student.

7.2 The semester final examinations shall be held at the end of each semester. The semester final theory examinations shall be of two hours duration and that of practical examination will be of 2½ to 3 hours duration. It shall be the responsibility of the University to conduct theory examinations. The practical examination shall be conducted by the teacher in-charge of the course.

8.0 Student discipline:

8.1 Mass absence of students from a class or examination: Absence of student enmasse [from a class or examination] shall not be condoned. The Principal may also order suspension of the course, if deemed necessary.

8.2 *Unfair means during examinations:* The Principal 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 Principal on receipt of the report, Principal may give an opportunity to the concerned student to represent his/her case. Considering all the available evidence, the Principal shall take appropriate action immediately. The penalty shall be as indicated below.

- a. A student found using unfair means during the semester final examination shall be deemed to have failed in all the courses, he/she has registered in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester.
- b. The Principal shall report each case to the Controller of Examinations and Dean of Horticulture after taking appropriate action.
- c. For using unfair means of serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated as above, the Principal 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 be informed to the Controller of Examinations and Dean of Horticulture. If further or more severe punishments are felt necessary, the Principal 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 reasons therefore.

- 8.3 Re-totalling of marks:** The student may apply to the Principal within 10 days after the announcement of final theory exam award lists displayed in the notice boards. The Principal will request the Controller of Examinations for arranging re-totalling of semester final theory marks.

9.0 Academic Status:

- 9.1 A student obtaining 50 per cent of marks or above in both theory and practical examination separately shall be considered to have passed the course. A student getting less than 50 per cent shall be deemed to have failed in the course.
- 9.2 A student who fails in a course, has to re-appear for the final theory examination or practical examination or both examinations as the case may be when next conducted for such course(s).
- 9.3 Whenever the student takes reexamination in any course he/she should fill in the particulars in a prescribed application form duly paying the re-examination fee of Rs.50/- [rupees fifty only] for each course within 40 working days from

the commencement of the semester and the re-examination (backlog examination) will be conducted during final theory examination's in every semester.

9.4 A student will automatically be promoted to second year irrespective of number of backlog courses / failed in the first year.

9.5 Instant Examination:

Instant Examination will be conducted in the second year second semester (final) of Diploma in Horticulture programme by restricting permission for two courses only.

10.0 Academic withdrawals:

A student is deemed to have been withdrawn from the University, if he/she fails to complete the requirements of diploma, within 4 years i.e., eight semesters from the date of first admission, provided the Dean of Horticulture may at his discretion, extend the maximum period by not exceeding two semesters in exceptional circumstances and deserving cases on the recommendation of the Principal.

11.0 Diploma requirement:

11.1 The student shall satisfy the minimum residential requirements of four semesters excluding the period of discontinuance if any. The period of discontinuance when a candidate studies no courses shall not be counted for the purpose of computing minimum residential requirements.

11.2 A student undergoing courses of study leading to the award of the Diploma in Horticulture shall pass courses prescribed by the Academic Council from time to time by obtaining a minimum of 50 per cent marks.

11.3 Classification of successful candidates: The successful candidates after completion of the diploma requirements who secured OGPA of 5.00 or more in the 10 point scale shall be classified as under.

- | | | |
|---|---|---------------------|
| a. 5.00 OGPA and above, but below 5.99 OGPA | - | Pass |
| b. 6.00 OGPA and above, but below 7.49 OGPA | - | Second Class |
| c. 7.50 OGPA and above | - | First Class |

The following star marks shall be indicated on the certificate as per short falls in any course

- * Repeated due to absence
- ** Repeated due to failure
- *** Repeated due to failure & absence

12.0 Student responsibility:

All the students studying diploma course are expected to know the requirements for the award of Diploma in Horticulture and general academic requirements and assume full responsibility for meeting them. In no case will a regulation be waived or exception made, simply because a student pleads ignorance of it.

13.0 Transfers:

Transfer of student from one Horticultural Polytechnic College to the other is permitted under deserving and exceptional cases. The request of the polytechnic student for transfer may be considered at the end of first semester or during subsequent semesters.

14.0 Record of courses:

To ensure that the requirements for the award of diploma have been completed by a student, the University shall keep a record of courses completed by the student. A copy of the same shall be maintained by the Principal of the college. Fee for bonafide, conduct, transfer and Memorandum of marks cum Pass Certificates shall be collected in 3rd semester.

15.0 Authorities to approve results & issue pass certificates, transcripts etc.:

The Controller of Examinations and Dean of Horticulture shall approve the results and the Registrar shall issue the pass certificates, transcripts etc. to the successful candidates and the student has to pay Rs.400 for issue of duplicate memorandum of marks cum pass certificate and Rs.200 for issue of migration certificate without enhancement of fee every year.

16.0 Award of Diploma:

A diploma under the seal of the University and duly signed by the officers authorized in this behalf shall be presented to the candidates who have successfully completed the diploma requirements. The diploma shall set forth the name of the candidate, fathers' name, mother's name, classification [class secured], month and year of successful completion of the requirements.

17.0 Amending or cancellation of results:

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Dean of Horticulture 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 Dean of Horticulture may deem it necessary in this regard.

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