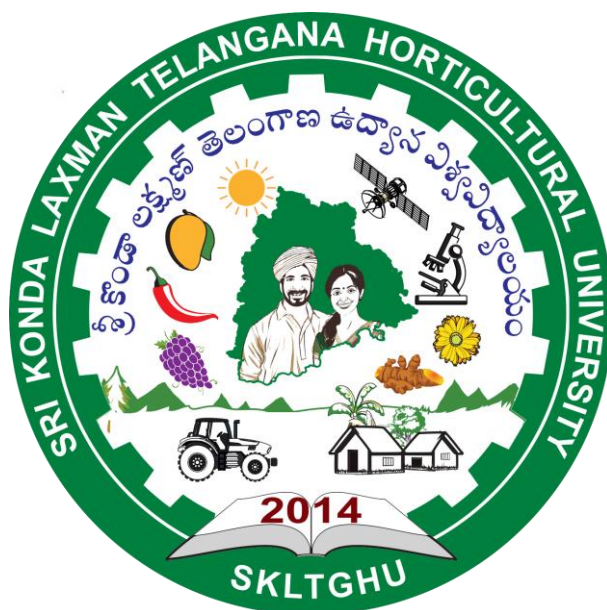


ACADEMIC REGULATIONS GOVERNING UNDER GRADUATE PROGRAMME

B.Sc. (Hons.) Horticulture



**SRI KONDA LAXMAN
TELANGANA STATE HORTICULTURAL UNIVERSITY
RAJENDRANAGAR, HYDERABAD-500 030. T.S.**

**REGULATIONS GOVERNING UNDER GRADUATE COURSES OF
HORTICULTURE UNDER SEMESTER PATTERN OF EDUCATION
(From 22.12.2014 onwards)**

1.0 Short Title :

Sri Konda Laxman Telangana State Horticultural University is a newly established university in Telangana State & came into existence as per G.O. Ms. No. 31 and 32 Dt. 22-12-2014 (Agril. & Co-operation (HS) Department) Govt. of Telangana and started functioning from the academic year 2014-15.

These Regulations shall be called “The SKLTSHU Regulations, **2014-15**” governing the under graduate courses of study leading to the award of the degree of B.Sc. (Hons.) Horticulture. These Regulations shall apply to the students admitted from the academic year **2016-17** 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 consist of two semesters.

3.2 Semester :

A semester shall consist of 110 instructional days except during the first semester.

3.3 Credit hour :

Each credit hour represents one hour lecture or two to three hours of laboratory or field practicals 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 one 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 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.

3.9 Semester final theory examinations :

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

4.0 Course Credits and Syllabi :

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

5.0 Advisory system:

- a. The students on their admission shall be divided into convenient batches by the Associate Dean of the 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 of their studies.
- b. The advisor will establish and foster close personal relationship with the students assigned to him/her 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 considered necessary in an effort to know their problems, review their study programmes and take such remedial action as may be necessary in consultation with the teachers concerned and the Associate Dean.

c. 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).

d. The progress of the student shall be intimated to the parents as and when the semester GPA report is finalized by the advisor through the Associate Dean.

6.0 Registration:

6.1 Registration for the first time in the University :

Students who have received notification of admission from the University will receive, on arrival, guidelines for registration from the Associate Deans of the respective colleges.

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.

6.2(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 shall 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 and Library etc., shall precede registration.

(c) Late fee for UG students shall be **Rs. 100/-** for the first three working days starting from the next day of the scheduled date of registration and thereafter **Rs. 200/-** per day for a further period of seven (7) days.

Ten (10) working days after scheduled date of registration a student shall not be permitted to register the courses from 2016-17 admitted batch onwards.

The attendance will however be reckoned from the day the instruction commences as per the academic calendar. However, in respect of RAWEP/ Internship Programmes the rules as prescribed in RAWEP manual /Internship guidelines shall be followed.

6.3 Study load per 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 23 credit hours per semester.

7.0 Attendance :

7.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed in a course is 75%. The attendance shall be reckoned for theory and practicals 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 of Student Affairs to depute the students, representing the College/University at Inter Collegiate games and sports, Inter- University meets, in NCC, NSS programmes, meets and other extra & 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 of Student Affairs to the Associate Dean at least two weeks before the last working day. For the students who participate in NCC, NSS programmes, meets and other extra and co-curricular meets, the Final Theory and Final Practical examinations will not be conducted separately. Those students will have to take the exams whenever the exams are conducted by the University.

In the case of students undergoing Rural Awareness Work Experience Programme, and Internship, the minimum attendance requirements for the semester shall be as laid down by the Academic Council in the RAWEP manuals and Internship guidelines.

7.2 (a) If a student admitted to the first year U.G. Courses does not register the courses of first semester of that year or having registered does not put in atleast 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 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 atleast 60% 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 college where a Professor is not existing, as nominated by the Associate Dean, the Academic In-charge 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 re-register the courses, in which he/she had shortage of attendance, **when offered next.**

- 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 /her degree programme.

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

- 7.4 When 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.
- (c) Answer scripts of mid semester examinations are evaluated by the teacher and shall be shown to the students. 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.

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 one and half hours. The marks allotted for mid semester and final theory examination shall be 50 and 100 respectively.

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 re-examination shall be conducted as per the time to be fixed by the Associate Dean.

8.3 Semester final examinations :

- (a) 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.

Practical examinations shall be conducted by 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 evaluation center. 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 :

In the allocation of marks for the course, each credit may be evaluated for 50 marks. Marks allotted for theory and practicals shall be in proportion to the credits for the theory and practicals. The proportion of marks for the common final theory examinations and mid semester examinations shall be 60:40. Marks for the practical shall be based on continuous evaluation of practical classes and a final practical examination which shall include a viva- voce examination.

The proportion of marks between continuous internal evaluation of practical work and final practical examination shall be of 1:1 In respect of RAWEP Programme and Internship, the criteria for evaluation of students is as prescribed in RAWEP manual and Internship guide lines shall be followed.

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 directly 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. 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 students as failed in all the courses he/she registered in that semester, may further debar the students for the succeeding semester and the fact informed to the Dean of Horticulture. 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 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 therefore.

8.7 Scrutiny of grades :

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.

9.0 Academic status and Scholastic deficiencies:

- 9.1** A student shall get minimum of 50% marks in both final theory and final practical examinations
- (a) 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 /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) absent has to appear for either final theory or practical examination or both (as the case may be), shall be considered to have failed in the course.

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

In a case where a student has passed the final theory and practical examination of a course but failed to secure grade point of 5.5 (OGPA) in those cases he/she shall appear for final theory and mid-term examination and the marks obtained in the latest examinations i.e. final theory and mid-term will be considered for computing grade point of 5.5 from the academic year 2016-17 admitted batch onwards.

- (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. 250/- (Rupees Two hundred and fifty only) for each course within 30 days from the date of commencement of the subsequent semester from the academic year 2016-17 admitted batch onwards.

- 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.

Promotion to Second year: A student will automatically be promoted to second year irrespective of the number of backlog courses in the first year.

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.

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

No conditional promotions shall be allowed to any student to register the course(s)."

9.3 Year of Standing:

The year of standing of a student's shall be determined solely on the basis of his/her of his/her completion of certain number 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 Degree programme is 14 semesters (7 Academic years) beyond which the admission of student automatically stands cancelled.

- 10.2** 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 therefore by the Academic Council from time to time by obtaining minimum OGPA of 5.5 in the 10 point scale.

A student undergoing instructions in U.G. courses of study leading to the award of B.Sc. (Hons.) in Horticulture shall have to complete satisfactorily the Rural Work Experience Programme/Internship 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 5.5 or more in the 10 point scale shall be classified as under

Pass	5.50	to	6.49
Second Class	6.50	to	7.49
First Class	7.50	to	8.49
First class with Distinction	8.50	and	above

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 constantly keep 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 Inter College transfers are not permissible from the academic year 2016-17 onwards.

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 Approval of results and issue of pass certificates, transcripts etc. :

The Vice-Chancellor shall approve the results on the recommendation of the Dean of the faculty and Registrar shall issue the Provisional Pass Certificates, transcripts etc., to the candidates.

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 awarded 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 have 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 :

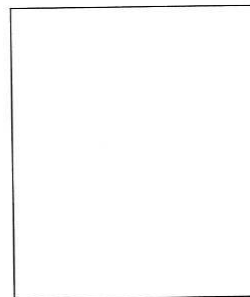
If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner as to accord with the true position, and make such declaration as the Vice-Chancellor may deem necessary 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/she has in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of the degree, diploma or the Certificate or the 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 the Vice-Chancellor may decide.

- 17.0** 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.

FORMAT – 1
(REGULATION 5.0)

SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
REGISTRATION & AWARD BOOK



1.Name of the College :

2.Name of the Course :

3.Name of the student:

4.I.D. No.:

5.Aadhar Card Number of the student:

Inner front page

Name of the College :

Name of the student in full :

Blood Group:

Mobile Number of the student:

Mobile Number of Father / Guardian :

Health Status of Student (Are you suffering from chronic illness if any) :

Father's Name & Occupation:

Mother's Name:

Permanent Address, Dist.:

Present Address(if residing outside the hostel :

Name & Address of guardian, if any:

Name of the Institute last studied:

Signature of the Student

Particulars of the Advisor

Name :

Designation:

Department:

Signature of the Advisor

Subsequent pages – (As many pages as number of Semesters allowed to complete graduation requirements + (4) additional pages.

First/Second Semester Academic year 20 to 20

SI.No. (1)	Course No. (2)	Course Title (3)	Credit hours (4)	Grade Point (5)	SA/AB/F (6)

SI.No. (1)	Course No. s in which re-examination is taken (2)	Credit hours (3)	Grade Point/AB/F (4)

*SA = Shortage of attendance

AB = Absent

F = Failed

GPA during the Semester _____

OGPA at the end of the semester _____

Signature of Advisor

Sl.No.	Advisory meeting during the 1 st semester (dates on which student attended)

Sl.No.	Discipline & Conduct, Punishments, Awards /Prizes won, if any	Other Remarks