

**UNDERGRADUATE PROGRAM**

**SEMESTER SYSTEM  
RULES AND REGULATIONS**

**2022**

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

**TAMIL NADU AGRICULTURAL UNIVERSITY  
UNDERGRADUATE PROGRAMME  
SEMESTER SYSTEM  
RULES AND REGULATIONS – 2022**

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**TAMIL NADU AGRICULTURAL UNIVERSITY  
UNDERGRADUATE PROGRAMME – SEMESTER SYSTEM  
RULES AND REGULATIONS - 2022**

**01. REGULATIONS**

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

**AGRICULTURAL SCIENCE PROGRAMS**

1. B.Sc.(Hons.) Agriculture (English and Tamil Medium)
2. B.Sc.(Hons.) Horticulture (English and 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

**AGRICULTURAL TECHNOLOGY PROGRAMS**

7. B.Tech. (Food Technology)
8. B.Tech.(Biotechnology)
9. B.Tech. (Energy and Environmental Engineering)
10. B.Sc (Hons.) Agribusiness Management

**02. SHORT TITLE**

These regulations shall be called "Bachelor's Degree Programme Rules and Regulations - 2022"

**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 rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the 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 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 is 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 programme. 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 programme by conducting periodical meetings.

### 3.6 Curriculum

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

### 3.7 Curricula and Syllabi

A list of approved courses for Degree Programme 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.

### 3.10 Credit

In theory it means one hour of class room lecture 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.
- 3.12 **Credit Point**  
The grade point multiplied by the credits of the course.
- 3.13 **Overall Grade Point Average (OGPA)**  
The total credit points of all the courses completed by the student divided by total credits of the courses in a semester. The OGPA is to be worked out and then rounded to two decimals.
- 3.14 **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.
- 3.15 **Class Grade Chart** means a grade chart prepared by the Controller of Examinations indicating marks obtained by the students belonging to a particular year / class for each course.
- 3.16 **Statement of Marks** means a report of grades, credit point and OGPA obtained by a student in a particular semester.
- 3.17 **Re-examination / Reappearance** is an examination written for the failed courses by a student without undergoing regular class/ course.
- 3.18 **Transcript Card**  
The consolidated report of academic performance of a student issued by the University on completion of the curriculum.

#### **04. SYSTEM OF EDUCATION**

The system of instructions 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 programmes is Semester System with duration of four academic years (8 Semesters). The maximum duration permissible for a student shall be 'n' plus four academic years (16 semesters), where 'n' denotes the normal duration of the degree programme (8 semesters). Hostel facilities will be provided only for the actual duration of academic programme (8 semesters only).
- 4.2 **Credit Requirements:** The minimum credit requirement for each Degree programme is 180.
- 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 to the Head of the Department in 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 year 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, the respective Dean 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 semesters as well as inter-semester break shall be announced by the Deans of the college. 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 should approve 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 programmes. The Deans of all Colleges shall schedule the academic activities within the specified period without deviation.
- 4.10 Condensation of Semesters: The Dean 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 a 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 on-line course registration process as below

- 5.1 Online registration can 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 The registration may also be permitted on second day *i.e.* on the first working day of the concerned semester without fine.
- 5.4 Late registration may be permitted up to seven working days from the commencement of semester with a fine of Rs. 1,000/- (Rupees one thousand only) (First two days without fine and five working days with fine)
- 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 to consolidate the list before semester registration and be submitted to Dean/Principal concerned. The year coordinators ought to get the user ID, password from the respective Dean and issue the same to the students for registration.
- 5.4 The Dean of College will intimate the list of registered students to the concerned course teachers and classes commence 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 will be counted as the first working day of the semester.

#### Model

- Date of Registration : 17.5.2021 (Monday – 1<sup>st</sup> Day)
- Last date of registration without fine : 18.5.2021 (Tuesday – 2<sup>nd</sup> Day)
- Last date for registration with a fine of Rs. 1000/- - 24.05.2021 (Monday – 7<sup>th</sup> working Day)

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

- 5.6 The 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 The candidates admitted in the private affiliated colleges under TNAU merit 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 after registering 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 Lakh (Two lakhs only) is being collected from the academic year 2019-20 onwards with the following conditions

- After admission, one semester may be allowed
- After the first semester, discontinuation fee of Rs. 2.00 lakh ( Rupees two lakhs only) will be collected
- Undertaking will be obtained from all category of students at the time of admission
- The discontinuation fee shall be collected from the Constituent/ Affiliated Colleges (Govt. seats) respectively from where the student discontinues under intimation to the University

## 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 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 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 individually in each of the courses like RAWA, VSP, AITP, ADO/ADA/ADH/NGO placement and All India Study Tour and similar other programmes.

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 report in prescribed uniform only.

BUFFER DAYS: Compensation for the lost classes to be 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 concerning 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 six days and not more.
- 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

7.1 **Mid Semester Examination:** 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.

2. **Missing Examination:** there will be no missing tests for mid semester examinations from the ensuing semester onwards. 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.
- 7.3 **Theory Examination:** The final theory examinations are to be conducted outside the working days of the semester. An examination schedule approved by the Dean and the Controller of Examinations for the mid-semester and final examinations, respectively, shall be final. Mess dues should be cleared before final theory exams and clearance certificate should be produced for receiving hall tickets.

### Exam pattern and Duration

#### Regular

Exam	1+1/2+1 courses	1+0/2+0 courses	0+1/0+2 courses
Duration			
Mid semester	10 (20 marks converted to 10) (1 hour)	40 (1½ hours)	40 (1½ hours)
Practical	40 (2½ hours)	-	60 (2½ hours)
Final theory	50 (2½ hours)	60	-
Total	100	100	100

#### Reappearance

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

Mid Semester examination – Paper

Final Theory Examination –Paper

#### Question pattern

The mid-semester, final theory consists of objective and descriptive type of questions and reappearance examination consists of multiple choice questions

**Comprehension type questions, problem based questions, practical theory portions, procedures, short notes and case studies shall be included in disciplines wherever possible in the final examinations.**

- 7.4 **Practical Examination:** The practical examination is to be conducted on the last practical class. 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. In case of affiliated colleges, the external examiners will be nominated by the Controller of Examinations. In the event of external/ internal examiner nominated 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 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 exam. The same will be informed to the External Examiner also before the start of practical examination.

- 7.5 If a student fails to write Practical Examination, 'F' grade will be awarded. The student has to appear for the **reappearance practical examination**.
- 7.6 **Postponement of Final Examination:** Whenever the Government declares 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:**

- 8.1 The students are permitted to write the re-appearance examination as and when conducted with the permission of Deans 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 Exam**

A student is permitted to write either theory or practical examination alone or both in the 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 examination. Mark obtained in the latest theory / practical examination will be retained for processing of results. Re-appearance exams only with Multiple Choice Questions (MCQ) in OMR mode in the following pattern.

Course details	Question pattern & marks	Mode of exam	Duration
Courses with Theory and Practical	Multiple Choice Questions (MCQ) (60 x 1 = 60 marks)	OMR	75 minutes
Courses with Theory alone	Multiple Choice Questions (MCQ) (100 x 1 = 100 marks)		120 minutes

Reappearance examination will be applicable to industry and institutional educational tours, RAWE, agro industrial tie-up programmes, crop production and non-gradual compulsory courses if the student having hundred per cent attendance.

#### 8.1.2. Improvement exam

A student with an OGPA of less than 6.50 is eligible to write improvement examination. Improvement exam is permitted for both final theory and practical examinations and a student opting for improvement is required to write both final theory and practical examinations. For this course, the original marks secured by the student in the mid-term exam will be retained. **The student has to write the Improvement Examination only along with the final semester exams, both theory and practical as may be applicable, along with the junior batches.** In case a student fails to secure higher grade point in the improvement examination, the higher 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 programmes 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.

**8.2.1 Skipping of course(s) and semester is not permitted in any case.** If the student fails to accomplish the residential requirement of course(s) in a semester, he is not permitted to continue the subsequent semester(s).

8.2.2. However, **If a student awarded “E” grade only in one course** (1+1/2+1/1+0/2+0/1+2) in the preceding semester, he/she may be permitted to register the course in the next/subsequent semester, when offered for the juniors, along with other courses provided the maximum permissible credit load of 27 should not exceed.

8.2.3. The student can be permitted to continue with this pattern till end of fourth semester. At the end of fourth semester he/she has to complete all the pending courses failing which, he/she has to continue studies with his junior only after completion of all pending courses.

8.2.4. If the student has 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.

- 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 who fail and want to apply for revaluation are permitted to do so only if the required mark falls within 10 % of final theory mark (4 marks for 2+1/1+1 courses and 6 marks for 2+0 /1+0 courses) and if more than 10%, they can apply only for retotaling with same fee.
- 8.5 Only Failed students are eligible to apply for revaluation of final theory answer script. A maximum **grace mark** of 1.0, applicable to both theory and practical, 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.
- 8.5 A student has to maintain a minimum OGPA of 6.50 out of 10.00 and passed all the courses and completed 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.

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

1. All educational tours are compulsory. Those who miss the study 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. 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 Industry 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 from the Dean concerned will not be re-admitted. The student who discontinues the first semester (I year) for genuine reasons with the prior permission (within 30 days) of the Dean will be re-admitted in the first semester of the next year along with the junior batch (I year) of students with the approval of the Academic Council.
- 10.2 Students admitted to any of the courses discontinuing their studies with permission of concerned Dean before completing the course may be re-admitted to the course, if they 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 the student has to complete all the course works in the original syllabus in which he/she has joined, by registering equivalent course / special semester or 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 student shall not be allowed to discontinue consecutively, beyond a period of two semesters. If the discontinuance period exceeds two semesters the name of the student will be removed from the roll.

10.6 A student who discontinues a course in the undergraduate degree programme is not eligible for admission again to any other undergraduate degree programme of the University. An undertaking to this effect shall be obtained from the student by the Dean concerned at the time of discontinuation.

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

11.1 The mid semester exam is conducted using objective and descriptive type of questions provided by the Controller of Examinations in paper mode.

11.2 The semester final theory question paper 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.

11.4 The Controller of Examinations will arrange for evaluation of semester final theory papers with external examiners.

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 based on need.

## **12. Grading**

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. **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 Each course shall carry a maximum of 100 marks which may be distributed as follows: **Midterm examination is conducted for 20 marks and Practical exam is conducted for 40 marks, which are then converted to 50% marks, i.e., 10 and 20 respectively for grading (GPA calculation) purposes. Midterm exam is treated as internal while practical exam is treated as external examination.** A Minimum of 80% attendance is a must for writing final theory and practical examinations.

**EVALUATION PATTERN FOR PRACTICAL EXAMINATIONS**  
**GUIDELINES (40 marks)**

S.No.	Particulars	Norms	Allotted Marks
1.	Attendance	Minimum of 80%	Pre-requisite for writing 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 External Examiner)
		C. Answering the questions	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)

**EVALUATION PATTERN FOR CROP PRODUCTION COURSE**

**Mid term evaluation : 40 Marks**

**Final Practical evaluation : 60 marks**

**GUIDELINES**



S. No.	Particulars	Requirement	Allotted Marks
1.	Attendance	Minimum of 80%	Pre-requisite for writing the final practical examination
2.	Record – (Evaluated by course teacher)	Continuous evaluation	5 marks (evaluated by the external examiners)
3.	Written test (Evaluated by external examiner)	ii. Short notes	10 marks
		ii. Calculation	10 marks
4.	Field Evaluation – 25 marks	<b>If, Crop not harvested</b> Cropping Area ( Minimum 5 cents) – 5 marks (Evaluated by external examiner) Population - Marks ( Evaluated by the external examiner) Insect, Disease and Weed control – 5 marks ( Evaluated by the external examiner) Crop Stand at Harvest stage – 10 marks ( Evaluated by the external examiner)	
		(or)	
		<b>If, crop harvested</b> Cropping Area (Minimum 5 cents) – 5 marks ( Evaluated by the external examiner) Population Maintenance - 5 marks ( Evaluated by the external examiner) Yield – 15 marks ( Evaluated by the external examiner)	
5.	Viva-voce – 10 marks	Minimum of 10 questions	10 marks ( Evaluated by the external examiner)
		<b>Total</b>	<b>60 marks</b>

12.4 **Evaluated answer paper view:** Exampad answer scripts after evaluation can be viewed by students using password enabled for exampad. Discrepancies if any, in awarding marks, the student can approach the course teacher concerned and report to Controller of Examinations office, for rectification through proper channel

12.5 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 / re-appearance examination also.

- 12.6 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.
- 12.7 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.
- 12.8 **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 or re-totalling is Rs.1000/- per subject to be paid online in favor of the Controller of Examinations, TNAU, Coimbatore – 3.
- 12.9 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.
- 12.10 **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.

### **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.
  - b) Students found using unfair means during the final theory / practical examination may be deemed to have failed in all the courses in that semester and also debarred from the College for the next semester.

- 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 13.3 of 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 departments 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: The semester statement of marks shall be prepared by the Controller of Examinations. The Deans of Colleges should send the mid-semester marks in typed hard and soft copy uploaded (or email) within 15 days after the conduct of the examination. The final practical marks should be sent in hard and soft copy uploaded (or mail) within 10 days after the completion of 105 working days. This should also accompany the attendance particulars of regular students to incorporate the attendance in the class grade chart by the Controller of Examinations.
- 14.3 **Calculation of OGPA:** To arrive at the Overall Grade Point Average (**OGPA**) 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
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## 15 APPROVAL OF FINAL RESULTS, AWARD OF DEGREE AND ISSUE OF PROVISIONAL CERTIFICATES AND TRANSCRIPTS

- 15.1 **Award of Degree:** The degrees for the undergraduate programmes 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.
- 15.2 **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.
- 15.3 **Approval of Final Results for Certificates and Transcripts:** The Vice-Chancellor shall approve the final results. The Registrar shall issue Provisional Certificates, Transcripts and Migration Certificates to the successful students after approval. The Transcript Card shall contain details of all the courses and the Grade Points, OGPA 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 preparation of Transcript Card, the Deans of Colleges should send recent passport size photograph of the student along with filled in proforma and the required fee as specified by the Controller of Examinations.
- 15.4 The Transfer Certificate and Conduct Certificate shall be issued by the Deans of respective Colleges.
- 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 programme.
- 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 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.

**16.3 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.

### **16.3 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.

## **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 the tuition fee applicable to the junior batch semester in which he/she registers besides re-registration fee (Rs.1000/-).
- 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 year 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 REMOVAL 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 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 PROGRAMME**

### **19.1 Eligibility**

- Students of B. Sc. (Agri.), B. Sc. (Hort.) and B. Tech. (Hort.) who have successfully completed up to sixth semester.
- 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 Nova Scotia Agricultural College (NSAC), Canada to TNAU**

The credit requirement to fulfill the TNAU degree in B. Sc. (Agri.)/B. Sc. (Hort.) and B. Tech. (Hort.) is 15 core course credits and 9 optional course credits from NSAC.

### **19.3 Marking system**

Minimum mark for pass is 60% and the minimum mark to complete the degree programme is 65%. The marks awarded by NSAC 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 NSAC 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 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
Viva-voce	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
Viva-voce	10
Total	100

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

##### 3.1 Practical involving field work

Particulars	Mid-term
Field evaluation (Identification, specimen collection etc.,	30
Assignment	5 (1 No.)
Questions from CD show/Guest Lecture/Short Tour	-
Continuous evaluation and record	-
Viva- Voce	5
Total	40



Practical involving field work (split up for 60 marks)

- a. Experiments : 10
- b. Identification : 05
- c. Specimen collection : 05
- d. Short notes/critical notes : 05
- e. Case studies : 05
- f. CD show Guest Lecture/ short tour : 05
- g. Assignment : 10
- h. Record : 05
- i. Viva Voce : 10

S. No.	Particulars	Requirements	Allotted marks
1.	Attendance	Minimum of 80% separately in theory and practical	Pre-requisite for writing the final practical examination (evaluated by external examiner)
2	Record	Continuous evaluation	5 marks (evaluated by external 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 external 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.	Viva voce	Minimum of 10 questions	10 marks (evaluated by external examiner)

### 3.2 Practical involving class room activities

Mid term - 40 marks

Practicals – 60 marks

Particulars	Mid – semester
Written test	30
Assignment	5 (1 no.)
Questions from cd show/ guest lecture / short tour	-
Continuous evaluation and record	-
Viva voce	5
Total	40

Practical involving class room activity (0+1) – split up for practicals

- A. Data interpretation/ Group discussion / brain storming** : 05
- B. Short notes** : 05
- C. Critical analysis** : 05
- D. Case study** : 05
- E. Objective type questions** : 05
- F. Essay type questions** : 05
- G. Question from CD show / Guest Lecture / Short tour** : 05
- H. Assignment** : 10
- I. Record** : 05
- J. Viva voce** : 10

S. No.	Particulars	Requirements	Allotted marks
1.	Attendance	Minimum of 80% separately in theory and practical	Pre-requisite for writing the final practical examination (evaluated by external examiner)
2	Record	Continuous evaluation	5 marks (evaluated by external 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 external 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	05 marks ( evaluated by external examiner)
		v. objective type questions	05 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)

**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 (60 days)	ADA (10 days)	NGO (10 days)	Industry (10 days)		Total (90 days)
Participation and oral presentation	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
Viva-Voce	15
Total	100

## 7. EVALUATION PATTERN FOR PROJECT WORK

Particulars	Evaluation	Marks
Research area identification and collection of literature	7th semester	20
Work done	8th semester	30
Report	8th semester	20
Presentation	8th semester	20
Viva voce	8th semester	10
Total		100

## 7. EVALUATION PATTERN FOR EXPERIENTIAL LEARNING

Attendance requirements: Minimum of 80 %

### A) Internal Evaluation (50 Marks):

This is done during last week of Experimental Learning Program by the team of teachers.

Particulars	Max marks
Record (Student Dairy) (Continuous Assessing)	20
Assignment	15
Execution skill	10
<i>Viva Voce</i>	05
Total	50

### B) External Evaluation (50 Marks): (Evaluated by 2 – 4 teachers nominated b the Faculty Dean)

#### 1. Challenging Tasks (25 marks)

Particulars	Max marks
Project proposal	20
Analysis of problem/alternatives	20
Marketing Plan	20
Technical Plan	20
Financial analysis	20
Total	100
Convert this to total of	25

#### 2. Experiential Learning Program Unit as group (25 marks)

Particulars	Max marks
Organization	10
Product generation	10
Income generation/competence	05
Total	25

Students enrollment: A minimum of 10 and maximum of 25 students will be permitted for each course. If the number of students is more for a particular course come OGPA second so for 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**  
**FEES 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	500
2	Transcript Card	500
3	Migration Certificate	1500
4	Degree Certificate through convocation	1800
5	Duplicate Degree certificate	1000
7	Fee for name change in accordance with the Government Gazette	750
8	Duplicate Provisional/ Migration Certificate	1500
9	Duplicate Transcript Card	500
10	Report Card Duplicate (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	300
17	Certificate Genuineness Verification	1000
18	Duplicate Identity card	250



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.	Upto 2 years from the date of result declaration	Nil
2.	Beyond 2 years from the date of result declaration	5000

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	1500
3.	From 11 to 15 years	2000
4.	From 16th years onwards	3000

B. Searching fee for issue of Transcript Card

S. No.	Period after the issue of certificate	Amount (Rs)
1.	from 2 to 5 years	1000
2.	From 6 to 10 years	2000
3.	From 11th to 15 years	2500
4.	From 16th years onwards	4000

C. Registration / Examination Fees / Fine for delayed payment

i. Undergraduate Programme

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

## **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 over 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 bladders. 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 moistened 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

