



UNDERGRADUATE DEGREE PROGRAMS

SEMESTER SYSTEM RULES AND REGULATIONS

2024

**TAMIL NADU AGRICULTURAL UNIVERSITY
COIMBATORE – 641 003
India
www.tnau.ac.in**

**Updated
Year:** 2024

**Compiled
by:** Dr. N. Venkatesa Palanichamy, Dean (Agri.)
Dr. R. Sudhagar, Professor (PBG)
Dr. M. Kalpana, Professor (Computer Science)
Dr. D. Murugananthi, Assistant Professor (ARM)
Dr. P. G. Kavitha, Assistant Professor (Nematology)
Dr. B. Subbulakshmi, Teaching Assistant (FSN)

Printed at: Tamil Nadu Agricultural University Press
Directorate of Planning and Monitoring
TNAU, Coimbatore – 641 003

**TAMIL NADU AGRICULTURAL UNIVERSITY
UNDERGRADUATE DEGREE PROGRAMS
SEMESTER SYSTEM
RULES AND REGULATIONS – 2024**

Rule No.	Content	Page No.
1	Regulations	
2	Short title	
3	Definitions of terms	
4	System of Education	
5	Registration of courses	
6	Attendance Requirements	
7	Examinations	
8	Re-appearance and Improvement Examinations	
9	Industrial and Institutional Education Tour	
10	Discontinuance and Readmission	
11	Question paper setting and Evaluation	
12	Grading and Evaluation patterns	
13	Malpractices in Examinations and Misconduct	
14	Preparation of Statement of Marks	
15	Issue of Transcript Card, Provisional Certificate, Approval of final results and Award of Degree	
16	Discipline and Decorum of students	

17	Tuition fee and other fee	
18	Removal of difficulties	
19	Dual degree programme	
	Annexure – I Evaluation pattern for courses	
	Annexure – II Fee for issue of Certificates / Registration / Re – Registration / Re – Evaluation / others	
	Annexure - III Guidelines for Emergency First Aid	

TAMIL NADU AGRICULTURAL UNIVERSITY
UNDERGRADUATE DEGREE PROGRAMS
SEMESTER SYSTEM
RULES AND REGULATIONS - 2024

01. REGULATIONS

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

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

02. SHORT TITLE

These regulations shall be called "Bachelor's Degree Programs Rules and Regulations - 2024

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/ faculty Deans of respective degree programmes. The first year of study shall be the first and second semesters following a student's admission. The second year of study shall be the third and fourth semesters; the third year, the fifth and sixth semesters and the fourth year, the seventh and eighth semesters.

3.2 Academic Discipline

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

3.3 Students

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

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

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

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

3.4 **Coordinator**

A teacher of the faculty nominated by the Dean concerned to look after academic matters of a particular admission year of the degree Programs. He/she will attend to registration, preparation of time tables, and distribution of courses, regulation of credit load and maintenance of individual student's records of the concerned batch for entire four years of the degree program or until all the students of the particular batch complete the degree programs.

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

3.6 **Curriculum**

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

3.7 Syllabi

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

3.8 Course

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

3.9 Credit Load of a student during a semester

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

3.10 Credit

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

3.11 Grade Point

The total marks in percentage obtained in a course divided by 10 and rounded off to two decimal places (for example 75.50 marks= 7.55 grade point). If the student fails in any course, the grade point will be considered as zero for that course until he/she pass the course in subsequent reappearance examination(s).

3.12 Credit Point

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

3.13 Grade Point Average (GPA)

The total credit points obtained in all the courses divided by total credits of the courses registered in a semester. The GPA is to be worked out and then rounded to two decimal points. Maximum value of GPA will be 10.00.

3.14 Overall Grade Point Average (OGPA)

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

3.15 Duration of Semester

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

3.16 Class Grade Chart(CGC)

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

3.17 **Report card:**

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

3.18 **Reappearance Examination**

It is an examination written for the failed courses by a student without undergoing regular class/ course, by registering and paying the re-appearance examination fee to the Controller of Examinations.

3.19 **Transcript Card**

The consolidated mark sheet or report of the academic performance of a student issued by the University on completion of the curriculum. Transcript card fee is to be paid by the student along with eight semester fee and transmitted to the Controller of Examinations by the respective Deans

04. SYSTEM OF EDUCATION

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

4.1 **Maximum Duration Permissible:**

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

facilities will be provided only for the actual duration of academic Programs (4 years/ 8 semesters only).

4.2 Credit Requirements:

The minimum credit requirement for each Degree Programs is 180 as per the 5th Deans' Committee recommendations and latest changes from time to time as per the future ICAR- Deans Committee recommendations.

4.3 Maximum Credit Load:

A student can register for a maximum of 25 credits during a semester. Additional 1 or 2 credits shall be permitted at the discretion of the respective Deans of the colleges, to allow registration of pending courses from previous semesters, not exceeding 27 credits.

4.4 Course Teacher:

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

4.5 Class Time Table:

At the beginning of each semester, the Dean of the college will prepare the class time table with the help of Coordinator of the respective admission year batch and announce the same to all the students and course teachers for each semester.

4.6 Working Days and Time Schedule:

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

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

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

4.7 Commencement and Closure of Semesters:

The date of commencement and closure of each semester as well as inter-semester break shall be announced by the faculty Deans of the degree programs. The schedule of the mid semester and final theory examinations shall be announced by the Controller of Examinations in consultation with Deans of Colleges. The University through the Deans' Committee shall approve if there is any deviation, after dates are announced.

4.8 Inter-semester Break:

A break of about 15 (fifteen) days shall normally be declared between any two consecutive semesters. A longer inter-semester break during summer may be declared every year, subject to a maximum of 30 days during May - June. However, if there is any delay in first year admission, the inter-semester break may be reduced.

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, date of final theory examinations, inter-semester break and summer holidays for all the undergraduate Programs. The Deans of all Colleges shall schedule the academic activities within the specified period without deviation.

4.10 Condensation of Semesters:

The Deans concerned has the responsibility to adhere to the common Academic Calendar. Under extraordinary situation upon the recommendation of Deans' Committee and with the permission of the University, condensation of semester may be made up to the maximum of 15 days to cope with examination schedule. The loss of classes in such cases should be compensated by special time table. In any case the number of working days should not be less than 90 days.

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. 142nd Academic Council approved and formulated the registration of courses through online process as below

5.1 Online registration shall be done for each semester in person or in absentia

5.2 Student has to produce the downloaded online registration form **IN PERSON** on the first day of commencement of Semester and obtain the signature of the year coordinator physically in order to present himself / herself for registering their attendance

5.3 Students can register a semester without fine for first two working days.

5.4 Late registration may be permitted from third working day to seventh working days from the commencement of semester with a fine of Rs. 1,000/- (Rupees one thousand only) paid online to the Controller of Examinations.

5.5 The list of eligible students will be uploaded in the website 30 days before the commencement of respective semester. The student has to pay the semester fee before registration. There is no grace period for the semester fee payment. The respective year coordinators are responsible to consolidate the list of students who paid the fee before the semester registration and same shall be submitted to Dean/Principal concerned. The year coordinators ought to get the user ID, password from the respective Deans and issue the same to the students for registration.

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

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

Model

- Date of Registration : 17.5.2022 (Monday - 1st Day)
- Last date of registration without fine: 18.5.2022 (Tuesday - 2nd Day)
- Last date for registration with fine of Rs.1000/-: 24.05.2022 (Monday - 7th working Day)

Guidelines for newly admitted candidates

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

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

5.8 **Campus transfers are not permissible for any of the quota** through which the candidate is admitted including counseling and special reservations like NRI quota, Industrial Sponsorship quota, Differently abled quota, Eminent sports person quota and Ex-servicemen quota.

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

5.10 **Discontinuation fee:**

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

1. After admission, if the student discontinues in the first semester within 105 working days and before the commencement of I semester final theory examinations the student need not pay the discontinuation fee
2. If the student discontinues after 105 working days and during the semester break or after final theory examination the commencement of I semester final theory examinations, the discontinuation fee of Rs. 2.00 lakhs (Rupees two lakhs only) has to be paid by the student even if the student did not appear for the final theory examination(s) one examination is written by the student
3. Necessary details regarding discontinuation fee collection is mentioned in the undertaking form obtained at the time of admission.
4. The said discontinuation fee shall be collected from the student by the concerned Constituent colleges or by Affiliated Colleges for students admitted under TNAU Govt. quota only.

5. The discontinuation details of the student shall be intimated to the University by the concerned Colleges within 10 working days.

06. ATTENDANCE REQUIREMENTS

- 6.1 A minimum of 80 per cent attendance separately in theory and practical of the concerned course is a must, failing which the student shall not be permitted to appear for both final theory and practical examinations in the course concerned and grade 'E' (Incomplete) will be awarded. A student who was awarded 'E' grade in a course must re-register the course and attend classes in person 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, including date of commencement of examinations.
- 6.1.2 If a student is awarded 'E' grade in the first semester of I year due to lack of attendance, the Dean/Principal may permit the student to temporarily discontinue the course. He/she may be permitted to re-join the course in the next academic year along with the junior batch from the first semester onwards with the approval of the **Academic Council**.
- 6.2 Students failing to attend the classes/ examinations, except on official grounds, will be treated as 'absent'.

6.3 Hundred per cent attendance is compulsory in each of the courses like RAWE/ RHWE/Industry, VSP, ADO/ ADA/ ADH/ NGO placement, short tour and All India Study Tour / Experiential learning courses and similar other Programs.

6.3.1. Permitting a student to write the examinations during the shortage of minimum attendance requirement

Even if a student is permitted to write examination(s) in deviation from the minimum requirement of 80% both in theory and practical (rule no. 6.1), or 100% for the courses RAWE / RHWE / VSP/ AISTP/ ADO/ ADH / NGO placement / All India Stud Tour/ Experiential learning courses etc., (rule no. 6.3) such examination(s) will become null and void and the student shall be issued with 'E' grade. The student has to register for the course as and when offered afresh. The pertinent rules of syllabus revision, study duration, attending classes, attendance calculation, semester fee payment, examination, and result declaration are applicable to this defaulter irrespective of admission category/ quota.

6.3.2. 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

Scanned copy of attendance register should be sent to The Controller of Examination on the same date of practical examination and no further request for alteration will be permitted.

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 irrespective of number of classes conducted.

The student belonging to a batch (A/B/C etc.) will attend classes and earn attendance in the

particular batch only as per the time table. However for writing final practical examinations, these batch wise numbers may be altered or combined based on the need, in consultation with internal examiner, external examiner and the Dean/ principal.

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

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

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

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

holidays declared during the entire semester may be restricted to not more than six days.

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

07. EXAMINATIONS

The Examination schedule approved by the Dean and the Controller of Examinations for the mid-semester and final examinations, respectively, shall be final. Dean/ Principals of the respective colleges will be the chief examiner for all the examination conducted in their campus (mid semester, final practical, final theory and reappearance examination)

7.1 **Mid Semester Examination:** Mid-semester examination will be conducted from the 52nd working day of semester. The mid semester examinations are to be conducted in the regular classes for theory alone and theory plus practical courses. If mid semester examinations are conducted with multiple choice questions using OMR sheets. OMR sheets shall be scanned and sent by the concerned Dean/ Principal within one hour after the examination on the same day to the Controller of Examinations. The mid-semester examination mark list for practical alone courses should reach the office of the Controller of Examinations within fifteen days from the date of conduct of mid-semester examination.

7.2 Missing Mid Semester and practical Examinations:

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

7.3 Final Theory Examination: The final theory examinations are to be conducted after the 105 working days of the semester. Mess dues should be cleared before final theory exams and clearance certificate should be produced for receiving hall tickets. If the student is absent for final theory examination, it will be marked as absent and 'zero' mark will be awarded. The student has to write reappearance examination as and when offered.

7.3.1 In final theory examination, students should not write their name and ID Number in any of the answer sheets. If written, that answer script will not be evaluated and awarded 'zero' mark in the final theory examination

7.4 Practical Examination:

The practical examination will be conducted from the 91st working day. The examination shall be conducted on the last practical class of the courses. The Dean of Colleges will announce the schedule of final practical examinations. The Controller of Examinations, based on

the proposal sent by the Deans concerned, will nominate and approve the external examiner and the course teacher shall be the internal examiner.

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

In case if internal / nominated external examiner for practical examination could not conduct the examination, then the Dean concerned shall nominate an alternative examiner to conduct practical examination in anticipation of approval by the Controller of Examinations. Submission of *bona fide* practical records certified by the Course Teacher is a pre-requisite for appearing in the practical examinations failing which 'F' grade will be awarded. The minimum duration of practical examination shall be two and a half hours. The practical marks should be communicated to the Controller of Examinations within 10 days of the last working day of the Semester.

Guidelines:

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

7.5 **If a student has more than 80% attendance but fails to write Practical Examination, 'F' grade will be awarded.** Similarly, if a student fails to score a minimum of 50% marks in practical examination (20 out of 40 in a theory plus practical course) or 60 out of 100 marks (50 out of 100 from 2023 batch onwards) in a practical only course, F grade will be awarded. In that case, the student has to appear for the reappearance practical examination.

7.6 **Postponement of Examinations:** Whenever the Government declares common state holidays on the dates of 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. However examination scheduled will not be altered for local holidays announced at district level

7.7 Exam pattern and Duration

(as approved in 149th AC and 70th DC)

Examination Schedule

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

Regular exams

Distribution of marks and exam durations			
Exam	1+1/2+1 courses	1+0/2+0 courses	0+1/0+2 courses
Mid semester	20 (MCQ) (45 Mins)	20 (MCQ) (45 Mins)	20 (MCQ) (45 Mins)
Practical	40 (2½ hours)	-	80 (2½ hours)
Final theory	40 (2½ hours)	80 (3 hrs)	-
Total	100	100	100

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

Final Theory Examination – Paper mode (Descriptive type)

Reappearance exams - Only MCQ-OMR mode

Exam	1+1/2+1 courses	1+0/2+0 courses	0+1/0+2 courses
Theory	60 (MCQ) (75 Mins)	100(MCQ) (120 Mins)	-
Practical	40 (2½ hours)	-	100 (2½ hours)
Total	100	100	100

Question pattern

The mid-semester and reappearance examination will be based only on multiple choice questions to be written on paper/ OMR sheets and final theory

examinations will have short notes, paragraph and descriptive type questions.

7.8 If the students are representing the sports or competitive events like National / International / All India Inter University level and Other Government sponsored events with the approval of the University, they will be missing their mid-semester/ practical/ final theory examinations, if the events are coinciding with exam schedules.

Considering the excellence of students in sports/games/completive events and their representation for the State/ Country, as a special case such students may be permitted to write the exams as detailed below.

i) Students Missing any one of the exam events with the eligible minimum attendance requirements		
Mid-Semester	Final Practical	Final Theory
Mid - semester exam (20 marks) will be conducted along with the final theory examination	A separate examination will be conducted by the Dean/Principal with an approved external examiner from COE.	Students have to write the reappearance examination as when conducted. (No F- grade will be mentioned on the report card and need not pay the reappearance examination fees).
ii) Students Missing more than one of the exam events (mid semester + practical or practical + final theory or mid semester+ practical+ final theory): Students have to write the reappearance examination. As per the existing UG rules,		

as and when conducted by paying required fee

iii) Students missing the exams events and not having minimum attendance requirements: They will be awarded 'E' grade and they have to re-register the courses. If they are first year students, they have to join with junior batch.

08. Re-appearance and Improvement Examinations:

8.1 Students are permitted to register and write the re-appearance examination as and when conducted with the permission of Deans/Principals of Colleges. Re-appearance fee of Rs.1000/- per exam is to be paid online on or before the prescribed date.

8.1.1. Reappearance Examinations

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

Reappearance examination will be applicable to industry and institutional educational tours, RAWE, agro industrial tie-up Programs, crop production and non-gradial compulsory courses if the student is having required attendance.

8.1.2. Improvement examinations

Only those students, who have cleared all the courses but having an OGPA of less than 6.50 (5.50 from 2013 batch onwards), alone are eligible to write improvement examination. A student opting for improvement is required to write both final theory and practical examinations for the same course. In case if a student fails to secure higher grade point in the improvement examination, the original grade point secured by the student in regular examination will be taken for grading. Improvement examination will not be applicable to industry and institutional educational tours, RAWE, agro industrial tie-up Programs and crop production. Students opting for improvement examination, has to take up the concerned reappearance examination as and when called for, by registering and paying the fee applicable for reappearance examination.

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

If the student fails to maintain the minimum required attendance (E grade) and residential requirement of course(s) in a semester or if he/she is in the punishment period due to malpractices in examination

or disciplinary action or for misbehavior in hostel/ class room/ college, he/she is not permitted to continue the subsequent semester(s) with following conditions.

8.2.1. If a student is awarded “E” grade in only one course during I and II semester

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

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

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

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

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

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

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

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

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

If the student is awarded E grade in more than one course during III and IV semester

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

8.2.3. If a student is awarded “E” grade during V and VI semester

If the student has one or two pending courses of fifth and sixth semester, he/she may be permitted to continue seventh semester till there is no change in the existing courses of VII semester (RAWE, tour, and project work). The student may be permitted to

register the pending courses of fifth and sixth semesters along with juniors 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. For some degree programs in engineering faculty, industrial experience, tour are placed in VIII semester and hence pending course of V and VI semester can be registered in VII semester within the limit of 27 credits

- 8.2.4. However, if the student has obtained E grade more than one subjects or in all courses of V or VI semester, he/she cannot register the VII or VIII semester along with his/her batch.
- 8.2.5. If pending courses in V or VI semester, when combined with VIII semester courses (VII semester for engineering degree programs) exceeds 27 credits, the excess courses are to be registered with junior batch as and when offered.
- 8.2.6. Students are permitted to register the VIII semester, if failed to register/ complete VII semester with only student READY courses (like RAWE and All India Study Tour) owing to genuine reasons and proper permission from Dean/ Principal. However, there shall not be any pending courses in the I to VI semesters (149 AC)
- 8.3. The minimum **Grade Point** to be secured for a pass in a course is **6.00 out of 10.00**, a total of 60 Marks out of

100 (5.00 out of 10.00, a total of 50 marks out of 100 from 2023 batch onwards)

8.4 As per the 149th AC, apart from the regular grace mark of 1.0, an addition grace mark of 1.00 is given at the end of the degree program if he/she is not able to complete the degree program for want of two marks in only one subject of the entire syllabus (for 2023 batch onwards regular grace mark of 1.0 is not applicable and only the final grace mark of 1.0 is awarded at the end of the degree program for only one course of entire syllabus)

8.5 A student has to maintain a minimum OGPA of 6.50 out of 10.00 (5.50 out of 10.00 from 2023 batch onwards) and pass all the courses and complete the credit requirements as per the applicable syllabus at the end of final year (8th semester) to become eligible for the award of degree within n+n years (Eg. For UG program of 4 years duration, within 8 years).

09. INDUSTRIAL AND INSTITUTIONAL EDUCATION TOUR

1. All educational study tours are compulsory. Students those who miss the tours for any valid reason must re-register and undertake the tour along with juniors and complete the course.
2. The study tour shall be conducted within the 105 working days of the given semester. The evaluation procedures applicable for educational tours are given in Annexure I. The course teachers will evaluate the educational tour.

3. Field trips are compulsory. If any student is absent for field trips, the student will be marked absent for all compensating classes on the day of the field trip in addition to the field courses.
4. The Deans of Colleges are empowered to organize all educational tours and field trips by following the University norms.
5. The students should wear uniform and blazer during Industrial and Institutional Educational tours and during University / College official functions.

10. DISCONTINUANCE AND READMISSION

Any discontinuation request (temporary or permanent) should be jointly given by the student and his / her parent to the concerned college Dean / Principal

- 10.1** A student who discontinues the first semester (I year) without getting permission of the Dean concerned, will not be re-admitted. The student who discontinues the first semester (I year) for genuine reasons with prior permission (within 30 days) from the Dean will be re-admitted in the first semester of the next year along with the junior batch (I year) students with the approval of the Academic Council.
- 10.2** Students admitted to any of the courses temporarily discontinuing their studies with the permission of concerned Dean before completing the course, may be re-admitted to the course, provided the student should have completed at least one semester before such discontinuance.

10.2.1 A Student shall be permitted to temporarily discontinue the course for a maximum of 3 times for medical reasons by the following rule permission made under 10.2

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/- in addition to the 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

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

courses from first semester in the new syllabus along with juniors

- 10.5.a If a student is absent continuously for two semesters without permission, he/she is not eligible to register the next semester and the name of the student will be removed from the roll.
- 10.5.b If the student is willing to temporarily discontinue the course with prior permission after a continuous period of two semesters, she/he has to register the semester along with junior and can apply for the second term discontinuation. The student has to pay the semester fee. No exemption is given for fee payment.
- 10.5.c Other than first temporary discontinuation, for all subsequent discontinuation proposals, Medical documents are to be evaluated by a Institute level medical committee and the report shall be seen to the purview of the Deans committee within seven working days of the respective semester
- 10.5.d If the student with valid medical reason is permitted to temporarily discontinue the course for two semesters at a stretch for a maximum of two times. Such permission has to be granted only for genuine medical reasons/ disciplinary actions and not for any other reasons. The genuinity of the reasons is to be verified by an institute- level committee and a detailed report is to be submitted to the Dean (Agriculture) within seven of awarding such permission for approval.

10.5e. If a student is permitted to temporarily discontinue the course as per rule no. 10.5.c and 10.5.d, the student has to complete the course within $n+4$ years. The $n+4$ period included the semester(s) already studied, the period of temporary discontinuation (due to personal, medical reasons/ period of absence/ punishment period etc) and the period to be studied.

10.6 A student who permanently discontinues from any undergraduate degree Program, is not eligible for admission again to same or any other undergraduate degree Programs of the University. An undertaking to this effect shall be obtained from the student and parent by the Dean concerned at the time of permanent discontinuation. Discontinuation fee of Rs. 2.00 lakhs (Rupees two lakhs) will be collected (see rule no. 5.10)

11. QUESTION PAPER SETTING AND EVALUATION

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

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

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

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

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

12. GRADING AND EVALUATION PATTERNS

12.1 The results of the course shall be indicated by grade points ranging from 0.00 to 10.00. The minimum grade point to be secured for the successful completion of a course will be 6.00 with a total of 60 Marks out of 100 (5.00 and 50 marks from 2023 batch onwards). Securing a total of less than 60 Marks (50 from 2023 batch onwards) in a course will be treated as fail with the award of 'F' Grade and the grade point will be 0.00 for calculating the GPA/OGPA. In case of course with theory and practical, student shall secure an aggregate of 60 marks out of 100 marks to become eligible for a pass in a course with minimum of 60% (50 % from 2023 batch onwards) marks separately in theory (30 out of 60) and practical (20 out of 40). **An OGPA of 6.50 (5.50 from 2023 batch onwards) 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) (50.00 from 2023 batch onwards)
- RR - Re-Registration
- A - Has required attendance but fail to write exam
- RE - Re Appearance
- IE - Improvement Examination
- EE - Incomplete for Other Reasons
- # - Non-gradial compulsory course
- S - Satisfactory (for non- gradial course from 2023 batch onwards)
- NS - Not Satisfactory (for non- gradial course from 2023 batch onwards)

12.3 Evaluation pattern for practical examinations

- a. Guidelines for theory + practical courses (1+1 / 2+1 / 1+2) (40 marks)
- b. Duration of exam: 2 hrs.30 min.

S.No.	Particulars	Norms	Allotted Marks
1.	Attendance	Minimum of 80%	Pre-requisite for writing both the final practical examination and theory examination

2.	Record	Must be submitted (failing to submit, F grade will be awarded)	5 marks (Evaluated by Course teacher)
3.	Assignment	A. Presentation	1 mark (Evaluated by Course teacher)
		B. Written part i. Web page copying not allowed ii. Should be hand written iii. Minimum two references from books	2 marks (Evaluated by Internal Examiner)
		C. Answering the questions from assignment	2 marks (Evaluated by External Examiner)
4.	Identification /Spotter	i. Identification / Spotter	5 marks (Evaluated by External Examiner)
5.	Experiments	ii. 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.	<i>Viva Voce</i>	Minimum of 5 questions	5 marks (Evaluated by External Examiner)
		Total	40 marks

b. Evaluation pattern for Practical examinations:

Practical only courses (0+1/0+2) (100 marks)

Evaluation Pattern for Crop Production Course

Mid-term evaluation : 20 Marks

Particulars	Mid-term Practical (evaluated by internal examiner)
Crop stand and population	5
Field/Observation note book	5
Assignment (1No.)	5
Viva-voce	5
Total	20

Final practical evaluation : 80 marks

S.N o.	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 and must be submitted Failing to submit, 'F' grade will be awarded	5 marks
3.	Field Evaluation – 45marks (Evaluated by Course Teacher)	If the crop is not harvested Cropping Area (Minimum 5 cents) – 5 marks; Population -10 Marks; Insect, Disease, and Weed control – 10 marks; Crop Stand at Harvest stage – 20 marks	
(or)			
		If, the crop is already harvested before practical exam Cropping Area (Minimum 5 cents) – 5 marks Population Maintenance -15 marks Yield -25 marks	
4.	Written test (Evaluated by external examiner)	ii. Short notes	10 marks
		ii. Calculation	10 marks
5.	<i>Viva-voce-</i> 10marks (Evaluated by External Examiner)	Minimum of 10 questions	10 marks
Total			80 marks

12.4 Evaluated final theory answer papers may be retained up to six months after the examination by the Controller of Examinations after the conduct of examination and then disposed off. The same is applicable to improvement / reappearance examination also.

12.5 In the event of a candidate failing to secure minimum required mark to pass in the subject, he/she shall be permitted to write the re-appearance either final theory or practical or both examinations.

12.6 Re-registration is permitted only for the students awarded with 'E' or 'EE' grades by paying a re-registration fee of Rs.1000/- apart from the regular semester fee.

12.7 **Late for Examinations:** The students who are late by 30 minutes shall not be allowed to enter the examination hall. Similarly, no student will be allowed to leave the examination hall within 30 minutes of the commencement of the examination.

12.8 **Person with Disabilities:** In case of persons with disabilities admitted under differently abled quota, guidelines listed in G. O No. 08/2021, Tamil Nadu Guidelines for conducting examinations for persons with Disabilities, 2021, Welfare of Differently abled persons (DAP-3.2) Department, Govt. of Tamil Nadu are to be followed by the Dean / Principal concerned in allowing the use of scribes, use of extra time and other provisions for writing examinations.

13. MALPRACTICES IN EXAMINATIONS AND MISCONDUCT

13.1 The Deans of the Colleges shall be responsible for dealing all cases of unfair means by students in writing records, assignments and all form of examinations including mid semester, final practical, final theory and reappearance (theory / practical) examinations.

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 awarded 'E' grade in all the courses in the current semester and also debarred from the college for the next semester due to skipping of semester (see rule no. 8.2). He/ she has to re-join with junior batch during next academic year.
- b) Students found using unfair means during the final theory / final practical examination / reappearance (theory / practical) examinations may be deemed to have failed in all the courses registered in that semester as well as all the reappearance examinations and also debarred from the College for the next

semester (also see rule no. 8.2) He/ she has to re-join with junior batch during next academic year.

- 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.
- e) Writing exam during the punishment period: A student should not be permitted to write any examination during his/ her debarred period. If a student is permitted to write regular/ reappearance examination(s) during the debarred period by oversight/ mistake, the examination(s) written by the student will be treated as null and void. The student is permitted to write the examination(s) only after the punishment period after re-joining in a semester and has to complete the course in the permissible $n+n$ years of duration.

14. PREPARATION OF STATEMENT OF MARKS

14.1. Preparation of Class Grade Charts: For the practical only courses, the Deans/Principals of colleges should upload the mid-semester marks in EMS and send the hard copy of the uploaded marks within 10 days after the conduct of the examination. The hard copy of final practical marks should be sent to the Controller of Examinations and uploaded in EMS within 10 days after the completion of 105 working days. The practical mark sheet should also comprise the attendance particulars (both theory and practical separately) of students to incorporate the attendance in the class grade chart by the Controller of Examinations. The Controller of Examinations shall prepare the class grade charts for the subjects registered in a semester and a copy shall be sent to the Dean/Principals of the colleges concerned for record. Defects, if any, should be reported to the Controller of Examinations within 5 working days after the receipt of class grade charts. Marks and attendance particulars once uploaded by the collage will be final.

14.2 Preparation of Statement of Marks/ Report cards: The semester statement of marks shall be prepared by the Controller of Examinations by considering the following,

- i. Minimum attendance requirement (80% or 100 % depending on the course)
- ii. Minimum total marks required for a pass and minimum 50% marks in theory and practical

separately will decide the grade point (marks obtained out of 100 divided by 10) or E or F

14.3 **Calculation of OGPA:** To arrive at the Grade Point Average (GPA) at the end of the semester, the Grade Point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken in a semester is divided by the total number of credit hours of the all courses in that semester. The credit hour and credit points of courses which have been repeated are not counted more than once for this purpose. In failed courses, credit hours will be taken for calculating GPA but credit point will be considered as 'zero'. After reappearance examination for the failed courses, credit hours will not be taken but credit point alone will be added to calculate GPA/OGPA.

While calculating GPA and OGPA, the credit hours of courses in which the student secured 'E' grade (for lack of 80% attendance or incomplete) will not be included 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.

Class equivalence to OGPA

Sl. No	Final OGPA secured (out of 10)	Class equivalent *	
		2022 and earlier batches	From 2023 batch onwards
1	8.00 and above	First class	First class
2	6.50 to 7.99	Second class	Second class
3	5.50 to 6.49	Not eligible to receive the degree	Third class
4	Below 5.50	Not eligible to receive the degree	Not eligible to receive the degree

* From the academic year 2023-24, OGPA more than 9.00 will be treated as **First Class with distinction** (70th Deans Committee).

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

15.1 Transcript card preparation:

For the preparation of Transcript Card, the Deans/Principals of Colleges should send recent passport size photograph of the student along with filled in proforma, +2 mark sheet and the required fee of Rs. 500 per student as specified by the Controller of Examinations, paid as part of VIII semester fee.

After the issue of VIII semester/latest reappearance report cards, Transcript cards will be prepared with details of all the courses, Grade Points, OGPA per cent equivalence and 'Class' obtained by the students. This will be prepared for all the students by the Controller of Examinations and countersignature by the Registrar.

From 2020 batch onwards, transcript card will be issued by the Controller of Examinations directly without countersigned by the Registrar (70th DC)

15.2 Declaration of Results:

Deans/Principals of respective colleges will send the result declaration proposal for each student along with filled in proforma and copy of Transcript Card, directly to the Registrar, from 2019 batch onwards for declaration of results and issue of Provisional Degree Certificate (149th AC). For all previous batches, result declaration proposal should be sent to the Registrar through Controller of Examinations, with complete set of documents, approvals from Deans Committee / Academic Council etc.

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

15.4 Eligibility for the Award of the Degree: The successful completion of all the prescribed courses included in the Curricula and Syllabi and securing an Overall Grade Point Average (OGPA) of 6.50 (for 2023 batch onwards 5.50) shall be minimum requirement for the award of the Degree.

15.5 The Transfer Certificate and Conduct Certificate shall be issued by the Deans / Principals of respective Colleges.

15.6 Award of Degree: The degrees for the undergraduate Programs shall be awarded during Annual

Convocation conducted in the University, under the seal of the University, to candidates who have successfully completed the graduation requirements and approved by Academic Council

15.7 The Vice Chancellor is empowered to withhold or cancel the degree awarded when a mistake willfully committed by a student and left unnoticed by the College / University and detected at a later date regarding the registration, grade obtained, OGPA and other requirements for successful completion of the respective degree Programs.

15.8 Amending or Canceling the Result: If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has been a party to malpractice connivance or improper conduct of another student, the Vice Chancellor shall have the powers at any time to amend the results of such a candidate and to make such declaration as the Vice Chancellor may deem necessary on that behalf including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified and to cancel the results of the candidate in such manner as the Vice Chancellor may decide.

16. DISCIPLINE AND DECORUM OF STUDENTS

16.1 Students shall maintain high order of discipline, conduct, diligence and obedience in classes. During the conduct of classes (theory / practical) any form of indiscipline by the students is punishable. The course

teacher shall report such matters to the Dean concerned for further action. For minor indiscipline, the course teacher shall punish the erring students by sending him / her away from class denying attendance, when the students' act is tantamount to spoiling the academic environment of classroom.

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

16.2.1 Ragging - An offence

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

In this Act, unless the context otherwise requires, “Ragging” means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raises apprehension or fear or shame or embarrassment to a student in any educational Institution and includes:

Teasing, abusing or playing practical jokes on or causing hurt to such student or asking the student to do any act or perform something which such student will not, in the ordinary course willingly act or

perform. Ragging within or outside any educational institution is prohibited.

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

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

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

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

These rules will be altered or amended, and further rules may be added if necessary. All the rules for the

time being in force should be observed by the students.

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

17. TUITION FEE AND OTHER FEE

17.1 In case of new admissions, the students should pay the first semester fees on the date specified failing which admission will be cancelled.

17.2 Subsequently, semester fees should be paid before the commencement of each semester.

17.3 A student who has been granted scholarship by the Adi - Dravidar Welfare Department or by the Government of India or State Government through the Director, Adi - Dravidar Welfare, Chennai will however be exempted from the levy of fines, provided the scholarship is actually sanctioned to him/her. In case of default of payment on the day next to the day of the disbursement of the scholarship amount, the student shall be permitted to pay the fees within seven working days by paying a fine of Rs.15/- failing which the name will be struck off the rolls. The concession mentioned above will apply to those who have actually been granted scholarship and not those who have applied for and are expecting sanctions.

17.4 In case of a student who re-registers with junior batch, he/she has to pay a re-registration fee of Rs.1000, in addition to the tuition fee applicable to the junior batch semester in which he/she registers.

17.5 In the case of two overlapping of semesters, the student need not pay the semester fee for the registration of courses in the overlapping semester, but overlapping period should be within 40 days from the date of registration of the regular semester.

17.6 In case of a student who registers courses along with juniors after completion of four years of study period or if rejoin with junior batch at any point of study due to temporary discontinuation/punishment/health reasons/ E grade in a semester etc., the student must pay all the fee including self-supporting fee as applicable to junior batch students to which he/ she joins.

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) and they have to pay discontinuation fee as mentioned in 5.10.
- 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/her to be necessary or expedient for removing the difficulty.
- 18.2 Every order issued by the Vice Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance for approval.
- 18.3 Not-withstanding anything contained in the rules and regulations, the Academic Council shall make changes whenever necessary.

19 DUAL DEGREE PROGRAMS

19.1 Eligibility

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

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

The credit requirement for VII, VIII semester to fulfill the TNAU degree is transferred from Dalhousie University, Halifax, Canada.

19.3 Marking system

Minimum mark for pass is 60% (50 % from 2023 batch onwards) and the minimum mark to complete the degree Programs is 65% (55% from 2023 batch onwards). The marks awarded by Dalhousie University, Halifax, Canada shall be converted into 10-point scale by TNAU. It is the responsibility of the student to obtain mark sheet/ report card from Dalhousie University after the completion of each semester and the same shall be submitted to the Controller of Examinations, TNAU, Coimbatore through the Dean of concerned college.

19.4 Award of Degree

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

20.0 Special Educational/ Training programs

Prior approval for the course equivalence, credit requirements, and other academic requirements has to be obtained from the Deans Committee/Special committee for the students selected / nominated for special educational / training / fellowship / scholarship programs at other Indian Institutes or Abroad and finally to be approved/ ratified in the Academic Council.

ANNEXURE - I

EVALUATION PATTERN FOR COURSES

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

1A. PED & NCC

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

1B. Evaluation pattern for NSS

Attendance	80%
A. Regular activities	60 marks
I Semester	15 marks
II Semester	15 marks
III Semester	15 marks
IV Semester	15 marks
(Written test 10 marks - participation in programmes and behavior-5 marks)	
B. Special camp activities- 40 marks	
a. Attendance in daily activities during special camp - 30 marks	
b. Special camp activity report - 5 marks	
c. Viva - voce on the 10 th day of the special camp - 5 marks	
Total (A+B)	100 marks

2. Industry and Institutional Educational tours

Particulars	Max marks
Written test	50
Attendance and behavior	20
Record and spot observation Pocket Note Book (compulsory)	20
Viva-voce	10
Total	100

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

3.1 Practical involving field work/ lab work/workshop

Mid- term Practical : 20 Marks (evaluated by internal examiner)

Particulars	Mid-term Practical (evaluated by internal examiner)
Evaluation of Field/lab/workshop/ground performance (Identification, specimen collection, etc.,	10
Assignment (1No.)	5
Viva-voce	5
Total	20

Final Practical : 80 Marks

S. No .	Particulars	Requirements	Allotted marks
1.	Attendance	Minimum of 80% (Compulsory)	Pre-requisite for writing the final practical examination(evaluated by Internal and external examiner)
2	Record	Continuous evaluation (Compulsory)	5 marks (evaluated by Internal examiner)
3	Assignme	A Presentation/ comprehension	5 marks (evaluated by Internal examiner)

	nt (2nos.)	B. Written part i. Web page copying not permitted ii. Should be hand written iii. Minimum two references from books	10 marks (evaluated by Internal examiner)
		C. Answering the questions	5 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 /fieldwork/ lab work/calculation	10 marks (evaluated by external examiner)
		iv. Short notes/ critical analysis	05 marks (evaluated by external examiner)
		v. Case study	10 marks (evaluated by Internal examiner)
		vi. Questions from cd show/guest lecture/short tour	10 marks (evaluated by Internal examiner)
5.	<i>Viva voce</i>	Minimum of 10questions	10 marks (evaluated by external examiner)
		Total	80 Marks

3.2 Practical involving only class room activities Without field work (like Tamil and English courses)

Mid – term : 20 marks (MCQ - OMR mode) - $40 \times 0.5 = 20$

Final Practical : 80 marks

S.No.	Particulars	Requirements	Allotted marks
1.	Attendance	Minimum of 80% in practical class (Compulsory)	Pre-requisite for writing the final practical examination (Evaluated by Internal and external examiner)
2.	Record	Continuous evaluation and (Compulsory)	10 marks (Evaluated by Internal examiner)
3.	Assignment (2 Nos.) i. web age copying not permitted ii. should be hand written iii. minimum iv. two references from books	Presentation / comprehension Written part Answering the questions	10 marks (Evaluated by Internal examiner) 5 marks (evaluated by Internal examiner) 5 marks (evaluated by external examiner)
4.	Written test	i. Data interpretation /Group discussion /brainstorming ii. Short notes	5 marks (evaluated by external examiner) 5 marks

			(evaluated by external examiner)
		iii. Critical analysis /case study	10 marks (evaluated by Internal examiner)
		iv. Objective type questions	5 marks (evaluated by external examiner)
		v. Essay type questions	5 marks (evaluated by external examiner)
		vi. Questions from CD show/ guest lecture /short tour	10 marks (evaluated by Internal examiner)
5.	<i>Viva voce</i>	Minimum of 10 questions	10 marks (evaluated by external examiner)
		Total	80 marks

3.3 Courses having only theory (1+0/2+0 courses)

Exam	Marks & time duration
Mid semester	20 (MCQ) – $40 \times 0.5 = 20$ (45 mins)
Final Theory	80 (3 hours) Descriptive type Part A: $11/13 - 11 \times 2 = 22$ Part B: $79 - 7 \times 4 = 28$ Part C: $5/6 - 5 \times 6 = 30$
Total	100

4. AGRO INDUSTRIAL TIE-UP

Particulars	Max marks
Observation and discussion Note	20

(Compulsory)	
Poster presentation and exhibition	10
Oral presentation	10
Project report	40
Viva Voce	20
Total	100

5. RURAL WORK EXPERIENCE FOR ALL DISCIPLINES

Distribution of marks

Particulars	VSP +FPO (60 days)	ADA (10 days)	NGO (10 days)	Industry (10 days)	At College	Total (90 days)
Participation and oral presentation	30	10	10	10	-	60
Record (Compulsory)	10	5	5	5		25
Overall exhibition	-	-	-	-	15	15
Total	40	15	15	15	15	100

6. ALL INDIA STUDY TOUR

Particulars	Marks
Attendance (100 % Compulsory)	10
Behavior	15
Tour diary (Compulsory)	15
Tour record (Compulsory)	15
Written test	30
<i>Viva-Voce</i>	15
Total	100

7. PROJECT WORK

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

8. EXPERIENTIAL LEARNING

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

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

Students enrollment: A minimum of 10 and maximum of 25 students will be permitted for each course. If the number of students is more than 25 for a particular course OGPA secured upto VI semester 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.)	To be paid to
1.	Provisional Certificate	1000	Comptroller
2.	Migration Certificate	1500	Comptroller
3.	Degree Certificate through convocation	2000	Comptroller
4.	Duplicate Degree certificate	2000	Comptroller
5.	Fee for name change in accordance with the Government Gazette	1000	Comptroller
6.	Duplicate for Provisional/ Migration Certificate	1750	Comptroller
7.	Provisional Certificate (Attestation) per copy	500	Comptroller
8.	Degree Certificate(Attestation) per copy	500	Comptroller
9.	Certificate Genuineness Verification	1000	Comptroller
10.	Any other certificate viz.,	1000	Comptroller

	Accreditation Certificate/ Affiliation Certificate/ Bona fide Certificate/ Medium of Instruction/ Equivalent Certificate/ No objection Certificate/ Any other certificates issued by the Registrar		
11.	Transcript Card	500	Controller of Examinations
12.	Duplicate Transcript Card	500	Controller of Examinations
13.	Duplicate Report Card (each)	500	Controller of Examinations
14.	Transcript Card (Attestation) per copy	500	Controller of Examinations
15.	Other Certificates issued by COE like medium of instructs, bonofide, percentage equivalency, class equivalency to OGPA	500	Controller of Examinations
16.	Duplicate Transfer Certificate	500	Dean/ Principal of respective college
17.	Duplicate Conduct Certificate	500	Dean/ Principal of respective college

18.	Duplicate Identity card	750	Dean/ Principal of respective college
-----	-------------------------	-----	--

B. Searching Fee:

B.1. 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) (to be paid to Comptroller)

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

B. 2. Searching fee for the issue of Transfer and Conduct Certificate after completion of one year from date of result declaration (to be paid to the Dean/ Principal)

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

B. 3. Searching fee for issue of Transcript Card/ Report card/ Attestation of transcript or report card (to be paid to the Controller of examinations)

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

C. Registration / Examination Fees / Fine for delayed payment

i. Undergraduate Programs

S. No.	Description	Amount (Rs)	To be paid to
1.	Late Registration Fee	1000	Controller of examinations
2.	Re-registration Fee along with the Juniors	1000	Controller of examinations
3.	Fee for revaluation for each course	1000	Controller of examinations
4	Reappearance registration fee for each course	1000	Controller of examinations

5	Loss of password for online registration	200	Controller of examinations
6	Duplicate Hall ticket	200	Deans/ Principals of respective college

ANNEXURE - III

GUIDELINES OF FIRST AID IN CASE OF EMERGENCY

ARTIFICIAL RESPIRATION OR RESUSCITATION

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

BLEEDING

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

BURNS

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

CHOKING

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

ELECTRIC SHOCK

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

POISONING

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

caustic soda, strong carboxylic and oxalic and other acids will all bum 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 and 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 a 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 of ten bring the foreign body onto the lower lid form 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 tom and moisturized edge of a piece or 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 tablespoon of salt, or a half table spoon of mustard, in half pint of water