

Regulations Governing Under Graduate Courses

(From 01-09-2014 onwards)

1.0 SHORT TITLE

These regulations shall be called 'The PJTSAU Regulations, 2014 governing the under graduate courses of study leading to the award of the degrees of B.Sc.(Ag), and B.Sc.(CA&BM) and in the Faculty of Agriculture; B.Tech.(Ag. Engg.) B.Tech Food Technology in the Faculty of Agricultural Engineering & Technology and B.Sc.(Hons.) Home Science, B.Sc (Hons.) Fashion Technology & B.Sc.(Hons.) Food Science & Nutrition in the Faculty of Home Science. These regulations shall apply to the students admitted from the academic year 2014-15 and onwards.

2.0 Definitions

2.1 Academic Year

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

2.2 Semester

A minimum duration of 110 working days, consisting of 95 instructional days and 15 examination days except during the year of admission.

For a short semester in the year of admission the number of classes should be increased proportionately.

2.3 Credit Hour

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

2.4 Course

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

2.5 Grade Point of course

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

2.6 Credit point of a course

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

2.7 Grade Point Average (GPA)

It is the quotient of the total credit points obtained by a student in various courses at the

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

2.8 Overall Grade Point Average (OGPA):

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

2.9 Semester final examinations

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

3.0 Admissions

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

3.2 Fee

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

4.0 Courses, credits and syllabi

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

5.0 Advisory System

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

The advisor will establish and foster close personal relationship with students assigned to him/her during their entire stay in the college by having periodical meetings either with the entire batch of students or with each individual student as often as is considered necessary in an effort to know their problems, review their study programmes and take such remedial actions as may be necessary in consultation with the teachers concerned and the Associate Dean.

The advisor will maintain a record containing particulars of previous history of the student, courses registered and examinations appeared and grades obtained in each course in each semester as per the format prescribed by the University (Format - 1).

6.0 Registration

6.1 Registration for the first time in the University

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

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

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

6.2 Registration in the subsequent semesters

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

- (a) The student in each batch shall have to register for the set of courses offered in to for that batch and fill in the registration cards in person producing the identity card at the registration center on the day of registration. The students having backlog courses can register the total backlog courses and few fresh courses offered in that semester for that batch and fill in the cards. The Advisor in turn will countersign and send them to the Associate Dean's office. The Associate Dean's office should prepare a list of students who have registered for each course and send them course-wise to the concerned teacher within a week.
- (b) The payment of fee and other arrears due to the college, department, hostel, library etc., shall precede registration.
- (c) Late fee for U.G. students shall be Rs. 10/- for the first three working days starting from the next day of the scheduled date of registration and thereafter Rs. 100/- per day for a further period of seven (7) days.

The attendance will however be reckoned from the day the instruction commences as per the academic calendar. However, in respect of RAWEP / Intern ship / Experiential Learning Programmes (ELP), the rules as prescribed in RAWEP manual / Intern ship guidelines / Experiential Learning Programmes' manual shall be followed.

6.3 Study load for semester

For the purpose of calculation of study load, number of credits registered in a semester includes fresh courses and courses to be repeated due to shortage of attendance in the previous semester(s). The total study load for a student shall not be more than 23 credit hours per semester.

7.0 Attendance

7.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed in a course is 75%. The attendance shall be reckoned for theory and practicals separately. A student who fails to put in the minimum attendance either in theory or practical examination his/her registration, for that course shall be treated as cancelled.

(a) The minimum attendance requirements can be relaxed upto 10% on medical grounds (i.e., upto 65% for theory and practical separately) **only in case of indoor hospitalization.**

7.2

(a) If a student admitted to the first year U.G. courses does not register the courses of first semester of that year or having registered does not put in atleast 75% of attendance in all the courses, his/her admission shall stand cancelled, provided that the admission of a student may not be cancelled in exceptional and deserving cases having regard to the facts and merits of the case as provided in clause (b) of this regulation.

(b) A student who wishes to seek relaxation of provision in clause (a) of this regulation for good and exceptional reasons may make an application within 7 calendar days from the last day of instruction of first semester to the Associate Dean of the college concerned giving the grounds and the proof thereof due to which he/ she could not fulfill the minimum attendance requirement, provided he/she puts in atleast **60% attendance** during the first semester of admission. Such application shall be considered by a committee consisting of Associate Dean, a senior Professor or a senior Associate Professor in the colleges where a Professor is not existing, as nominated by the Associate Dean, the Academic advisor of the college, Advisor of the student concerned and the University Medical Officer. If the committee is satisfied that there were exceptional circumstances warranting exercise of discretion to relax the provision in clause (a) of this regulation, the Associate Dean may pass an order allowing the student to continue the studies in relaxation of the provision in clause (a). The student so permitted to continue the studies shall re-register the courses, in which he/she had shortage of attendance, when offered next.

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

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

readmission.

8.0 Evaluation of students, examinations and grades

8.1

- (a) The evaluation of the student in a course shall be based on his/ her performance in various kinds of examinations, records, class work and other types of exercises
- (b) The detailed course outlines in each course shall be prepared by the concerned teacher(s) in consultation with the University Head of the Department/Head of the Department, which will be made available to the students during the first week of the semester. A schedule of the mid- semester examinations of the academic programme shall be prepared by the Associate Dean and notified to the students at the beginning of each semester
- (c) Answer scripts of mid-semester examinations are evaluated by the teacher shall be shown to the students. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This, shall not apply for final both theory and practical examinations.

8.2 Mid-semester examinations

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

The marks allotted for mid-semester and semester final theory examinations shall be 50 and 100, respectively. Ordinarily no condonation for absence of mid-semester examination shall be given. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the concerned teacher in consultation with the Head of the department. This repeat examination shall be held **within two weeks** from the date of examinations so missed, and shall be a common examination for all such students.

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

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

8.3 Semester final examinations

- (a) The semester final examinations shall be held at the end of each semester in each course. The semester final examination in the theory portion shall be of two and half hours

duration. It shall be the responsibility of the University to conduct the theory portion of semester final examination. Practical examinations shall be conducted by the respective colleges. The students shall be given **two preparation holidays** (inclusive of the public holiday) before the commencement of semester final theory examinations.

- (b) Answer scripts of semester final theory examination are evaluated through common spot valuation system in selected centres, year of study wise. On the last day of semester final examinations, the Associate Dean shall send all the sealed answer scripts to the selected center where they are coded, before distribution for valuation. The duration of spot valuation is 6 working days.

Teachers shall be nominated by the Dean of Agriculture for spot valuation. The nominated teachers shall report to the concerned Associate Dean shall submit award list of marks to the Associate Deans after completion of correction of answer scripts allocated to her/him.

8.4 Computation and award of courses grades

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

The proportion of marks between continuous internal evaluation of practical work and final practical examination shall be of 1:1. In respect of RWE Programme, internship and ELP, etc., the criteria for evaluation of students as prescribed in manuals of respective programmes shall be followed.

8.5 Mass absence of students from a class or examination

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

8.6 Unfair means during tests and examinations

The Associate Dean of the college shall be responsible for dealing with all cases of use of unfair means in various examinations.

The phrase, 'Use of Unfair Means' include possession of any information or material by the student, talking to other students, copying from other students or from printed or written material may include 'use of mobiles or any other electronic gadgets', impersonation etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct

to the Associate Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned students, if any. The Associate Dean, on receipt of the report, may give an opportunity to the concerned student to represent his/her case considering all the available evidence, the Associate Dean shall take appropriate action immediately. The penalty shall be as indicated below:

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

The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason therefore.

8.7 Scrutiny of grades

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

9.0 Academic status and scholastic deficiencies

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

(a) A student obtaining a grade point of 5.0 shall be considered to have passed the course. A student getting less than 5.0 shall be deemed to have failed in the course and 'F' shall be indicated in the grade report. A student who secured grade point below 5.0 or who secures above 5.0 but secures less than 50% marks in semester final theory/practical examination of the course (or) was marked absent has to appear for either final theory or practical examination or both (as the case may be).

A student may also have the option to write the mid-semester examination of the course in the same semester when he/she next takes the final examination of that particular course.

In the case of final year B.Sc.(Ag), B.Sc. (CA & BM), B.Tech.(Ag.Engg.), and B.Sc. (Hons.) Home Science B.Sc. (Hons.) Fashion Technology and B.Sc. (Hons) Food Science and Nutrition students, re-examination shall be conducted within one month from the date of reopening the colleges after the semester vacation i.e. first semester of the succeeding academic year, in not more than three failed courses, provided the student would complete his/her graduation requirements by passing said three courses.

(c) Whenever a student wants to take re-examination in any course(s) he/she should fill in the particulars in a prescribed application form duly paying the re-exam fee of Rs. 50/- (Rupees fifty only) for each course subject to a maximum of Rs. 100/- (Rupees hundred only) within 40 days from the date of commencement of the subsequent semester.

9.2 Promotion to second year A candidate is automatically promoted to second year irrespective of the number of courses as absent/failed courses in the first year.

Promotion to third year A candidate should have passed all the courses of first year and should not have more than 6 courses of second year as backlog courses (failed).

Promotion to fourth year A candidate should have passed all the courses of second year and should not have more than 6 courses of third year as backlog courses (failed).

NO CONDITIONAL PROMOTIONS SHALL BE ALLOWED TO ANY STUDENT TO REGISTER THE COURSE (S).

9.3 Year of standing

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

10.0 Graduation requirements

10.1 The student shall satisfy minimum residential requirements and maximum duration as below:

The minimum residential requirement is eight Semesters for U.G. Degree Programmes in the University.

The maximum duration of degree programmes is fourteen semesters(7 academic years).

1. Apparel & Textiles (APTX) Textile & Apparel Designing
2. Extension Education (EXTN) H.Sc. Extension and Communicate Management
3. Food and Nutrition (FDNT) Foods & Nutrition
4. Human Development and Family Human Development & Family Studies (HDFS)
5. Resource Management & Consumer Family Resource Management Sciences (RMCS)

The first two years (first four semesters) of study would consist of common core courses and remaining four semesters are for specialization courses. Option for specialization shall be exercised by the students in order to perform at the time of admission the students shall be allocated to different branches based on their performance. Merit shall be taken into consideration if there is more competition for any single specialization.

10.2 Requirements for Bachelor's Degree

A student undergoing courses of study leading to award of the Bachelor's degree viz., B.Sc.(Ag.) (Bachelor of Science in Agriculture), B.Sc.(CA & BM) (Bachelor of Science in Commercial Agriculture and Business Management), B.Tech. (Ag. Engg.) (Bachelor of Technology in Agricultural Engineering), B.Tech. (Food Technology), B.Sc.(Hons.) Food Science & Nutrition, B.Sc. (Hons.) Home Science and B.Sc. (Hons.) Fashion Technology in Faculties of Agriculture or Agriculture Engineering & Technology or Home Science as the case may be shall pass courses and complete the minimum number of credit hours prescribed there by the Academic Council from time to time by obtaining minimum OGPA of 5.00 in the 10 point scale.

A student undergoing instructions in U.G. courses of study leading to the award of Bachelor of Science in Agriculture, Bachelor of Science in Commercial Agriculture and Business Management, Bachelor of Technology in Agricultural Engineering, and Bachelor of Science (Hons.) in Home Science, Bachelor of Science (Hons.) Food Science and Nutrition and Bachelor of Science (Hons.) in Fashion Technology shall have to complete satisfactorily the Rural Work Experience Programme/internship/Experiential Learning Programme, etc., during the final year of the course as prescribed from time to time.

10.3 Classification of successful candidates

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

Pass 5.00 to 5.99

Second Class 6.00 to 7.49

First Class 7.50 to 8.49

First Class with Distinction 8.50 and above

NOTE: Class/division shall not be mentioned in the degree certificate but classification may be given in the transcript as footnote.

11.0 Students responsibility

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

12.0 Transfers

12.1 Transfer of a student from one college to another in the same course shall be at the discretion of the University.

For valid reasons transfers may also be permitted by the Vice-Chancellor on an application by the student through the Associate Dean of the college concerned to the Dean of the faculty.

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

13.0 Record of courses

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

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

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

15.0 Award of diploma

A diploma under the seal of the University and duly signed by the officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements for the award of degree. Diplomas of the candidates who have successfully completed the graduation requirements for the award of degree and are admitted 'IN ABSENTIA' to a degree at a convocation shall be sent by post. The diploma shall set for the name of the candidate, father's name, mother's name, degree, month and year of successful completion of the graduation requirements etc.

16.0 Amending or cancellation of result

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

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

17.0 Transitory provision

These regulations shall apply to the students who shall be admitted from the academic year 2014 -15 and onwards.

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

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