

**SCHOOL OF AGRICULTURAL SCIENCES**

**UNDERGRADUATE PROGRAMME**

**SEMESTER SYSTEM RULES AND REGULATIONS**

**2022**



**DHANALAKSHMI SRINIVASAN UNIVERSITY TIRUCHIRAPPALLI –  
621 112, India**

**<http://www.dsuniversity.ac.in/>**

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TIRUCHIRAPPALLI – 621 112

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**(To be implemented to 2021 batches from III semester onwards)**

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<b>Rule No.</b>	<b>Contents</b>
1.	Regulations
2.	Short title
3.	Definitions
4.	System of education
5.	Registration of courses
6.	Attendance requirements
7.	Examinations
8.	Industry and institutional educational tour
9.	Discontinuance and Readmission
10.	Question paper setting and evaluation
11.	Evaluation of course work
12.	Malpractices in examinations and conduct of students
13.	Preparation of statement of marks
14.	Approval of final results, award of degree and issue of Provisional Certificates and transcripts
15.	Tuition fees and other fees
16.	Rules for students studying after n+4 years
17.	Removal of difficulties

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**(Updated after 3<sup>rd</sup> Academic council amendment)**

**01. REGULATIONS**

Rules and Regulations for the B.Sc. (Hons.) Agriculture Degree Programmes (Semester system).

The Regulations provided here in shall apply to the B.Sc. (Hons.) Agriculture Degree Programmes offered by the School of Agricultural Sciences, Dhanalakshmi Srinivasan University.

The system of instructions and education in the University will be **SEMESTER COURSE CREDIT SYSTEM.**

**02. SHORT TITLE**

These regulations shall be called "B.Sc. (Hons.) Agriculture Degree Programme Rules and Regulations – 2022 & 2021".

**03. DEFINITIONS**

- 3.1 **Academic Year** means a period consisting of two consecutive semesters including the inter-semester break as announced by the University/ Deans of respective colleges. The first year of study shall be the first and second semesters following a student's admission. The second year of study shall be the third and fourth semesters; the third year, the fifth and sixth semesters and the fourth year, the seventh and eighth semesters.
- 3.2 **Coordinator** means a teacher of the faculty who has been nominated by the Dean concerned to look after academic matters of a particular year of the degree programme. He/she will attend to registration, preparation of time tables, and distribution of courses, regulation of credit load and maintenance of individual student's records of the concerned batch.
- 3.3 **Academic counselor** means a teacher of the faculty who has been nominated by the Dean for counseling a group of students in academic matters.
- 3.4 **Curriculum** is a group of courses and other specified requirements for the fulfillment of the degree programme.
- 3.5 **Curricula and Syllabi** are a list of approved courses for Degree Programme wherein each course is identified with a three-letter code, a course number, outline of syllabus and credit assigned.

- 3.6 **Course** is a teaching unit of a discipline to be covered within a semester as detailed in the Curricula and Syllabi issued by the University.
- 3.7 **Credit Load** of a student during a semester is the total number of credits of all the courses a student registers during that particular semester.
- 3.8 **A credit** in theory means one hour of class room lecture and a credit in practical means two and a half hours of laboratory or workshop or field work per week. For example, a 1+1 course (2 credits) means 1 hour theory and 2½ hours practical per week.
- 3.9 **Grade Point** means the total marks in percentage obtained in a course divided by 10 and rounded to two decimal places.
- 3.10 **Credit Point** means the grade point multiplied by the credit load of the course.
- 3.11 **Overall Grade Point Average (OGPA)** means the total credit points of the courses completed by the student divided by total credits of the courses. The OGPA is to be worked out and then rounded to two decimals.
- 3.12 **Duration of Semester** means the duration of each semester of 105 working days inclusive of the mid-semester and practical examinations but excluding the study holidays and final theory examinations.
- 3.13 **Transcript Card** is the consolidated report of academic performance of a student issued by the University on completion of the curriculum.
- 3.14 Class Grade Chart** means a grade chart prepared by the Controller of Examinations indicating marks obtained by the students belonging to a particular class for each course.
- 3.15 **Statement of Marks** means a report of grades, obtained by a student in a particular semester.
- 3.16 Reappearance is an examination written for the failed courses by a student without undergoing regular class / course.

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

- 4.1 **Maximum Duration Permissible:** The system of education followed for all the undergraduate programmes is Semester System with duration of four academic years (8 Semesters). The maximum duration permissible for a student shall be 'n' plus four academic years (16 semesters), where 'n' denotes the normal duration of the degree programme (8 semesters). The hostel facilities will be provided only for the actual duration of academic programme.
- 4.2 **Credit Requirements:** The minimum credit requirement for the B.Sc. (Hons.) Agriculture 2021 programme is 184 credits and for B.Sc. (Hons.) Agriculture 2022 programme is 180 credits.

- 4.3 **Maximum Credit Load:** A student can register for a maximum of 26 credits during a semester. An additional 1 or 2 credits shall be permitted at the discretion of The Dean.
- 4.4 **Course Teacher:** The Dean concerned, in consultation with the respective Head of the Department, will nominate the course teacher for each course at the beginning of the semester. The course teacher shall be responsible to the Head of the Department in all matters connected with the conduct of the course. The Head of the Department will monitor the progress of the course(s) of the respective Department.
- 4.5 **Academic Counselor:** The Dean of the college will allot a group of not less than five students to the nominated Academic Counselor. The Academic Counselor will counsel the group of students in curricular and extra-curricular activities for the entire period of degree programme by conducting periodical meetings.
- 4.6 **Class Time Table:** At the beginning of each semester, the Dean of the college will prepare the class time table with the help of Coordinator of the respective year and announce the same.
- 4.7 **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: 9.00 a.m. to 5.00 p.m.**

Depending upon the need, the respective Dean will decide about the timings. Time schedule may vary in each teaching campus to suit the local needs.

- 4.8 **Commencement and Closure of Semesters:** The date of commencement and closure of semesters as well as inter-semester break shall be announced by the Deans of the college after the approval of the Deans' committee. The schedule of the final theory examinations shall be announced by the Controller of Examinations in consultation with Deans of Colleges. The University through the Deans' Committee should approve any deviation after dates are announced.
- 4.9 **Inter-semester Break:** A break of about 15 (fifteen) days shall normally be allowed between any two consecutive semesters. A longer inter-semester break during summer may be allowed every year, subject to a maximum of 30 days during May - June.
- 4.10 **Academic Calendar:** A common academic calendar shall be prepared by the Faculty Dean (Agriculture) every year by including the date of registration, date of mid semester examinations, final theory examinations, inter-semester break and summer holidays for all the undergraduate programmes. The Deans of all Colleges shall schedule the academic activities within the specified period without deviation.
- 4.11 **Condensation of Semesters:** The Dean concerned has the responsibility to adhere to the common Academic Calendar. However, under extraordinary situation upon the recommendation of Deans' Committee and with the permission of the University, condensation of semester may be made up to a maximum of 10 days to cope up for examination schedule. The loss of classes in such cases should be compensated by special time table.

## **05. REGISTRATION OF COURSES**

- 5.1 A course shall be offered only once in an academic year during the semester as listed in the course curricula and syllabi.
- 5.2 All eligible candidates shall register the requisite courses at the beginning of each semester IN PERSON or ONLINE under the guidance of the Co-ordinator. IN ABSENTIA registration will not be permitted under any special / needy circumstance.
- 5.3 **Registration without fine:** The courses prescribed for a semester can be registered on the date scheduled in the academic calendar. The registration is also permitted on the second day (which is the first working day of the semester) without fine.
- 5.4 **Registration with fine:** Late registration shall be permitted by the Deans concerned up to seven working days inclusive of the date of registration on payment of a late registration fee.
- 5.5 **Procedure to get permission for late registration:** The student concerned shall apply with proper reason to the Dean concerned through the Academic Counselor and Coordinator to get the permission of the Dean for the late registration of the courses. Beyond the prescribed time limit, no student shall be permitted to register the courses for a particular semester.

## **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 examination in the course concerned and grade 'E' (incomplete) will be awarded. The student must re-register the course when offered again, with the permission of the Dean.
  - 6.1.1 For the first year first semester students, for calculating 80 per cent attendance the number of working days will be calculated only from the date of joining of the student.
- 6.2 Students failing to attend the classes/ examinations on unofficial ground will be treated as 'absent'.
- 6.3 As for student ready course, 100 per cent attendance is compulsory. However, the university may condone up to 10 per cent attendance, under extra-ordinary situations, based on the genuineness of the case and upon the recommendation of the course teacher and Dean.
- 6.4 The PED, NCC/NSS courses shall be registered during first semester and evaluated at the end of the fourth semester.
- 6.5 Students deputed for sports, cultural meets, etc., with prior permission of the Deans of the colleges shall be given attendance for the period of absence. However, students under this category must have attended a minimum of 70% classes in the total theory and practical classes conducted.

## 6.6 Calculation of Attendance

**THEORY CLASS:** Number of classes conducted for a course from the first working day as per the time table to the last theory class of that semester is to be construed as the total number of theory classes conducted by the course teacher. The mid-semester examinations are normally conducted during class hours. The attendance for mid-semester examination will be counted as a theory class. Final theory examinations will be conducted after 105 working days.

**PRACTICAL CLASS:** The final practical examination will be conducted in the last practical class as per the time table which will not be considered as attendance for practical class of a particular course.

The student belonging to a batch will attend classes and earn attendance in the particular batch only as per the time table. No student shall be permitted to attend along with another batch to gain attendance either in theory or in practical.

## 07. EXAMINATIONS

**7.1 Mid Semester Examination:** Writing the mid-semester examination is a pre-requisite for writing the final theory and practical examinations. Students failing to write mid-semester examination, will not be permitted to attend the classes further in the course concerned and the student will be awarded 'E' grade. The mid-semester examination mark list should reach the office of the Controller of Examinations within fifteen days from the date of conduct of mid-semester examination.

**7.2 Missing Examination:** A student who fails to attend a mid-semester examination due to unavoidable circumstances shall be permitted with prior approval of the Dean to take up missing examination of the particular course, subject to payment of Rs.1000/- for each missing mid-semester examination. Students deputed for official programmes of the University are exempted from paying the fee for missing test. Such missing examinations should be completed outside the regular class hours within 15 working days of the respective examinations. Attendance will not be given for taking up missing examinations. The missing examinations are allowed only for mid-semester examinations and not for final theory and practical examinations.

**7.3 Theory Examination:** An examination schedule approved by the Dean and the Controller of Examinations for the mid-semester and final examinations, respectively, shall be final. Laptop is mandatory for e-classroom and online examinations.

Duration for mid-semester and final theory examinations

Mid semester: 1 hour (Online/ handwritten)

Final theory (Handwritten)

1+1, 2+1, 1+2 and 2+2 Credits	: 3 hours (100 marks)
1+0, 2+0 and 3+0 Credits	: 3 hours (100 marks)
0+1 and 0+2 credits	: 3 hours (100 marks)

## **Exam pattern**

**Mid Semester examination** – Online / Handwritten Mode

**Final Theory Examination** – Hand written mode

- 7.4 **Practical Examination:** The Dean of School will announce the schedule of final practical examinations. The Controller of Examinations, based on the proposal sent by the Deans concerned, will nominate the external examiner and the course teacher shall be the internal examiner. In the event of external/ internal examiner nominated for practical examination could not conduct the examination, then the Dean concerned shall nominate an alternative examiner to conduct practical examination in anticipation of approval by the Controller of Examinations. Submission of *bona fide* practical records certified by the Course Teacher is a pre-requisite for appearing in the practical examinations failing which 'F' grade will be awarded. The duration of practical examination shall be two and a half hours. The practical marks should be communicated to Controller of Examinations within 10 days of the last working day. If a student fails to write practical examination, 'F' grade will be awarded if he/she has 80% attendance. The student has to appear for the reappearance examination (vide rule 7.6)
- 7.5 **Postponement of Final Examination:** Whenever the Government declares holidays on the dates of final examinations, the examination that falls on the particular date will be postponed to the date after the last examination as per the original examination schedule.
- 7.6 Reappearance examination: Reappearance is permitted only for the final theory and practical examinations. The students are permitted to write the Reappearance examinations along with the regular semester examinations for the failed courses with the permission of Dean after paying the necessary fees as applicable. A student is permitted to write either theory or practical examination alone or both in the reappearance examination for the failed subjects. The marks secured in theory reappearance will be computed into 70 marks for courses with theory and practical and 100 marks for course with theory alone. A student is permitted to write reappearance examination for the failed courses during n+4 years. Reappearance will not be applicable to industry and institutional educational tours, RAWE, agro-industrial tie-up programmes, crop production, NSS, NCC and physical education courses. The camp requirement in NSS and NCC may be allowed along with juniors if the student has secured more than 80% attendance in the regular courses.
- 7.7 The minimum grade point to be secured for a pass in a course is 6.00.
- 7.8 A student has to maintain a minimum OGPA of 6.00 out of 10.00 at the end of final year (VIII semester) to become eligible for the award of degree.
- 7.9 Reappearance examination for the undergraduate failed subjects shall be conducted once in six months, during the semester breaks for 100 marks.

## **08. INDUSTRY AND INSTITUTIONAL EDUCATIONAL TOUR**

- 8.1 All educational tours are compulsory; those who miss the study tours for any valid reason must re-register and undertake the tour along with juniors to complete the degree programme.



- 8.2 The study tour shall be conducted within the 105 working days. The course teachers will do the evaluation of the educational tour.
- 8.3 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.
- 8.4 The Dean of University is empowered to organize all educational tours and field trips by following the University norms.
- 8.5 The students should wear blazer during Industry and Institutional Educational tours and during University official functions.

## **9. DISCONTINUANCE AND READMISSION**

- 9.1 A student who discontinues the first semester (I year) without getting permission from the Dean concerned will not be re-admitted. However, the student who discontinues the first semester (I year) for genuine reasons with the prior permission of the Dean (within 30 days) will be re-admitted in the first semester of the next year along with the junior batch (I year) of students with the approval of the Academic Council.
- 9.2 Students admitted to any of the courses discontinuing their studies with permission of concerned Dean before completing the course may be re-admitted to the course, if they should have completed at least one semester before such discontinuance.
- 9.3 A student discontinuing studies temporarily on valid and genuine grounds with prior permission of the Dean of the School 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 and semester fee.
- 9.4 When a student discontinues his/her studies in a semester (other than the first semester) on his/her own accord after getting the written permission of the Dean concerned or by the order of the University, he/she shall be re-admitted in the same semester where he/she discontinued, along with the junior batch of students. In case of revision of curricula and syllabi the student has to complete all the course works in the original syllabus in which he/she has joined, by registering equivalent / special semester courses (or) the student has to forgo all the courses registered so far in the original curricula and syllabi and register all the courses from first semester in the new syllabus along with juniors.
- 9.5 A student shall not be allowed to discontinue consecutively, beyond a period of two semesters. If the discontinuance period exceeds two semesters the name of the student will be removed from the roll.
- 9.6 A student who discontinues a course in the undergraduate degree programme is not eligible for admission again to any other undergraduate degree programme of the University. An undertaking to this effect shall be obtained from the student by the Dean concerned at the time of discontinuation.

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

- 10.1 The mid semester question papers will be set and answer papers evaluated by the

- course teacher concerned and the mid semester exam is on line / handwritten.
- 10.2 The semester final theory question paper for all the courses will be set by the Controller of Examinations after obtaining question papers from external examiners outside the University.
- 10.3 The practical examination will be conducted and evaluated by the external examiner with the help of internal examiner.
- 10.4 The Controller of Examinations will arrange for evaluation of semester final theory papers with external examiners.

### 11. EVALUATION OF COURSE WORK

- 11.1 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. Securing a grade point less than 6.00 in a course will be treated as 'F' and the grade point will be 0 for calculating the GPA/OGPA. In case of course with theory and practical, minimum of 50% mark separately in theory and practical with an aggregate of 60 per cent is essential. A minimum of 50 % mark shall be secured in the end semester theory examination. An OGPA of 6.0 shall be the minimum requirement for the award of Degree.
- 11.2 The following symbols shall be used
- O – 91- 100 (marks obtained)
  - A+ – 81 - 90 (marks obtained)
  - A – 76 - 80 (marks obtained)
  - B+ – 71 - 75 (marks obtained)
  - C – 60-70 (marks obtained)
  - F – 0-59 (FAIL)
  - E – Incomplete (Lack of 80% Attendance)
  - RR – Re-Registration
  - RE – Re- Examination
  - EE – Incomplete for reasons other than attendance
  - \*R - Remedial course;
  - \*\*NC - Non-gradual compulsory courses
- 11.3 Examination pattern: Each course has a weightage of 100 marks and exams are conducted with three phases viz., Mid-semester examination, practical examination, and final end semester examination. Mid-semester examination is conducted on 56<sup>th</sup> working day of semester for 20 marks. Final practical exam is conducted at last practical class of the respective courses in the semester for 30 marks. Final end semester examination will be conducted for 100 marks and converted to 50 marks.

Particulars	Prescribed marks	Minimum requirement for Pass		
		IN	ESE	Pass
<b>Course with Theory and Practical</b>				
Theory [Mid- semester (20)+ End Semester theory (50)]	70	0	25	60
Practical [ <i>Practical written part / field and lab work</i> (15) + Record (05) + Assignment (05) + Viva voce (05)]	30	15		
<b>Course with Theory only</b>				
Theory [Mid-semester (40) +Assignment (10) + End Semester theory (50)]	100	0	25	60

<b>Course with Practical only (External)</b>				
Mid-semester (40) + (Assignment (10) + Record (5) + Viva voce (05) + Practical External (40))	100	0	30	60
<b>Course with practical only (Purely internal –Project work)</b>				
Mid Semester Evaluation (50) + Final evaluation (50)	100	0	25	60
<b>Non Gradual Courses (Purely internal –NSS/NCC, Yoga, Physical Education, Study Tour, Elementary Mathematics)</b>				
Internal assessment	100		60	

**Assessment of marks in Mid semester examination**

**(a) Course with practical and theory (1+1), (2+1), (1+2)**

S. No.	Components	Course with theory and practical		
		Mid semester		
		Mark for each question	No. of questions to be answered	Marks
1	<b>Part – A (All questions have to be answered)</b>			
	Multiple choice questions	0.5	5	2.5
	Fill in the blanks	0.5	5	2.5
	True or false statement	0.5	5	2.5
	Match the following	0.5	5	2.5
2	<b>Part – B (Five questions out of seven have to be answered)</b>			
	Short note in one or two sentences.	1.0	5	5
3	<b>Part – C (Either or pattern)</b>			
	Brief description in half a page.	2.5	2	5
Total				<b>20</b>

**(b) Course with only theory (1+0), (2+0) & only Practical (0+1)**

S. No.	Components	Course with only theory		
		Mark for each question	Number of questions to be answered	Marks
1	<b>Part – A (All questions have to be answered)</b>			
	Multiple choice questions	0.5	10	5
	Fill in the blanks	1.0	5	5
	True or false statement	1.0	5	5
	Match the following	1.0	5	5
2	<b>Part – B (Five questions out of seven have to be answered)</b>			
	Short note in one or two sentences.	2.0	5	10

3	<b>Part – C – Either or Pattern</b>			
	Brief description in half a page.	5.0	2.0	10
<b>Total</b>				<b>40</b>

**End Semester Assessment for Course with practical and theory (1+1), (2+1), (1+2) and courses with theory alone (1+0), (2+0) – Pattern of question Paper**

Time: 3 hours and Max Marks: 100 Marks.

S. No.	Components	Course with theory and practical		
		End-semester		
		Mark for each question	Number of questions to be answered	Marks
1	<b>Part – A</b> (All questions have to be answered. Minimum of Five questions from each unit covers all the following nature)			
	Multiple choice questions	1.0	5	5
	True or false statement	1.0	5	5
	Match the following	1.0	5	5
2	Fill in the blanks	1.0	5	5
	<b>Part – B</b> (Ten questions out of Twelve have to be answered in half page. Minimum two question from each unit)			
	Brief description in half a page.	3	10	30
	<b>Part – C</b> (Five questions have to be answered in 2-3 pages. Two questions from each unit in the either or pattern.)			
	Explain in 2-3 pages	10	5	50
<b>Total Marks</b>				<b>100</b>

*Marks secured by the candidate will be converted to 50, while adding with Mid-semester marks*

**Industry and Institutional Educational Tours**

Particulars	Max marks
Written test	50
Attendance and behavior	20
Record and Pocket Note Book	20
Viva-voce	10

**Rural Work Experience for all disciplines**

Components	VSP (60 days)	ADA (10 days)	NGO (10 days)	Industry (10 days)	Total (90 days)
Participation and oral presentation	30 marks	10 marks	10 marks	10 marks	60 marks
Record	10 marks	5 marks	5 marks	5 marks	25 marks
Overall exhibition	-	-	-	-	15 marks

Total	40 marks	15 marks	15 marks	15 marks	100 marks
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### Evaluation pattern for project work

S. No.	Particulars	Evaluation	Marks
1	Research area identification and collection of literature	7th semester	20
2	Work done	8th semester	30
3	Report	8th semester	20
4	Presentation	8th semester	20
5	Viva voce	8th semester	10
Total			100

### PED & NCC

Particulars	Max marks
Attendance & routine activities	60
Behavior	10
Participation in tournaments / Camps	20
Viva-voce	10

- 11.4 **Return of evaluated answer papers:** The evaluated answer papers of mid- semester shall be shown to the students after the examination. Discrepancies if any, in awarding marks, the student can approach the teacher concerned immediately, for rectification. The answer papers should be retained with the course teacher for six months and then disposed off. Evaluated final theory answer papers may be retained up to six months by the Controller of Examinations after the conduct of examination and then disposed off. The same is applicable to re-examination also.
- 11.5. In the event of a candidate who has failed to secure minimum required mark to pass in the subject shall be permitted to write the re-appearance either final theory or practical or both examinations.
- 11.6. A student who desires to forego the chance of re-examination is also permitted to reregister the failed courses as and when the course(s) are offered with the permission of the Dean concerned on payment of re-registration fee as specified by the University.
- 11.7. **Revaluation/Re-totaling:** A student can submit request for revaluation/ re- totaling

in the prescribed format to the Controller of Examinations through the Dean concerned not later than ten working days after the issue of class grade charts to the student. Appeals received thereafter will be summarily rejected. The fee for revaluation or re-totaling is Rs.1000/- per subject. Revaluation is not permissible normally for practical examinations. However, the Dean, if satisfied, may constitute a committee consisting of at least three faculty members to moderate the marks of practical examinations. The report of the committee in such cases should be submitted within two days. The decision of the Dean shall be final.

- 11.8. **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. MALPRACTICES IN EXAMINATIONS AND MISCONDUCT OF STUDENTS**

- 12.1 The Dean/CoE shall be responsible for dealing all cases of unfair means by students in writing records, assignments and examinations as applicable

- 12.2 The invigilator or the course teacher concerned shall report each case of unfair means with full details of the evidence of malpractice and written explanation of the student concerned to the Dean immediately.

- 12.3 The Dean/CoE shall take appropriate action on receipt of the report and the penalty may be given as per the University norms defined by the CoE under 18 different clauses

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

- 12.5 **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.

### **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, they shall inquire into the same immediately and if found true shall suspend the student who has committed the offence from the educational institution.

The Deans of concerned School will have full powers to punish any student who violates the rules by imposing a fine, suspension or expulsion. Dean's 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.

### **13. PREPARATION OF STATEMENT OF MARKS**

13.1. **Preparation of Class Grade Charts:** The Controller of Examinations shall prepare the class grade charts for the subjects registered in a semester and a copy shall be sent to the departments concerned for record. Defects, if any, should be reported to the Controller of Examinations within 5 working days after the receipt of class grade charts.

13.2. **Preparation of Statement of Marks:** The semester statement of marks shall be prepared by the Controller of Examinations. The Deans of Colleges should send the mid-semester marks in typed hard and soft copy (or email) within 15 days after the conduct of the examination. The final practical marks should be in hard and soft copy (or mail) within 10 days after the completion of 105 working days. This should also accompany the attendance particulars of regular students to incorporate the attendance in the class grade chart by the Controller of Examinations.

13.3. **Calculation of OGPA:** To arrive at the Overall Grade Point Average (OGPA) at the end of the semester, the Grade Point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken till the end of semester is divided by the total number of credit hours of the courses, provided that the credit hour and credit points of courses which have been repeated are not counted more than once for this purpose.

While calculating OGPA the credit hours of courses in which the student secured 'E' grade (for lack of 80% attendance) will be deducted since it will be repeated by re-registration. The OGPA shall be rounded to nearest two decimals.

### **14. APPROVAL OF FINAL RESULTS, AWARD OF DEGREE AND ISSUE OF PROVISIONAL CERTIFICATES AND TRANSCRIPTS**

- 14.1 **Award of Degree:** The degrees for the different undergraduate programmes shall be awarded during Annual Convocation conducted in the University under the seal of the University to candidates who have successfully completed the graduation requirements (credits requirement).
- 14.2 **Eligibility for the Award of the Degree:** The successful completion of all the prescribed courses included in the Curricula and Syllabi and an Overall Grade Point Average (OGPA) of 6.00 shall be minimum requirement for the award of the Degree. For calculating the class equivalents for OGPA in UG programme an OGPA of 8.1 and above will be graded as first class with distinction if he takes every course in first attempt, if he re-appears will be awarded only first class and that of above 7.1 to 8.0 will be graded as second class and 6.0 to 7.0 will be graded as third class.
- 14.3 **Approval of Final Results for Certificates and Transcripts:** The Vice- Chancellor shall approve the final results. The Registrar shall issue Provisional Certificates, Transcripts, Migration Certificates to the Candidates. The Transcript Card shall contain details of all the courses and the Grades and OGPA obtained by the candidates indicating the number of times appeared. This will be prepared for all the students by the Controller of Examinations and countersigned by the Registrar. For preparation of Transcript Card, the Deans should send recent passport photograph (size 5.0 x 3.75 cm) of the student along with filled in proforma and the required fee as specified by the Controller of Examinations.
- 14.4 The Transfer Certificate and Conduct Certificate shall be issued by the Registrar.
- 14.5 **Amending or Canceling the Result:** The Vice Chancellor is empowered to withhold or cancel the degree awarded when a mistake willfully committed by a student is detected at a later date regarding the registration, OGPA and other requirements for successful completion of the respective degree programme. 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.

## **15. TUITION FEES AND OTHER FEES**

- 15.1 In case of new admissions, the students should pay the first semester fees on the date specified failing which admission will be cancelled.
- 15.2 In other cases, the fees are payable within seven working days including the date of registration. If the seventh day happens to be a holiday, the next working day shall be the last date for payment of fees without fine.
- 15.3 In case of default of full payment within seven working days, a fine of Rs.100/- along with semester fees will be collected. The students who fail to pay tuition fees "**within 30 days**" of commencement of the semester will not be allowed to attend



classes and their name will be struck off the rolls.

- 15.4 Students who are away on study tour or other extra-curricular activities organized by the University or Colleges concerned with proper permission from the Dean may, however, pay their tuition fees and other fees within **three working days** after they return from such assignments.
- 15.5 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.
- 15.6 In case of a student who re-registers with junior batch, he/she has to pay the tuition fee applicable to the junior batch semester in which he/she registers besides re-registration fee.
- 15.7 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.
- 15.8 Collection of Penalty for Special Semester Courses: A penalty equivalent to tuition fee in addition to special semester fee is to be collected from the students who register for special semester.
- 15.9 In case of a student who registers courses along with juniors after completion of four-year study period the student need to pay all the fee including self- supporting fee as applicable to junior batch students.

#### **15.10 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.
- c) At the time of payment of fee from the second semester onwards, the student shall produce the identify card and no-due certificate from the hostel.

#### **16. RULES FOR STUDENTS STUDYING AFTER N+4 YEARS**

- 16.1 The Deans concerned can permit the students who are having arrear subjects beyond n+4 years to write the supplementary examinations. The supplementary examination is applicable only for the Semester students who have joined the degree programme at DSU.

- 16.2 The students having arrear subjects beyond n+4 years shall be permitted to write the supplementary examinations by registering the course in the concerned college where the student had undergone the degree programme. The Controller of Examinations will intimate the examination schedule after the receipt of Registration Card from the Dean concerned. The examination will be conducted 15 days after the receipt of the Registration Card from the Deans of University.
- 16.3 Students who have passed all the courses in a degree programme, but failed to secure the minimum OGPA shall be permitted to write the improvement examinations in subjects in which they secured less than 7.5 /10.0 for semester students. The attempt in respect of improvement for a course is only once. For improvement examination the total number of credits should not be more than 25.
- 16.4 Students who have exhausted the supplementary examination provision, have to re-register the equivalent course along with juniors, under existing rules whenever offered. Based on the request from the students, the Head of the Department shall recommend to the Deans concerned the equivalent course for approval. In case of short fall of credits to meet the minimum credit requirements in the award of degree in the event of registering equivalent courses at the end of the programme, the Deans concerned can nominate a committee of two senior Professors to suggest the course to be studied for satisfying the total credit requirement.
- 16.5 All the students who are re-registering courses beyond the prescribed duration of n+4 years should pay two times of current semester fee, besides fee prescribed for re-registration of courses.
- 16.6 For supplementary and improvement examinations twice the current prescribed fee has to be paid.

## **17. REMOVAL OF DIFFICULTIES**

- 17.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 17.2 Every order issued by the Vice Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance.
- 17.3 Notwithstanding anything contained in the rules and regulations, the Academic Council shall make changes whenever necessary.

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