

# REGULATIONS GOVERNING DIPLOMA IN HORTICULTURE



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**1.0 Short Title:**

These regulations shall be called “The SKLTSHU Regulations, 2014-15” governing the course of study leading to the award of Diploma in Horticulture. These regulations shall apply to the students admitted from academic year **2016-17** onwards.

**2.0 Admissions:**

**2.1** Admissions including selections to the Diploma Courses in Horticulture, ordinarily made in the beginning of the semester of the academic year, shall be in accordance with the regulations laid down from time to time by the University.

**2.2 Fee:** The fee for application, semester fee, special fee, examination fee and other fees shall be as prescribed by the University.

**3.0 Definition:**

**3.1 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.

**3.2 Semester:**

A semester shall ordinarily consists of not less than 21 weeks equivalent to 110 instructional days plus the days required for final examination, except during the year of admission. For a short semester in the year of admission the number of classes should be increased proportionately.

**3.3 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 title.

**3.4 Grade Point:**

The grade point secured in a course is expressed as such for individual courses.

**3.5 The overall grade:**

The grade point obtained by a student in all the courses of four semesters is totaled and divided by the credit hours. It determines the overall grade point average of the student leading to his/her categorization as first or second class or pass.

**3.6 Mid Semester examination:** 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 the semester. The duration for Mid Semester examination shall be for one hour.

The marks allotted for **Mid Semester**, Final theory and Practical examinations shall be

Mid Semester Theory	:	20 M	
Semester Final Theory	:	30 M	(10 Objective + 20 Subjective)
Practical Exam	:	<u>50 M</u>	
		<b><u>100 M</u></b>	

#### **Practical (Marks split up)**

<b>Practical Exam</b>	:	<b>25 M</b>
<b>Record</b>	:	<b>10 M</b>
<b>Class Work</b>	:	<b>10 M</b>
<b>Viva-voce</b>	:	<b>5 M</b>

The regular Mid Semester examinations and the special re-examinations shall be conducted as per the time to be fixed by the Principal/Vice-Principal of Horticultural Polytechnic.

Unless the 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.

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

**4.0 Course and Syllabi:** The details of the course and syllabi of the Courses for Diploma in Horticulture shall be prescribed by the Academic council from time to time.

#### **5.0 Registration:**

##### **5.1 Registration for the first time in the University:**

Students who have received notification of admission from the University will receive, on arrival, guidelines for registration from the Vice Principal of the respective colleges. A registration and orientation programme will be conducted by the Vice Principal 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 concerned student.

##### **5.2 Registration in the subsequent semesters:**

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

- a. The payment of fee and other arrears due to the College, Department, Hostel and Library, etc. shall precede registration.
- b. Late fee for Diploma students shall be **Rs.25/- (Rupees Twenty five only)** for the first three working days starting from the next day of the scheduled date of registration and thereafter **Rs.50/- (Rupees Fifty only)** per day for a further period of seven [7] working days. Ten (10) working days after scheduled date of registration, a student shall not be permitted to register the courses.

## **6.0 Attendance:**

**6.1** Every student shall ordinarily attend all lectures in a course. However the minimum attendance prescribed in a course is 75% for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examinations. In that event, he/she has to repeat that course.

**6.2** "If the student admitted to first year does not put in atleast 75% attendance in all the courses of first semester, his/her admission shall stand cancelled". This will come into effect from the Academic Year **2015-16** onwards.

**6.3** 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 Vice- Principal 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 Vice Principal, shall apply to the Vice Principal for readmission, atleast one month before the commencement of the semester in which readmission is sought.

If the discontinuation period exceeds 4 [Four] semesters, the admission shall stand cancelled automatically. However, discontinuation facility shall be available to a student only once during his/her Diploma programme.

**6.4** When a student leaves the college taking a Transfer Certificate, he/she shall not be eligible for readmission.

## **7.0 Evaluation of student, examination and award of classes:**

**7.1** The evaluation of a student in a course shall be based on his/her performance for 100 marks in Mid Semester, semester final theory and practical examinations of each semester. The practical examinations include evaluation of practical record, specimen collections etc maintained by the student.

**7.2** The semester final examinations shall be held at the end of the each semester. The semester final theory examinations shall be of two hours duration for 30 marks, of which ten marks is of objective type and twenty marks is of subjective type. The final practical examinations will be of 2 ½ to 3 hours duration. It shall be the responsibility of the university to conduct theory examinations. The practical examination shall be conducted by the teacher in-charge of the course.

## 8.0 Student discipline:

**8.1 Mass absence of students from a class or examination:** Absence of students' en-masse (from a class or examination) shall not be condoned. The Vice Principal may also order suspension of the course, if deemed necessary.

## 8.2 Unfair means during examinations:

The Vice Principal of the College shall be responsible for dealing with all cases of use of unfair means in various examinations. The phrase, "Use of unfair means" include possession of any information or material by the student, talking to other students, copying from other students or from printed or written material, impersonation etc. The invigilator concerned, on finding the use of unfair means by any student may take 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 Vice Principal on receipt of the report, may give an opportunity to the concerned student to represent his/her case. Considering all the available evidence, the Vice Principal shall take appropriate action immediately. The penalty shall be as indicate below.

- a. A student found using unfair means during the semester final examination shall be deemed to have failed in all the courses; he/she has registered in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester.
- b. The Vice Principal shall report each case to the Dean of Horticulture after taking appropriate action.
- c. For using unfair means of a serious nature such as ignoring the repeated instructions of the invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated as above, the Vice Principal 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 Horticulture. If further or more severe punishments felt necessary, the Vice Principal shall immediately inform the university about the full details of each together with all the material evidence if any, and his/her recommendation. The explanation 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 in the reason therefore.

**8.3 Recounting of Marks:** The student may apply to Registrar within one week after announcement of the marks for recounting of marks of the semester final theory examinations secured by the student advancing sufficient reasons for such a request. The fee for such recounting shall be **Rs.100/-** for each course from the academic year 2015-16 onwards.

## 9.0 Academic Status:

- 9.1 A student obtaining **50** per cent of marks each in both theory and practical examination shall be considered to have passed the course. A student getting less than **50** per cent shall be deemed to have failed in the course.
- 9.2 A student, who fails in a course, has to appear for theory/practical or both examinations whenever the course is offered and the University conduct the examination in that course.
- 9.3 Whenever the student takes re-examination in any course he/she should fill in the particulars in a prescribed application form duly paying the re-examination fee of **Rs.50/- (Rupees Fifty only)** for each course within Thirty days from the commencement of the semester.
- 9.4 No student shall be promoted to second year if he/she fails in more than 4 (four) courses of first year.

**10.0 Academic Withdrawals:** A student is deemed to have been withdrawn from the university, if he/she fails to complete the requirements of diploma, within 4 (four) years i.e., eight semesters from the date of first admission, provided the Dean of Horticulture may at his/her discretion, may extend the maximum period by not exceeding two semesters in exceptional circumstances and deserving cases on the recommendation of the Vice Principal.

## 11.0 Diploma Requirement:

- 11.1 The student shall satisfy the minimum residential requirements of four semesters excluding the period of discontinuance if any. The period of discontinuance when a candidate studies no courses shall not be counted for the purpose of computing minimum residential requirements.
- 11.2 A student undergoing courses of study leading to the award of Diploma in Horticulture shall pass courses prescribed by the Academic Council from time to time by obtaining a minimum of **50 per cent marks**.
- 11.3 **Classification of Successful Candidates:** The successful candidates after completion of diploma requirements who secure **50.0 per cent** or more shall be classified as under.
- |                                                   |   |                                     |
|---------------------------------------------------|---|-------------------------------------|
| a. 50 per cent and above, but below 59.9 per cent | - | <i>Pass</i>                         |
| b. 60 per cent and above, but below 69.9 per cent | - | <i>Second Class</i>                 |
| c. 70 per cent and above, but below 79.9 per cent | - | <i>First Class</i>                  |
| d. 80 per cent and above                          | - | <i>First Class with distinction</i> |

**12.0 Student responsibility:** All the students studying diploma course or expected to know the requirements for the award of Diploma in Horticulture and general academic requirements and assume full responsibility for meeting them. In no case will a regulation be waived or exemption made, simply because a student pleads ignorance of it.

**13.0 Transfers:**

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

**14.0 Record of courses:**

To ensure that the requirements for the award of diploma have been completed by a student, the university shall keep a record of courses completed by the student. A copy of the same shall be maintained by the Vice Principal of the college.

**15.0 Authorities to approve results & issue pass certificates, transcripts etc.:**

The Dean of Horticulture shall approve the results and the Registrar shall issue the pass certificates, transcripts etc. to the successful candidates.

**16.0 Award of Diploma:** A diploma under the seal of the University and duly signed by the officers authorized in this behalf shall be presented to the candidates who have successfully completed the diploma requirements. The diploma shall set forth the name of the candidate, father's name, mother's name, classification [class secured] month and year of the successful completion of the requirements.

**17.0 Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Dean of Horticulture 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 Dean of Horticulture may deem it necessary in this regard.

**18.0** No regulation made by the Academic Council, governing the diploma courses 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 diploma course in such manner as it may appear to be just and equitable.