

# **Academic Regulations Governing Polytechnic Programmes of ANGRAU Including Affiliated Polytechnics**

**(as amended upto 25-11-2017)**



**ANGRAU**

**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**  
Admn. Office, Lam, Guntur, Andhra Pradesh



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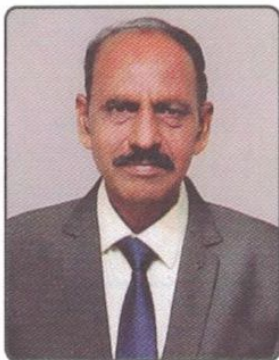
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## **FOREWORD**

The Acharya N G Ranga Agricultural University is offering a post matriculate diploma in Agriculture and Agricultural Engineering and Technology with an objective to train the rural youth as gross root level workers for catering the needs of the Agriculture and allied sectors. Initially, it was designated as a terminal diploma course for those candidates who could not afford to pursue higher education and to provide avenues for self employment. Later, the University has provided an opportunity to these diploma holders to pursue higher education. As of now, there are 98 Polytechnics including 19 constituent and 79 affiliated Polytechnics under the University.

In order to impart knowledge about academic regulations of Polytechnics among Polytechnic administration, faculty and students, a book entitled "Academic regulations governing Polytechnic programmes of ANGRAU including affiliated Polytechnics" was brought out by the ANGRAU.

The purpose of this book is to provide information on academic regulations related to admissions, registration, meaning of academic year, semester, course, credit hours, attendance of student and grading system of course. The editors also threw light on evaluation of student, examinations, grades, student discipline, diploma requirements, student responsibilities, transfer policy, record of courses, authorities for approval of results and issue of diploma certificates, amending or cancellation of results and transitory provision.

I hope this book will serve as a great introduction to the academic rules and regulations governing Polytechnic programmes of ANGRAU. I congratulate the efforts made by the Registrar, Deans of Faculties of Agriculture, Agricultural Engineering & Technology and editors involved in developing the Polytechnic academic rules and regulations of the university.

Date: 01.03.2018

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(V. DAMODARA NAIDU)

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# **Academic Regulations Governing Polytechnic Programmes of ANGRAU Including Affiliated Polytechnics**

**(as amended upto 25-11-2017)**

In exercise of the powers conferred by clauses (d) of sub-section 22 of APAU Act, 1963 (Act No. 24 of 1963) read with Statute No.21 of the First Statutes made by the Government of Andhra Pradesh and Statute 1 of the additional Statutes made by the Board of Management and issued in Proc No.750/Stat/65 dt.27.7.1965, the Academic Council of Acharya N.G. Ranga Agricultural University hereby makes the following Revised Regulations Governing the Diploma Courses offered by this University.

## **1.0. Short Title**

These regulations shall be called 'The ANGRAU Regulations, 2006' governing the course of study leading to the award of Diploma in Agriculture/ Seed Technology/ Organic Farming in the Faculty of Agriculture and Diploma in Agricultural Engineering in the faculty of Agricultural Engineering & Technology.

## **2.0. Definitions**

### **2.1 Academic Year**

The academic year of the University shall ordinarily be from June-July to April-May 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.

### **2.3 Credit hour**

Each credit hour represents one hour lecture or two to three hours of laboratory or field practical 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 to be covered in a semester. It has a specific number, title and credits

## **2.5 Grade point of a 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 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 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 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 Admissions including selections to the Diploma 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 fees 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 Diploma Courses shall be as prescribed by the Academic Council from time to time. These will be listed in the prospects to be issued every year for admission into Diplomas.



#### **4.1 Name of the courses offered under Diploma**

##### **a. Faculty of Agriculture**

Diploma in Agriculture, Diploma in Seed Technology and Diploma in Organic Farming

##### **b. Faculty of Agricultural Engineering & Technology**

Diploma in Agricultural Engineering

#### **4.2 Duration of the Courses**

The duration for Diploma in Agriculture, Diploma in Seed Technology and Diploma in Organic Farming is two years, whereas the duration for Diploma in Agricultural Engineering is three years.

#### **4.3 Medium of Instruction**

The medium of instruction for Diploma in Agriculture, Diploma in Seed Technology and Diploma in Organic Farming is Telugu, whereas the medium of instruction for Diploma in Agricultural Engineering is English.

#### **5.0 Registration**

Students who have received notification of admission from the University into various Diploma courses will receive, on arrival, guidelines for registration from the Principal of the respective Polytechnic.

A late fee shall be Rs. 10/- for the first three working days starting from the next day of the scheduled date of registration and thereafter Rs. 25/- per day for a further period of 7 working days.

- 5.1** The failed students and the students who are absent for the Semester Final Examinations for any reason and willing to appear for re-examination in the subsequent semester when conducted for the regular batch have to pay a re-examination fee of Rs.100/- per each course subject to a maximum of Rs. 500/- even when the number of courses exceeds five, within 25 days from the date of commencement of subsequent semester along with an application.

#### **6.0 Attendance**

- 6.1** 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 practicals shall not be permitted to appear for the semester final examinations. In that event, he/she has to repeat that course.



- 6.2 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.
- 6.3 "If the student admitted to the first year does not put in at least 75 per cent attendance in all the courses of first semester, his/her admission shall stand cancelled". This will come into effect from the Academic Year 1990-91 onwards.
- 6.4 When a student leaves a Polytechnic after completion of first semester for reasons beyond his/her control, he/she shall be eligible for re-admission within one year by the Principal to the appropriate semester under intimation to the University. When the period of break exceeds one year but does not exceed 2 years a reference should be made to the University and the decision of the University shall be final.
- 6.5 When a student leaves the Polytechnic taking Transfer Certificate, he/she shall not be eligible for readmission.

## **7.0 Evaluation of Student, examinations and grades**

- 7.1 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.
- 7.2 The detailed course outlines in each course 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 based on Academic calendar shall be prepared by the Principal and notified to the students at the beginning of the each semester.
- 7.3 Answer scripts of mid-semester examinations shall be evaluated by the concerned course teacher and 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 semester final examinations.

## **7.4 Mid-semester examinations**

There shall be one mid-semester examination to be conducted by the teacher offering the course after 50 per cent 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 Principal. This repeat examination shall be held within two weeks from the



date of examinations so missed, and shall be 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 Principal.

### **7.5 Semester final examinations**

The semester final examinations shall be held at the end of each semester. The semester final theory examination shall be of two and half hours duration and that of practical examination will be of 2 ½ to 3 hours duration. It shall be the responsibility of the University to conduct the final theory examinations. The practical examination shall be conducted by the teacher in-charge of the course.

Practical examinations shall be conducted by the respective polytechnics. The students shall be given two preparation holidays ( inclusive of the public holiday) before the commencement of semester final theory examinations.

On the last day of semester final theory examination, the respective principal shall send the answer scripts of each course, year of study wise, to the University, where they are jumbled and coded. The coded answer scripts shall be sent to the nominated Polytechnics for evaluation. The concerned course teacher shall send the evaluation result to the University, through the Principal. The decoded marks award list of students will be sent to the respective Polytechnics by the University.

A student with 60 per cent physical disability will be allowed a "scribe" on his /her request\*

### **7.6 Computation and award of course grades**

In the allocation of marks for the course, each credit shall be evaluated for 50 marks. Marks allotted for theory and practical 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 portion of marks between continuous internal evaluation of practical work and final practical shall be of 1:1 ratio. In respect of PAMP/ PSPP, the criteria for evaluation of students as prescribed in manuals of respective programmes shall be followed.

\* vide Proc..No.100/Acad./2016.dt.30-04-2016 applicable w.e.f Academic Year 2016



## **8.0 Student discipline**

### **8.1 Mass absence of students from a class or examination**

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

### **8.2 Unfair means during examinations**

The Principal of the Polytechnic shall be responsible for dealing with all cases of use of unfair means in examination. 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 directly to the Principal immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned student to represent his case.

Considering all the available evidence, the Principal shall take appropriate action immediately. The punishment shall be indicated below:

- a. 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.
- b. The Principal shall report each case, after passing order to the Dean of the concerned faculty.
- c. 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 punishment than those indicated above the Principal besides treating the students as failed in all the courses he has taken in that semester, may further debar the student for the succeeding semester and the fact informed to the Dean of concerned. If further or more severe punishment is felt necessary, the Principal shall immediately inform the University about the full details of each case 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 Dean of concerned after examining the case may



debar the student for further period or permanently. The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there for.

### **8.3 Scrutiny of marks**

The student may apply to Registrar within one week after the announcement of the marks for scrutiny of the totalling of marks of the semester final examinations secured by the student advancing sufficient reasons for such a request. The fee for such scrutiny shall be as prescribed from time to time.

### **9.0 Withdrawal**

A student is deemed to have been withdrawn from the University, if he/she fails to complete the requirements of Diploma in Agriculture, Diploma in Seed Technology and Diploma in Organic Farming within 3 years i.e., six semesters from the date of first admission, provided that the Dean of Agriculture may at his discretion, extend the maximum period by not exceeding two semesters in exceptional circumstances and deserving cases on the recommendation of the Principal.

A student is deemed to have been withdrawn from the University, if he/she fails to complete the requirements of Diploma in Agricultural Engineering, within 4 years i.e., eight semesters from the date of first admission. Provided the Dean of Agricultural Engineering & Technology may at his discretion, extend the maximum period by not exceeding two semesters in exceptional circumstances and deserving cases on the recommendation of the Principal.

## **10. Diploma requirements**

- 10.1 The student shall satisfy the minimum residential requirement of four semesters for Diploma in agriculture and six semesters for Diploma in Agricultural engineering excluding the period of discontinuance if any. The period of discontinuance when a candidate studies no courses shall not be counted for purpose of computing minimum residential requirements.
- 10.2 A student undergoing courses of study leading to the award of the Diploma shall pass courses prescribed by the Academic Council from time to time by obtaining a minimum OGPA of 5.00 in the 10 point scale.

### **10.3 Classification of successful candidates**

The successful candidates after completion of the diploma requirements who secure 50 per cent or more marks shall be classified as under:



- |                                 |                 |
|---------------------------------|-----------------|
| a. Pass                         | 5.00 to 5.99    |
| b. Second Class                 | 6.00 to 7.49    |
| c. First Class                  | 7.50 to 8.49    |
| d. First Class with Distinction | 8.50 and above. |

### **11.0 Student responsibility**

All students studying diploma course are expected to know the requirements for the award of Diploma and general academic requirements and assume full responsibility for meeting them. In no case a regulation be waived or exception made simply because a student pleads ignorance of it.

### **12.0 Transfers**

Transfer of a student from one Agricultural Polytechnic to the other is permitted under deserving and exceptional cases. The students seeking transfer should apply to the concerned Principal who shall forward the application with his specific remarks to the Registrar. Thereupon on the recommendations of the Dean of Faculty after obtaining the comments of the Principal to which transfer is sought, each case will be considered on its merits by the Vice-Chancellor.

- 12.1 The request of the polytechnic student for transfer may be considered at the end of first semester or during subsequent semesters.

### **13.0 Record of courses**

To ensure that the requirements for the award of the 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 Principal of the College.

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

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

## **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 Dean of the concerned faculty 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 faculty may deem it necessary in this regard.

## **17.0 Transitory provision**

17.1 These regulations shall apply to the students admitted from the Academic year 2016-17 and onwards.

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.





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