ANNAMACHARYA UNIVERSITY

(Estd A.P. Private Universities (Establishment and Regulation) Act, 2016)

COLLEGE OF AGRICULTURE

RAJAMPET-516126, Annamayya District, A.P, INDIA

ACADEMIC REGULATIONS (AU24)

For the students admitted to

B.Sc.(Hons.) Agriculture, Regular Four-Year Degree Programme from the Academic Year 2024-25

VISION AND MISSION OF COLLEGE OF AGRICULTURE, ANNAMACHARYA UNIVERSITY

VISION

To become a leading Centre of Excellence in Education and Research in Agriculture, addressing the global needs of both the industry and society.

MISSION

- To educate and empower future leaders in agriculture through innovative teaching, research excellence and community engagement
- To empower rural communities and transform agriculture through cutting-edge research, inclusive education and community-driven solutions.
- To foster innovation and resilience in agriculture by integrating modern technologies, traditional wisdom and interdisciplinary approaches.

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1. PREAMBLE

Annamacharya University, is a private University, established under the brownfield category as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act of 2016 (Act No. 3 of 2016), subsequently amended by Act No. 2 of 2024,as published in the Extraordinary Gazette of Govt. of Andhra Pradesh via Gazette Notification G.O.Ms. No. 13 dated 13.03.2024. The University Grants Commission (UGC) has included it in the list of UGC-listed Universities vide letter no. xxx dated xx.08.2024.

Annamacharya University, Rajampet, relentlessly aims to achieve academic excellence by implementing new initiatives in teaching-learning and evaluation processes. Based on the directions of the Indian Council of Agricultural Research (ICAR), New Delhi and Government of Andhra Pradesh, the university has adopted the ICAR model curriculum with minor modifications to match the needs, expectations and skill sets of students in the state, in the undergraduate program offered from the academic year 2024-25.

Annamacharya University is promoting enhanced learning abilities through the integration of various skills into the curriculum, including (a) Critical Thinking, (b) Problem Solving, (c) Analytical Reasoning, (d) Scientific Reasoning, (e) Reflective Thinking and (f) Design Thinking etc.,

Objectives:

The objectives of offering the B.Sc. (Hons.) Agriculture program are:

1. Equip students with a comprehensive understanding of agricultural sciences and skills to compete in the global agricultural sector, addressing emerging trends and challenges in food systems and agri-business.
2. Encourage students to work with rural and farming communities, promoting sustainable development and transferring knowledge to improve livelihoods.

Academic Council:

The academic council plays a pivotal role in maintaining and enhancing the academic standards and quality of education. The academic council coordinates and exercises general supervision over the academic policies of the university.

Board of Studies (BoS):

College of Agriculture, Annamacharya University will have a Board of Studies common to the UG, PG, and Doctoral programs offered by the Faculty of Agriculture. The Dean of the College of Agriculture will serve as the Chairman of the Board of Studies. The

Board of Studies has been constituted as per the guidelines of the university statutes. The rules, regulations, curriculum, syllabus, and other academic matters shall be approved by the Board of Studies before being placed in the Academic Council and subsequently the Board of Management.

Office of the Dean, Academics:

The office of the Dean, Academics, is responsible for the implementation of the decisions taken on academic matters by the Academic Council. The office:

- Receives, processes, and maintains all records relating to the programs, including curricula, courses offered, academic calendar, registration, assessments and grades.
- Disseminates information pertaining to all academic matters, issues necessary memoranda/orders and acts as a channel of communication among the students, instructors and departments.
- Provides information about various academic programs, rules and regulations to students.

2. REGULATIONS COMMENCEMENT

- The regulations are quite comprehensive and include definitions of key terms, semester system, credit system, grading system and other relevant details.
- The regulations detailed herein shall apply to all the regular under-graduate programmes offered by the College of Agriculture, Annamacharya University.
- The regulations shall be applicable and come into force to the student batches admitted from the academic year 2024-25.
- The University may revise, amend or change the regulations, scheme of examinations and syllabi, from time to time, if found necessary and on approval from the Academic Council of the University, keeping the recommendations of the Board of Studies (BoS) in view.
- Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be approved through Academic Council of the University.

These regulations shall be called AU24, College of Agriculture Regulations.

3. ELIGIBILITY FOR ADMISSION

3.1 Admission into B.Sc. (Hons.) Agriculture Under Graduation Programme (Regular)

The eligibility criteria for admission into B.Sc. (Hons.) Agriculture undergraduate programme offered at Annamacharya University shall be as prescribed by Statutes and Ordinances of the University, ICAR and the Government of Andhra Pradesh. The criteria are given below:

- The candidate shall be an Indian National / NRI.
- The candidate should have completed 16 years of age as on 31st December of the academic year for which the admissions are being conducted.
- The candidate should have passed the qualifying examination (10+2) or equivalent as on the date of admission, recognized by the Board of Intermediate Education, Govt. of Andhra Pradesh with Physics, Chemistry and Biology as optional courses or diploma in agriculture or the ranks obtained in the Annamacharya University common entrance test/AP EAPCET/ ICAR central or state level tests or any other test prescribed by the University.

3.2 Authority for Admission:

Decision of the Director, Admissions is final in any matter related to admission to the B.Sc. (Hons.) Agriculture programme.

3.3 Revoking / Cancellation of Admission:

All students admitted provisionally must submit copies of their original mark sheets, provisional certificates, and any other documents required by the Director of Admissions by the last date specified in the Academic Calendar of Annamacharya University. The Registrar, based on the recommendation of the Director of Admissions, may cancel the admission of any student who fails to submit the prescribed documents by the specified dateor does not meet other stipulated requirements. Additionally, the Registrar may cancel the admission later if it is discovered that the student provided false information, suppressed information, misrepresented facts, or forged documents while seeking admission or thereafter and report the matter to the Vice Chancellor.

4. MEDIUM OF INSTRUCTION

The medium of instruction shall be **English** for all the courses including their content delivery and examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum.

5. B.Sc. (Hons.) Agriculture PROGRAMME STRUCTURE

The programme structure is in line with the guidelines suggested by the Indian Council of Agricultural Research (ICAR), New Delhi.

Semester Scheme

- The B.Sc. (Hons.) Agriculture programme offered at Annamacharya University follows **semester scheme** pattern.
- The duration of B.Sc. (Hons.) Agriculture Programme shall be of **4 academic years.**
- Each academic year shall have **2 semesters** i.e., odd and even semesters and shall be counted as I Year I Semester, I Year II Semester, and II Year I Semester and so on up to IV Year II semester.
- Each semester shall have a minimum duration of 110 working days consisting of 95 instructional days and 15 examination days except during the year of admission.
- Each semester is so structured to provide credits totalling to **181** credits for the entire B.Sc. (Hons.) Agriculture Programme.
- Each semester shall have **Continuous Internal Evaluation (CIE)** and **Semester End Examination (SEE)** for both Theory and Practical courses.
- Each student is required to secure a total of **181** credits with a **CGPA ≥ 5** for the completion of the UG programme and the award of the B.Sc. (Hons.) Agriculture Degree.

A student after securing admission into a 4-year B.Sc. (Hons.) Agriculture Programme at Annamacharya University shall pursue and acquire the B.Sc. (Hons.) Agriculture degree in a minimum period of four academic years i.e., 8 semesters and a maximum period of seven academic years i.e., 14 semesters starting from the date of commencement of I year I semester, failing which the student shall forfeit the seat in B.Sc. (Hons.) Agriculture Programme.

6. PROGRAMME OF STUDY AND CODE

S.No	**Name of the Program**	**Programme Code**
1	B.Sc. (Hons) Agriculture	AGR

7. CREDIT STRUCTURE

Credit: A credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work/project per week.

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Courses, Credits and syllabi:

The details of the courses, credits and syllabi of the undergraduate courses shall be as prescribed by the ICAR in its sixth Dean Committee, which is adopted in ANGRAU in its 113th Academic Council meeting dated 08.10.2024 and approved by the BoS and Academic Council from time to time.

8. EXAMINATION AND EVALUATION PROCESS

(a) The evaluation of the student in a course shall be based on his/her performance in various kinds of examinations, records, classwork and other types of exercises and grading to be followed with Grade point average (GPA) system.

(i) The detailed course outlines in each course shall be prepared by the concerned teachers in consultation with the Dean which will be made available to the students during the first week of the semester. A schedule of the mid-term examinations of the academic programme shall be prepared by the Dean and notified to the students at the beginning of each semester.

(ii) 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.

(b) Answer scripts of mid-term examinations shall be evaluated by the concerned course teacher and shall be shown to the students. The students shall have the option to request theteacher for clarification of any doubts in scoring, provided that such clarification is requestedfor when the answer scripts are made available to them. This, shall not apply for Semester End Examinations.

(c) Ordinarily no condonation for absence of mid-semester examination shall be given. However, if a student is genuinely prevented from taking examination as in 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 Dean. 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-term examination, he/she shall not be permitted to appear for the semester end theory and practical examinations in the course concerned. The regular mid-term examination and the special re-examination shall be conducted as per the time to be fixed by the Dean.

The performance of a student in each semester shall be evaluated course-wise with a maximum of 100 marks for both Theory and Practical Course. The following pattern of examination is recommended.

	External theory	**Internal theory (Mid-term)**	**Quiz / progressive assessment**	**Final Practicals**	**Total**
For courses having both theory and practical components	40%	20%	20%	20%	100%
For courses with theory only	50%	30%	20%	-	100%
Courses with practical only	-	30%	20%	50% (Internal)	100%

For the external theory examinations, the question paper will be obtained from external experts. The dean will ensure due coverage of the syllabus withthe provision of moderation, if necessary. Paper evaluation to be done by a faculty other than the course instructor(s).

The external theory examinations should be of 2 to 2.5 hours duration and the mid-term examinations should be normally of 1-hour duration. The format of assessment and duration of quizzes/ progressive assessment duration will depend upon the course teacher.

Internal practical examination to be conducted by the course instructor and one faculty nominated by the Dean.

The evaluation of the skill enhancement courses will be done as courses with practical only. Usually for any subject, there will be two quizzes within the semester, one before the midterm and one after. There will be provision of corrections in between i.e., the students scoring lower than 50% marks in any one quiz can opt for appearing for a third quiz to improve their grades. The assessment of the students through quizzes should focus on their critical thinking and creativity rather than rote reading.

The quiz and progressive assessment can also be considered in the form of group assignments (which should encourage creativity, critical thinking and problem-solving attitude).

The evaluation of internship will be done both by the parent institute and the host industry/ organization. It should be 50% weightage for each. The student shall submit a report to the parent institute and present the learnings before the other students and faculty after the internship programme. The format of evaluation may be developed by the parent institute.

The online/MOOC courses, successfully completed by the student, will be indicated in the transcript with 'Satisfactory' remark.

When students take deficiency course(s), they will be assessed as 'Satisfactory' or 'Un-satisfactory' without any grade points.

If a student passes in a subject in a second attempt, for calculation of CGPA, the grade point for the subject in the second attempt will only be considered. The final CGPA will be named as overall grade point average (OGPA), which will be mentioned in the final transcript of the students.

9. Academic Bank of Credits (ABC)

The University has implemented Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

- Provide option of mobility for learners across the universities of their choice
- Provide options to gain credits through MOOCs from approved digital platforms.
- Facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC
- Execute Multiple Entry and Exit system with credit count, credit transfer and credit acceptance from students' account.

10. Mentoring System (Advisory system):

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

The mentor 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 Dean.

The mentor 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.

11. Dropping: Within four weeks after the commencement of the semester, the student may, in consultation with his/her faculty Mentor, drop one or more courses. The dropped courses are not recorded in the grade card.

12. Attendance Requirements and Detention Policy`

- A student shall maintain a minimum required attendance of 75% in each subject in a semester.
- Shortage of attendance up to 10% i.e., attendance between 65% to 75% in aggregate,may be condoned by the University Academic Committee based on the rulesprescribed by the Academic Council of the University from time to time.
- A stipulated fee shall be payable towards condonation of shortage of attendance.
- Shortage of attendance below 65 % shall in no case be condoned.
- Students whose shortage of attendance is not condoned OR who have not paid the stipulated fee OR who have not cleared any other due to the University in any semester are not eligible to write the Semester End Examination (SEE).
- Students, who do not meet the minimum required attendance of 65% in a course, shall be detained in that course and their registration for that course shall stand cancelled.
- Students detained in a course shall seek re-admission into that course as and when offered.
- Academic regulations applicable to the semester in which re-admission into the course is sought shall be applicable to the re-admitted student.
- Any student against whom any disciplinary action is pending shall not be permitted to attend Semester End examination (SEE) in that semester.

13. Minimum Academic Requirements and Award of the Degree

The following academic requirements must be satisfied in addition to the attendance requirements mentioned in section 12.

13.1 Promotion Rules: The Rules of promotion are as follows.

A student shall be promoted from first year to second year if he/she fulfills the minimum attendance requirement as per university norms.

Promotion	From I Yr. to II Yr.	From II Yr. to III Yr.	From III Yr. to IV Yr.
Condition to be fulfilled	No restriction	All the courses of first year are to be passed and not more than 6 subjects as backlog courses up to II Yr. II Sem.	Total credits are to be cleared upto II year and not more than 3 subjects as backlog courses from III year.

A student who registers for all the specified courses as listed in the program and secures therequired number of 181 credits (with CGPA ≥ 5.0), within seven academic years from the dateof commencement of the first academic year, shall be declared to have 'qualified' for the awardof the B.Sc. (Honors) Agriculture degree.

13.2. Classification of Successful Candidates:

CGPA	Class	Condition
CGPA ≥ 8.00	First Class and Distinction	• Should pass all the courses in semester 'regular examinations' and should complete the program in 4 years of time. • Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.
7.00 to <8.00	First Class	The Students who secure CGPA ≥8.00, but not fulfilling the conditions for "First Class and Distinction" shall be awarded 'First Class' only.
6.00 to <7.00	Second Class	
5.00 to <6.00	Pass Class	

- When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the course is offered after fulfillment of academic regulations. In such a case, he/she shall be in the present academic regulations into which he/she is readmitted.
- Students who fail to earn 181 credits as indicated in the course structure within seven academic years from the year of their admission shall forfeit their seat on the B.Sc. (Hons.) Agriculture Programme and their admission shall be cancelled.

14. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall	**Grade**	**Grade points Assigned**
90 & above	S(Superior)	10
80 - 89	A(Excellent)	9
70 - 79	B (VeryGood)	8
60 - 69	C (Good)	7
50 - 59	D(Average)	6
<50	F (Fail)	0
Absent	Ab (Absent)	0

• A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered in the next supplementary examination.

• For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

14.1 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} = \frac{\sum(\text{Grade point} \times \text{credit hours})_{\text{in one semester}}}{\text{Total credit hours in the semester}}$$

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

$$\text{CGPA} = \frac{\sum(\text{Grade point} \times \text{credit hours})_{\text{until last semester}}}{\text{Total credit hours until last semester}}$$

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

If a student passes in a subject in a second attempt, for calculation of CGPA, the grade point for the subject in the second attempt will only be considered. The final CGPA will benamed as overall grade point average (OGPA), which will be mentioned in the final transcript of the students

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D and F.

14.2 Conversion of SGPA into percentage

In case of a specific query by students/employers regarding Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) into percentage, the following formulae will be adopted for notional conversion of CGPA into percentage.

CGPA to Percentage conversion Formula: (CGPA – 0.5) x 10.

15. Transcripts

After successful completion of the entire programme of study, a transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued, if required, after payment of requisite fee. Partial transcript will also be issued up to any point of study to a student on request.

16. Transitory Regulations

Discontinued, detained, or failed candidates are eligible for re-admission as and whenthe semester is offered after fulfilment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are re-admitted.

Candidates who are permitted to avail gap year shall be eligible for re-joining into the succeeding year of their B.Sc. (Hons.) Agriculture from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are re-admitted.

17. Minimum Instruction Days for a Semester

The minimum instruction days for each semester shall be (16 weeks) 95 days.

18. Student transfers

Student transfers shall be as per the statutes and ordinances of the Annamacharya University and guidelines issued by the Government of Andhra Pradesh from time to time.

19. Announcement of results

Results review committee comprising of Vice Chancellor, Registrar, Dean Academics, Chairman of various boards of studies, Controller of Examinations and Deputy Controller of Examinations will monitor the results and gives the permission for announcement of results.

- After review meeting results are loaded into university website from which students can access their results by entering Hall Ticket number. And also results in form of hard copy are available with the Dean.

20. General Instructions:

- The academic regulations should be read as a whole for purpose of any interpretation.
- Malpractices rules-nature and punishments are appended.
- Where the words "he", "him", "his", occur in the regulations, they also include "she", "her", "hers", respectively.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice Chancellor / Registrar / Governing body is final.
- Any legal issues are to be resolved in Rajampet Jurisdiction.
- The University may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.

ANNEXURE – I

Norms and Procedures for Challenge Evaluation/ Revaluation/ Recounting Revaluation / Recounting:

- The students who wish to apply for Revaluation/Recounting of his/her answer-book(s)must submit his/her application on the prescribed form together with the requisite fee to theController of Examinations before expiry of 15 days excluding the date of the declaration of his/her examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected.
- After Recounting / Revaluation, records are updated with changes if any and the student will be issued a revised memorandum of marks. If there are no changes, the studentshall be intimated the same through a notice.
- No Revaluation / Recounting for Laboratory Examination.
- The students are informed to be more careful in furnishing the information while applying for Recounting / Revaluation. The applications with insufficient information will be summarily rejected and the student has to forfeit the amount paid in this connection.

Challenge valuation:

- Applications are invited from the students who wish to apply for Challenge Valuationin the subjects of the B. Sc. (Hons.) Agriculture Regular and Supplementary examinations.
- The student will apply for Challenge valuation in a specified application and should be routed through the HoD concerned.
- The students who have applied for the revaluation for a paper(s) of an examination areonly eligible for the Challenge Valuation of that paper(s) of that examination.
- A Fee of Rs. 10000/- (Ten Thousand Rupees Only) for each paper is to be paid withinthe last date for challenge valuation.
- A Xerox copy of the answer script will be provided to the student on receipt of the payment of fee and date and time of the valuation will be informed to the student, so that valuation will be done in the presence of the teacher attended in support of the student nominated by the HoD concerned.
- The HoD concerned will nominate a teacher of the concerned subject to observe the valuation in support of the student. This will be done at the request of the student.
- If the marks obtained in the challenge valuation are more than or equal to 15% of the maximum marks with respect to the original marks obtained in the first valuation, then the marks obtained in the Challenge valuation will be awarded to the student and the Universitywill pay back Rs 9,000 (Nine thousand rupees only) to the student. If the student status changes from fail to pass, an amount of Rs. 5000 will be refunded to the student. Otherwise,there will not be any change in the result of the student and original marks will be retained and the student will forfeit the fee paid.
- No Challenge valuation for Laboratory Examination

ANNEXURE – II

Disciplinary Action against Students – Provisions

1. Student's behavior and discipline will be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behavior by the students of the University.

2. All students pursuing a Program at the University shall observe code of conduct and maintain discipline and must consider it as a duty to behave decently at all places.

3. Every student shall always carry the Identity card issued by the University. Every student shall have to produce or surrender the identity card, as and when required by the proctorial staff, teaching and library staff and the officials of the university. The loss of the identity card, whenever it occurs, shall immediately be reported in writing to the Registrar.

4. Any violation of the code of conduct or breach of any rules and regulations of the University is construed as an act of indiscipline and shall make him / her liable for disciplinary action.

5. The following acts are treated as gross indiscipline.

a) Disobeying the teacher/officials or misbehaving in the class.

b) Quarrelling or fighting in the University campus or in the hostels amongst themselves, or indulging in any activity which amounts to ragging or harassment of other students.

c) Quarrelling or fighting with a University employee(s) or any other public utility functionaries in the campus.

d) Indecent behavior in the campus or outside causing inconvenience to others.

e) Visiting socially unacceptable websites, smoking or consuming liquor or banned substances like drugs etc.

f) Damage to the University property.

g) Indulging in acts of theft, forgery, stealing and misappropriation.

h) Any other activity that defames the University.

i) Use of mobile in the class/academic area.

j) Irregularity in attending classes, persistent idleness, negligence or indifference towards the work assigned.

k) Any other conduct which is considered to be unbecoming of student.

ANNEXURE – III

Rules for Students Conduct and Behavior in Campus and Outside

- The rules and regulations, academic calendar shall be provided to students.

• In general, Dean - Student Affairs will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/she will be assisted by other members of faculty/ staff/ wardens as nominated.

- Conduct and Behavior:

a) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extracurricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.

b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.

c) Students must conduct themselves with due decorum in the classes, laboratories, library etc. and move in an orderly and disciplined manner in the campus.

d) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.

e) No meeting of the students other than those organized under the aegis of the various recognized students' activities shall be called without the prior permission in writing from the Dean, Student Affairs.

f) Neither meetings/functions within the University campus shall be organized nor any outsider address the students without the prior permission in writing from the Registrar.

g) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage.

h) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.

i) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such students, in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses

caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

j) Students must handle the laboratory equipment, instruments and machinery with great care. Any damage or breakage of such equipment etc., due to improper use and negligent handling will have to be made good by the students concerned.

k) Ragging in any form is unlawful and strictly prohibited. If a student is found in ragging activity he/she shall be punished as per the Anti-Ragging Act.

l) The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

m) Mobile/cellular phone shall be kept in silent mode during the classes and violation will lead to confiscation of the mobile phone.

n) All the students are required to observe the decorum in the dress code as prescribed by the University. Students not adhering to the prescribed dress code may be denied entry tothe University campus;

o) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc., inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/University.

- Policy to prevent Sexual Harassment:
- The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual
- A policy shall be prescribed by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition &Redressal)" Act, 2013
- All references / complaints and redressal mechanism pertaining to any matter willbe handled within the ambit of the said Act and the Rules framed there under. Thepolicy so prescribed shall be communicated to all employees and students.

p) Grievance and Redressal Mechanisms:

The University shall constitute various Grievance and Redressal committees and its guidelines as specified by the statutory authorities of the University.

ANNEXURE - IV

Rules for Disciplinary Action for Malpractices / Improper Conduct in Examinations

Malpractices identified by squad or special invigilators or invigilators:

Punishments shall be given to the students as per the below guidelines. The case is to be referred to the malpractice committee.

Malpractice Committee

- Vice Chancellor, Chairman
- Registrar, Member
- Dean, Academics, Member
- Invigilator, Member
- Subject expert, Member
- Dean, College of Agriculture, Member

Note:

Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he has to register for End Examinations in that subject/subjects consequently and has to fulfil all the norms required for the award of Degree.

	Nature of Malpractices/Improper conduct	**Punishment**
	If the candidate:	
1.(a)	Possesses or keeps accessible in examination hall, any paper, notebook, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.

2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Registrar, Annamacharya University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutivesemesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The

		candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject only.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant — Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the University, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations

		of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the university, who is not a candidate for the particular examination or any person not connected with the University indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the university: expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who does not belong to the University: They will be handedover to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in thatsubject only or in that subject and all other subjects the candidate has appeared includingpractical examinations and project work of that semester / year examinations, depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Malpractice Committee of the University for further action to award suitable punishment.	