



**SARDAR PATEL UNIVERSITY  
VALLABH VIDYANAGAR**

**Regulations Governing Academic Programme**

As per the UGC Model Curriculum

Second Cycle of CBCS

Effective from Academic Year 2017-18

(Passed in Academic council dated 17/06/2017 and approved by syndicate meeting dated 06/07/2017)

Read:

1. Sardar Patel University CBCS Regulations 2010, Academic Council (Item No.11) dated 10<sup>th</sup> June, 2010.
2. Govt. of Gujarat, Education Department No.CBC-262011-918-KII, Sachivalaya, Gandhinagar dated 11<sup>th</sup> April, 2011.
3. Govt. of Gujarat, Education Department No.NGC-2610-1055-KH, Sachivalaya, Gandhinagar dated 7<sup>th</sup> June, 2011.
4. Govt. of Gujarat, Education Department No.NGC-2610-1055-KII, Sachivalaya, Gandhinagar dated 3<sup>rd</sup> October, 2012.
5. UGC Notice No.F.1-21/2009 (Anti Ragging) dated March, 2012.
6. UGC Letter No. D.O.No.F.91-1/2013(GS) dated 23<sup>rd</sup> July, 2013.
7. UGC letter D.O.No.F.1-1/2014 (Secy) dated 12<sup>th</sup> November, 2014
8. UGC letter D.O.No.F.1-1/2015 (CM) dated 8<sup>th</sup> January, 2015
9. UGC letter D.O.No.F.1-1/2014(Secy) dated 20<sup>th</sup> January, 2015
10. UGC letter D.O.No.F.12-1/2015(CPP-II) dated 15<sup>th</sup> October, 2015.
11. UGC letter D.O.No.F.1-12/2015 (CM) dated 22<sup>nd</sup> December, 2015
12. UGC Letter No. D.O.No.F.91-9/2015 (GS/MHRD) dated 5<sup>th</sup> July, 2016.
13. UGC letter D.O.No.F.1-1/2016(Secy) dated 10<sup>th</sup> August, 2016
14. UGC letter D.O.No.F.1-1/2016(Secy) dated 29<sup>th</sup> September, 2016
15. UGC Guidelines on Minimum course curriculum for under graduate courses under choice based credit system ([http://www.ugc.ac.in/pdfnews/8023719\\_Guidelines-for-CBCS.pdf](http://www.ugc.ac.in/pdfnews/8023719_Guidelines-for-CBCS.pdf))
16. UGC Instructional Template for facilitating Implementation of Choice Based Credit System (CBCS) ([http://www.ugc.ac.in/pdfnews/4426331\\_Instructional-Template.pdf](http://www.ugc.ac.in/pdfnews/4426331_Instructional-Template.pdf))
17. "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" notified on 4th July, 2009 in the Gazette of India and second amendment notified on 29<sup>th</sup> March 2014 in the Gazette of India.
18. Handbook on Sexual Harassments of women at workplace, Ministry of Women and Child Development, Government of India, November 2015.
19. UGC (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) regulations, 2015 dated 2<sup>nd</sup> May, 2016.

**Background/Preamble:**

Ministry of Human Resource Development (HRD), Govt. of India, has already initiated the process for developing New Education Policy (NEP) in our country to bring out reforms in Indian education system. The UGC has already initiated several steps to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement in course- curricula, introduction of paradigm shift in learning and teaching pedagogy, examination and education system.

The education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. SPU has entered into the semester system and adopt CBCS in 2010 to match with the international educational pattern. However, our present education system produces young minds lacking knowledge, confidence, values and skills. It could be because of complete lack of relationship between education, employment and skill development in conventional education system. The present alarming situation necessitates transformation and/or redesigning of education system, not only by introducing innovations but developing "learner-centric approach in the entire education delivery mechanism and globally followed evaluation system as well.

**Semesterization and Choice Based Credit System (CBCS)**

The duration of academic transaction has varied in different institutions in different periods. What should be the ideal length of an academic term? 3 years? 2 years? 1 year? 6 months? 4 months? All the above models are in use in universities across the nation. The annual system has now been almost completely discarded internationally. The examination at the end of a year or two years puts a greater demand on memory recall and the examination questions in such an examination would not have a comprehensive coverage of topics studied. Shorter duration terms - like 6 months - seems to be more suited as:-

- They will have relatively less demand for memory recall
- Questions can cover topics more comprehensively
- It is easier to ensure cohesive learning experience and academic momentum for shorter terms.

In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from July to November, and even semester from December to April. Each semester will have 15-16 weeks for academic work equivalent to 90 days.

**Choice Based Credit System (CBCS)**

Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

**2. Class Room Processes****2A Active Learning Methodology:**

Transformation in the field of higher education requires revamping of class room processes. Class room needs to be made a place of an interesting learning experience. With this ideology Active learning methodology (ALM) is to be introduced in the Higher Education. The salient features of ALM are as follows.

- 1) It is activity based learning
- 2) The emphasis is on learning through meaningful interaction.
- 3) It is a student centric methodology.

**2B Use of ICT**

ICT has made the teaching learning processes more interactive. Besides it empowers the teachers as well as students to explore the possibility of accessing knowledge worldwide.

- I. Digital Education and Learning Laboratory (DEL) shall work as learning centers for all the subjects.
- II. Sandhan facilitates students to have an access to an interactive presentation by eminent academicians from across the nation. In addition it also covers aspects such as personality development, proficiency in English, research methodology

and preparation for various competitive examinations. It is also going to function as a valuable repository of knowledge in the form of CDs and DVDs.

- III. Colleges/Department should set up an Audiovisual room in the colleges. This would facilitate learning through programmes that would be telecast live.
- IV. Each Board of Study should prepare E content of various courses introduced as a part of CBCS. E content will facilitate learning at anytime and for as many times as the student wishes.

- V. Open source software

<http://spoken-tutorial.org/>

<http://www.ircc.iitb.ac.in/~hindiversion/PDF/NME-ICT.pdf>

<https://www.slideshare.net/KarnatakaOER/mhrd-circular-june-2014-on-use-of-free-open-source-software>

- 2C The teaching learning process shall also involve project work/field work, Quiz as well as presentations by the students. This would be largely facilitated by Teacher Fellow (TF) as well as Course Assistant (CA). This will also form a part of Internal (Comprehensive) evaluation of the students. This will help imparting the necessary skill to the students as well as it will lead to development of analytical as well as research aptitude among the students.

### 3. Teacher Capacity Building

The teacher training and capacity building should be carried out to enhance the skill, knowledge as well as to create right kind of attitude required to play a role of teacher. It will not only increase the competency with respect to knowledge but also in terms of technology, research, teaching and pedagogy. This will enable them to work as facilitator as well as motivator for students.

### 4. Continuous and Comprehensive Assessment

Continuous and Comprehensive assessment is an integral part of CBCS.

A continuous assessment system in semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. The assessment is done through various means including:

- Written tests
- MCQ based quizzes
- Presentations
- Projects
- Field visits
- Seminars
- Group discussions/activities etc

The continuous assessment provides a feedback on teaching learning process. The feedback after being analyzed is passed on to the concerned for implementation and subsequent improvement.

To let the candidate know about his/her progress periodically, a semester is divided into three distinct components.

Component	Units covered in a course	Period of cont-assessment
I	1,2	To be consolidated by 8 <sup>th</sup> week
II	3,4	To be consolidated by 16 <sup>th</sup> week
III	Semester end exam	To be consolidated by 18-20 week

The end of semester examination shall have assessment from following perspective with respect to all courses:

- Evaluation with respect to knowledge.
- Evaluation with respect to Understanding.
- Evaluation with respect to skill.
- Evaluation with respect to Applications.
- Higher Order Thinking Skills

### 5. Grading

Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and there by prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.

#### **R.6.0 Academic Regulations for the Undergraduate and Post Graduate Degree under Choice Based Credit System.**

These Regulations shall govern Undergraduate programme and Postgraduate Programme under the Choice Based Credit System. These regulations shall come into force with effect from Academic year 2017-2018.

- 6.1 Definition
- 6.2 Medium of Instructions
- 6.3 Intake Capacity - Size of Class room, Laboratory, Tutorial
- 6.4 Type of courses
- 6.5 Admission to the Sardar Patel University
- 6.6 Residence, Health, Conduct and Discipline of Students [Under Section 43 (1) (e) & (m) of the Act] (O.28 to O.34)
- 6.7 Attendance: (O.78 to O.83)
- 6.8 Continuous and Comprehensive Internal Assessment
- 6.9 Provisions for detaining a student at the end-semester university examinations
- 6.10 Criterion for End Semester Examination
- 6.11 Carry Forward Criteria
- 6.12 Time span (years) for the completion of Degree programme.

##### **R.6.1 Definition**

University means Sardar Patel University

Academic Programmes means Degree programmes (Undergraduate and Post Graduate) in the Faculties of Arts, Science, Engineering and Technology, Business Studies (Commerce), Law, Education, Home Science, Medicine, Pharmaceutical Science, Homeopathy, Management.

Council means MCI, AICTE, BCI, COA, NCI, CCH.

Student means student admitted to Academic programmes under these regulations.

Degree means Under graduate and post graduate degree.

Board of Studies (BOS) means Board of Studies of the University in a discipline/subject concerned as per Sardar Patel University Act and Statutes.

Academic Council means Academic Council of Sardar Patel University.

Semester shall constitute of 26 weeks. Each semester shall have fifteen weeks (Each week of Six days) of direct classroom teaching, tutorial, counselling, project work and self-learning and evaluation etc.

An academic year consists of two semesters. Each semester will have 15 weeks for academic work equivalent to 90 days. Odd semester will be from Mid-June to Mid-December and even semesters will be from mid-December to mid-June every year.

Programme is used for a fixed educational programme in place of Degree. A normal undergraduate and postgraduate programme shall be of six semester and four semester duration respectively.

Credit means the unit by which the course work is measured. It defines the quantum of contents/syllabus prescribed for the course. It also determines the number of hours of instructions required per week. In these regulations, one credit means one hour of direct teaching work or two hours of practical work/field work per week for 15 weeks in a semester.

1 credit = 1 hour of direct teaching / week

1 credit = 1 hours of Tutorial period / week

1 credit = 2 hours of lab work /week

1 credit = 2 hours of field work /project /week

Course A "Course" is a component of programme, i.e. in the new system; papers will be referred to as courses. Each course is identified by a unique course code. Every course is not of equal weightage. While designing syllabus, course can have defined weightages. These weightages are called credits. Each course, in addition to having a curriculum, will have learning objectives and learning outcome. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ project work/vocational training /viva voce etc or a combination of some of these.

A course which has 3-6 hours per week per semester with weightage of 3 to 6 credits is considered as a full course. A paper with 2 credits is like a half paper.

A course of 6 credits may be so designed that there will be 5 credits for theory and 1 credit for Tutorial.

A course of 6 credits may be so designed that there will be 4 credits for theory and 2 credit for lab work/field work/project work.

Typically a course will comprise of 4(four) units.

Grade letter is an index to indicate the performance of a student in a particular course. It is arrived at by transformation of actual marks secured by a student in a said course. Grade letters are O, A, B, C, D, E, F.

Grade Point is the weight age allotted to each grade letter depending on the range of marks awarded in a course.

Credit Points refer to the product of "credits assigned to the course" and "grade point secured" for the same course.

Semester Grade Point Average(SGPA) is an index of a student's performance in a given semester. It is the ratio of the "total credit points earned by the students in all the courses at the semester" and the "total number of credits assigned to the courses" in the semester.

Cumulative grade point Average(CGPA) refers to the cumulative grade point average of SGPA and is computed based on the following formula.

$$CGPA = \frac{\text{Sum of all SGPA of the entire programme}}{\text{Sum of Credits up to the end of the programme}}$$

Fee means the fee prescribed by the University for the Undergraduate and Postgraduate Programme. The tuition fee and the examination fee of a semester will be in accordance with the number of credits a candidate has registered for in that semester.

**R.6.2 The Medium of Instruction** [Under Section 4 (29) of the Act] (S.176).

The Medium of Instruction will be as per the University rules and regulations.

**R.6.3 Intake capacity – Size of the Classroom, Laboratory, Tutorial Class**

The Intake capacity for Undergraduate programmes and Post graduate Programmes will be as per the University Norms. (Passed in Academic council (item 3) dated 11/02/2011 and approved in syndicate meeting (item 17) dated 19/02/2011, University letter no. K.4/1000 dated 09/05/2011)

**R.6.4 Types of Courses:**

As per the existing University norms approved by the respective Board of Studies and other statutory bodies of this university from time to time.

**R.6.5 Admission to the University (Under Section (1) (a) (c) of the Act) (S.178, O.1, O.3 and O.4) and [Under section 33 and 34 of act] (S.175)**

**R.6.5.1 Eligibility**

As per the existing University norms approved by the respective Board of Studies and other statutory bodies of this university from time to time.

**R.6.5.2 Enrolment/Registration**

R.6.5.2.1 A student admitted to semester I shall apply to the Registrar, in the prescribed form, for an Enrolment/Registration Certificate through the Principal/HOD of the College/Department of which he seeks admission. Till the Enrolment Certificate is issued by the Registrar, the admission granted to a student to any of the constituent or affiliated colleges shall be treated as provisional.

R.6.5.2.2 Every eligible student studying either in Under graduation or in Post graduation shall be given an unique identification Number called ID Nos. at the time of his/her enrolment or registration in this University.

R.6.5.2.3 A Student who has passed an equivalent examination from any other university or examination body (except GSHEB, Gandhinagar) and is seeking admission to a college affiliated to this university shall not be admitted without producing provisional eligibility certificate from Sardar Patel University.

R.6.5.2.3 A Student who has passed an equivalent examination from Gujarat Secondary and Higher Secondary Education Board (GSHEB), Gandhinagar, Gujarat and is seeking admission to a college affiliated to this university shall be admitted and need not required to producing provisional eligibility certificate from Sardar Patel University.

R.6.5.3 Provided, however that the Registrar may issue a provisional Certificate of Eligibility if he is satisfied that the applicant is *prima facie* eligible for admission to this University, at the candidate's own risk and in condition that he obtains a final Certificate of Eligibility before the close of the academic term in which the student is provisionally admitted to the University.

R.6.5.4 The grant of an Eligibility Certificate by the University does not necessarily confer on the candidates right to be admitted to a particular college. The Certificate fee will be refunded in the event of the student failing to obtain admission to a college in this University.

**R6.5.5 Lateral Entry from other Universities.**

R.6.5.5.1 A student who has passed an equivalent examination of First Year (Ist semester and IInd Semester) from any other recognised university in India and is seeking

admission from Second Year (i.e. in IIIrd Semester) to a college affiliated to this university shall apply before one month from starting the academic term through the Principal of the college where student wants admission in a prescribed form with necessary documents (i.e. Character Certificate and Transcript from college, Syllabus and Mark sheets attested by university) to Sardar Patel University.

R.6.5.5.2 Such cases will be placed before the Course Equivalence Committee consist of Dean of the Faculty, Principal of concerned college and one University IQAC representative. As per the recommendations of the committee, admission will be granted. Student has to full fill the conditions within the stipulated time period as mentioned in the admission letter. Such student shall not be admitted without necessary procedures as mentioned above.

R.6.5.5.3 A student who has passed an equivalent examination of First Year and Second Year (Ist semester to IVth Semester) from any other recognised university in India and is seeking admission in Third Year (i.e. in Vth Semester) to a college affiliated to this university shall not be permitted.

R.6.5.5.4 A student who has passed Ist and II sem of an equivalent examination of Post graduate programme from any other recognised university in India and is seeking admission to IIIrd semester of Post Graduate programme offered in college/department shall not be allowed.

R6.5.6 *Registration in Parallel Degrees:* A student is not allowed to register him/herself simultaneously for more than one course: a degree, or a diploma. If at anytime it is found to be otherwise, his/her admission will *ipsofacto* stand cancelled and all the fees and deposits paid by him/her will stand forfeited.

R.6.5.7 A candidate will be allowed two blank semesters continuously in case he/she may have to leave his/her study halfway due to unforeseen circumstances. However he/she may have to pay the prescribed registration fee as per the College/University norms for such semesters. A continuous break in studies beyond 2 semesters shall mean that the student status is forfeited and the student is required to apply for readmission.

R.6.5.8 A student may be denied Registration if he/she has been debarred or suspended from studies due to disciplinary action taken by the school/college or the University.

R.6.5.9 Transference Certificate [Under Section 43(o) of the Act] (O.84 to O.90)

R.6.5.9.1 No student shall at any time be admitted to another college unless he produces Transference Certificate from the Principal of the College he leaves.

R.6.5.9.2 Applications for Transference Certificate shall be made by students without unnecessary delay through the Principal of the College to which they wish to be transferred.

R.6.5.10 Enrolment of Post-graduates Students [Under Section 43 (1) (g) of the Act] (O.94)

R.6.5.10.1 The Tuition, Gymkhana, and student activities, Library, Registration and other fees for Post-graduate students and for the students seeking admission to a college and department maintained by the University will be as prescribed by the Syndicate from time to time.

R.6.5.10.2 Admission granted to the student will automatically be treated as cancelled in case the student does not pay the tuition fee along with penalty by the date decided by the University.

**R. 6.6 Residence, Health, Conduct and Discipline of Students [Under Section 43 (1) (e) & (m) of the Act] (O.28 to O.34)**

R.6.6.1 Residence :

R.6.6.1.1 Students living in hostels of the University, or of a college, or in lodgings approved by the authorities of a college, are termed resident students; others are termed non-resident students.

R.6.6.1.2 Every student of the University shall reside either:

(a) In the University Hostel or in a recognised Hostel of college or lodgings approved by the authorities of the college,

OR

(b) With a parent or some person accepted by his college to be his guardian.

R.6.6.1.3 Each college shall provide residential quarters for such a percentage of its students. Resident students shall conform to regulations drawn up by Principals of colleges and approved by the Syndicate.

R.6.6.1.4 Every non-resident student shall submit to the Principal of his college the name, address and relationship, if any, of the person with whom he proposes to live. The Principal shall satisfy himself in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.

R.6.6.2 Health

R.6.6.2.1 All colleges shall provide facilities for Physical exercises, games, etc. for their students and shall prepare a programme for the year. They shall also require all students reading for the First Year of the Course leading to various degrees other than the degrees of LL.B., B.Ed. and B. Ed. (English), to undergo N. C. C. training prescribed by the N. C. C. authorities or N. S. S. or N. S. O. or to go through a course of Physical Training as may be prescribed by the Syndicate from time to time.

R.6.6.2.2 No student who is required to attend N. C. C. or N. S. S. or N. S. O. or Physical Training, will be permitted to appear at the University examination, unless he has attended at least 80% of the N. C. C. parades and the annual training camp held by the N. C. C. authorities or 80% of the periods assigned for N. S. S. or N. S. O. or Physical Training in an academic year; provided that any deficiency in attendance at the N. C. C. parades or N. S. S. or N. S. O. or Physical Training may be condoned by the Syndicate on grounds of health or for any other *bonafide* reason deemed sufficient by it.

R.6.6.2.3 Student participating in athletics or major sports as members of the University sports team may be exempted from undergoing N. C. C. or Physical Training on producing a certificate to that effect from the Principal of the College where they study.

*Note : R.6.6.2.1 to R.6.6.2.3 are only applicable to the Undergraduate courses, these will not apply to the Post graduate courses.*

- R.6.6.2.4 If in any year the University conducts a Medical Examination of the students studying for a particular examination in a college affiliated to the University, such Medical Examination shall be compulsory for all the students included in the scheme of Medical Examination.
- R.6.6.2.5 Students who do not present themselves for such Medical Examination shall not be allowed to appear at the examination for which they are studying whether it be a college examination or a University examination.
- R.6.6.2.6 If through illness or similar unavoidable circumstances a student fails to present himself for the Medical Examination conducted by the University, he shall have to undergo such an examination at his own expense and submit the form prescribed by the University for the Medical Examination duly filled in by a qualified Medical Practitioner to the University through the Principal of his College on receipt of which only he can be permitted to appear for the examination for which he is studying.
- R.6.6.3 Discipline :
- R.6.6.3.1 High standard of discipline is expected from all the students enrolled. Basic guidelines of the code of conduct has been included in the agreements signed by the students & parents/Guardians, at the time of admission.
- R.6.6.3.2 The progress and conduct of every student during as well as outside college hours shall be looked after by a teacher who, acting as general tutor to the student, shall ascertain from time to time the progress the student is making in the different subjects of study. For the purpose of this, teachers may be assigned a batch of not more than 20 students.
- R.6.6.3.3 The case of a student who does not show satisfactory progress in spite of due warning by the Principal of the College shall be considered by a committee of the Principal of the College, the Dean and the general tutor, and may be reported by the committee to the Syndicate for further action.
- R.6.6.3.4 The Syndicate may, after giving the student reasonable opportunity to explain why action should not be taken against him, require the Principal of the College to cancel the admission granted to the student, and such student shall not be re-

admitted by any constituent or affiliated college or recognised institution for the particular course of studies in which his progress was found to be unsatisfactory.

#### R.6.6.4 Anti Ragging

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July, 2009 in the Gazette of India and second amendment have been notified on 29<sup>th</sup> March 2014 in the Gazette of India. These regulations are mandatory for all Universities/Institutions. The UGC has made it mandatory for all students and parents to submit anti ragging related affidavits to the institutions at the time of admission.

##### R.6.6.4.1 Preventive measures for Anti-Ragging

- 1) At the time of admission, all colleges/Department may erect suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- 2) All colleges/departments should form an Anti-Ragging-Committee and squads and dedicated cadre of wardens and professional counselors to ensure that the directions of Hon'ble Supreme Court of India and Justice Raghavan Committee recommendations are followed without exception.
- 3) An affidavit must be obtained from every Student, Parent/Guardian separately.
- 4) Every student and parents/guardian have to fill an online anti ragging undertaking. (<https://antiragging.in>)

#### R.6.6.5 Women cell and Internal Complain Committee (ICC)

R.6.6.5.1 University/Department/College/Institute shall constitute Women Cell and Internal Complaints Committee (ICC) as per sexual harassment at workplace (prevention, prohibition and redressal) Act, 2013.

R.6.6.5.2 University/Department/College/Institute must hold regular meetings of Women Cell and ICC.

R.6.6.5.3 University/Department/College/Institute must ensure adequate publicity about Women Cell and ICC by displaying poster in prominent places, their contact details and the procedure for filling the complaint with ICC.

R.6.6.5.4 University/Department/College shall send the Annual Return on cases of sexual harassment as per the below mentioned proforma for period from 1<sup>st</sup> April to 31<sup>st</sup> March

Reference : DOP&T O.M. 11013/2/2014 -- Estt. A -- III dated 2 <sup>nd</sup> February, 2015		
Annual Return on cases of sexual harassment		
Period 1 <sup>st</sup> April to 31 <sup>st</sup> March		
Sr. No.	Particulars	Cases/Action
1	Number of complaints received in the year	
2	Number of complaints disposed off during the year	
3	Number of cases pending for more than 90 days	
4	Number of workshop on awareness programmes against sexual harassment conducted during the year	
5	Nature of action	

#### **R.6.7 Attendance : (O.78 to O.83)**

R.6.7.1 The number of days of attendance necessary for keeping terms shall be 80% of the total working days separately for each term.

R.6.7.2 The Principals and the Heads of Institutions shall keep a register of the daily attendance of duly admitted students.

R.6.7.3 Continuous absence without a valid reason for more than 6 weeks shall be deemed as discontinuation of that semester. If a student wishes to continue in the college/department he/she may seek fresh Registration in the same semester in the next academic year.

R.6.7.4 At the end of each semester/term and before commencement of external examination each Department/College/Institute shall submit student wise attendance report to the University.

**R.6.8 Continuous and Comprehensive Internal Assessment**

R.6.8.1 There shall be minimum one internal test along with other component of evaluation during a semester. (colleges/departments/institute can arrange more than one internal evaluation test).

R.6.8.2 Internal Assessment must full fill the criterion of Continuous and Comprehensive Assessment.

R.6.8.3 The Internal assessment must be done through various means including following component.

Continuous Assessment components	Weightage
Internal written tests	50%
MCQ based quizzes / Seminars (Presentations)	17%
Class participation in Assignments	17%
Attendance	16%
Total (Internal Component)	100%

Note :

1. Institutions/Colleges/Departments have to submit the total internal marks on the University portal.
2. For 2 (two) credit courses internal test shall be of 10 Marks + 5 Marks of Attendance.

R.6.8.4 The Head/Principal of the Department/College/Institute in consultation with other teachers of the department/college/institute will prepare in the beginning of the term a detailed scheme of seminars, home work, quizzes, etc. and the Programme for the test examinations and the same will be announced to the candidates.

R.6.8.5 The records of the test examinations as well as seminars, home work, quizzes etc. will be maintained by the department/college/Institute concerned.

R.6.8.6 Every candidate shall maintain a regular record of his/her practical work that shall be duly certified by his her teacher(s) from time to time.

R.6.8.7 The weightage of the in semester evolution (internal evaluation) and Weightage of the end of semester evaluation (external evaluation) shall be as per the existing norms approved by respective Board of Studies.

R.6.8.8 **Internal test passing criterion for Undergraduate Programmes:** Candidate will be required to obtain at least 25% marks separately in each head of passing and in aggregate have to obtain 35% marks in the internal tests conducted by college, provided however, a candidate who fails to obtain 25% marks in not more than two heads of passing, may be allowed to appear at the University examination by the Principal of the college concerned on the recommendation of the committee appointed by him/her to assess the candidate's overall performance.

R.6.8.9 **Internal test passing criterion for Postgraduate Programmes:** Candidate will be required to obtain at least 33% marks separately in each head of passing in the internal tests conducted by College/Department/Institute, provided however, a candidate who fails to obtain 33% marks in not more than two heads of passing, may be allowed to appear at the University examination by the Principal/Head of the college/department concerned on the recommendation of the committee appointed by him/her to assess the candidate's overall performance.

(Note: Head of passing will mean a paper or practical or project paper)

R.6.8.10 After completion of the internal test, marks should be displayed on the college/department/institute notice board, so that students can see their internal marks.

R.6.8.11 If student fails in any head of passing and wants to improve his /her marks, he/she should be given enough opportunity to improve the marks. For this college/department will conduct internal improvement test.

R.6.8.12 Internal marks once submitted to the University by concerned college/department, candidate will not be allowed to improve his/her internal marks.

R.6.9 Provisions for detaining a student at the end-semester university examinations

R.6.9.1 Students must have 80% of attendance of the total working days in each course for appearing in the examination. Students who have 79% to 70% of attendance shall apply for condonation to the University through Principal in the prescribed

form with the prescribed fee of Rs. 100 per course. Students who have 60% to 69% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. It is further clarified that the students, who have 60% or more attendance, shall be given marks as under :

Attendance from	Attendance Marks
80%	5 Marks
79% to 70%	3-4 Marks (If Condoned)
60% to 69%	1-2 Marks (If Condoned)

Students (if condoned), who have 74% to 65% of attendance shall be given 3 to 4 marks in internal evaluation. Students (if condoned), who have 64% to 50% of attendance shall be given 1 to 2 marks in internal evaluation.

A student whose attendance is less than 60% of the total working days in each course, his/her term will not be granted and he/she will not be eligible to appear in the university examination. If he/she wishes to continue in the college/department he/she may seek fresh registration in the same semester in the next academic year.

- R.6.9.2 If a candidate fails in the internal test (do not full fill the internal test passing criteria), his/her term will not be granted and he/she will not be eligible to appear in the external examination.
- R.6.9.3 Candidate should have gone through the N.C.C. or N.S.S. or Physical Training in accordance with the relevant ordinances.
- R.6.9.4 Candidate should have presented themselves for medical examination, if conducted by the university.
- R.6.9.5 College/department will submit the list of candidate who fall in R.6.9.1 to R.6.9.4 category
- R.6.9.6 If any candidates fall in to R.6.9.1 to R.6.9.4 category, candidate will be declared as NPTA (Not permitted to appear in next semester) and his examination form will be withdrawn.
- (Note : R.6.9.3 is not applicable to students of Postgraduate programmes.)

**R.6.10 Criterion for End Semester Examination conducted by University:**

- R.6.10.1 The nature of final examination, whether written or oral or both, in respect of each course shall also be made known to the students at the beginning of the academic session.
- R.6.10.2 No candidate will be allowed to reappear in the University examination with the same subject, which he has already passed.
- R.6.10.3 Candidate desirous of appearing at the University examination must apply in the prescribed form accompanied by a certificate of attendance to the registrar through the principal/head of the college/department on or before the date prescribed for the purpose under the relevant ordinance/s.
- R.6.10.4 University will hold the examination for ODD semesters in the month of October or November and for EVEN semesters in the month of March or April as per the academic term schedule declared by the University.
- R.6.10.5 The theory syllabus of each course will have Units/Paragraphs. The question paper will cover all the units/paragraphs and will offer internal options in the questions within the unit/paragraphs or as decided by the faculties.
- R.6.10.6 The appointment of Paper-setter/s and Examiner/s will be as per the existing rules and regulations in the university from time to time.
- R.6.10.7 The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Registrar after a candidate has successfully completed all the courses of the said programme.
- R.6.10.8 Candidates passing the examination in compartments shall not be eligible for the award of class.
- R.6.10.9 The Scheme of examination for various subjects of study at Undergraduate and postgraduate examination as approved by concerned statutory bodies.
- R.6.10.10 Assessment criterion  
As per the existing rules and regulations approved by various bodies.
- R.6.10.11 Fairness of assessment  
As per the existing rules and regulations approved by various bodies.

## R.6.10.12 Standard of Passing

R.6.10.12.1 For Undergraduate and Post Graduate Programmes : In External assessment, the student will have to score 40% marks in each Head of passing. In overall, aggregate of internal and external for particular course student will also have to score 40% marks in each head of passing.

R.6.10.12.2 The candidate will NEVER be said to have failed in a course if he/she is unsuccessful in completing the course by the end of the semester. On the contrary he/she is said to have Not Clear (NC) the paper.

## R.6.10.13 Grade Points System

Grading System shall be converted to 7 point scale from existing scale in the following manner.

Grade Points	Description	% of Marks	Division / Grade
10	Outstanding	$m \geq 90$	First / O
9	Excellent	$80 \leq m < 90$	First / A
8	Very Good	$70 \leq m < 80$	First / B
7	Good	$60 \leq m < 70$	First / C
6	Fair	$50 \leq m < 60$	Second / D
5	Average	$40 \leq m < 50$	Pass / E*
4	Dropped	$30 \leq m < 40$	F**
3	Dropped	$20 \leq m < 30$	F**
0	Dropped	$m < 20$	F**

For internal component please refer the following table:

Grade Points	Description	% of Marks	Division / Grade
*5	Average	$33 \leq m < 50$	Pass / E
**4	Dropped	$m < 33$	F

## R.6.10.14 Award of Class

Remarks	CGPA	Grade
First Class with O	$CGPA \geq 9.00$	O
First Class with A	$8.00 \leq CGPA < 9.00$	A
First Class with B	$7.00 \leq CGPA < 8.00$	B
First Class with C	$6.00 \leq CGPA < 7.00$	C
Second Class with D	$5.00 \leq CGPA < 6.00$	D
Pass with E	$4.00 \leq CGPA < 5.00$	E
Dropped - F	$CGPA \leq 4.00$	F

Grade point average =  $\sum \{ \text{Credit} * \text{Grade Points} \} / \text{Total Credits}$

Cumulative Grade Point Average (CGPA) =  $\sum \{ \text{Credit} * \text{Grade Points} \} / \text{Total Semesters Credit}$

Equivalent Percentage =  $CGPA * 10$

**R.6.11 Carry Forward Criteria**

R.6.11.1 A candidate who has undergone a regular course of study in a particular Semester, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for continuing study in next Semester.

R.6.11.2 For Undergraduate programmes:

“A candidate who fails in more than three heads of passing in I and II semester shall not permitted to go to V semester.”

Result of VI semester examination shall not be declared until candidate clears all the heads of passing.

R.6.11.3 For Postgraduate programmes:

“A candidate who fails in more than two heads of passing in I semester shall not permitted to go to III semester.”

“A candidate who fails in more than two heads of passing in II semester shall not permitted to go to IV semester.”

“A candidate who fails in more than two heads of passing in III semester shall not permitted to go to V semester.”

“A candidate who fails in more than two heads of passing in IV semester shall not permitted to go to VI semester.”

R.6.11.4 For Integrated courses (5 years duration)

For I to VI semester as per R. 6.11.2 (Under graduate)

For VII to X semester as per R.6.11.3 (Post Graduate)

R.6.12 Time span (years) for the completion of Degree programme.

R.6.12.1 A student who for whatever reason is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore be as follows :

1. Time Span =  $N \times 2$  years for the completion of programme, where N stands for the normal or minimum duration prescribed for completion of the programme.
2. Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university syndicate may allow a student one more year for completion of the programme.
3. During the extended period the student shall be consider as a private candidate and also not be eligible for ranking.

R.6.13 All other provisions not covered here shall be as per the existing norms.

R.6.14 If any subject specific regulation is required, Board of studies of subject discipline concerned shall prepare regulations in addition to these general regulations.

R.6.15 In the interpretation of any provision of the above rules & regulations, the decision of the Vice-Chancellor shall be final and binding to all.

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