

**SREENARAYANAGURU OPEN UNIVERSITY**

**KOLLAM**

**CURRICULUM FRAMEWORK AND REGULATIONS  
FOR PG PROGRAMMES,2021**

**JUNE 2021**

# **SREENARAYANAGURU OPEN UNIVERSITY**

## **KOLLAM**

### **NOTIFICATION**

In exercise of the powers conferred by the clauses of i) and ii) Section 32 of chapter I read with clause i) of subsection (1) of Section 53 of chapter 2 of the Sreenarayanaguru Open University Act 2021 in conformity with the regulations of University Grants Commission for Open and Distance Learning of 2017 and with the approval from the Academic Research Committee/Council hereby called the following the Sreenarayanaguru Open University First Regulations for PG Programme, 2021. These are subject to the provisions of the statutes and ordinances of the University if any issued in the subject from time to time. These regulations shall be applicable for students admitted from 2021 onwards.

| <b>1. PREAMBLE</b> |  |
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| 1.1                | The University has the right to modify the regulations from time to time.  |
| 1.2                | If any question arises relating to the interpretation of these regulations, the decision of the University shall be final and binding.   |
| 1.3                | The University shall follow the student-centered instruction model, Outcome Based Education (OBE) that focuses on measuring student performance through outcomes.  |
| 1.4                | The University shall have a set of approved institutional attributes, and a separate Programmes specific attributes.   |
| 1.5                | There shall be an Academic Calendar prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results.<br><br>The University shall ensure that the Academic calendar is strictly followed. |

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| 1.6 | There shall be a Prospectus/Students' handbook, whether in print or digital form, issued for providing fair and transparent information, relating to the University and its Programmes.   |
| 1.7 | The syllabus of each course shall be prepared block wise. The Programme Specific Outcome and institutional attribute specific outcomes are to be clearly stated in the syllabus of all courses including laboratory courses. The number of instructional/ contact/ counseling hours and reference materials are also to be mentioned against each module. Since a semester contains 15 instructional weeks, the same may be considered in the preparation of syllabi. |

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| <p><b>2. DEFINITIONS &amp; ABBREVIATIONS</b></p> <p>In these regulations, unless the context otherwise requires</p> |  |
| 2.1   | OBE - Outcome Based Education.   |
| 2.2   | GA means Institutional graduate attributes and Programme specific attributes of respective discipline.   |
| 2.3   | PSO - Programme Specific Outcomes  |
| 2.4   | CO - Course Outcome  |
| 2.5   | Duration of Programme: The time period required for the conduct of the Programme. The duration of a PG degree Programme shall be 4 semesters distributed in a period of 2 years.   |
| 2.6   | Semester: Semester means a term consisting of 24 weeks.  |
| 2.7   | University : Means Sreenarayanaguru Open University  |
| 2.8   | Learner Support Centre: Means Study Centre/Programme Centre/Work Centre, a centre established or recognised by the University for advising, counseling, providing interface between the teachers and the learners, rendering any academic and any other related service and assistance required for successful delivery of Programmes. |
| 2.9   | Regional Centre: Means a Centre established or maintained by the   |

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|      | University for the purpose of coordinating and supervising the work of the Learner Support Centres and for performing such other functions as may be conferred on such Centre by the University.  |
| 2.10 | Examination Centre: Means a place where examinations are conducted for assessment of the learners pursuing Programmes and has the requisite infrastructure including adequate manpower for smooth conduct of examinations and adhering to such minimum standards as specified by the University.  |
| 2.11 | Centre for Internal Quality Assurance (CIQA) : Means a Centre established by the University for ensuring the quality of Programmes being offered.   |
| 2.12 | Prospectus/Students' Hand book means any publication of the University, whether in print or digital form, issued for providing fair and transparent information, relating to the University and its Programmes.   |
| 2.13 | Academic Calendar : Publication mentioning period of admission process along with the academic session, dates of continuous and End Semester examinations, dates of publication of results etc.   |
| 2.14 | Credit (C) means a unit of academic input measured in terms of contact hours for counselling/course content assigned to a course. One credit is equal to 30 hours of learners' study time in the distance mode. This comprises all learning activities (i.e. reading and comprehending the print material, listening to the audio, watching video, attending counselling sessions, teleconference and writing assignments). |
| 2.15 | Letter Grade or Grade: Is a letter symbol (O, A+, A, B+, B, C, P, FE, I and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations.  |
| 2.16 | Grade Point (GP): Is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. Grade Point means point given to a letter grade on 10 point scale.  |
| 2.17 | Credit Point (CP): Is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $CP = GP \times C$   |
| 2.18 | Semester Grade Point Average (SGPA): Is the value obtained by dividing the  |

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|      | sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end of a semester.  |
| 2.19 | <b>Cumulative Grade Point Average (CGPA)</b> : Is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire Programme by the total number of credits in the entire Programme and shall be rounded off to three decimal places.   |
| 2.20 | <b>Programme:</b> A Programme means the entire course of study and examinations with 4 semesters of Academic learning.  |
| 2.21 | <b>Course:</b> A course means a segment of the subject matter to be covered in a semester.  |
| 2.22 | <b>Discipline Core Course (DC):</b> A course that should compulsorily be studied by a candidate of a particular Programme as a core requirement is termed as a core course.   |
| 2.23 | <b>Discipline Specific Elective Courses (DE):</b> Discipline Specific Elective courses are offered by the main discipline/subject of study  |
| 2.24 | <p><b>Skill Enhancement Compulsory Courses (SE):</b> Learners are encouraged to opt for any 2 Skill Enhancement Compulsory Courses offered by the University OR one SE in combination with one Internship (IN). Students can earn 2 credits each by participating in these courses. These courses focus on developing communication skills, behavioral aspects, societal commitment, foreign language expertise etc. of the learners.</p> <p>The learners may opt two such courses (at least one SE is compulsory) and can earn 2 credits each during III and IV semesters. The topics of courses suitable for SE from different subjects and their syllabi are to be prepared by different board of studies.</p> |
| 2.25 | <b>Internship (IN):</b> The curriculum includes internship of teaching assistance/industry engagement/engagement in professional experience. There are 2 credits for this linking through learning management system and  |

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|      | <p>can also be deployed to compliment the internship. The internship requires supervision and will be governed by appropriate procedures prescribed by the University from time to time.</p> <p>Depending on the University's policy, students can also earn 2 credits by participating in an internship. The credits allotted for an internship should be based on certain guidelines which should include the hours the students spend by participating in the internship throughout the semester and the expertise they gain through it. Students can choose one course as Internship as well instead of one SE and can fetch 2 credits.</p> |
| 2.26 | <p><b>Ability Enhancement Compulsory Courses (AE):</b> There are two types of AEs such as Discipline Specific (DS) and Institution Specific (IS).</p> <p>In AE (DS), the Curriculum of each discipline includes a course in their subject area which they consider to be very important for gaining extra ability by learners. AE (IS) is offered by the University which includes a course related to Research methodology/writing skills /Statistical Tools/Packages for Research Analysis/Instrumentation analysis etc. AE courses are compulsory and are distributed in I and II semesters and carry 2 credits each.</p>                    |
| 2.27 | <p><b>Cross border Courses (CB):</b> CB courses are elective courses, non compulsory, chosen generally from an unrelated discipline/subject, with an intention to seek exposure. It induces awareness of several other fields of interest of the learners from subjects other than their core area. Learning such courses makes the student think across boundaries. A maximum of 2 courses with 4 credits each not exceeding 1 course per semester is allowed. A core course offered in a discipline/subject may be treated as a CB by another discipline/subject and vice versa and such electives may also be referred to as CB.</p>         |
| 2.28 | <p><b>Dissertation/Project work (DP):</b> Dissertation is an extended piece of research. A typical dissertation includes components such as introduction, literature review, methodology, results, and discussion etc.</p>  |

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|  | Project work is an application-oriented academic activity coming under the subject domain of the core/discipline specific elective area. It aims at refining the theoretical and quantitative skills of the learners and is an important compulsory component of the PG Programme. |
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| <b>3. Programme Structure</b> |  |      |          |      |  |  |  |
|-------------------------------|--|------|----------|------|--|--|--|
| 3.1                           | The duration of the PG Programme shall be 2 academic years spanning 4 semesters.   |      |          |      |  |  |  |
| 3.2                           | <p>The maximum duration shall be 4 academic years spanning 8 semesters.</p> <ol style="list-style-type: none"> <li>1. Take re-admission to the Programme like other students by fulfilling the admission criteria and paying the requisite fee.</li> <li>2. Apply to the university for transfer of credits earned under the old enrolment with applicable fee.</li> <li>3. Credit transfer may be allowed subject to the rules in force at the time of re-admission.</li> </ol> |      |          |      |  |  |  |
| 3.3                           | Every academic year shall have two semesters. The Academic calendar for each year shall be notified separately.  |      |          |      |  |  |  |
| 3.4                           | The PG Programme shall have a curriculum and syllabi for the courses approved by the competent authority of the University. The syllabus for any course shall be normally modified/updated once in four years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies subject to the approval of the University.   |      |          |      |  |  |  |
| 3.5                           | The University offers a single stream of the curriculum for all PG Programme with 72 credits. However the students can earn additional credit of 8 on successful completion of 2 courses under the Cross Border Discipline.  |      |          |      |  |  |  |
| 3.6                           | Every course of PG Programme shall be placed in one of the nine categories as listed in the table below.   |      |          |      |  |  |  |
|                               | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">Sl.</th> <th style="width: 60%; text-align: center;">Category</th> <th style="width: 30%; text-align: center;">Code</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>  | Sl.  | Category | Code |  |  |  |
| Sl.                           | Category   | Code |          |      |  |  |  |
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|                         |            |  |   |
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|                         | <b>No.</b> |  |   |
|                         | 1          | Discipline Core Courses  | DC  |
|                         | 2          | Discipline Specific Elective Courses                                       | DE  |
|                         | 3          | Ability Enhancement Compulsory Courses                                     | AE, Discipline Specific (DS)<br>AE, Institution Specific (IS) |
|                         | 4          | Skill Enhancement Compulsory Courses/ Internship in industry or elsewhere. | SE/IN   |
|                         | 5          | Laboratory/Practicals <sup>a</sup>   | LP  |
|                         | 6          | Dissertation/Project work, and Viva Voce                                   | DP  |
| <b>Optional courses</b> |            |  |   |
|                         | 7          | Cross Border Discipline Course   | CB  |

<sup>a</sup>For Non-lab Programmes, LP may be converted to DC

For PG Programmes for Arts and Commerce the distribution of credits for different courses shall be as per Table 1.

| Table 1: <i>The distribution of the courses over the four semesters of the PG Programme for Arts &amp; Commerce</i> |             |                   |               |                        |      |      |      |
|---|-------------|-------------------|---------------|------------------------|------|------|------|
| Type of Course  | Course Code | Number of courses | Total credits | Credits*no. of courses |      |      |      |
|   |             |                   |               | Sem1                   | Sem2 | Sem3 | Sem4 |
| Discipline Core Courses   | DC          | 12                | 48            | 4*4                    | 4*4  | 4*2  | 4*2  |

|  |                               |                          |   |           |           |           |           |
|--|-------------------------------|--------------------------|---|-----------|-----------|-----------|-----------|
| Discipline Specific Elective Courses                                       | DE                            | 3                        | 12  |           |           | 4*2       | 4*1       |
| Ability Enhancement  | AE, Discipline Specific (DS)  | 1                        | 4   | 2*1       |           |           |           |
| Compulsory Courses   | AE, Institution Specific (IS) | 1                        |   |           | 2*1       |           |           |
| Skill Enhancement Compulsory Courses/ Internship in industry or elsewhere. | SE/IN                         | 2                        | 4   |           |           | 2*1       | 2*1       |
| Dissertation/Project work and Viva Voce                                    | DP                            | 1                        | 4   |           |           |           | 4*1       |
| Cross Border Discipline courses <sup>#</sup>                               | CB                            | 2 <sup>#</sup>           | A maximum of 2 courses with 4 credits each not exceeding 1 per semester |           |           |           |           |
| <b>Total</b>   |                               | <b>20-22<sup>#</sup></b> | <b>72-80<sup>#</sup></b>  | <b>18</b> | <b>18</b> | <b>18</b> | <b>18</b> |

*#It is optional for students who want to pursue courses in other discipline over and above the mandatory courses for the admitted PG programme.*

For PG Programmes for Science and Applied Science the distribution of credits for different courses shall be as per Table 2.

**Table 2 : The distribution of the courses over the four semesters of the PG Programme for Science and Applied Science**

| Type of Course   | Course code                   | Number of courses        | Total credits   | Credits*no. of courses |           |           |           |
|--|-------------------------------|--------------------------|---|------------------------|-----------|-----------|-----------|
|  |                               |                          |   | Sem1                   | Sem2      | Sem 3     | Sem4      |
| Discipline Core Courses  | DC                            | 8                        | 32  | 4*3                    | 4*3       | 4*1       | 4*1       |
| Discipline Specific Elective Courses                                       | DE                            | 3                        | 12  |                        |           | 4*2       | 4*1       |
| Ability Enhancement Compulsory Courses                                     | AE, Discipline Specific (DS)  | 1                        | 4   | 2*1                    |           |           |           |
|  | AE, Institution Specific (IS) | 1                        |   |                        | 2*1       |           |           |
| Skill Enhancement Compulsory Courses/ Internship in industry or elsewhere. | SE/IN                         | 2                        | 4   |                        |           | 2*1       | 2*1       |
| Laboratory/Practicals <sup>a</sup>   | LP                            | 4                        | 16  | 4*1                    | 4*1       | 4*1       | 4*1       |
| Dissertation/Project work, and Viva Voce                                   | DP                            | 1                        | 4   |                        |           |           | 4*1       |
| Cross Border Discipline courses <sup>#</sup>                               | CB                            | 2 <sup>#</sup>           | A maximum of 2 courses with 4 credits each not exceeding 1 per semester |                        |           |           |           |
| <b>Total</b>   |                               | <b>20-22<sup>b</sup></b> | <b>72-80<sup>b</sup></b>  | <b>18</b>              | <b>18</b> | <b>18</b> | <b>18</b> |

<sup>b</sup>Not Compulsory

<sup>#</sup>It is optional for students who want to pursue courses in other disciplines over and above the mandatory courses for the admitted PG programme.

#### **4. ADMISSION**

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| 4.1 | Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.  |
| 4.2 | If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the University may cancel the admission of the candidate.   |
| 4.3 | No student shall be, under normal circumstances permitted, to change the branch/stream to which he/she is admitted by the University for academic Programme. However, the University reserves its right to consider submission of request on special and genuine ground subject to the rules in force.                             |
| 4.4 | A learner is permitted to register for only one Programme in the given academic session. However, he/ she is allowed to take a certificate Programme of 6 months duration along with other Programmes. Violation of this rule will result in cancellation of admission to all the Programmes and forfeiture of the Programme fees. |

#### **5. QUALITY ASSURANCE**

The University shall have a central Internal Quality Assurance Policy and Procedures as defined in the approved Quality Assurance Manual.-

#### **6. LEARNER SUPPORT CENTRE**

The University shall have a set of designated Learner Support Centres as per the policies and procedures approved by the University.

## 7. ASSESSMENT AND EVALUATION

The University shall have well defined strategies of assessment and evaluation as approved by the competent authorities of the University.

7.1 There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum. The End Semester Examinations shall be conducted by the University.

7.2 Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The Continuous Internal Evaluation (CIE) carries 30% marks and the End Semester Examinations (ESE) carries 70% marks unless otherwise specified in the curriculum.

7.3 Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be based on the day-to-day work, assignments/projects/case studies/quizzes etc. as the case may be. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

| Course         | Attendance | Assignment / Class work | Evaluation Test/ quiz |
|----------------|------------|-------------------------|-----------------------|
| Theory         | 20%        | 40%                     | 40%                   |
| Lab/ Practical | 50%        | 25%                     | 25%                   |

There shall be a minimum of three internal evaluation tests.

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| Project work | Work assessed by the teacher counselor/s. |
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The CIE marks for the attendance (20%) for each theory, practical shall be awarded in full, only if the candidate has secured 80% attendance or above in the subject. If a student has attendance for a subject below 80%,

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|     | reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations.  |
| 7.4 | <p>A learner is permitted to appear for the End Semester Examination subject to the following conditions:-</p> <p>4.1 Registration for the courses is done by the due date and is valid.</p> <p>4.2 Required number of assignments in the course is submitted by the due date.</p> <p>4.3 Minimum time to pursue the courses as per the provision of the Programme is completed.</p> <p>4.4 The Minimum attendance of 75% in Programme specific personal contact (Excluding counseling) and lab content of each course as specified in the Programme Curriculum.</p> <p>4.5 Examination fee is paid for all the courses for which the learner is appearing for the examination.</p> <p>4.6 Students who do not meet these eligibility criteria are awarded an FE grade.</p> |
| 7.5 | The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the third and fourth semester FE grade students can register for the courses in the next chance permitted by the University.   |
| 7.6 | A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.   |
| 7.7 | Students, who have completed a course but could not write the end semester examination, shall be awarded "I" Grade, provided they meet other eligibility criteria in 8.5. They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.   |

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| 7.8  | Based on the recommendations of the Board of Studies, the Vice Chancellor shall admit the candidate to the University Programme of his/her choice, subject to the conditions prescribed by the Board of Studies regarding the remaining courses to be undergone by the student in the curriculum and report to the Academic Council/any other competent authority subsequently.                           |
| 7.9  | The academic certification of the candidate shall be awarded to him/her, only if the candidate fulfills all the requirements prescribed by the successful completion of the Programme concerned.  |
| 7.10 | The duration of study shall be as per the recommendations and approval of the Board of Studies, Academic Council and the Vice Chancellor respectively based on the proportion of credits earned by the candidate from his/her prior learning / parent University.   |
| 7.11 | There shall be provision to consider the Industry Experience (pre learning) of employed candidates for awarding the skill credits subject to the approval of the concerned board of studies.  |
| 7.12 | <p>A student will be eligible for the award of the Degree on satisfying the following requirements:</p> <ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the course.</li> <li>2. Earned the required minimum credits as specified in the curriculum for the stream of study.</li> <li>3. No pending disciplinary actions.</li> </ol> |
| 7.13 | Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.   |

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|------|--|-------------------------|----------------------------------|------------------------------|
| 7.14 | An aggregate of P grade or better (after external and internal put together), with minimum 20% marks in End Semester Examination is required in each course for a pass. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 20 % or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below P grade. |                         |                                  |                              |
| 7.15 | Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination and earn the credits.   |                         |                                  |                              |
| 7.16 | There is no provision for internal marks improvement.  |                         |                                  |                              |
| 7.17 | Grading is based on the overall % marks obtained by the student in a course. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).   |                         |                                  |                              |
| 7.18 | <b>GRADE AND GRADE POINTS</b>  |                         |                                  |                              |
|      | <b>Letter Grade</b>  | <b>Grade Point (GP)</b> | <b>% of Total Marks obtained</b> | <b>Class</b>                 |
|      | O (Outstanding)  | 10                      | 90% and above                    | First Class with Distinction |
|      | A+ (Excellent)   | 9                       | 80% and above but less than 90%  |                              |
|      | A (Very Good)  | 8                       | 70% and above but less than 80%  |                              |
|      | B+ (Good)  | 7                       | 60% and above but less than 70%  | First Class                  |
|      | B (Above   | 6                       | 50% and above but less than      |                              |

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|      | average)  |   | 60%   |  |
|      | C (Average)   | 5 | 40% and above but less than 50%   |  |
|      | P (Pass)  | 4 | 35% and above but less than 40%   |  |
|      |   |   | Having 20 % or above for ESE is a necessary and sufficient condition for a pass.  |  |
|      | F (Fail)  | 0 | Below 35% (CIE + ESE) or<br>Below 20 % for ESE  |  |
|      | I   | 0 | Could not register for the end semester examination but fulfills the eligibility criteria or cancellation of the examination. |  |
|      | Ab  | 0 | Absent  |  |
|      | FE  | 0 | Failed due to lack of eligibility criteria (Ref.7.5)  |  |
|      | Equivalent percentage mark shall be = 10 * CGPA   |   |   |  |
| 7.19 | Improvement of a particular End Semester Examination can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously. |   |   |  |
| 7.20 | There is provision for cancelling an already appeared examination. Applications for cancelling an examination should be submitted within 5  |   |   |  |

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|      | <p>days or after the date of examination However; the examination fee paid at the time of registration will not be refunded on cancellation. The grade “I” will be awarded to the students when he/she cancels the examination.</p>   |
| 7.21 | <p>Students can apply for photocopies of answer scripts of End Semester Examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.</p>   |
| 7.22 | <p>The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases</p> <p>and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.</p> |
| 7.23 | <p>Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the Programme including CGPA.</p>   |
| 7.24 | <p>The Semester Grade Point Average (SGPA) of a student is the sum of the credit points of all courses in a semester divided by total credits in that semester.</p> <p>The Cumulative Grade Point Average (CGPA) is the sum of the credit points obtained in six semesters divided by total credit requirement of the Programme.</p>  |

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| 7.25 | <p>Any act of violation of University directions, indiscipline, misbehavior, or unfair practices in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the examination centre in-charge to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination Manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the University. The University shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The case shall then be forwarded with the preliminary enquiry report and remarks, to the Controller of Examinations, along with all related documents and evidences. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.</p> |
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## **8. BREAK OF STUDY**

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| 8.1 | <p>A student is permitted to avail of the break of study:</p> <ul style="list-style-type: none"> <li>i) In case of accident or serious illness needing prolonged hospitalization and rest.</li> <li>ii) In case the student has a bright idea and would like to initiate a start-up venture or<br/>develop a product.</li> <li>iii) In case of any personal reasons that need a break in study.</li> </ul> <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.</p> |
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|  | <p>Students who require a break in the study due to personal reasons shall convince the University on the genuine need for it by giving authentic evidence for the same.</p> <p>The student can avail of the break of study only with the prior approval of the University. The student shall upload the request with all relevant documents to the University portal for the approval sufficiently in advance.</p> <p>Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.</p> |
| <p><b>9. CREDIT TRANSFER FACILITY TO ACCOMMODATE STUDENTS FROM OTHER UNIVERSITIES_</b></p> |   |
| 9.1  | The scheme envisages the continuing education of drop out students from other Universities by allowing credit transfer from their prior learning.   |
| 9.2  | The students shall be admitted to any of the academic Programmes (UG, PG, Diploma, PG Diploma, Certificate course etc.) of his/her choice, if they fulfill the admission eligibility criterion prescribed by the University for the Programme concerned.  |
| 9.3  | The credits earned by the candidate from their parent University shall be transferred to equivalent credits by mapping the respective courses offered by the University and the parent University.  |
| 9.4  | Based on the recommendations of the Board of Studies, the Vice Chancellor shall admit the candidate to the University Programme of his/her choice, subject to the conditions prescribed by the Board of Studies regarding the remaining courses to be undergone by the student in the curriculum and report to the academic council/any other competent authority subsequently.   |
| 9.5  | The academic certification of the candidate shall be awarded to him/her, only if the candidate fulfills all the requirements prescribed by the successful completion of the Programme concerned.  |

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| 9.6  | The duration of study shall be as per the recommendations and approval of the Board of Studies, Academic Council and the Vice Chancellor respectively based on the proportion of credits earned by the candidate from his/her prior learning / parent University.  |
| 9.7  | There shall be a provision to consider the Industry Experience (pre learning) of employed candidates for awarding credits for Skill Enhancement compulsory Course/Internship subject to the approval of the concerned board of studies.  |
| <b>10. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS</b> |  |
| 10.1   | Only bona-fide students with live registration are eligible for the award of Grace Marks for the accomplishments during their study.   |
| 10.2   | The criterion for the award of Grace Marks is representing the University in officially sponsored National/ State level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.  |
| 10.3   | The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum marks of all courses appeared by the candidate for the examination during the semester.   |
| 10.4   | The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.   |
| 10.5   | Eligible Grace Marks shall be distributed equally on all theory/courses of an examination. However, re-distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass. |

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| 10.6  | Re-distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.   |
| 10.7  | Grace Marks shall not be re-distributed from one semester to another semester.   |
| 10.8  | If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective board, if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.  |
| 10.9  | Eligible Grace Marks shall be awarded for the examination of the performing semester only.   |
| 10.10   | The request for Grace Marks shall be submitted to the Controller of Examinations with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.   |
| 10.11   | Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.  |
| <b>11.GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)</b> |  |
| 11.1  | A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the University at the time of admission. |
| 11.2  | The maximum grace marks that can be awarded to a PWD candidate in a particular semester shall be 10% of the aggregate maximum marks of all courses appeared by the candidate for the examination during the semester.  |
| 11.3  | The maximum grace marks that can be awarded to a student for a course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the  |

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|                                 | course.   |
| 11.4                            | Eligible Grace Marks shall be distributed equally on all courses of an examination. However, re-distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass. |
| 11.5                            | Re-distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.  |
| 11.6                            | Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.   |
| 11.7                            | PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.   |
| 11.8                            | If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.  |
| 11.9                            | The request for Grace Marks shall be submitted to the Controller of Examinations along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.  |
| <b>12. TRANSITORY PROVISION</b> |   |
| 12.1                            | Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied to any PG Programmes with such modifications as may be necessary.  |