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# **ACADEMIC REGULATIONS**

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**2<sup>nd</sup> Amendment Submitted for Approval**

**August 2024**

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# Vidyashilp University

## Academic Regulations

### Preamble

Vidyashilp University is established under the Vidyashilp University Act, 2020 (Karnataka Act No. 20 of 2021).

In exercise of the powers conferred by, and in discharge of, duties assigned under the relevant provisions of the Vidyashilp University Act, 2020 and Statutes made thereunder, the Academic Council hereby makes the following Regulations, namely;

### Short Title, Commencement and Application

- a) These Regulations shall be called the Academic Regulations.
- b) They shall come into force with immediate effect.
- c) The Academic Regulations are applicable to all existing Degree and Diploma Programs of the University. Any amendments made therein, shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.
- d) Specific aspects of the Regulations pertaining to a particular Degree Program are given separately along with the concerned Program Regulations.
- e) These Regulations may evolve and get amended or modified or changed through appropriate approvals from the Academic Council, from time to time, and shall be binding on all concerned.
- f) Additional Regulations, if any, prescribed by the Regulatory / Statutory Bodies for a particular Degree Program shall be included in the concerned Program Regulations.

### Definitions

In these Regulations, unless the context otherwise requires:

- a) *"Academic Calendar" means the schedule of academic and miscellaneous events as approved by the Academic Council;*
- b) *"Academic Council" means the Academic Council of the University;*

- c) *"Academic Regulations" means the Academic Regulations of the University;*
- d) *"Academic Term" means a Semester or Summer Term;*
- e) *"Act" means the Vidyashilp University Act, 2020;*
- f) *"Board of Governors" means the Board of Governors of the University as specified by the Act;*
- g) *"Board of Management" means the Board of Management of the University as specified by the Act;*
- h) *"BoS" means the Board of Studies of a particular School / Department / Program of the University;*
- i) *"Clause" means duly numbered Clauses of these Regulations;*
- j) *"Course" means a specific subject, usually identified by its Course-number and Course-title with specified credits and Course Plan, taught by some teacher(s)/Course-instructor(s) to a specific class (group of students) during a specific Academic Term;*
- k) *"Course Instructor" means, the teacher/faculty member or the Course Instructor of a Course;*
- l) *"Dean" means the Dean of School / Centre of the University;*
- m) *"Degree Program" includes all Degree Programs;*
- n) *"Program Chair" means the Program Chair / Head of the Department / School within the University;*
- o) *"PAC" means the Program Academic Committee of a concerned Program of Study of the University;*
- p) *"Program Regulations" means the Program Regulations governing a specific Degree Program offered by the University which includes the set of Program-Specific Regulations, Program Structure and Curriculum;*
- q) *"Program Structure and Curriculum" means the components of Program Curriculum, Courses with Credits and the mandatory minimum credits to be earned in each component for the award of the degree;*
- r) *"Registrar" means the Registrar of the University;*
- s) *"Registrar (Evaluation)" means the Registrar (Evaluation) of the University;*
- t) *"School/Department" means a constituent School / Department / Centre of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*
- u) *"Section" means duly numbered Sections of these Regulations;*
- v) *"Statutes" means the Statutes of Vidyashilp University;*
- w) *"Sub-Clause" means duly numbered Sub-Clauses of these Regulations;*
- x) *"Summer Term" means an additional Academic Term conducted during the summer break (typically in June-July) for a duration of about eight (08) calendar weeks;*
- y) *"University" means Vidyashilp University; and*

z) "Vice Chancellor" means the Vice Chancellor of the University.

## 1. Academic Calendar

- 1.1. The academic activities of the University are regulated by the Academic Calendar approved by the Academic Council and notified by the University at least one calendar month before the commencement of each academic year.
- 1.2. An academic year in the University shall normally be divided into two semesters consisting of ninety (90) University working days each, known as 'Odd Semester' (normally from July / August to December) and 'Even Semester' (normally from January to April/May).
- 1.3. An additional Academic Term known as the 'Summer Term' may be scheduled during the summer break (May/June to July).

## 2. Registration

- 2.1. Every student shall complete the mandatory requirement known as the 'Registration' procedure and register for the prescribed and approved Courses to be pursued during a given Academic Term. This Registration process is mandatory every Semester / Academic Term till the completion of the Program. The University Registrar's Office manages the registration process and related activities.
- 2.2. The prescribed date for Registration shall be announced in the Academic Calendar and through notifications issued by the University to this effect.
- 2.3. The Chairperson of each Program Academic Committee (PAC) of each Program/School shall communicate the list of approved/prescribed Courses available for Registration in the concerned Semester to the University Registrar's Office for Notification as per the specified dates in the Academic Calendar. (The constitution and functions of the Program Academic Committee (PAC) are placed in Annexure A.)
- 2.4. Every student after consulting her/his Faculty Advisor is required to register for the approved Courses on offer in the given Academic Term at the commencement of each Semester/Academic Term on the days fixed for such registration as notified in the Academic Calendar or the University Notification to this effect.  
(On joining the University, each student is assigned a Faculty Advisor to counsel the student on matters related to the Registration process. A brief of the functions/responsibilities of the Faculty Advisor is placed in Annexure B).
- 2.5. Without registration, any academic activity (Course / Internship / Project, etc.) undergone by a student will not be counted towards the requirements for the award of the Degree. No student shall be permitted to attend classes without completing the appropriate registration procedure.
- 2.6. Normally, no late registration shall be permitted. However, considering medical exigencies, specifically hospitalization, trauma or contagious disease only, and participation in approved competitions/events as detailed in Sub-Clauses 2.6.1 and

2.6.2. below, a student may be permitted for late registration with prior approval from the concerned Program Chair / Dean of concerned School.

2.6.1. In cases of medical exigency (viz. hospitalization, trauma or contagious disease only), the maximum period permissible for late registration shall be not be more than two (02) calendar weeks counted from the specified date of Registration announced by the University. The student must produce the medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated. The student shall not be eligible for late registration if she/he/they fails to produce authentic medical certificates and relevant documents in support of the medical exigency.

2.6.2. If a student has been selected / permitted by the University to participate in State / National / International Competitions / Events, the concerned student may be permitted for late registration. The student must produce duly attested documents and/or Certificates to be eligible for the provision of late registration. The number of days for which the concerned student shall be given permission for late registration shall be approved by the Vice Chancellor on the recommendation of the Dean of the School concerned.

2.7. In case of any other reason for late registration other than the cases specified in Sub-Clauses 2.6.1 and 2.6.2 above, the maximum permissible period for late registration shall not be more than one (01) calendar week counted from the specified date of Registration announced by the University.

Further, the student shall pay a Late Fee for late registration as specified by the University at the commencement of the Academic Term. No relaxation whatsoever shall be given on attendance requirement for late registration. Under no circumstances shall such a student be permitted to register for the Academic Term after the permissible period for late registration of one (01) calendar week counted from the specified date of Registration.

2.8. Further, the provisions mentioned in Clauses 2.6 and 2.7 are applicable only for registration at the commencement of a Semester and does not apply for the Summer Term (Refer Section 11).

2.9. Students are not permitted to re-register for Courses which they have already passed, except under the provisions and conditions of Clauses 11.4 and 12.5.

2.10. A student shall be permitted to register in the next Semester only if all the following conditions are fulfilled:

- 2.10.1. The student has paid all specified fees of the University as per the University Fee Policy of the University and payment schedule;
- 2.10.2. The student has cleared all University, Hostel, Transport and Library dues (if any); and,
- 2.10.3. The student has not been debarred from registering on any specific ground by the University.
- 2.11. Further, the student must fulfil the progression criteria prescribed in Clause 12.1 to register for the Semester at the commencement of the concerned Academic Year.
- 2.12. A student who is eligible for registration, but fails to register for the Academic Term within the specified dates, shall be removed from the rolls for the concerned Academic Term and shall not be permitted to attend classes for the concerned Academic Term. Such a student shall have to register for the corresponding Academic Term in the next academic year.
- 2.13. Pre-Registration (Major / Specialization / Minor / Open and other specified Courses) for higher Semesters:

All students (other than the students admitted to the first Semester of a Program) intending to register for the next higher Semester are required to complete the Pre-Registration process. A student, after consultation with the Faculty Advisor, is required to declare her/his intent to register for Major / Specialization / Minor / Open and any other specified Courses, as/if applicable, well in advance, before the actual start of the concerned Academic Term, through the process of Pre-Registration as per the schedule/dates announced in the Academic Calendar and/or the notifications issued by the University to this effect. Specialization / Minor courses will be offered only if the minimum of ten (10) students register for the same. However, the program chair may permit to offer the courses at his / her discretion.

2.14. Course Pre-Requisites

In order for a student to register for some Courses, it may be required either to have exposure in, or to have completed satisfactorily, or to have prior earned credits in, some specified Courses. Such Course pre-requisites shall be specified in the concerned Program Regulations / Course Plan as approved by the PAC.

2.15. Changes in Registration: Add/Drop

Students may add and drop Courses after consulting the concerned Faculty Advisors and submit a request for add/drop to the concerned Program Chair/Dean of Schools within last date specified for add/drop in the Academic Calendar or notifications issued by the University to this effect.

On approval, the Course(s) shall be added, and the dropped Course(s) will not appear on the Grade Card (Refer Clause 8.14).

- 2.16. A student of a particular degree Program shall register for the appropriate number of Course credits in each Semester/session that is within the minimum and maximum limits specific to that degree Program as stipulated in the specific Program Regulations.

2.17. Audit a Course

Auditing a Course is a provision for a student who may opt to register for a Course to acquire knowledge / skills, but not to earn credits and grade points.

A student who desires to register to Audit a Course shall consult her/his/their Faculty Advisor and seek approval of the concerned Course Instructor (Refer Clause 8.1). Registration to Audit a Course shall only be permitted as per the criteria and guidelines prescribed by the concerned Course Instructor and duly approved by the concerned Program Academic Committee (PAC). The student does not earn credits for the Audited Course.

Audited Courses shall not count towards completing degree requirements.

### 3. Academic Credits - Course Credit Structure

The Credit Structure is used to define various types of Courses to provide for the appropriate pedagogy and methods of assessment and evaluation. The flexibility required to accomplish the Course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each Course of the diverse Programs of study of the University.

- 3.1. The Credit Structure for defining and categorizing Courses is the L – T – P (Lecture – Tutorial – Practical) framework. The Course Credits are fixed based on the following norms:

Lecture / Tutorial: One (01) contact/classroom hour per week is assigned One (01) Credit.

Practical: Two (02) hours per week of practice/studio/laboratory/field and other similar practice or skill development components, is assigned One (01) Credit.

For example:

A Course with L – T – P structure of 4 – 0 – 0 will be assigned 4 Credits.

A Course with L – T – P structure of 3 – 1 – 0 will be assigned 4 Credits.

A Course with L – T – P structure of 0 – 0 – 4 will be assigned 2 Credits.

A Course with L – T – P structure of 1 – 0 – 4 will be assigned 3 Credits.

- 3.2. Practice/Skill based Courses like Industry Internship, Capstone, Research Dissertation, Integrative Studio, Interdisciplinary Project and such similar Courses, and Non-Teaching Credit Courses like Seminar, Summer / Short Internship, Social Engagement / Field Projects and such similar Courses, where the pedagogy does not lend itself to a typical L-T-P structure as defined in Clause 3.1, are assigned the number of Credits based on the quantum of work/effort required to fulfil the learning objectives and outcomes prescribed for the concerned Courses.
- 3.3. A student earns credits by satisfactorily completing Courses and other academic activities every Academic Term. The credits associated with a Course are dependent upon the number of hours of instruction per week in that Course. Similarly, the credit associated with any of the other learning activities is dependent upon the quantum of work expected to be put in for each of the other learning activities. In general, a certain quantum of academic work measured in terms of Credits is laid down as the minimum requirements for the award of a particular Degree.

## 4. Program Regulations

The Program Regulations is a set of Program specific regulations, as applicable, and the Program Curriculum for the concerned Degree Program. The Program Regulations shall be recommended by the concerned Board of Studies for approval of the Academic Council and shall include the following details:

- 4.1. Program specific regulations with respect to admission criteria, Program duration, mandatory minimum credit requirements for the award of the Degree, assessment and evaluation guidelines/criteria, and any other regulations mandated by concerned Government Regulatory Bodies, where applicable, for the specific Program of study.

The concerned Program Regulations shall provision, as applicable, for various types and title / nomenclature of qualifications as per the guidelines outlined in the National Higher Education Qualifications Framework (NHEQF) published by the University Grants Commission (UGC) in May 2023. Further, the Program Regulations shall specify the process of recommendation and approval for the award of such qualifications.

- 4.2. The Program Structure and Curriculum with the list of Courses offered for the Program of study, with the associated Credit for each Course.
- 4.3. The various types of Courses and the associated components of Continuous Assessments, with the weightage assigned for each component of Continuous Assessment.

## 5. Medium of Instruction and Evaluation

English shall be the medium of instruction and evaluation.

Any other language, if required for a specific Course (or Courses), shall be proposed by concerned Board of Studies and approved by the Academic Council and Board of Management of the University.

## 6. Maximum Duration for the Completion of a Program

- 6.1. The permissible maximum duration (number of academic years) for completion of a Program (Undergraduate and Postgraduate) shall be (N+2) years, where N is the normal duration (number of academic years) as prescribed by the concerned Program Regulations. In circumstances where a student may avail the provision for re-entering a Program, under the National Higher Education Qualifications Framework (NHEQF) and as prescribed by the concerned Program Regulations, an extension of one academic year shall be permissible.

The minimum and maximum duration for the completion of the Ph.D. Program is as specified in the Vidyashilp University Ph.D. Regulations.

- 6.2. The enrolment of the student who fails to complete the mandatory requirements for the award of the concerned Degree (Refer to Section 15) in the prescribed maximum duration, shall stand terminated and no Degree shall be awarded.
- 6.3. The time taken by the student to improve Grades/CGPA, and in case of temporary withdrawal/re-joining (Refer to Clause 13.1), shall be counted in the permissible maximum duration for completion of a Program.

## 7. Attendance Requirements

- 7.1. In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, studio, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Program requirements.
- 7.2. To account for approved leave of absence (for instance, a student has been selected / permitted by the University to participate in State / National / International Competitions / Events) and/or other contingencies like medical emergencies, the attendance requirement shall be a minimum of eighty percent (80%) of the classes actually conducted in every Course the student has registered for in the Academic Term.
- 7.3. Further, if a student suffers serious medical exigencies of hospitalization, trauma or contagious disease only, the concerned student may be given an additional relaxation in attendance requirement (in the Course(s) where there is a shortage) by the Vice Chancellor on the recommendations of the Program Chair / Dean of the School concerned. However, on no account whatsoever, shall the minimum requirement of attendance be less than seventy percent (70%) of the classes actually conducted in every Course the student has registered for in the Academic Term. The student shall not be eligible for this special provision if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
- 7.4. Provided further that if a student has been selected by State / National / International Organizations / Boards to represent the State and/or India in State / National /

International Events / Competitions, the concerned student may be given relaxation in attendance requirement (in the Course(s) where there is a shortage) for the concerned period of absence by the Vice Chancellor on the recommendations of the Program Chair / Dean of the School concerned. However, on no account whatsoever, shall the minimum requirement of attendance be less than seventy percent (70%) of the classes actually conducted in every Course the student has registered for in the Academic Term. The student shall not be eligible for this special provision if she/he fails to produce authentic certificates of participation in the aforementioned Events / Completions.

- 7.5. Further, where attendance requirements are prescribed by Government Regulatory Bodies for specific Programs, the same shall also be mandatorily adhered to without exception. Such specific requirements, as applicable, shall be prescribed in the Program Regulations of the concerned Program of study.

7.6. Shortage of Attendance:

A student with shortage of attendance (as specified in Clause 7.2 and the applicable provisions of Clauses 7.3, 7.4 and 7.5) shall not be permitted to appear in the End Term Examinations, as applicable, of the Course(s) in which the attendance shortfall exists, irrespective of the student's academic performance in the other components of Continuous Assessments. The student shall be declared as having failed to complete the Course due to shortage of attendance and shall be given the 'FA' Grade (Refer to Sub-Clause 8.13.3) in the concerned Course(s).

The student is cautioned that this may result in the loss of an Academic Year for the student. It is the sole responsibility of the student to ensure that she/he earns the required mandatory credits as prescribed by the concerned Program Regulations.

## 8. Teaching, Evaluation and Grading System

- 8.1. Courses from the approved Program Structure may be offered during any Academic Term. Each approved Course, whenever offered in any given Academic Term, shall be conducted by the assigned Course Instructor. (A brief of the functions and responsibilities of the Course Instructor is placed in Annexure C).
- 8.2. The Course Instructors and Tutors/Teaching Assistants, if any, for all the Courses to be offered by the School/Department during any Academic Term shall be assigned by the concerned Program Chair/Dean of School.
- 8.3. The Course Plan, prepared by the assigned Course Instructor, for every Course that is offered in a given Academic Term shall be approved by the concerned PAC and BoS.
- 8.4. The Course Instructor shall be responsible for conducting the Course, conducting the assessments and examinations, evaluating the performance of the students and awarding the grades at the end of the Academic Term.

8.5. The academic performance evaluation of a student in a Course shall be according to the University Letter Grading System based on the class performance distribution of the Course.

8.6. Academic performance evaluation of every registered student in every Course registered by the student is done through various components of Continuous Assessments spread across the Semester and including the End Term Examinations. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments, including the End Term Examinations, shall be prescribed in the Program Regulations of the Program concerned.

8.7. Evaluation System: Components and Weightage

The University shall follow a Course Instructor led continuous evaluation system. The components and recommended weightages of the evaluation system are summarized in Table 1 below:

<i>Table 1. Evaluation System: Components and Weightage</i>		
<i>Type of Course Structure</i>	<i>Evaluation Components</i>	<i>Weightage</i>
Lecture-based Course L in the L-T-P Structure predominates (Examples: 3-0-0; 2-1-0; 3-0-2; etc.)	Continuous Assessments	60% (minimum) to 70% (maximum)
	End Term Exam / Comprehensive	30% (minimum) to 40% (maximum)
Practice-based Course P in the L-T-P Structure predominates (Examples: 0-0-4; 1-0-4; 1-0-2; etc.)	Continuous Assessments	70% (minimum) to 100% (maximum)
	End Term Exam / Jury / Project / Viva Voce	30% (maximum)
Practice/Skill based Courses like Industry Internship, Capstone, Research Dissertation, Integrative Studio, Interdisciplinary Project and such similar Courses, and Non-Teaching Credit Courses like Seminar, Summer / Short Internship, Social Engagement / Field Projects and such similar Courses, where the pedagogy does not lend itself to a typical L-T-P structure (Refer Clause 3.2)	Guidelines for the components of evaluation for the various types of courses, with recommended weightages / criteria for assessing the components, shall be specified in the concerned Program Regulations and Course Plans, as applicable.	

8.8. The Course Instructor shall communicate clearly to the students through the approved Course Plan, and other announcements as required at the commencement of the Academic Term in which the Course is offered, the details of the evaluation system with components of evaluation and the associated weightage with each of the components, including the

distribution of the weightage for each of the components. The evaluation system shall be as recommended in Table 1. Further, the student shall complete/attend all components of evaluation, failing which the student will be marked F for the same.

- 8.9. Grading is the process of rewarding the students for their overall performance in each Course. The University follows the system of Relative Grading to classify the students based on their relative performance in the concerned Course. Absolute Grading may be used in case the number of the students registered in the concerned Course is less than ten (10). The Course Instructor shall declare the manner of grading in such instance. Grading shall be done at the end of the Academic Term by considering the aggregate performance of the student in all components of Continuous Assessments prescribed for the Course. Letter Grades shall be awarded to a student based on her/his overall performance relative to the class performance distribution in the concerned Course. These letter grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the Grade Point.

8.10. Letter Grading System

The University follows the system of Letter Grades with associated Grade Points on a Scale of 10. The Letter Grades and Associated Grade Points are summarized in Table 2:

<i>Table 2. Letter Grades with Grade Points</i>	
<i>Letter Grade</i>	<i>Grade Point</i>
O	10
A <sup>+</sup>	9
A	8
B <sup>+</sup>	7
B	6
C	5
D	4
F	0
FA	0
S	–
U	–
I	–

8.11. Earned Credits

This refers to the credits assigned to the Course in which a student has obtained either 'S' grade (in other than Audit Course), or any one of the grades 'O', 'A<sup>+</sup>', 'A', 'B<sup>+</sup>', 'B', 'C', 'D' (but not 'F' and 'FA').

## 8.12. Cut-off Marks for 'O' and 'F' Grades

The minimum cut-off marks for 'O' grade and for 'F' grade (aggregate of the marks assigned for components of Continuous Assessments, and the marks assigned for the End Term Examination, as applicable), will be decided by the Course Instructor based on the specific relevant details of the class performance distribution (using appropriate class performance statistics parameters). However, as a general guideline, the minimum cut-off marks for 'O' and 'F' grade shall be 85% and 35% respectively. In exceptional cases, where the 'O' or 'F' grade is proposed below the aforementioned minimum cut-off marks, the concerned Course Instructor shall provide justification for the same to the concerned PAC for approval before the respective grades are awarded.

The minimum/maximum cut-off marks for the intermediate grades are determined by the Course Instructor using appropriate partitioning/clustering method based on the specific relevant details of the class performance distribution.

## 8.13. Description of Grades:

### 8.13.1 'O' Grade

An 'O' grade stands for outstanding achievement, relative to the class, and the Course Instructor shall take utmost care in awarding of this highest grade.

### 8.13.2 'D' Grade

The 'D' grade stands for marginal performance and is the minimum passing grade.

### 8.13.3 'F' and 'FA' Grades

- a) The 'F' grade denotes very poor performance, i.e., failure in a Course due to poor performance and the Course Instructor shall take utmost care while awarding this lowest grade.

F grade will be awarded to a student who has not completed / attended any continuous evaluation component/s.

Further, 'F' grade shall be given to a student who is Absent for the End Term Examination as specified for a concerned Course. If the absence is solely due to medical exigencies specifically hospitalization, trauma or contagious disease only, the placeholder Grade (I) will be given (Refer Sub Clause 8.13.5).

- b) 'FA' grade denotes poor attendance i.e., failure in a Course due to attendance shortage (Refer Clause 7.6).

- c) The students who have received 'F' grade in a Course in any Semester may be allowed to appear for a Make-Up Examination (Refer Clause 9.5). The Make-Up Examinations will be conducted possibly along with that arranged for those students who were placed with the 'I' grade, within the period announced in the Academic Calendar.
- d) Only regular registrants of a given Course during a given Academic Semester who have obtained 'F' grade in the Course will be permitted to appear for the Make-up Examination.
- e) Students who continue to have 'F' grade after the Make-Up Examination are required to re-register for the Course whenever it is offered subsequently.
- f) All the 'F' (other than the Courses for which 'D' grade is obtained by the student in the Make-Up Examinations conducted prior to the starting of next Semester) and 'FA' grades secured in any Course shall be recorded on the grade card.
- g) A student who obtains 'FA' grade in any Course shall re-register for the Course in the subsequent Academic Term whenever the Course is offered until a passing grade is obtained. However, for a Course that is not mandatory (Minor/Open and such other Courses as may be specified in the concerned Program Regulations) in which 'F' or 'FA' grade has been obtained, the student may either repeat the same Course or register for any other Course (from the approved Courses).

#### 8.13.4 'S' and 'U' Grades

- a) Grades 'S' and 'U' do not have any associated grade points and are recommended for use in the evaluation of select Non-Teaching Credit Courses, as applicable, and for grading Audit Courses.
- b) The 'S' grade denotes satisfactory performance and completion of a Course. The associated credits are earned and counted for the mandatory credits requirements as specified in the concerned Program Curriculum.
- c) The 'U' grade denotes unsatisfactory performance and non-completion of a Course. The student shall have to re-register for the concerned Course, if mandatory, until the 'S' grade is awarded.
- d) The 'S' or 'U' grade secured in a Course shall be recorded on the Grade Card.

#### 8.13.5 'I' Grade

'I' is a placeholder grade which denotes "incomplete" performance in any Course or Courses, due to one of the following conditions:

- a) Absence at the End Term Examination solely due to medical exigencies specifically hospitalization, trauma or contagious disease only. The 'I' grade shall be replaced by an appropriate letter grade after the student completes the performance evaluation for the Course(s) concerned in the Make-Up Examination (Refer Clause 9.4).
- b) A reported case of unfair means (plagiarism, malpractice, etc.) under investigation against a student in the End Term Examination or any component of assessment of concerned Course(s). The placeholder grade 'I' shall be replaced with a regular grade based on recommendations of the panel constituted to investigate the case, and the subsequent approval of the concerned Program Chair/Dean of School. Student will not be eligible for a Make-up examination, if investigating panel recommends to award 'F' grade.

The Course(s) in which a student has received 'I' grade shall not be included in the SGPA/CGPA calculations (Refer Clause 8.15).

#### 8.14. Grade Card:

A Grade Card is the record of the student's performance in the Courses the student has registered for in a concerned Academic Term of the Program of study.

The Grade Card shall contain the following details pertaining to the student's academic performance:

- a) The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term, Make-Up Examinations and Summer Term as applicable;
- b) The Grade obtained in each of the concerned Courses; and,
- c) The SGPA and CGPA obtained by the student.

#### 8.15. Evaluation of Performance: SGPA AND CGPA

The overall academic performance of a student shall be measured by two indices: SGPA which is the "Semester Grade Point Average" and CGPA which is the "Cumulative Grade Point Average."

##### SGPA

The performance of a student in a Semester is indicated by a number, Semester Grade Point Average. The SGPA is the weighted average of the grade points secured in all the concerned Courses registered by the student during that Semester. SGPA for a particular Semester (and Summer Term, as applicable) is computed as follows:

$$\text{SGPA} = \frac{\sum_{k=1}^n [C_k \times G_k]}{\sum_{k=1}^n C_k}$$

where:

$n$  is the number of all Courses (with Letter Grades and Grade Points, including the Letter Grades 'F' and 'FA', which have zero grade points) registered by the student in the Semester concerned;

$C_k$  is the Credits assigned to Course  $k$  and  $G_k$  is the Grade Point received by the student for the Course  $k$

#### CGPA

The Cumulative Grade Point Average indicates overall academic performance of a student in all the Courses registered up to and including the latest completed Semester. CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^n [C_i \times G_i]}{\sum_{i=1}^n C_i}$$

where:

$n$  is the number of all the Courses (with Letter Grades and Grade Points, including the Letter Grades 'F' and 'FA', which have zero grade points) registered by the student up to, and, including the latest completed Semester/Academic Term;

$C_i$  is the Credits assigned to Course  $i$  and  $G_i$  is the Grade Point received by the student for the Course  $i$ .

- 8.16. The SGPA and CGPA are calculated to two (02) decimal places.

## 9. Examinations

- 9.1. Continuous Assessments includes components such as Quiz, Presentations, Take Home Assignments, Group Discussions etc which are spread across the Semester. The nature of components of Continuous Assessments and the weightage given to each component shall be mentioned in the respective course plan. In case a student misses any component of the continuous assessment, it is up to the discretion of the course instructor to offer an extended dead line or alternative assignment. However, the course instructor may choose to reduce the weightage of the said continuous assessment component.  
F grade will be awarded to a student who has not completed / attended any component/s.
- 9.2. The detailed schedule of the End Term Examinations, as per dates indicated in the Academic Calendar, shall be prepared by the Registrar (Evaluation) in consultation with the Program Chairs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least one (01) calendar month before the commencement of the End Term Examinations.
- 9.3. The detailed schedule of the Make-Up Examinations, where applicable, shall be published by Registrar (Evaluation) in consultation with the Program Chairs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least two (02) calendar weeks before the commencement of the Make-Up Examinations.

9.4. The rules and guidelines pertaining to the conduct of the various University Examinations shall be notified by the Registrar (Evaluation) after due approval of the Vice Chancellor.

#### 9.5. Make-Up Examinations

Make-Up Examinations is a provision for a student to complete a Course (or Courses) in which she/he received an 'F' grade, or, was given the placeholder grade 'I' to reappear in the End Term Examination component of a Course (or Courses), subject to the conditions mentioned below in Sub-Clauses 9.5.1 and 9.5.2. Student may avail the benefit of Make-up examination to improve her/his CGPA. In no other circumstances, Make-Up Examinations shall be available to the student.

9.5.1A student who fails to appear in the End Term Examinations, in some or all Courses, due to medical exigencies, specifically hospitalization, trauma or contagious disease only, and, the said student informs the Program Chair/Dean concerned timely (i.e., on or before the last date of the said End Term Examinations), may submit a request to the concerned Program Chair/Dean for the provision of the Make-Up Examinations in the Course(s) for which he/she/they could not attend the scheduled End Term Examinations. On approval of the PAC, the student shall submit the application form for the Make-Up Examinations to the Registrar Evaluation of the University within the duly notified dates, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time. On the basis of the student's performance in the Make-Up Examinations and considering the marks obtained by the student in all other Continuous Assessments, as applicable, the final letter grade awarded shall replace the placeholder grade 'I'.

In case, the application of the student for Make-Up Examinations is rejected by the concerned PAC, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade 'I' shall be replaced with 'F' grade in the concerned Course(s). Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 11 and Sub-Clause 11.4.2.

Further, if the concerned student does not avail the Make-Up Examinations, or is absent for the Make-Up Examinations, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade 'I' shall be replaced with 'F' grade. Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 11 and Sub-Clause 11.4.2.

9.5.2 Any student may avail the benefit of Make-up examination to improve her/his CGPA or to enable her/him to satisfy the progression criteria as prescribed in Section 12.0. The student shall submit the registration form for the Make-Up Examinations which is approved by the respective program chair to the Registrar (Evaluation) of the University within the duly notified date, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.

Further, if the student fails in the Course(s) attempted in the Make-Up Examinations, the student will be awarded 'F' grade in the Course(s).

9.5.3 The provision of Make-Up Examinations shall not be available for Practice / Skill based Courses based and Non-Teaching Credit Courses as described in Clause 3.2. If a student has secured an 'F' Grade in such a Course, the student shall complete the concerned Courses only by repeating the concerned Courses in the Semester when they become available for registration. Further, the student is cautioned that she/he shall have to register for the concerned Course(s) only in the concerned Semester of the next Academic Year when the concerned Course(s) shall be offered, which may result in the loss of an Academic Year for the student. It is the sole responsibility of the student to ensure that she/he completes the Course(s) and/or earns the required credits as prescribed by the concerned Program Regulations.

9.5.4 Make-Up Examinations may be scheduled at the end of each Semester. The Registrar (Evaluation) shall announce the schedule of the Make-Up Examinations at least two (02) calendar weeks before the commencement of the Make-Up Examinations.

## **10. Academic Appeals**

- 10.1. The University is committed to keep the entire process of evaluation beyond reproach. The entire process of evaluation shall be transparent. Within three (03) working days of announcement of results, if a student needs clarification on the marks / grade obtained, the Course instructor shall explain to a student why he/she/they gets whatever grade he is awarded. A mechanism for review of grades is incorporated in the evaluation system.
- 10.2. Where satisfactory remedial measures have not been taken, the student may then appeal to the Academic Appeals Board (AAB) within forty eight hours (48) hours. (The constitution and responsibilities of the AAB are placed in Annexure D).
- 10.3. The student may appeal for review of grades to the Academic Appeals Board (AAB) before the date specified in Academic Calendar or notification issued by the University to this effect.
- 10.4. The fee for such an appeal shall be notified by the University from time to time. If the appeal is upheld by the AAB, then the fee amount will be refunded to the student.
- 10.5. The AAB shall submit its report and recommendation to the Vice Chancellor within five (05) University working days from the date of appeal. The approval and decision of the Vice Chancellor shall be final and binding on all concerned. The decision of the Vice Chancellor, to change or retain the awarded grade, shall be duly notified and effected accordingly by the Registrar (Evaluation).

## 11. Summer Term

- 11.1. The Summer Term is an additional Academic Term that may be offered during the summer break, typically for about eight (08) weeks during June-July. The minimum number of teaching days in the Summer Term shall be thirty (30) days.
- 11.2. The Courses offered in the Summer Term are delivered in a shorter term of about 8 weeks (with a minimum of thirty teaching days). However, the total number of contact hours for these Courses are as per the Course Credit Structure. The Course contents/syllabus and the continuous assessments and evaluation patterns for these Courses also remain the same as that prescribed by the concerned Program Regulations.
- 11.3. The details of the registration process for the Summer Term shall be announced on the dates scheduled in the Academic Calendar or through a University Notification.
- 11.4. A limited number of Courses may be offered in the Summer Term with the following special provisions:
  - 11.4.1. A student may re-register for the concerned Course(s), if offered, in which the student had received the grade 'FA', to complete the concerned Course(s) and earn the concerned credits;
  - 11.4.2. A student may re-register for the concerned Course(s), if offered, in which the student had received the 'F' grade in the earlier Semesters, to complete the concerned Course(s) and earn the concerned credits;
  - 11.4.3. A student may re-register for the concerned Course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the Course(s) and improve the CGPA to enable her/him to satisfy the criteria for progression as prescribed in Clause 12.1. Further, if a student re-registers for a Course (or Courses), the existing grades obtained in the concerned Course(s) shall be declared null and void, unless the student secures the lower grade in the repeat course. These shall be replaced by the grades the student receives (after evaluation at the end of the Summer Term) in the concerned Course(s).
- 11.5. A student may register for the Summer Term Course(s), subject to all the conditions stated below:
  - 11.5.1. A student who wishes to register for the Summer Term must complete the registration process on or before the last date for Registration as specified in the Academic Calendar or the University Notification to this effect. No late registration shall be permitted.

- 11.5.2. A student shall remit the Summer Term Registration Fee per Course, as prescribed by the University from time to time, within the date specified for payment.
- 11.5.3. A student can register for a maximum of three (03) Courses.
- 11.5.4. Attendance requirements as prescribed in Clause 7.2 shall be applicable to all the students registering for Course(s) in the Summer Term.
- 11.5.5. A student cannot request or demand for a specific Course to be offered.
- 11.5.6. A Course that is offered may be withdrawn if the number of Registrations for the concerned Course(s) is less than ten (10). Further, if the Course is withdrawn due to lack of the minimum number of Registrations required (i.e., 10), the Registration Fee for the concerned Course shall be refunded to the students who had registered for the concerned Course. However, in the event of less than ten (10) students willing to register for the summer term, the PAC is the competent authority, based on the merit of the case, to consider whether or not to offer the course.
- 11.5.7. Further, the student,
- must have paid/cleared all the required fees/dues as applicable for the Summer Term; and,
  - has not been debarred from registering on disciplinary or other grounds.

## 12. Progression

- 12.1. To facilitate academic progression towards timely completion of the Program of study and fulfilling the requirements for the award of the Degree, the minimum CGPA criteria for yearly promotion of a student to the next Academic Year is summarized in Table 3 below:

<b>Table 3: Progression Criteria</b>	
<b>Progression Stage</b>	<b>Minimum CGPA Requirement</b>
Progression to Year 2 of the Program	Minimum CGPA of 4.00 (Eligibility Criteria to Register for Semester 3)
Progression to Year 3 and higher years of the concerned of the Program	Minimum CGPA of 5.00

- 12.2. The Minimum CGPA Requirement as specified in Table 3 above is after considering the results at the end of the concerned Semester, Make-Up Examinations and Summer Term,

as applicable.

12.3. Further, if a student is not eligible for progression to the next Academic Year of the Program of study due to not fulfilling the criteria stipulated in Clause 12.1 above, he/she/they shall choose one of the provisions specified in Clauses 12.4 and 12.5 below to continue with the Program of study.

12.4. The student may opt to repeat the concerned Academic Year (both Odd and Even Semesters) of the Program of study:

The student may opt to repeat the corresponding Academic Year of the Program of study, in the next Academic Year of the University by registering in the concerned Odd Semester for all the concerned Courses and by registering in the following Even Semester for all the concerned Courses prescribed by the concerned Program Regulations.

12.4.1. Further, if a student opts for the provision of repeating the concerned Academic Year of the Program of study, the credits earned, as applicable, and Grades previously obtained in all the Courses registered in the concerned Academic Year of the Program of study, shall stand withdrawn and declared null and void, unless the student secures the lower grade in the repeat course.

12.4.2. Further, the student shall remit the Annual University Fee prescribed by the University for the concerned Program of study and clear any other dues, to be eligible to register in concerned Academic Year.

12.5. Alternatively, a student may opt to re-register in the next Academic Year (in the Odd Semester, Even Semester or both Semesters, as required) for only the specific Courses to earn the mandatory Credits and the CGPA required for promotion to the following Academic Year:

12.5.1. A student may opt to re-register for only some select Courses among those offered in the concerned Odd/Even Semester in the next Academic Year (as prescribed by the concerned Program Regulations), as per her/his choice to earn the required mandatory credits and improve her/his CGPA to be eligible for promotion to the following Academic Year.

12.5.2. Further, if a student opts for this provision of re-registering for select Courses, the credits earned, as applicable, and Grades previously obtained in these concerned Courses, registered in the concerned Semester(s) of the Program of study, shall stand withdrawn and declared null and void.

12.5.3. Further, the student shall remit the Annual University Fee prescribed by the University for the concerned Program of study and clear any other dues, to be eligible to register in concerned Academic Year.

## 13. Withdrawal/Re-joining

### 13.1. Temporary Withdrawal:

A student who has been admitted to a Degree Program of the University may be permitted to withdraw temporarily, for a period of one Academic Year, on the grounds of prolonged illness or grave calamity in the family, etc., provided:

- 13.1.1. The student submits an application to the University, stating fully the reasons for withdrawal together with supporting documents and endorsement from her/his parent/legal guardian;
- 13.1.2. The University is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements for the award of the Degree of the concerned Program within the specified maximum duration to complete the Program (Refer to Section 6.0).
- 13.1.3. A student seeking temporary withdrawal shall not claim any refund of the University Fee paid to the University for the concerned Academic Year.
- 13.1.4. There are no outstanding dues with the School/Hostels/Library/etc.
- 13.1.5. Scholarship holders are bound by the appropriate rules applicable to them.
- 13.1.6. Normally, a student will be permitted only one such temporary withdrawal during his/her/their tenure as a student.

### 13.2. Re-joining the Program

A student who temporarily withdraws from the Program (Clause 13.1) and re-joins the Program in the following Academic Year, shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of his/her/their re-joining the Program.

### 13.3. Permanent Withdrawal

The rules pertaining to withdrawal of admission at the time of joining the University are as specified in the admission procedures and Fee Policy of the University.

In case of a student seeking withdrawal from the Program of study after completion of one or more Semesters / Academic Years, the procedures and conditions specified in the Fee Policy of the University shall be adhered to.

The decision of the Vice Chancellor regarding all aspects of withdrawal of a student from the Program of study shall be final and binding.

## **14. Transfer of Credits**

The Courses credited elsewhere, in recognized Indian or Foreign University/Institutions by students during their study period at the University, may count towards the credit requirements for the award of degree. The guidelines for such transfer of credits are as follows:

- 14.1. Students may earn external credits from Institutions of National Importance and other Indian or Foreign Universities/Institutions with which the University has an MOU and that MOU shall have specific provisions, rules and guidelines for transfer of credits.
- 14.2. Students may earn credits by registering for Online Courses offered by National Program on Technology Enhanced Learning (NPTEL), Study Web of Active Learning by Young and Aspiring Minds (SWAYAM) or other such recognized Bodies/ Universities/ Institutions, as approved by the concerned BOS from time to time. The concerned PAC / shall publish/include the approved list of Courses and the rules and guidelines governing such transfer of credits from time to time. Such student/s shall mandatorily submit the course completion certificate / examination results.
- 14.3. In other cases (i.e., other than the cases mentioned above in Clauses 14.1. and 14.2) of transfer of credits sought by a student, the Program Chair/Dean of the concerned School shall constitute a "Credit Transfer Equivalence Committee" with due approval of the Vice Chancellor for assessing the application of the student for transfer of credits. The "Credit Transfer Equivalence Committee" shall be chaired by the Program Chair/Dean of the concerned School and include two senior faculty members from the concerned School and the Registrar (Evaluation) of the University. This committee shall submit its recommendations to the Vice Chancellor for approval. The same shall be ratified by the Academic Council.
- 14.4. The maximum number of credits that can be transferred by a student shall be limited to forty percent (40%) of the minimum credit requirements specified by the concerned Program Regulations for the award of the concerned Degree.

## **15. Award of Degree**

- 15.1. The award of the Degree shall be recommended by the concerned PACs to the Academic Council for approval. The Academic Council shall submit its recommendations for the approval to the Board of Management and Board of Governors of the University.

15.2. A student shall be declared to be eligible for the award of the concerned Degree if she/he fulfils all the conditions prescribed in the Sub-Clauses below:

15.2.1. Fulfilled the Minimum Credit Requirements and all other mandatory requirements as prescribed by the concerned Program Regulations for the award of concerned Degree;

15.2.2. Secured a minimum CGPA of 5.00 in the concerned Program at the end of the Semester/Academic Term in which she/he completes all the requirements for the award of the Degree as specified in concerned Program Regulations;

15.2.3. Paid all dues to the University, Schools, Hostels, Library, and any other such Centers / Departments of the University; and

15.2.4. No disciplinary action is pending against the student.

### 15.3. Award of Distinction

A student who secures a CGPA of 8.50 and above, in the concerned Program at the end of the Semester/Academic Term in which the student completes all the requirements for the award of the Degree, shall be eligible for the award of the Degree with Distinction.

### 15.4. Provisional Degree Certificate

On completion of the requirements for the award of the Degree as prescribed in Clause 15.2, the student may apply for a *Provisional Degree Certificate* in the prescribed application form, along with the prescribed Fee notified by the University from time to time, to the Registrar of the University

On verification of the eligibility criteria, the Registrar shall issue the *Provisional Degree Certificate* to the concerned student, to the effect that the concerned student has fulfilled all the requirements for the award of the Degree in the concerned Program, and that, the Degree shall be conferred on the concerned student at the next Convocation of the University.

## 16. Convocation

The Convocation of the University shall be held annually as per the Convocation Regulations of the University. The University shall announce the date for the Convocation and call for applications from eligible students to register for the Convocation. The duly completed application form along with the prescribed Convocation Fee must be submitted by the student to the University within the specified date announced by the University.

Degrees shall be awarded in person at the Convocation for the students who have graduated during the preceding Academic Year. Degrees shall be awarded in absentia to such students who are unable to attend the Convocation.

## **17. Power To Revise, Modify and Amend**

- 17.1. The Academic Council has the all rights to revise, amend or modify any of the above Regulations from time to time and shall be binding on all parties concerned.
- 17.2. Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations or in case of difficulty in application of any of the Sections / Clauses of the Regulations specified above, the Vice Chancellor shall have the powers to amend / modify / remove the difficulty in the relevant Regulation.



## ANNEXURE A

### Program Academic Committee (PAC)

There shall be one Program Academic Committee (PAC) for every Undergraduate and Postgraduate Program offered by the University

The Dean (Academics)/Vice Chancellor shall notify the concerned PAC as per the following constitution:

Members	Designation	Remarks
Chairperson	Program Chair/ Dean of concerned School	Ex Officio
Members from within the School/Department	Three (03) Faculty Members, with representation from Professors, Associate Professor and Assistant Professors	Appointed by Chairperson, PAC
Member (One)	Senior Faculty member from another School/Centre of the University	Nominated by Dean (Academics)
Member Secretary	Faculty member from the School	Appointed by the Chairperson, PAC
Tenure of the PAC is for one academic year. The Chairperson may co-opt and/or invite more members, if necessary.		

#### Functions:

- To approve the Courses to be prescribed/offered in a given Academic Term for Registration and communicate the same to the Registrar's office for inclusion in the Notification for the Registration process of the University.
- To consolidate the Registered List of the students and communicate to Course Instructor / Instructor In-Charge, the Academic Office, Registrar (Evaluation) and Registrar of the University.
- To monitor the conduct of all Programs of study of the Department/School.
- To ensure academic standard and excellence of the Programs offered by the Department/School.
- In cases where a Course is taught by more than one Faculty member, or by different Faculty members for different Sections of the Program, PAC shall appoint the Instructor In-Charge to co-ordinate the preparation of the Course Handout and evaluation of the Course with the other Course Instructors.
- To review and approve the Course Plan (with Session Plan) submitted by the Faculty/ Course Instructor/Instructor In-Charge for each Course and forward the collated Course Plans of each Program to the Dean (Academics).
- Moderation (only if and when found necessary) in consultation with the Course Instructor / Instructor In-Charge, and approval of the finalized grades.
- To ensure that at least two Class Committee<sup>#</sup> meetings are conducted during the Semester and act upon the Resolutions passed by Class Committee(s).

- i) To arrange to obtain the Student Feedback for every Course, once during the middle of the Semester and one at the end of each Semester, and to submit the consolidated report of such feedback to the Dean (Academics).
- j) To conduct at least two PAC meetings each Semester and a copy of the Resolutions of the PAC Meeting shall be communicated to the Dean (Academics), and a record of the same to be maintained in the Department/School.
- k) To recommend the award of degree to the students fulfilling the criteria for the award of the degree as specified by the Academic Regulations.
- l) Any other responsibility or function assigned by the Dean (Academics)/Vice Chancellor

### **#CLASS COMMITTEE (CC)**

Every Class of the Degree Program shall have a Class Committee, consisting of Faculty members and Students.

The Program Chair/Dean of the School concerned shall notify the concerned Class Committee as per the following constitution:

Members	Designation	Remarks
Chairperson	Senior Faculty Member of the School, not associated with the Class	Appointed by the Program Chair/Dean of the School concerned
Members (Faculty)	All Course Instructors of that Class	
Members (Students: at least Six)	Students representing the Class	Chosen by the students amongst themselves, but only those whose attendance is above the minimum of 80% as on the date of a Class Committee Meeting can represent the Class.
Member Secretary	Faculty Advisor associated with some or all students of the Class	Appointed by the Dean of the School concerned
Tenure of the Class Committee is for the Semester concerned (Odd or Even) All members must attend the Class Committee Meeting.		

Functions:

- i. The basic responsibility of the Class Committee is to review the progress of the

classes/Courses, to discuss problems concerning the conduct of the classes and continuous assessments as per the Course Plan and recommend remedial measures, where necessary.

- ii. Each Class Committee will communicate its recommendations to the Chairperson, PAC of the Parent/Teaching Department/School.
- iii. There shall be at least two Class Committee meetings every Semester, one after about four (04) University working weeks from the commencement of every Semester, and another as decided after the first Class Committee meeting. However, additional Class Committee meetings may be convened as decided by the Chairperson, PAC.
- iv. The Resolutions of each Class Committee meeting shall be recorded and submitted to the Program Chair/Dean of the Parent Department/School, and, a copy shall be submitted to the Dean (Academics).
- v. Any appropriate responsibility or function assigned by the Chairperson of the PAC.

## ANNEXURE B

### Faculty Advisor

The Faculty Advisor(s) will be appointed by the concerned Program Chair/Dean of School, who will be assigned a specific group (admission-batch) of students of the concerned Program/School, and will be valid throughout their duration of study.

#### Functions (Highlights):

- a) To counsel/support the students in planning their Courses and related activities during their study period, particularly for the Registration process every Academic Term;
- b) To monitor, guide and counsel the students on all academic matters; and
- c) To alert respective Course Instructors and Program Chair/Dean, in case a student's academic performance is poor and progression may be at risk.

## ANNEXURE C

### Course Instructor/Instructor In-Charge

A Course Instructor for each Course on offer in a given Academic Term shall be assigned by Program Chair/Dean of School and approved by the Program Academic Committee.

If a Course needs to be assigned to more than one class of students (due to a large number registered for the concerned Course) and if more than one Course Instructor needs to be assigned to teach this Course, the Program Chair shall assign a Course Instructor In-Charge (who must be a Course Instructor for at least one class taking this Course) to coordinate with other Course Instructors to facilitate the delivery of Course Plan in a consistent manner and also to ensure the evaluation scheme and grading is conducted in a proper and consistent manner.

#### Functions/Responsibilities (Highlights)

The Course Instructor shall:

- a) follow all the Regulations related to teaching of a Course and evaluation of students;
- b) be responsible for all the records (i.e., Course registration, assessment/answer books, attendance, etc.) of the students registered for the Course;
- c) shall conduct classes as prescribed in the Academic Calendar and as per the teaching assignment time-table;
- d) shall arrange to distribute a Course Plan and the evaluation plan together with the Course Outcomes, background materials to all the students within the first week of each Semester;
- e) prepare an evaluation plan showing details of how the student's performance will be evaluated in the Course;
- f) document the students' performance and announce/declare such details as stipulated;
- g) report to the Program Chair on a periodic (monthly) basis, the potential cases of poor academic performance as well as those of low attendance, that would possibly result in a 'F' or 'FA' grade at the end of the Semester.

The Course Instructure In-Charge shall co-ordinate the above functions / responsibilities with the other assigned Course Instructors regularly as decided by their concerned Program Chairs.

## ANNEXURE D

### Academic Appeals Board (AAB)

#### Constitution:

Members	Designation	Remarks
Chairperson	Program Chair/Dean	Of the concerned School where the Appeal is made.
Members – Three (03)	Faculty Members from School	Nominated by the Program Chair/Dean
Member - One (01)	One Professor / Senior Faculty from outside the School	Nominated by Dean (Academics)
Member(s)	Faculty Advisor(s) of the student(s) submitting the Appeal	
The Chairperson shall request one of members to be the Secretary		
<p>Note:</p> <p>The Chairperson may co-opt and/or invite more members.</p> <p>The Course Instructor concerned with the Appeal shall not be appointed as a member of the Board.</p>		

#### Functions/Responsibilities (Highlights):

- To receive grievance/ appeal in writing from the students regarding anomaly in award of grades;
- To investigate/ascertain whether there is any anomaly in the awarded grade due to evaluation error, grading error or due to inconsistency/deviation from the declared evaluation scheme; if the cause of the anomaly is established as due to procedural error, the AAB shall redress and correct the error immediately with the recommendation of the correct grade to be awarded;
- To ascertain (sufficient evidence/indication) if there was any bias or mala fide intention leading to improper grading; if so, to interact with the concerned Course Instructor and the student separately and redress the issues, and the proceeding shall be placed on record;
- The recommendations of the AAB shall be communicated to the Dean (Academics) / Vice Chancellor for further appropriate action as required.
- The decision of the Vice Chancellor shall be final and binding on all concerned.

## **Approval Details:**

1. *Academic Regulations approved in 1<sup>st</sup> Meeting of the Academic Council held on July 16, 2022 vide Resolution No 1.8 (Ref No. VU/AC/001/MOP/07-2022); Ratified by the Board of Management in its 1<sup>st</sup> Meeting held on July 30, 2022, and adopted by the Board of Governors in its 2<sup>nd</sup> Meeting held on August 12, 2022. [Ref. No.: VU/AC/001/AC-REG/07-2022]*
2. *Amended Academic Regulations approved in the 2<sup>nd</sup> Meeting of the Academic Council held on January 16, 2023, vide Resolution No 1.8 (Ref No. VU/AC/002/MOP/01-2023); Ratified by the Board of Management in its 2<sup>nd</sup> Meeting held on February 25, 2023, and adopted by the Board of Governors in its 3<sup>rd</sup> Meeting held on March 11, 2023. [Ref. No.: VU/AC/002/AC-REG/01-2023]*
3. *Amended Academic Regulations approved in the 3<sup>rd</sup> Meeting of the Academic Council held on August 12, 2023 vide Resolution No 3.13 (Ref No. VU/AC/003/MOP/08-2023); Ratified by the Board of Management in its 3<sup>rd</sup> Meeting held on August 26, 2023, and adopted by the Board of Governors in its 4<sup>th</sup> Meeting held on September 23, 2023. [Ref. No.: VU/AC/003/AC-REG/08-2022]*