

KARE Academic (Agriculture) Regulations, 2022



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade



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1 Short Title and Commencement

- a) These regulations shall be called the KARE Academic B.Sc.(Hons.) Agriculture, B.Sc.(Hons.) Horticulture, and B. Tech. Agricultural Engineering Regulation, 2022.
- b) These shall apply to Under- graduate level programmes of B.Sc.(Hons.)Agriculture, B.Sc.(Hons.) Horticulture and B. Tech. Agricultural Engineering offered in Kalasalingam Academy of Research and Education (Deemed to be University u/s 3 of UGC act, 1956).
- c) These shall come into effect from the academic year 2022-23.
- d) These are subject to amendments as may be made by the Academic Council of the institute from time to time. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Academic Council.

2 Definitions

- a) “Commission” means University Grants Commission (UGC).
- b) “Council” means Indian Council of Agricultural Research.

- c) “Institute” means Kalasalingam Academy of Research and Education.
- d) “Programme” means cohesive arrangement of courses, co-curricular and extra-curricular activities to accomplish predetermined objectives leading to the award of a degree.
- e) “Course” means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students.
- f) “Degree” means an academic degree conferred by the University upon those who complete the undergraduate programme successfully.
- g) “Regular Students” means students enrolled into the four year programme in the first year.
- h) “Lateral Entry Students” means students enrolled into the four year programme in the second year.
- i) “Academic Year” means constituting of two consecutive (one odd + one even) semesters.
- j) “Choice Based Credit System” means providing choice for students to select courses from the prescribed course categories, in the preferred semester complying prerequisites and based on their learning aptitudes.

- k) “Staff Council” means a council comprising Directors, Deans, Heads of the Departments, Controller of Examinations and Registrar and chaired by Vice-Chancellor.
- l) “Faculty Advisor” means a member of the faculty who gives advice to students.
- m) “Class coordinator” means a member of the faculty who is responsible for giving academic instructions to their respective batch students (4 years)
- n) “Course Coordinator” means a member of faculty who is responsible for maintaining the quality and consistency of instruction and assessment for a given course or module (group of courses).
- o) “Class Committee” means a committee of particular class or section consisting of class coordinator, course handling faculty of that class and selected students.
- p) “Program Coordinator” means a member of faculty who is responsible for program curricular changes, and annual program assessment activities.
- q) “GPA” means Grade Point Average
- r) “OGPA” means Overall Grade Point Average
- s) “RAWE” means Rural Agricultural Work Experience

- t) “RHWE” means Rural Horticultural Work Experience
- u) “ELP” means Experiential Learning Programme
- v) “MSDE” means Module for Skill Development and Entrepreneurship
- w) Student “READY” means Rural Entrepreneurship Awareness Development Yojana

3 Admission

3.1 Eligibility for Admission

3.1.1 Regular

The eligibility criteria for admission into UG programmes are as per the norms of Commission, Council and Board of Management from time to time. At the time of admission, a candidate should have passed the final examination of any one of the following qualifying courses:

- a) H.Sc (Physics, Mathematics, Chemistry, Computer Science, Biology, Biotechnology, Technical Vocational Subjects (Agriculture)/ H.Sc (Vocational) or equivalent course (10+2) system, conducted by any recognized Central / State Board, such as Central Board of Secondary Education, New Delhi. Council for Indian School Certificate Examination, New Delhi.

- b) Intermediate or two-year Pre-University course conducted by a recognized Board / University.
- c) Any other examination (conducted in India / abroad), equivalent to any of the above mentioned examinations.

In case the relevant qualifying examination is not a public examination, the candidate must have passed at least one public (Board or Pre-University) examination at an earlier level. If any Board awards only letter grades without mentioning the equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board specifying the equivalent percentage of marks, and submit it at the time of counselling. In case such a certificate is not provided by the candidate, the decision of the Admission Committee regarding his / her eligibility shall be held final.

3.1.2 Lateral

For admission to the second year of the B.Tech. Agricultural Engineering programme under lateral entry scheme, a candidate should have passed the final examination of the three or four year diploma course recognized by AICTE or a State Board of Technical Education or a three year degree program recognised by UGC.

3.2 Entrance Examination, Seat Allocation and Admission

- a) **Entrance Examination:** Admissions to programmes is based on the the Kalasalingam Common Entrance Examination (KCEE) to be conducted every year. The mode of examinations and eligibility criteria are decided by the Board of Management (BoM).
- b) **Seat Allocation:** The Admission Committee will offer the admission, in the order of merit, to the successful candidates, taking into account the choice of the programme indicated by the candidate and the availability of seats in each Programme. The decision of the Admission Committee is final in allotting the seat.
- c) **Admission:** The selected candidate will be admitted into the programme after he/she fulfils all the admission requirements as indicated in the offer of admission, and after the payment of all the prescribed fees within the due date announced.

3.3 Revocation of Admission

The institute may revoke the admission at any time during the program, if, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission and report the same to Board of Management (BoM).

4 Academic System

4.1 Academic Calendar

The academic year is divided into two consecutive semesters. The odd semester may be scheduled from June/July to December and even semester from December/January to June.

The Academic Calendar approved by Academic Council shall strive to provide for a total of about 90 working days in each semester typically in 15-20 weeks. The academic calendar shall provide the schedule of academic activities such as dates for registration, Continuous Assessment and Semester End Examinations.

4.2 Medium of Instruction

The medium of instruction and examination is English.

4.3 Duration of the program

4.3.1 Minimum Duration of the Programme

The minimum duration of the program as stipulated by commission and council is:

- a) The minimum duration of the programme for regular students shall be four years consisting of eight semesters.

- b) The minimum duration of the programme for lateral entry students shall be three years consisting of six semesters.

4.3.2 Maximum Duration of the Programme

The maximum duration of the program as stipulated by the commission and council is:

- a) Maximum duration = $N+2$ years, where N stands for the minimum duration (years) prescribed for completion of the programme.
- b) Under any exceptional circumstance, a further extension of one more year may be granted subject to approval of Vice-Chancellor for the requisition made by the student.
- c) During the extended period the student shall be considered as a private candidate and also not eligible for first class.

4.4 Course Credit

Credit defines the quantum of contents / syllabus prescribed for a course and determines the number of in-seat hours, 50-minute periods, of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of Theory/laboratory work required to complete the course contents in a semester:

- **Theory (T):** One credit for each one lecture hour per week.
- **Practical (P):** One credit for practical session of two and half hours per week.

The typical credit allocation scheme is shown in Table 1. The number of credits allotted for the course and the contact hours of the course are displayed in course catalogues / pages.

Table 1: Credit allocation scheme for courses

T	P	C
2	0	2
0	2	2
2	1	3
1	2	3

The courses can have varying credits ranging from one to four and specialized course (Student READY- RAWE / RHWE//ELP/MSDE) can have twenty credits. Typical one credit theory course requires 16 hours.

4.5 Type of Courses

The courses are classified into three types namely, 1) Integrated Course, (IC) 2) Theory Courses (TC), and 3) Practical Course (PC), based on instruction components used to deliver the course:

- a) **Integrated Course (IC):** Courses with Theory (T) cum Practical (P).
- b) **Theory Course (TC):** Courses with Theory (T) but no Practical (P).
- c) **Practical Course (PC):** Courses with Practical (P) but no Theory (T).

The typical course types based on credit allocation scheme is shown in Table 2.

Table 2: Typical course types based on credit allocation

Course Name	T	P	C	Course Type
Fundamentals of Horticulture	1	1	2	IC
Fundamentals of Agricultural Economics	2	0	2	TC
Practical crop production	0	2	2	PC

4.6 Attendance Requirement

Students shall attend the courses regularly and the attendance of the students is recorded for every course till the last working day. The student shall secure minimum 75% attendance in all courses and 85% attendance in student READY courses to attend the continuous assessments (till the week before assessment starts) and for semester end examinations (by last working day).

4.6.1 Condonation of shortage of attendance

Students who secured minimum 65% attendance and availed prior medical leave, may apply for the condonation of shortage of attendance. The student shall apply for condonation of attendance at least two days prior to last working. Head of the department, upon satisfaction with genuine medical grounds, with medical certificate from an authorised physician along with other supporting medical reports, may recommend through proper channel to the Vice-Chancellor for the grant of condonation.

4.7 Absolute Grading system

The students will be awarded grade point based on their performance in all examinations on an absolute basis.

4.8 Grade Point Average (GPA)

Grade point average (GPA) is a measure of performance of work done in a semester. It is the ratio of sum of total credit point and total credit hours earned by a student in various courses in a semester. It shall be expressed up to two decimal places and same shall be mentioned in the semester grade card.

Grade Point Average (GPA) = Total Credit Points/Total Credit Hours

4.9 Overall Grade Point Average (OGPA)

Overall Grade Point Average (OGPA) is a measure of cumulative performance of a student in the programme. The OGPA is the ratio of cumulative credit point and cumulative credit hours earned by a student in various courses in all the semesters. It shall be expressed up to two decimal places. OGPA shall be placed in semester grade card (Except first semester) with OGPA till that semester.

Overall Grade Point Average (OGPA) = $\frac{\text{Cumulative Credit Points}}{\text{Cumulative Credit Hours}}$

5 Curriculum Structure

A Curriculum structure is a supportive structure to help schools to plan and develop their own curriculum based on ICAR fifth deans committee and an important tool in ensuring the consistency and quality. The curriculum structure consists of various course categories to cover the depth and breadth required for the programme, and for the attainment of programme outcomes of the corresponding programme. The courses offered in the program shall be grouped under the different course categories and shall satisfy the programme criteria recommended by professional bodies or the accreditation agency of the respective programme. The course content, credit and appropriateness to the course category shall be approved by respective Board of Studies and Academic Council based on ICAR

5th dean's committee.

5.1 Program Structure

a) Common courses

To deal with the unforeseen circumstances and enhance the overall professional capacity and personality development of agricultural science students, the courses like Environmental studies & Disaster Management, Communication Skills & Personality Development, Information & Communication Technology, Entrepreneurship Development & Business Management, Agri-Informatics and Economics and Marketing where included in undergraduate programme.

b) Program Core Courses

Programme core consists of set of courses considered necessary for the students to attain program outcomes. The courses and their contents under this category should satisfy the programme criteria prescribed by the appropriate professional society or accreditation agency.

c) Program Elective Courses

Programme electives shall cover the depth and breadth to further strengthen the programme specific knowledge and if chosen by a student in a particular subject area shall lead to specialisation in that area.

d) **Student READY Program**

To reorient agriculture, horticulture and agricultural engineering graduates for ensuring and assuring employability and to develop entrepreneurs for emerging knowledge intensive agriculture, the component envisages the introduction of the program as an essential prerequisite for the award of degree to ensure hands on experience and practical training. The components listed in Table 3, which are interactive and are conceptualized for building skills in project development and execution, decision-making, individual and team coordination, approach to problem solving, accounting, quality control, marketing and resolving conflicts, etc. with end to end approach. It should be implemented for the complete year, so that their education up to level of III year may get right information in IV year and finally they should attend right stage of entrepreneurship.

e) **Non Gradial Courses (Complementary courses)**

The courses offered under this category are to complement the knowledge, skill and attitude acquired through the regular curricular courses through co-curricular and extra-curricular activities. No credits shall be awarded for the courses under this category. A set of Non-Gradial courses such as NSS, NCC, Physical Education and Educational tour which are mandatory but not included in the calculation of final programme for grade as given Table 4.

Table 3: Student READY Program in different semesters

Degree	Course	Semester	Credits
B.Sc. (Hons.) Agriculture	Rural Agricultural Work Experience and Agro-industrial Attachment (RAW & AIA)	7	20
	Modules for Skill Development and Entrepreneurship-I	8	10
	Modules for Skill Development and Entrepreneurship-II	8	10
B.Sc. (Hons.) Horticulture	Student READY-Rural Horticulture Work Experience (RHWE) -Placement in Villages -Placement in Industries	7	20
	Student READY Experiential Learning-I	8	10
	Student READY Experiential Learning-II	8	10
B.Tech. Agricultural Engineering	Industrial Attachment/ Internship-Student READY	7	10
	Experiential Learning on campus-Student READY	7	10
	Project Planning and Report Writing	8	10

Table 4: Non Gradual courses

S. No	Group	Course	Credits
1	I	NCC/NSS	1
2		Sports & Extracurricular activities	1
		B.Sc (Hons.) Agriculture	
3	II	Human Value & Ethics	1
4		Educational tour	2
		B.Sc (Hons.) Horticulture	
5		Information and Communication Technology	2
6		Educational Tour	2
		B.Tech Agricultural Engineering	
7		Skill Development Training-I	5
8		Skill Development Training-II	5
9		Educational Tour	2
Total Non-Gradual course requirement of programmes			
1	B.Sc (Hons) Agriculture	5	
2	B.Sc (Hons) Horticulture	6	
3	B.Tech Agril Engineering	14	

5.2 Course offering by external experts

Departments are encouraged to offer courses in recent trends using external experts (other than Adjunct / Vis-

iting / Guest Faculty) such as industry professionals and academics from other higher learning institutes under the program elective courses categories.

5.2.1 Course offering by experts from Industry

The courses offered by experts from industry shall be in the areas currently relevant to the industry. These course shall enhance the students professional competencies and give exposure to the current industry practices. The course content, schedule, credits and expert profile shall be approved by the Board of Studies.

5.2.2 Course offering by academics from Higher Learning Institutes

The courses offered by the academics from other higher learning institutes is to deepen the students competencies in recent/emerging areas. These courses further may motivate the students towards higher education. The course content, schedule, credits and expert profile shall be approved by the Board of Studies.

5.2.3 Course offering from MOOC platforms

The students are encouraged to do the courses from MOOC platforms such as NPTEL, Swayam, Coursera and edX to improve their self-learning ability and to enhance their breadth/depth. The students can choose the course from the list of courses approved by the respective Board of

Studies or they can also propose to respective Board of Studies to consider the course for including in the list before start of the semester.

6 Registration

6.1 Course Numbering Scheme

The course numbering scheme shall consist of digits/alphabets as shown in Figure 1.

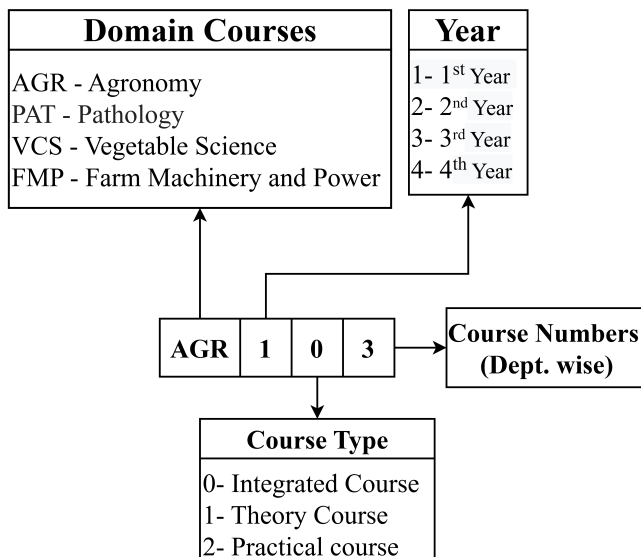


Figure 1: Illustration of course numbering scheme

6.2 Course Registration

The student shall register and/or withdraw the courses at least three working days before the commencement of the academic semester, in consultation with faculty advisor. Maximum number of students allowed to register for a course shall be indicated against each course. The student shall register in a semester minimum of 18 credits and maximum of 25 credits. However, if the student has acquired requisite number of credits, the minimum required credits may be exempted.

A student is eligible to register course if he/she fulfils the requirement of pre-requisite by acquiring attendance in such course as per section 4.6.

6.3 Course Re-registration

A student may re-register the course in which he/she not acquired eligibility to write the semester end examination as per section 4.6, by paying requisite fee during regular semester. The students are permitted to re-register for maximum 8 credits in a semester together with course registration as per section 6.2. A student who did not acquire eligibility to write the semester end examination as per section 4.6 in an elective course may re-register the same course or may register a different elective course.

6.4 Course Registration after minimum duration

A student may register the courses before their maximum duration of the program as mentioned in Section 4.3.2, to fulfil the minimum credit requirement as mentioned in section 9.1 by paying the requisite fee together with regular semester students. If the student is eligible to register for the courses offered during summer term as mentioned in section 8.4, he/she may register for the same by paying prescribed fee.

7 Assessment and Evaluation

Student performance is measured through various modes of examinations such as Mid semester examination, assignments, Practical examinations, viva-voce and semester end examination. Student performance shall be measured throughout the semester through Continuous Assessment (CA) and Semester End Examinations (SEE).

7.1 Continuous Assessment

Continuous Assessment (CA) shall be conducted by the course handling faculty/course coordinator all through the semester covering all the course outcomes. Continuous Assessment may vary based on the type of course 4.5. Continuous assessment shall follow the guidelines as given in

table 5 ordinarily. However, upon the recommendation of the Board of Studies and approval of academic council, the continuous assessment scheme may vary for specific course. The continuous assessment scheme of each course shall be given in the course plan.

Table 5: Scheme of continuous assessment based on type of course

S. No	Course type	Mode of Examination	Weightage
1	IC	A) Mid-term Examinations	30%
		B) Open ended Assignment	5%
		C) Practical	15%
2	TC	A) Mid-term Examinations	40%
		B) Open-ended Assignments	10%
3	PC	Internal Practical	50%

SEE = 50% for IC, TC courses
 External practical - 50%

7.2 Semester End Examination

Semester end examination (SEE) shall be conducted by the Controller of Examination by following the standard

operating procedure as approved by the academic council. The scheme of evaluation for semester end examinations may vary based on type of course 4.5. Semester end examinations shall follow the guidelines given below ordinarily based on type of course:

- a) **Integrated Courses (IC):** There shall be semester end theory examination for 180 minutes duration and practical examination for 180 minutes duration to measure the expected competencies of the students as mentioned against the respective course outcomes.
- b) **Theory Course(TC):** There shall be semester end theory examination for 180 minutes duration and it shall measure the competencies of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain.
- c) **Practical Course (PC):** There shall be semester end practical examination for 180 minutes duration to measure the expected competencies of the students as mentioned against the respective course outcomes.

However, the semester end examination scheme may vary for specific course as recommended by the Board of Studies and approved by academic council based on the special needs of the course.

7.3 Scheme of Instruction and Evaluation for Non- credit courses

The scheme of instruction and evaluation for the non credit courses 5.1. e) is as mentioned in Table 6 - 11.

Table 6: Group I: National Service Scheme (NSS)

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions and Assessment Procedure	As per NSS Norms
2	Passing Criteria	Attendance (75% in 60 hours social work in the 2-year period,5 regular one day campin a year and one 7 days special camp)

3	Condition for repeating the course in case of failure.	In case of failure to complete the 60 hours in two year ,day camps of 8-hour duration may be organized on weekends and holidays.The regular activities may be planned for 16 hours on consecutive days
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Table 7: Group I:National Cadet Corps NCC

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions and Assessment Procedure	As per NCC Norms
2	Passing Criteria	A cadet should complete the ‘C’ certificate
3	Condition for repeating the course in case of failure.	pass the test conducted by the company commander*

*A Special test will be conducted by the company com-

mander only for those cadets who fail in the ‘C’ certificate examination. Upon passing the test these cadets will also be awarded one credit.

Table 8: Group I: Physical Education

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Nil
2	Passing Criteria	Participation certificate in any one of the sports activities conducted at 1.Intramural 2.Inter-university/collegiate and above

Table 9: Group II: Educational Tour

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Completion of 6 st semester
2	Detailed course content / syllabus	Have to visit various ICAR and other research Institutes ,SAUs and Industries for the period of 3-4 weeks.

3	Passing criteria	100 % attendance, report submission, Viva- Voce and final examination
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Table 10: Group II: Non-Gradial Courses (Agriculture & Horticulture)

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Nil
2	Detailed course content/ syllabus	As per curriculum
3	Passing Criteria	Marks based on final examination and Minimum pass mark 50.

Table 11: Group II: Skill development I & II (Agricultural Engineering)

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Nil
2	Detailed course content / syllabus	As per curriculum

3	Passing Criteria	Based on the final assessment constituted by the Head of the department and the senior faculty of the department
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7.4 Makeup Examination

The students who have missed the continuous assessment and/or semester end examination(s) for genuine reasons, upon the faculty advisors recommendation, competent authority may permit them to appear for the make-up examination(s). The application for make-up examination shall be submitted through proper channel for the final approval as follow:

- Continuous Assessment - Dean of the concerned school.
- Semester End Examination - Vice-Chancellor.
- If the student applies both continuous and semester end assessment, Vice-Chancellor shall decide the application and only semester end examination performance will be considered with 100% weightage.

7.5 Supplementary Examination

The student who failed a course after semester end examination(s) (as per grade point below 5) may appear for the supplementary examination(s) whenever it is scheduled in subsequent semesters. Continuous assessment marks in the course shall remain same.

8 Program Management

8.1 Mobility and Credit Transfer

The students are encouraged to pursue the courses offered by MOOC platforms as per section 5.2.3 and from international institutions of higher learning either virtually or in-person. The equivalent credit for the chosen course will be decided by a committee consisting of Dean, HoD and one faculty member nominated by Dean. The decision of the committee shall be placed for ratification/approval before BoS and Academic Council. The equivalent grade points for the marks/grades/grade points awarded by different MOOC platforms and international institutions of higher learning will be decided by a committee duly constituted by Vice-Chancellor. The decision of the committee shall be placed for ratification/approval before Academic Council.

8.2 Migration from other Institutions

The academic programme offers Choice Based Credit System and transfer of credits. This enables a student to migrate mid stream from other institutions to this institute. The students from other universities within and outside India (AIU equivalency norms will be followed) can also join programmes of their choice mid stream subject to vacancy in the desired program. The equivalency for the already studied courses and the courses required to be studied will be decided by a committee consisting of Dean, HoD and one faculty member nominated by Dean. The decision of the committee shall be placed for ratification/approval before BoS, Academic Council and Board of Management.

8.3 Break in Study

A student may temporarily withdraw from the programme in the middle of semester for valid reasons (such as accident or hospitalization due to prolonged ill health), with the recommendation of the faculty advisor and prior approval of Vice- Chancellor. A student will be permitted to discontinue the programme for a maximum period of only two semesters. A student who is permitted to discontinue may rejoin the programme at the appropriate semester only with regular students at the time of normal commencement of that semester. A student who discontinues and rejoins shall be governed by the rules, regulations, programme

of study and syllabus in force, at the time of his/her re-joining the programme. The maximum duration of the program shall remain same as given in section 4.3 However, the MOOC courses or experiential electives which he/she might have done during this period will be accounted as and when the student re-joins the program.

8.4 Summer Term

Summer Term is a short duration term (half the duration of the normal semester) run during the summer vacation. The students who have obtained the eligibility to write the semester end examinations but not successful or absent to semester end examination alone are eligible to pursue the courses offered during summer term. A student can en-roll maximum 10 credits during the summer term. The courses to be offered during summer term shall be announced by the end of even semester and only foundation core and program core courses shall be offered. Student may register for the summer term courses by paying prescribed fee. The continuous assessment and semester end examinations shall be same as regular semester.

9 Degree Requirements

9.1 Credit Requirement

9.1.1 Regular

The students shall earn credits in various course categories as indicated in Table 12.

Table 12: Minimum credits required for Regular students

Credits	Agriculture	Horticulture	Agri. Engineering
Course credit	179	178	170
Non-Gradual credits	5	6	14
Total credits	184	184	184

9.1.2 Lateral

The students shall earn credits in Agriculture Engineering course as indicated in Table 13.

Table 13: Minimum credits required for lateral students in Agriculture Engineering

Credits	Agrl. Engineering
Course credit	127
Non-Gradial credits	14
Total credits	141

9.2 Eligibility for Award of Degree

The Degree shall be conferred on a candidate who has satisfied the following requirements, after Academic Council recommendation and approval by Board of Management.

9.2.1 Regular

- a) A regular student shall secure a total of 184 credits from a course credit and Non-cGPA credit requirement in each category as per section 9.1.1.

9.2.2 Lateral (Agrl. Engineering)

- a) A lateral student shall secure minimum of 141 credits and fulfil the minimum credit requirement in each category as per section 9.1.2.

9.3 Degree Classification

The Degree shall be awarded in Four divisions as indicated in Table 14 for the candidates who are eligible for the

award of degree as per section 9.2:

- First division with distinction (Merit)
- First division.
- Second division.
- Pass.

Table 14: Classification of OGPA

OGPA	Division
8.00 and above	I Division with distinction (Merit)
7.00 to 7.99	I Division
6.00 to 6.99	II Division
5.00 to 5.99	Pass

10 Academic Support

10.1 Faculty Advisor

Faculty Advisor provide students with accurate information, engage in constructive discussion about curricular options, and assist students in understanding the purpose and value of academic policies. A set of students will be assigned to the faculty advisor by Head of the Department and thus assigned will continue to be under the guidance of the advisor till they complete the program. The faculty

advisor recommendation is required for processing the student requests such as the leave of absence, break in study and change of program. The faculty advisor shall monitor the regularity of students, academic progress and advise them on career opportunities.

10.2 Course Coordinator/Module Coordinator

A faculty member who shall have full responsibility for the course or module (group of courses), coordinating the work of other faculty member(s) handling that course, such as overseeing the coverage of course syllabus, quality of the continuous assessment, pedagogy for delivery of course and student performance. Course coordinators shall schedule regular meetings with faculty and provide resources to support the teaching and learning in the courses they coordinate. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

10.3 Class Committee

A Class Committee shall be constituted by the Head of Department, and the committee is as below:

- Chairperson - A senior faculty member generally not teaching for that particular class.

- Members - Faculty of all the courses of study and the Faculty Advisors.
- A minimum of eight student members (mixed ability) from all genders.

The class committee shall meet thrice during the semester to interact and express opinions and suggestions to improve the effectiveness of teaching - learning process and analyze the performance of the students in the assessments. The Class committee shall send the minutes of the meetings to the Head of the Department and to Dean for information and necessary action.

10.4 Programme Coordinator

Each programme offered by the department shall have a programme coordinator. The programme coordinator has the responsibility for the design and development of the curriculum of that particular programme and to present to the Board of Studies member. In addition, programme outcome and course outcomes attainments of students and annual programme assessment activities shall be taken care by the programme coordinator.

11 Code of Conduct

11.1 Examination Monitoring and Grievance Redressal Committee

The Examination Monitoring and Grievance Redressal Committee shall deal with the grievances of students and faculty related to the Examination and Evaluation. The duly constituted committee will inquire into the matter and make recommendations, along with mentioning suitable punishment for the offenders, to the Staff Council. The Staff Council will consider the recommendation of these committee and decide on the appropriate action to be taken.