

KARE Academic (B.Sc. Nursing) Regulations, 2022



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- Approved by Academic Council during 35th meeting(item 35.4)
 - Draft approved by Staff Council on 5 September 2022

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1 Short Title and Commencement

- a) These regulations shall be called the KARE Academic (B.Sc. Nursing) Regulations, 2022.
- b) These shall apply to B.Sc. Nursing programmes, offered by 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) “TNNMC” means Tamil Nadu Nurses and Midwives Council
- c) “INC” means Indian Nursing Council

- d) “Institute” means Kalasalingam Academy of Research and Education.
- e) “Programme” means cohesive arrangement of courses, co-curricular and extra-curricular activities to accomplish predetermined objectives leading to the award of a Degree.
- f) “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.
- g) “Regular Students” means students enrolled into the four year programme in the first year.
- h) “Academic Year” means constituting of two consecutive (one odd + one even) semesters.
- i) “Staff Council” means a council comprising Directors, Deans, Heads of the Departments, Controller of Examinations and Registrar and chaired by Vice-Chancellor.
- j) “Faculty Advisor” means a member of the faculty who gives advice to students.
- k) “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).

- l) “Class Committee” means a committee of particular class or section consisting of course handling faculty of that class and select students of the students.
- m) “Programme Coordinator” means a member of faculty who is responsible for program curricular changes, and annual programme assessment activities.
- n) “OSCE” means a Objective Structure Clinical Examination.
- o) “OSPE” means a Objective Structure Practical Examination.

3 Admission

3.1 Eligibility for Admission

At the time of admission, a candidate should have successfully passed the examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.

- a) The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC / Board of Management and other statutory bodies from time to time.

3.1.1 Age limit

- a) The minimum age for admission shall be 17 years on or before 31st Dec. of the year of admission. The upper age limit for admission is 35 years

3.1.2 Qualifying examination

- a) The minimum educational requirements shall be the passing of:
 - 1) Candidate with Science who have passed the qualifying 12th Standard examination (10+2) and must have obtained a minimum of 45% marks in Physics, Chemistry and Biology taken together and passed in English individually.
 - 2) Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government having science subjects and English only.
 - 3) The candidates belonging to SC/ST or other backward classes, the +2 marks obtained in PCB taken together in qualifying examination be 40% instead of 45% as stated above.
 - 4) English is a compulsory subject in 10+2 for being eligible for admission to B.Sc.(N).
 - 5) Candidates shall be medically fit.
 - 6) Married candidates are also eligible for admission.
 - 7) The entry qualification equivalency i.e., 12th stan-

dard will be obtained by Association of Indian Universities, New Delhi. Institution and University will be responsible to ensure that the qualification and eligibility will be equivalent to what has been prescribed by the Council.

8) Selection of Candidates should be based on the merit of the 'KARE' entrance examination.

3.2 Seat Allocation and Admission

- a) **Seat Allocation:** The Admission Committee will offer the admission, in the order of merit, to the successful candidates. The decision of the Admission Committee is final in allotting the seat.
- b) **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 100 working days in each semester typically in 26 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 programme

4.3.1 Minimum Duration of the Programme

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

- a) The minimum duration of the programme shall be Four years consisting of Eight Semesters.

4.3.2 Maximum Duration of the Programme

The candidate shall appear for exams in each semester:

- a) The maximum period to complete the course successfully should not exceed 8 years.

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 lectures / tutorial / laboratory work and other forms of learning (X-Activity: Programming tutorial, Virtual tutorial, Group work, Field work, Studio work, MOOC learning, Virtual Lab, etc.,) required to complete the course contents in a semester:

- **Lecture (L):** One credit for each one lecture hour per week.
- **Tutorial (T):** One credit for tutorial session of two hours per week.
- **Practical (P):** One credit for practical session of two hours per week.
- **X-Clinical (X):** One credit for clinical session of three 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. The courses can have varying credits depending upon the contact hours and one credit lecture course requires 15 hours.

Table 1: Typical credit allocation scheme for courses

L	T	P	X	C
4	0	0	0	4
3	0	2	0	4
3	2	0	0	4
2	2	2	0	4
3	0	0	3	4
0	0	2	3	2
2	0	2	3	4

4.5 Type of Courses

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

- a) **Theory Course (TC):** Courses with lecture (L) and/or tutorial (T) and/or X-Activity (X) but no Practical (P).
- b) **Practical Course (PC):** Courses with Practical (P) and/or X-Activity (X) but no Lecture (L).

- c) **Integrated Course (IC):** Courses with Lecture (L) and Practical (P) and/or Tutorial (T) and/or X-Activity (X).

4.6 Level of Course

The courses shall be classified in different levels based on the complexity of the course or the study level as shown below:

- a) **Level 0:** Represents courses which are required to enter the programme (bridge courses), courses recommended by commission as mandatory learning and complimentary skill courses. Example: Complimentary Skill Courses.

- b) **Level 1:** Represents introductory courses without prerequisite which the students may choose during first two years of programme. Example: Foundation, Programme Core and Experiential Elective courses.

- c) **Level 2:** Represents courses of medium complexity which the students may choose during middle to end of the programme. Example: Programme Core, Programme Electives and Skill Enhancement courses.

- d) **Level 3:** Represents courses of advanced complexity leading to specialisation in chosen area. Example: Programme Core courses of advanced Level.

- e) **Level 4:** Represents specialized courses requiring rigorous academic activity based on deep collaboration between students or independent study. Example: Honors and Experiential Elective courses.

4.7 Attendance Requirement

Students shall attend the courses regularly and the attendance of the students is recorded for every course till the last working day. A Candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination. A Candidate must have 100% attendance in each of the practical areas before award of degree.

4.8 Grading System

The students will be awarded letter grade and corresponding grade point in each course based on their performance in continuous assessment and semester end examination.

4.8.1 Absolute Grading system

The absolute grading system is followed for all type of courses. The students will be awarded letter grade and corresponding grade point based on the marks obtained by him/her on an absolute basis as shown in Table 2. Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals. The Grade Conversion Table will be adopted by Indian Nursing Council Regulation.

Table 2: Grade Conversion Table (for absolute grading)

Letter grade	Grade point	Percentage of marks
O (Outstanding)	10	85% & above
A+ (Excellent)	9	80-84.99%
A (Very Good)	8	75-79.99%
B+ (Good)	7	65-74.99%
B (Above Average)	6	60-64.99%
C (Average)	5	50-59.99%
P (Pass)	-	50% & above
F (Fail)	0	<50%
Ab (Absent)	0	0

4.9 Semester Grade Point Average (SGPA)

Semester grade point average (SGPA) is a measure of performance of work done in a semester. It is the ratio

of sum of product of credit and grade point earned by a student in various courses in a semester and the sum of the credits earned in that semester. It shall be expressed up to two decimal places and same shall be mentioned in the semester grade card.

4.10 Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is a measure of cumulative performance of a student in the programme. The CGPA is the ratio of sum of product of credit and grade point earned by a student in various courses in all the semesters and total credits earned in all the semesters. It shall be expressed up to two decimal places. CGPA shall be placed in semester grade card with CGPA till that semester.

5 Curriculum Structure

A Curriculum structure is a supportive structure to help departments to plan and develop their own curriculum and an important tool in ensuring the consistency and quality of education. 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 programme 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.

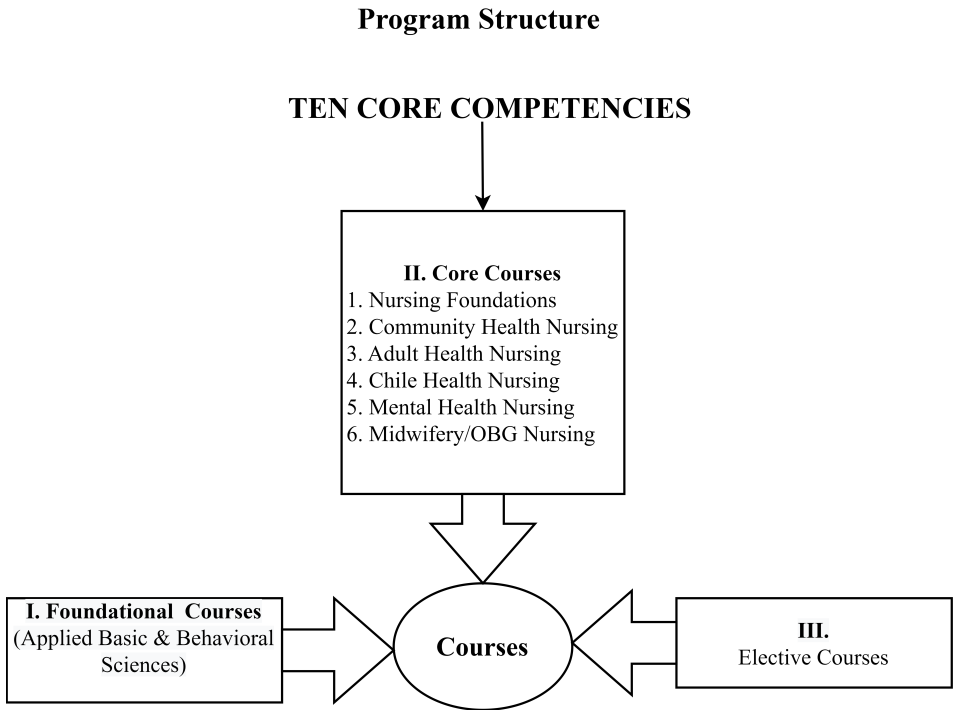


Figure 1: Program Structure scheme

5.1 Program Structure

a) Foundation Courses

Foundation Courses are preparatory courses which ensures the attainment of basic skills by equipping them with required knowledge and to bridge the gap to have right qualifications to pursue an under graduation programme. The foundation courses shall have the courses related to language and communication, professional skills, digital knowledge, statistics, environmental studies and human values.

b) Program Foundation core Courses

Program foundation Course ensures the attainments of competencies and skills related to multi disciplinary approach. Foundation core courses shall have the courses related to basic science biochemistry, Nutrition and Dietetics, Pharmacology pathology, Sociology and Psychology.

c) Program Core Courses

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

d) **Skill Enhancement Courses**

The skill enhancement courses feature courses with practical component to enhance the skill set of the learner. These courses focus on activity-based and goal-oriented, which aims to make the students able and efficient communicators in their domain.

e) **Experiential Core Courses**

Experiential Core Courses shall provide project experiences to enhance competence and problem solving for better patient care and evidence based practice.

f) **Mandatory Modules**

The Courses offered in this category are prescribed by council as a mandatory learning for the undergraduate students. The prepared modules outlined by the Council such as Health Assessment and Fundamentals of prescribing and available modules as National Guidelines (First Aid – National Disaster Management Authority (NDMA), Integrated Management of Neonatal & Childhood Illnesses (IMNCI), Essential New Born Care (ENBC),), Palliative Care, Safe Delivery App. and module will be provided in separate learning resource package.

g) **Elective Modules**

Elective Modules shall provide the scope to transform learning into action to achieve the unique goals of the

students. Three elective Modules will be completed within 4 years. First and Second elective module completed end of 4th and 6th semester. Third elective module before end of 6th semester. Elective modules shall certified by the Institution / External Agency. The elective modules shall be followed and prescribed by INC curriculum.

h) Internship

The courses may include internship with hospital, pre clinical training in labs and hospital, research-projects,communityfocusedprojectsandsurvey.

i) University Elective Courses

University electives are the courses offered across the schools to enhance the breadth and professional competency of the students. The student are expected to take courses in engineering (offered by schools other than program of study), biotechnology, biomedical and forensic.

j) Complimentary Skill 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. The students shall take at-least one course/activity

from group I , group II and group III as given in Table 3.

Table 3: Complimentary skill courses - Groups

Sl. No.	Group	Course/Activity
1	I	Red Ribbon Club
2	II	Sports
3		Extra Curricular Activity
4	III	Value Added Courses
5		Co-Curricular Activity
6		Soft Skills

5.2 Course offering by external experts

Departments are encouraged to offer courses in recent trends using external experts (other than Adjunct/visiting/guest faculty) such as Clinical professionals and academics from other higher learning institutes under the program elective courses and university elective courses categories.

5.2.1 Course offering by Clinical experts

The courses offered by experts from hospital shall be in the areas currently relevant to the Clinical. These courses shall enhance the students professional competencies and give exposure to the current Clinical 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 recent/emerging areas. These courses further may motivate the students towards higher education or pursuing their elective courses in those areas. 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 (Massive Open Online Course), INC platforms 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 / the course code will be adapted by Indian Nursing Council Ref: Indian Nursing Council {Revised Regulations and Curriculum for B.Sc (Nursing) Program}, Regulations, 2020, 05.07.2021 for all

course categories except foundation course and University elective course.

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 4.7.

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 4.7, by paying requisite fee during regular semester.

7 Assessment and Evaluation

Student performance is measured through various modes of examinations such as sessional examination, quizzes, home assignments, group assignments, viva-voce, Practicals (OSPE, OSCE) and semester- end examination. Student performance shall be measured throughout the semester through Continuous Assessment (CA) and Semester End examinations (SEE). For integrated courses CA and SEE shall be performed for both theory and practical components separately for the purpose of Grade Point calculation the credit. Each marked as per credit hours of each components should be considered as shown in the sample grade in section 7.6.1.

7.1 Continuous Assessment

Continuous Assessment 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 as per section 4.5. Continuous Assessment shall follow the guidelines as given in table 4 most commonly. 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 4: Scheme of continuous assessment based on type of course

Sl. No.	Course type	Mode of Examination	Weightage
1	TC	A) Sessional Examinations (two)	15%
		B) Open-ended Assignments (two) /Seminar/Attendance/Group Task (two)/Project/Presentation/etc.,	10%
2	PC	A) Mid-semester Practical	10%
		B) OSCE / DOP	30%
		C) Regular laboratory performance	10%

7.1.1 Continuous Assessment for Experiential core category

Department shall constitute a two member committee to assess the students performance in the courses/activities under experiential core category. The continuous assessment for experiential core consisting of community focused project/activity and research oriented project. The committee shall evaluate the performance as per the rubrics given in course plan for 30%.

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.

cil. The scheme of evaluation for semester end examinations may vary based on type of course as per section 4.5. Semester end examinations shall follow the guidelines given below ordinarily based on type of course:

- a) **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.
Semester End Examination comprises of 75 marks. The pattern of examination will be vary with each subjects. Which includes MCQ, Essay / situation type, short and very short. It will be divided by section A, B, and C
- b) **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. The evaluation of the performance of the students from II to VII semester shall be conducted in the Clinical setting which includes OSCE (15 marks) & DOP (35 marks).
- c) **Internship :**
In the VIII semester (Internship) is a competency based assessment with integrated OSCE, including five specialties (stations based every specialty). Each specialty measured by 20 marks, total 100 marks

d) **experiential core Category :**

Department shall constitute a three member committee, out of which one is nominated by the Dean of the school, to assess the individual student performance in the courses under experiential core category. The committee shall evaluate the performance as per the rubrics given in course plan for 30%.

7.3 Criteria for Passing Course

- Candidate has to pass in theory and practical examinations separately in each of the paper.
- If a candidate fails in either theory or practical examinations, he or she has to appear for both (theory and practical).
- Only three attempts are allowed in each course including first attempt.

7.4 Criteria for promotion to higher semester

The candidate shall have cleared all the previous examinations before appearing for fifth semester examination.

- However, the candidates shall be permitted to attend the consecutive semesters.
- The candidate shall have cleared all the previous examinations before appearing for seventh semester

examination. However, the candidates shall be permitted to attend the consecutive semesters.

- The candidate shall have cleared all the previous examination before appearing for final year examination.

7.5 Scheme of Instruction and Evaluation for Complimentary skills (Non-credit)

The scheme of instruction and evaluation for the complimentary skill courses is as mentioned in Table 6 - 10. The students shall take least one course/activity from group I, group II and group III as given in Table 3.

Table 5: Group I RRC (Red Ribbon Club)/YRC (Youth Red Cross)

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites/ Eligibility conditions and Assessment Procedure	As per guidelines of Tamil Nadu State AIDS Control Society (TANSACS)

2	Passing Criteria	Minimum of three participation certificate in any of the camps conducted by university Along TANSACS each course
3	Duration	30 hours (minimum)

Table 6: Group II: Sports

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

Table 7: Group II: Extra-Curricular Activities

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions and Assessment Procedure	Completion of the 5 th semester
2	Passing Criteria	Participation certificate in any one of the Extra-Curricular activities conducted at 1. Intramural 2. Inter-university/ collegiate and above

Table 8: Group III: Value Added Courses

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Completion of the 2 nd semester
2	Duration of the course /total number of hours	40 hours (minimum)
3	Passing Criteria	The students should score a minimum of 60% marks with minimum attendance of 80%

4	List of value-added courses offered and its content	The value-added courses and its content will be specified by the course coordinator and approved by HoD
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Table 9: Group III: Co-Curricular Activities

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	Completion of the 2 nd semester.
2	Detailed course content / syllabus	Co-curricular activities are divided into the following two groups (anyone) 1. Professional society activities 2. Co-curricular activities
3	Passing Criteria	1. Professional society activities: 2. Co-curricular activities: Participation certificate in any one of the co-curricular activities conducted at a) Intramural b) Inter-university / collegiate and above level

Table 10: Group III: Soft Skills

Sl. No.	Conditions/ Attributes	Fulfilling Requirements
1	Pre-requisites / Eligibility conditions	None
2	Duration of the course, total number of hours	02 - 03 hours/week for semester duration per each course
3	Passing Criteria	Valid score or a pass in the examination conducted by University / INC TNNMC

7.6 Supplementary Examination

The student who failed a course after semester end examination(s) (as per grading who got F or AB) may appear for the supplementary examination(s) whenever it is scheduled in subsequent semesters. Continuous assessment marks in the course shall remain same.

7.6.1 Sample Grade Card

SEMESTER No: III SEMESTER

Courses			Credits	Internal Assessment		End Semester University Exam		Final Marks %	Letter Grade	Grade Point
S. No	Course Code	Title of the course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	MICR201	Applied Microbiology And Infection Control Including safety	3	18	12.5/27	57	37.5/75	75	A	8
2	N- HN(I) 215	Adult Health NursingI With Integrated Pathophysiology including BCLS module	T-7	20	12.5/27	58	37.5/75	78	A	8
			P-7	35	25/50	35	25/50	70	B+	7

8 Program Management

8.1 Migration from other Institutions

The students from other universities within and out- side India (Association of Indian Universities [AUI] 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 Board of Studies, Academic Council and Board of Management.

8.2 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 rejoining the programme. The maximum duration of the program shall remain same as given in section

9 Degree Requirements

9.1 Credit Requirement

The students shall earn credits in various course categories as indicated in Table 11.

Table 11: Minimum credits required for students in various course categories

Sl. No.	Course Category	Minimum Credits Required
1	Foundation courses	20
2	Program Foundation Courses	20
3	Program Core Courses	98
4	Skill Enhancement Courses	13
5	Experiential core Courses	04
6	Elective Modules	03
7	Internship	12
Total		170

9.2 Complimentary Skill Courses (Non-Credit)

The students shall successfully pass at-least one course/activity from group I, group II and group III as given in Table 3.

9.3 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.

- a) A student shall secure minimum of 170 credits and fulfil the minimum credit requirement in each category as per section 9.1.

- b) A student shall fulfil the duration of the programme norms as per section 4.3

AND

- c) The students shall successfully pass atleast one course/ activity from group I, group II and group III in Complimentary Skill Courses (Non-Credit)as given in Table 9.2.

9.4 Degree Classification

The Degree shall be awarded in three divisions for the candidates who are eligible for the award of Degree as per section 9.3:

- First Class with distinction
- First Class
- Second Class
- Pass

1. First Class with distinction

First class with distinction shall be awarded for the candidate who is eligible for the award of Degree as per section 9.3 and obtained a minimum CGPA of 7.5 and above by passing all the courses in first attempt

2. **First Class** First class shall be awarded for the candidate who is eligible for the award of Degree as per section 9.3 and obtained a minimum CGPA of 6.00 - 7.49
3. **Second Class** Second class shall be awarded for the candidate who is eligible for the award of Degree as per section 9.3 and obtained a minimum CGPA of 5.00 -5.99.
4. **Pass** For Nursing Courses Pass is at C Grade (5 grade point) 50% and above For English and electives-Pass is at P Grade (4 grade point) 40% and above

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 programme. 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 both 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.