KARE Academic (MBA & MSW) Regulations, 2022

- Approved by Academic Council during 35th meeting(item 33.5)
- Draft approved by Staff Council on 5 September 2022

Contents

List of Tables

1 Short Title and Commencement

a) These regulations shall be called the KARE Academic (MBA and MSW) Regulations, 2022.

b) These shall apply to the MBA and MSW programme, 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 2022-2023.

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) "Institute" means Kalasalingam Academy of Research and Education.

c) "Programme" means cohesive arrangement of courses, co-curricular and extra-curricular activities to accom-

plish predetermined objectives leading to the award of a Degree (Hons).

d) "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.

e) "Regular Students" means students enrolled into the three year programme in the first year.

f) "Academic Year" means constituting of two consecutive (one odd + one even) semesters.

g) "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.

h) "Staff Council" means a council comprising Directors, Deans, Heads of the Departments, Controller of Examinations and Registrar and chaired by Vice-Chancellor.

i) "Faculty Advisor" means a member of the faculty who gives advice to students.

j) "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).

k) "Class Committee" means a committee of particular class or section consisting of course handling faculty of that class and select students.

l) "Programme Coordinator" means a member of faculty who is responsible for program curricular changes, and annual programme assessment activities.

3 Admission

3.1 Eligibility for Admission

a) Candidates seeking admission to the first semester of the MBA Degree Programme shall be required to satisfy the conditions of admission thereto prescribed by the University.

b) Candidates seeking admission to the MSW programme should have passed any Under-Graduate Degree Examination (10+2+3 or 10+2+4) of a University / College or equivalent as specified by the University.

c) The admission shall be made on merit rank or the basis of entrance test like K-MAT (Kalasalingam Management Admission Test) / CAT/MAT/entrance test by University keeping in view the guidelines/norms in this regard issued by the AICTE / UGC / Board of Management and other statutory bodies from time to time.

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, taking into account the availability of seats in the Programme. 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 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 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 two years consisting of four semesters.

4.3.2 Maximum Duration of the Programme

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

i) Maximum duration = N+2 years, where N stands for the minimum duration (years) prescribed for completion of the programme.

ii) 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.

iii) 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 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, Work Group Study , 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-Activity (X):** One credit for activity 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), 2) Practical Course (PC), and 3)Integrated Course (IC) 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).

- **Integrated Course - Theory (IC-T):** Majority credits allotted to the course are contributed by Lecture (L).

- **Integrated Course - Practical (IC-P):** Majority credits allotted to the course are contributed by Practical (P) and/or Tutorial (T) and/or X-Activity (X).

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	L	T	P	X	C	Course type
Fundamentals of Management and Organizational Behaviour	3	2	0	0	4	TC
Data Analysis and Modeling Lab	0	0	2	3	2	PC
Strategic Management	1	2	0	3	2	IC-T

The content in each course shall be organised into five logical units. The assessment and evaluation of the student performance varies based on the type of course as mentioned in section (7).

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.

f) **Level 5:** Represents courses of in-depth learning leading to specialisation in chosen area of the PG program. Example: Financial Management course leading to a specialization in Finance.

g) **Level 6:** Represents specialized courses requiring rigorous academic activity based on deep collaboration between students or independent study. Example: 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. The student shall secure minimum 75% attendance to attend the continuous assessments (till the

week before the assessment starts) and for semester end examinations (by last working day).

4.7.1 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 day. 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.

4.8 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. Based on the type of course either relative grading system or absolute grading system is followed.

4.8.1 Relative Grading system

The relative grading system shall be followed for Theory Courses (TC) and Integrated Course - theory (IC - T). Student is awarded a letter grade and the corresponding grade points based on the individual performance of the

student relative to the performance of the class in the particular course, as shown in Table 3.

Table 3: Guidelines for relative grading system for courses with minimum 12 students

| Grade | Grade Points | Range | | No. |
		Lower from	Upper to	
S	10	$\mu + 1.65\sigma$	100	5%
A	9	$\mu + 0.85\sigma$	$\mu + 1.65\sigma$	15%
B	8	$\mu + 0.12\sigma$	$\mu + 0.85\sigma$	25%
C	7	$\mu - 0.65\sigma$	$\mu + 0.12\sigma$	30%
D	6	$\mu - 1.04\sigma$	$\mu - 0.65\sigma$	10%
E	5	$\mu - 1.23\sigma$	$\mu - 1.04\sigma$	5%
U	0	–	$\mu - 1.23\sigma$	10%
W	0	Failure for want of minimum attendance		
I	0	Incomplete		

However, for U grade (Table 3), either the last 10% of the students or students who secured minimum 40 marks whichever is lower shall be considered. The grade approval committee duly constituted by the Vice-Chancellor may recommended the change of grade ranges, in special cases considering the class size, to the result passing committee.

However, for courses with less than 12 students, absolute grading system as shown in Table 4 shall be followed.

4.8.2 Absolute Grading system

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 4.

Table 4: Grade Conversion Table (for absolute grading)

Letter grade	Grade Points	Mark Range	Result
S	10	91-100	Pass
A	9	81-90	Pass
B	8	71-80	Pass
C	7	61-70	Pass
D	6	56-60	Pass
E	5	50-55	Pass
U	0	<50	Fail
W	0	——	Failure for want of minimum attendance
I	0	——	Incomplete

The absolute grading system is followed for Practical Course (PC) and Integrated Course (IC-P).

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.

5.1 Program Structure

The program structure is in semester pattern with four semesters consisting of two academic years, each academic year having two semesters. Each semester will have a minimum of 90 instructional days per semester and the courses shall be categorized as follows:

a) **Program Core Courses**

Programme Core courses include the core courses relevant to the fundamental practices of Business / Social Work and 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.

b) **Program Elective Courses**

Programme Electives courses are discipline specific electives and shall cover the depth and breadth to

further strengthen the programme specific knowledge. It help the leaner to explore, discover and experience areas or streams interest in the profession.

Every Student of MBA shall opt for two specializations and students of MSW will choose one specialization.

c) **Experiential Elective Courses**
MBA:
Experiential elective courses include Project Work, Mini Project, Internship Training, Seminar, Professional Practices, Summer Project, Case Competition, Social Immersion, Leadership Lecture Series, Business Simulation Lab, Business Incorporation, Business models and Professional Body Activity, Field Practicum, Summer Placement, Block Placement, and Research Project Work. Experiential Elective Courses are intended to bridge the gap between the Student and the Industrial Practices. These Courses helps the learner to understand the industry best practices and to drive solution-oriented and critical thinking among students. The Board of Studies may design any other course with similar outcome and fix the credits appropriately. The Board of Studies approved list of competitions with credits (based on the level and competitiveness) shall be maintained and continuously updated in department. A two week internship with industry is awarded one credit. The student can do multiple courses of same na-

ture (e.g.Two different competitions, internship for 6 weeks, two community-focused projects). The students of MBA will choose the Experiential Elective Courses from the following list of courses as given in Table 5.

Table 5: Experiential Elective Courses - MBA

Sl. No.	Courses	Credits
A. Business Cognition (any two courses)		
1	Business Communication	4
2	Communication and Business Correspondence	
3	Design Thinking	
4	Business Models	
B. Data Analysis for Decision Making (any three courses)		
1	Data Analysis and Modeling Lab - I	6
2	Excel for Managers	
3	Data Analysis and Modeling Lab - II	
4	Business Application Software Lab	
5	Business Simulation Lab Finance/ Marketing/Human Resources/ Healthcare/Logistics	
C. Leadership Enhancement (any two activities)		
1	Leadership Talk Series (2 programs)	

2	Professional Body (Membership in atleast one such body for a minimum period of 1 year & should have 4 activities inter/intra campus)	4
3	Entrepreneurial practice / Incubation	
4	Courses offered by reputed National /International University/MooC courses	
D. On-site Learning (any one course/ activity)		
1	Industry Internship	12
2	Social Immersion	
3	Project Work	
4	Business Incorporation	

MSW:

Practical training is a distinct feature and an integral part of social work education. The specific requirements of the fieldwork training will be made available to the trainee social workers. This practical training is given to the students during the two years of study. In the first semester students will undergo observation visit, concurrent fieldwork in second, third and fourth semester respectively. MSW students will get experiential learning through summer placement in the third semester, block placement and research project work in the fourth semester.

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 professionals and academics from other higher learning institutes under the program elective courses and university 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 discipline. These courses 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 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) platforms such as Swayam, Phlectomy and infection control measure 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. The courses from the MOOC platforms will be considered under Program Elective courses category. The students can choose upto 20% of total credits required for the programme under MOOC platforms.

6 Registration

6.1 Course Numbering Scheme

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

Program Name

MBA - Management
MSW - Social Work

Course Level

0- Level 0
1- Level 1
2- Level 2
3- Level 3
4- Level 4
5- Level 5
6- Level 6

Regulation

Last two digits of year of regulation

| 22 | 1 | MBA | 1 | 1 | 10 |

Course Numbers

Course Category

1- Foundation Course
2- Program Core Course
3- Program Elective Course
4- Skill Enhancement
5- Experiential Elective Course

Course Type

1- Theory Course
2- Practical Course
3- Integrated Course - Theory
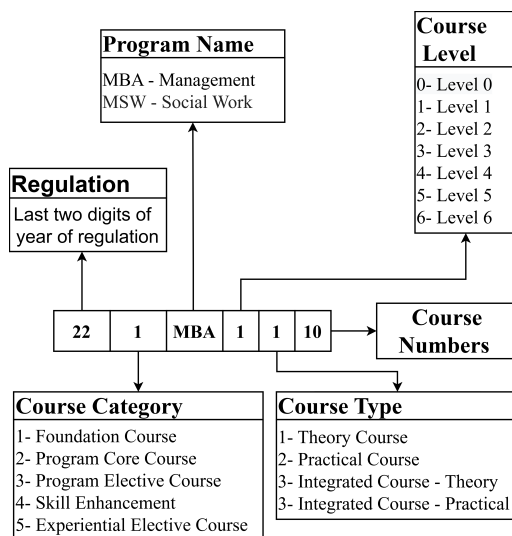3- Integrated Course - Practical

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 22 credits and maximum of 35 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. The students are permitted to re-register for maximum of 16 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 4.7 in an elective course may re-register the same course or may register a different elective course.

6.4 Course Registration after minimum duration

6.5 Registration

A student may register the courses before their maximum duration of the programme 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.

7   Assessment and Evaluation

Student performance is measured through various modes of examinations such as sessional examination, quizzes, home assignments, group assignments, 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 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 6 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 6: Scheme of continuous assessment based on type of course

Sl. No.	Course type	Mode of Examination	Weightage
1	TC	A) Sessional Examinations (two)	35%
		B) Open-ended Assignments / Group Tasks/Project/ etc.,	15%
2	IC-T	A) Sessional Examinations (two)	35%
		B) Mid-semester practical	10%
		C) Regular laboratory performance	5%
3	PC	A) Mid-semester practical	20%
		B) Open-ended Group tasks/ project/etc.,	30%
		C) Regular laboratory performance	20%
4	IC-P	A) Sessional Examination	10%
		B) Mid-semester practical	20%
		C) Open-ended Group tasks/ project/etc.,	20%
		D) Regular laboratory performance	20%

7.1.1 Continuous Assessment for Courses Under Experiential Elective Category

Department shall constitute a two member committee to assess the students performance in the courses/activities under experiential elective category. The continuous assessment for Experiential Elective consisting of community focused project/activity and research oriented project are

as follows:

- Two reviews by committee on the basis of rubrics given at the beginning of semester - **50%**.

- Assessment by Guide/course handling faculty - **20%**.

For internship in industry and competition there may not be continuous assessment.

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 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. The scheme of such question paper shall be as approved by the Board of Studies with reference to the nature of the courses thought.

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 shall be as per the rubrics and rubrics for 30% shall be given in course plan.

c) **Integrated Course - Theory (IC-T):** The semester end examination for the integrated course shall measure both the theoretical and practical components, with varying weightage, of the course covering all the course outcomes. The semester end examination for integrated course - theory mentioned in section (4.5) shall be as

- Semester end theory examination - 30%.
- Semester end practical examination - 20%.

d) **Integrated Course - Practical (IC-P):** The semester end examination for the integrated course shall measure both the theoretical and practical components, with varying weightage, of the course covering all the course outcomes. The semester end examination for integrated course - practical mentioned in section (4.5) shall be as:

- Semester end theory examination - 15%.
- Semester end practical examination - 15%.

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.

7.2.1 Semester end examination for courses under experiential elective modules

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 elective category. The committee shall evaluate the performance as per the rubrics given in course plan for 30%.

7.3 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.

7.4 Supplementary Examination

The student who failed a course after semester end examination(s) (as per grading who got U or AB or I) 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 Board of Studies 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 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.

8.3 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 rejoining the programme. The maximum duration of the program shall remain same as given in section 4.3.2.

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.

9 Degree Requirements

9.1 Credit Requirement

The students shall earn credits in various course categories as indicated in Table 7.

Table 7: Minimum credits required for MBA & MSW students in various course categories

Sl. No.	Course Category	Minimum Credits Required	
		MBA	MSW
1	Program Core Courses	50	40
2	Program Elective Courses	24	20
3	Experiential Elective Courses	26	40
Total		100	

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.

a) A student shall secure minimum of 100 credits and fulfil the minimum credit requirement in each category as per section 9.1.

AND

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

9.3 Degree Classification

The Degree shall be awarded in three divisions for the candidates who are eligible for the award of Degree as per section 9.2:

- First Class with distinction

- First 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 9.2 and obtained a minimum CGPA of 8 and above by passing all the courses in first attempt within minimum duration of the program as per section4.3.1.

2. **First Class** First class shall be awarded for the candidate who is eligible for the award of Degree (Hons) as per section 9.2 and obtained a minimum CGPA of 6.5 within maximum duration of the program as per section 4.3.2.

3. **Pass**

   Candidate who is eligible for the award of Degree (Hons) as per section 9.2, shall be awarded a 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 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.