# KARE Academic (UG Allied Health Sciences) Regulations, 2022



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

# Contents

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# 1 Short Title and Commencement

a) These regulations shall be called the KARE Academic (UG Allied Health Sciences) Regulations, 2022.

b) These shall apply to all UG level Allied Health Sciences 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) "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) "Degree (Hons)" means an academic Degree (Hons) conferred by the University upon those who complete the undergraduate uccessfully.

f) "Regular Students" means students enrolled into the four year programme (3+1 Year Internship) in the first year.

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

h) "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.

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 and students selected by faculty advisor.

m) "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

1) At the time of admission, a candidate should have successfully passed the examination conducted by a Board/ University at the +2 level of schooling with Pass marks (50% in Physics, Chemistry, Biology or Diploma in their relevant field (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.

b) Lateral entry to second year for allied and health-care science courses for candidates who have passed diploma program from the Government Boards and recognized by State/Central University, fulfilling the conditions specified and these students are eligible to take admission on lateral entry system only if the same subject have been studied at diploma level.

### 3.1.1 Age limit

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 30 years

### 3.1.2 Qualifying examination

a) The minimum educational requirements shall be the passing of:
1) A candidate should have passed in the subjects of PCB and English Individually and must have obtained a minimum of 45% marks taken together in PCB at the qualifying examination i.e., (10+2).
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) English is a compulsory subject in 10+2 for bring eligible for admission to B.Sc (AHS).

4) Candidates who have studied abroad and have passed the equivalent qualification as determined by the Association of Indian Universities will form the guideline to determine the eligibility and must have passed in the subjects: Physics, Chemistry, Biology and English up to $12^{th}$ Standard level.

5) Candidates shall be medically fit.

6) He/she has to furnish at the time submission of application Form, a certificate of physical fitness from a registered medical practitioner and two references from persons other than relatives testifying to satisfactory general character

7) Kalasalingam Allied Health Sciences Entrance Examination (KAHSE), to be conducted by the university as per the syllabus under 10 +2 scheme of CBSE, subject-wise distribution of questions will be as 15% in Physics, 50% in Biology, 15% Chemistry, 10% in English (Language & Comprehension) and 10% in General Awareness about health related methods.

8) The Name of the student(s) who remain(s) absent from classes for more than 15 days at a stretch after joining the said course will be struck off from the college rolls without giving any notice.

## 3.2 Seat Allocation and Admission

a) **Entrance Examination:** Admissions to programmes is based on the Kalasalingam Allied Health Sciences

Entrance Examination (KAHSE) 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 24 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:

The minimum duration of the programme shall be Four years consisting of eight 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 lectures / tutorial / laboratory work and other forms of learning (X-Activity: Virtual tutorial, Group work, MOOC learning, Virtual Lab, Clinical Training, Pre-Clinical 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)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).

## 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:Clinical Research.

## 4.7 Attendance Requirement

A Student has to secure minimum 80% attendance in Theory Course (TC) and Integrated Theory Course (IC-T), 90% in Practical Course (PC), Integrated practical course (IC-P) for qualifying to appear for the final examination. No relaxation, whatsoever, will be permissible to this rule under any ground including indisposition etc.

### 4.7.1 Condonation of shortage of attendance

Students can avail 10% attendance shortage from the above mentioned attendance requirement with prior medical leave and are eligible to 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. Absolute grading system is followed.

### 4.8.1 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 2.

Table 2: Grade Conversion Table (for absolute grading)

| Grade | Grade Points | Mark Range | Result |
|-------|------|------------|--------|
| S | 10 | $\geq 90$ | Pass |
| A | 9 | $\geq 80 < 90$ | Pass |
| B | 8 | $\geq 70 < 80$ | Pass |
| C | 7 | $\geq 60 < 70$ | Pass |
| D | 6 | $\geq 55 < 60$ | Pass |
| E | 5 | $\geq 50 < 55$ | Pass |
| U | 0 | $< 50$ | Fail |
| W | 0 | —— | Failure for want of minimum attendance |
| I | 0 | —— | Incomplete |

## 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

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 core courses shall have the courses related to language and communication, professional skills, digital knowledge, statistics, environmental studies and human values.

b) **Program Foundation Courses**

Program Foundation Courses aims to develop the skills of knowledge required for medical degree study. The program foundation Courses shall have the courses related to applied basic sciences such as general anatomy,general physiology,biochemistry etc..

c) **Program Core Courses**

Programme Core courses consists of set of courses considered necessary for the students to attain pro-

gramme outcomes. The courses and their contents under this category should satisfy the programme criteria prescribed by the appropriate professional society or accreditation agency.

d) **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.

e) **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.

f) **Experiential Elective Courses**

Experiential elective courses shall provide the scope to transform learning into action to achieve the unique goals of the students. The courses may include competitions to drive solution-oriented and critical thinking, internships with hospitals, community-focused project/activity and research oriented project.

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 be awarded one credit. The student can do multiple courses of same nature (e.g.Two different competitions, internship for 6 weeks, two community-focused projects).

g) **Clinical Training**
The courses may include internship with hospital, pre clinical training in labs and hospital, research projects, community focused projects and survey.

h) **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.

i) **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 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 industry 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) platforms such as Swayam, Coursera and Osmosis 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 Pro- gram Elective courses category.

# 6 Registration

## 6.1 Course Numbering Scheme

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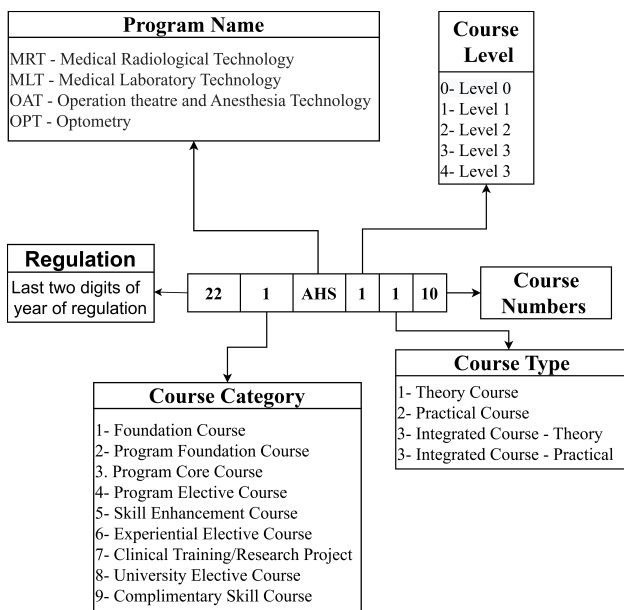


Figure 1: Illustration of course numbering scheme

## 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 4.7.

## 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 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 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) | 35% |
| | | B) Open-ended Assignments (two) /Seminar/Attendance/Group Task (two)/Project/Presentation/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 (two) /Project/ etc., | 30% |
| | | C) Regular laboratory performance | 20% |
| 4 | IC-P | A) Mid-semester Practical | 20% |
| | | B) Sessional examination | 10% |
| | | 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%**.

## 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 follows for 50%:

- Part - A - shall have 10 questions testing the lower order cognitive skills covering all the five units - 20 Marks.

- Part - B - shall have 5 questions testing the higher order cognitive skills covering all the five units - 80 Marks.

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 - 70%.
- Semester end practical examination - 30%.

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 - 30%.
- Semester end practical examination - 70%.

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 Criteria for Passing Course

- Candidate should mandatorily appear for SEE

- 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 examination before appearing for sixth semester examination.

## 7.5 Scheme of Instruction and Evaluation for Complimentary skills (Noncredit)

The scheme of instruction and evaluation for the complimentary skill courses is as mentioned in Table 5 - 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 3 participation certificate in any of the camps conducted by university along TANSACS |
| 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 $1^{st}$ 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 |

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. Co-curricular activities |
| 3 | Passing Criteria | 1. 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 |

| | | 75% attendance in each course |
|---|---|---|
| 3 | Passing Criteria | or |
| | | Valid score or a pass in the examination conducted by Cambridge University (BEC) or CEFR-A2 level or equivalent MOOC course as approved |

## 7.6 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.

The candidate shall appear for exams in each semester:

# 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 only after completing the second semester without any arrear. 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

# 9 Degree (Hons) 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 | 10 |
| 3 | Program Core Courses | 90 |
| 4 | Program Elective Courses | 6 |
| 5 | Skill Enhancement Courses | 4 |
| 6 | University Elective Courses | 6 |
| 7 | Clinical training (Including Research Project) | 34 |
| | 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 (Hons)

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 cate-

gory as per section 9.1.

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

### AND

c) A regular student shall successfully complete the complementary skill course requirement as per section 9.2.

## 9.4 Degree (Hons) Classification

The Degree (Hons) 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

- 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. **Pass** Candidate who is eligible for the award of degree as per section 9.3, except complimentary skills mention in 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.