



Dr. M.G.R. **EDUCATIONAL AND RESEARCH INSTITUTE** **DEEMED TO BE UNIVERSITY**



University with Graded Autonomy Status

(An ISO 21001 : 2018 Certified Institution)

Periyar E.V.R. High Road, Maduravoyal, Chennai-95. Tamilnadu, India.

ACADEMIC REGULATIONS – 2022

1.FACULTY OF HUMANITIES AND SCIENCE

2.FACULTY OF COMPUTER APPLICATION

3.FACULTY OF MANAGEMENT STUDIES

4.FACULTY OF HOTEL MANAGEMENT

Academic Regulations 2022

S.No	Content	
	Preliminary definition and Nomenclature	
R.1.0	Admission	
	R. 1.1	Programmes offered, Code and Duration
	R. 1.2	Number of Seats
	R. 1.3	Minimum Eligibility for Admission
	R. 1.4	Fee Structure
	R. 1.5	Authority for Admission
	R. 1.6	Revoking Admission
	R.1.7	Academic Calendar
R.2.0	Program Structure	
	R.2. 1	Applicability of this Regulation
	R.2.2	Category of Courses
	R.2.3	Outcome Based Curriculum Framework
	R.2.4	Learning Curriculum
	R.2.5	Learning Credits
	R.2.6	Curriculum and Course Content Approval
	R.2.7	Minimum Learning Credits for the award of Degree
	R.2.8	Medium of Instruction
	R.2.9	Massive Open Online Courses(MOOCs)
	R.2.10	Internship and Mini Project
R.3.0	Enrollment for Elective Courses	
	R.3.1	Elective Course Enrolment Requirements
	R.3.2	Break in Studies
	R.3.3	Enrolment after Break in Studies
	R.3.4	Eligibility for Enrolment:
R.4.0	Temporary Break of Study from a Programme	
	R.4.1	Temporary Break
	R.4.2	Readmission after temporary Break
	R.4.3	Rules Governing
	R.4.4	Change in Duration
	R.4.5	Period of Study

S. No.	Content	
R.5.0	Duration of the Programme /Semester Duration	
	R.5.1	Semester duration
R.6.0	Academic Counseling	
	R.6.1	Academic Assistance
	R. 6.2	Academic Class Advisors
	R.6.3	Faculty Adviser
	R.6.4	Student Counselor
R.7.0	Discipline	
	R.7.1	Expected Conduct and Discipline
	R.7.2	Act of Indiscipline
	R.7.3	Enquiry
	R.7.4	Suspension
	R 7.5	Attendance
	R.7.6	Minimum Attendance Requirement
R 8.0	Class Committee	
R.9.0	Assessment/Evaluation	
	R.9.1	Continuous Assessment Method
	R.9.2	Validity of Continuous Assessment Marks
	R.9.3	Evaluation of Practical Courses
	R.9.4	Assessment of ETL Courses
	R.9.5	Question paper Scrutiny committee
	R.9.6	End Semester Theory Examination
	R.9.7	Project Work
	R.9.8	Eligibility for Examinations
	R.9.9	Passing Requirements
	R.9.10	Award of Letter Grades and CGPA
	R.9.11	Eligibility of Award of Degree
	R.9.12	Classification of the Degree Awarded
		ANNEXURE-I ANNEXURE-II ANNEXURE-III

REGULATIONS— 2022

(For Students admitted from the academic year commencing from 2022-23 onwards)

The regulations applicable for the UG & PG Degree program are prepared with the recommendation, guidelines and directions from the University Grants Commission (UGC).

- a) Learning Outcome Based Curriculum Framework (LOCO) by UGC
- b) Choice Based Credit System (CBCS) by UGC
- c) Evaluation Reforms in Higher Education Institutions in India by UGC

Preliminary Definitions and Nomenclature.

In these regulations, unless the context otherwise requires:

1. “Faculty” means specialized division or category of the programmes like Humanities and Sciences, Engineering and Technology, Law etc.
2. ‘Degree’ means that academic award conferred upon a student on successful completion of a 3 years for UG Degree designed to achieve the defined attributes and academic award conferred upon a student on successful completion of a 2 years for PG Degree designed to achieve the defined attributes.
3. ‘Programme’ means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of B.Sc./BCA/BBA/B.A./M.A./M.Sc./BPES/MSW/BSW degree.
4. “Department” means the authority for conducting a program in a specific discipline/branch like Computer Science, English, Mathematics etc.
5. ‘Course’ means a combination of theory; tutorials and practice Sessions of a subject studied in a semester, like Mathematics, Physics, etc.
6. “Semester” means one half of an academic year. If an academic year is divided into semesters, it means it is divided into two semesters

R 1.0 Admission

R1.1 Programmes offered, Code and Duration:

Sl. NO	Department/ Faculty	Code	Programme and Duration					
			UG	Duration (Semester)		PG	Duration (Semester)	
				Min	Max		Min	Max
1	Biotechnology	BT	B.Sc. Bio-Technology	06	10	M.Sc. Bio-Technology	04	08
2	Computer Applications	CA	BCA Bachelor of computer app.	06	10			
		DT	BCA Digital technology	06	10			
3	Computer Science and Engineering	CR	B.Sc. Criminology and forensic science	06	10	M.Sc. Criminology and forensic science	04	08
		CF	B.Sc. Information Science and Cyber Forensics.	06	10	M.Sc. Cyber forensics and information security	04	08
4	Computer Science	CS	B.Sc. Computer Science	06	10			
5	Fashion Design	FD	B.Sc. Fashion Design	06	10			
6	Hotel Management and Catering Technology	HM	B.Sc. Hotel Management and Catering Technology	06	10	M.Sc. Hotel management and catering technology	04	08
		CU	BA. Culinary Arts	06	10			
7	Food Science Nutrition and Dietetics	FS	B.Sc. Food Science Nutrition and Dietetics	06	10	M.Sc. Food Science, Nutrition and Dietetics	04	08
8	Visual Communication and nimation	AV	B.Sc. Animation and visual communication	06	10	M.Sc. Animation and visual Communication	04	08
		AA	B.Sc. Advanced Animation	06	10			
		FT	B.Sc. Film Technology	06	10			
		GA	B.Sc. Game art and Design	06	10			
9	Psychology	PY	B.Sc. Psychology	06	10	M.Sc.(Clinical Psychology)	04	08
10	Physical Education and Sports	PE	B.Sc. Physical Education and Sports	06	10			
11	English	EN	B.A. English	06	10	M.A. English	04	08
12	Economics	EM	B.A. Economics	06	10			
13	Human Resource Management	HR	B.A. Human Resources Management	06	10	M.A. Human Resources Management	04	08
14	Business Administration	BA	BBA General	06	10			
		FP	BBA Financial Planning	06	10			
15	Social work	SW	BSW	06	10	MSW	04	08
16	Political science	PS	BA Political science	06	10			
17	Defence and Strategic studies	DS	B.A Defence and strategic Studies	06	10			
18	Commerce	CO	B.Com	06	10	M.Com	04	08

R 1.2 Number of Seats:

The number of seats in UG & PG. programme for which admission is to be made will be decided by the Board of Management of the University.

R 1.3 Minimum Eligibility for Admission:

Refer Annexure - III

R 1.4 Fees Structure:

The selected candidate will be admitted to the programme after he/she pays the prescribed fees.

R 1.5 Authority for Admission:

In the matter of admission to the UG & PG of the faculty of humanities and science, computer applications and management studies the decision of the Admission Committee is final.

R 1.6 Revoking Admission:

If, at any time after admission, it is found that a candidate has not fulfilled all requirements stipulated in the offer of admission, the concerned Head of the institution may revoke the admission and report the matter to the Vice Chancellor.

R1.7 Academic Calendar:

All Programmes would be conducted only on an Academic Calendar (typically starting from July/August of a year to May/June in the subsequent year).

R 2.0 Programme Structure**R.2.1 Applicability of this Regulation**

UG Programme are designed for six semester duration and as per the guidelines laid down by UGC. PG Programme is designed for four semester duration and as per the guidelines laid down by UGC. UG (honors) programme is designed for 8 semester duration as per the guidelines of NEP 2020.

R 2.2 Category of Courses: The complete programme of study will consist of 6 categories of courses distributed over six semesters for with two semesters per year for UG programs and distributed over four semesters for with two semesters per year for PG programs and details are listed below:

Sr. No.	Category Code	Course category and Description
1	CC	Common Course for all Programmes.
2	OE	OPEN Elective Courses: The students can choose and register for the open Elective of any discipline through the on line portals such as NPTEL/SWAYAM/Any MOOC.
3	E	Elective Courses: Students can register for the specialized elective courses offered by the department.
4	I	Skill Enhancement Courses: Skill enhancement courses include courses offered by the department Soft Skill/Core Skill /Internship.(Internal Evaluation)
5	Lb	Practical Learning / Project Work: Project Work, Internship in Industry or Research Institutions.
6	ID	Interdisciplinary Courses : Courses enables to improve the Interdisciplinary skills from social sciences, Environmental Sciences, Finance and Mathematics
7	TA/Hi/FR /EN	Language: During first year of study in all UG programs student has to study Languages like Tamil, Hindi, French and English
8	ETL	Embedded Theory and Lab

R 2.3 Outcome Based Curriculum Framework(LOCF): All UG & PG programmes follow the Learning Outcome Based Curriculum Framework(LOCF) guidelines and has well defined:

1	Program Educational Objectives(PEO)
2	Program Outcomes (PO) which includes Program Specific Outcomes (PSO)
3	Mission of the Department to Program Educational Objectives (PEO) Mapping
4	Program Educational Objectives (PEO) to Program Outcomes (PO) Mapping
5	Structure of UG & PG programmes
6	Categorization of Courses
7	Program Articulation Matrix

These details are proposed by the respective Board of Studies and approved by the Academic Council.

R 2.4 Learning Curriculum:

UG & PG Programmes have a learning curriculum comprising of appropriate combinations of learning from Lecture, Online lecture classes, Tutorials and Practice sessions.

R 2.5 Learning Credits:

Learning Credits are earned by the Lerner based on the following pattern:

Learning Environment	Learning Credit
1 Hour* Learning from a Lecture Session per week (L)	1
1 Hour* Learning from a Tutorial Session per week (T)	1
1 Hour* Learning from a Practice Session per week (P)	0.5

(*) Hour of Learning is usually a 50-60 minute period)

R 2.6. Curriculum and Course Content Approval:

All Programme will have a curriculum and course content (syllabi) proposed by the Boards of Studies and approved by the Academic council.

	Course Objectives
	Course Outcome (CO)
	Lesson Delivery Plan
	Learning Assessment Scheme
	Course Designer Details

R 2.7 Minimum Learning Credits for the award of Degree:

The Curriculum of UG programmes are designed to have a minimum of 130 credits for the award of the degree and a minimum of 75 credits for PG degree. UG (Honors/Research) degree is designed with 4 year duration and 165 credits.

R 2.8 Medium of Instruction:

The medium of instruction, examination and project reports will be English.

R.2.9 Massive Open Online Courses (MOOCs) (PG only)

University strongly encourages the use of SWYAM/NPTEL (Study Web of active Learning by young and aspiring minds) platform. The students are encouraged to choose an open elective course from SWYAM on the recommendation of the faculty advisor the credits will be transferred. Administrrating of MOOC will be through separate MOOCs guidelines.

R 2.10 Internship and Mini Project

A) Internship: Students shall undergo Internship (either in an industry (or) Industrial setting [or] in a Research Centre [or] in a Laboratory within the University) for duration of 4 to 6 weeks during the summer vacation after II semester. At the end of the internship, the student shall submit a report and make a presentation which will be assessed by a committee constituted for this purpose by the head of the department.

B) Mini Project: Student who wishes to do a Mini Project may be duly guided and assessed by a Faculty member in the respective department. This minor project work will be completed within the III semester.

C) Project Work: Project Work shall be done by the student either:

1. in any of the Funded Projects / Research Centers / Incubation Canteen within University [or]
2. within the Department Labs under the guidance of a Research Supervisor[or]
3. in an Industry / Industrial setting /Research Centre outside University duly approved by the Department Project Work Committee. After completion of the Project Work, the student shall submit a Report/Dissertation/Thesis and make a presentation which will be duly assessed by the Department Project Work Committee.

Please Refer Annexure III for specific courses

R 3.0 Enrollment for Elective courses

The process of signing up for Elective courses is called registration. Students are enrolled after they pay the prescribed fees. For a student to attend classes he/she has to complete both registration and enrollment.

R 3.1 Elective Course Enrolment Requirements:

Enrolment for all courses prescribed as per the curriculum is mandatory.

1. Registration of any course will be controlled by the concerned Head of the department.
2. The registration sheet contains the course number, course name, number of credits and category for each course taken in that semester. The student will make the choice of courses on his own or in consultation with his/her Faculty Advisor.
3. The registration shall be completed within a week after commencement of classes.
4. Late enrolment would not be encouraged. In case of a late enrolment, special permission is required from the respective Heads of Department and should be done not later than two weeks from the commencement of classes.

R 3.2. Break in Studies:

A student will not be allowed to enroll for current semester and has to undergo a year of break in studies if he/she:

- a) Has been “Debarred from study” due to any stipulated reason in the previous semester.
- b) Has any “Pending Disciplinary Actions” against him/her from the previous semester. During the Break of Studies, a student:
 1. Cannot attend any regular classes
 2. Will not be permitted to stay in the “Hostel” facility provided by the University
 3. Will not be permitted to participate in any of the University's activities inside the campus.

R3.3 Enrolment after Break in Studies:

A student who undergoes a break in studies in the current semester (odd/even) can “Enroll Back to Study” into the Programme only in the subsequent corresponding (odd/even) semester in the next academic year and “Enroll Back to Study” is subject to the approval from Head of the institution.

R 3.4 Eligibility for Enrollment:

A student will be eligible for enrolment only if he/she satisfies the enrolment requirement specified in R.3.0 and will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library, NCC etc. up to the end of the previous semester, provided he/ she is not debarred for enrolment as a result of any disciplinary action of the UNIVERSITY.

R 4.0 Temporary Break of Study from a Programme.**R 4.1 Temporary Break:**

A student may be permitted by the Head of the Institution to withdraw from the programme for a semester or longer for reasons of ill Health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semester or the aggregate of individual discontinuation not exceeding two semesters.

R 4.2 Readmission after temporary Break:

The Candidate who intends to get readmitted in the programme after the break shall submit readmission application in the succeeding academic year through the Head of the department and the Head of the institution.

R 4.3 Rules Governing:

The Candidate who rejoins after the break shall be governed by the rules and regulations in force at the time of readmission.

R 4.4 Change in Duration:

The duration specified for passing all the courses for the purpose of classification vide shall be increased by the period of such break of study permitted.

R 4.5 Period of Study:

The total period for completion of the programme should be reckoned from the commencement of the first semester to which the candidate was admitted and shall not exceed the maximum period specified in clause R.1.0 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

R 5.0 Duration of the Programme:**R 5.1 Semester Duration:**

Each semester shall normally consist of 90 working days or 450 hours. A student is ordinarily expected to complete the UG programme in Six full- semesters and in four semesters for the PG programme. However a student may complete the programme at a slower pace by taking more time but in any case not more than six/four semesters. This mentioned time duration is counted excluding semesters withdrawn on medical grounds etc.

R 6.0 Academic Counseling:**R 6.1 Academic Assistance:**

In order to provide academic assistance and individualized attention to students, different levels of advising/attention will be provided by three types of officers. (1) Academic Class Advisors (2) Student Counsellor (3) Faculty Advisors

R 6.2 Academic Class Advisors:

For every class (comprising of sections), an Academic Class Advisor would be allocated to help the student evaluate and realize educational and career options. In all of these matters, the Academic Class Advisor or the advisement team must judge whether the student's request is in order, is in the student's best interest, and is feasible under existing regulations.

R 6.3 Faculty Adviser:

To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign for every class a faculty member who will be called the Faculty Adviser.

R 6.4 Student Counselor:

In order to motivate the students personally and provide counseling on academic and non-academic matters, a faculty member called Student Counselor shall be assigned.

R7.0 Discipline**R 7.1 Expected Conduct and Discipline:**

Every student is required to maintain discipline and decorum behavior both inside and outside the University campus and not to indulge in any activity that will tend to bring down the prestige of the institution.

R 7.2 Act of Indiscipline:

Any act of indiscipline of a student is first to be considered by the Discipline and Welfare Committee of the Department for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the concerned Head of the Institution, and he will refer it to the Discipline and Welfare Committee of the University, constituted by the Vice Chancellor.

R 7.3 Enquiry:

The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The concerned Head of the Institution will take appropriate action on the recommendation of the Discipline and Welfare Committee.

R 7.4 Suspension:

The concerned Head of the Institution may suspend a student pending inquiry depending upon the prima facie evidence.

R 7.5 Attendance**Attendance Definition:**

Attendance is the physical presence of the student in the class. It is a well-observed fact that the students who score good grades are those who attend classes and participate in all the assigned learning activities in the class / laboratory / field work regularly. Therefore, the students must strive to attend all the classes and sincerely participate in all the assigned learning activities without fail. Every teaching staff member handling a class will take attendance till the last instruction day in the semester.

R.7.6 Minimum attendance requirement for appearing in examinations:

The students falling short of 75% attendance are normally not allowed to write the end semester examinations. However, those students who have less than 75% attendance for reasons of medical and other emergency situations can be considered for condoning of attendance by the Vice Chancellor provided their overall attendance in a course of study including the period of illness etc., does not fall below 65%.

R 8.0 Class Committee

Every class (comprising of sections) of the Undergraduate programme will have a Class Committee consisting of Faculty and Students. The class committees for the Department programme of each Semester will be constituted by the Head of the concerned Department.

Constitution of the Class Committee:

The constitution of the Class Committee for the Department programmes of each semester will include the following members:

1. All teachers handling the Courses
2. Four students from the class to be chosen by the students of the class.
3. Faculty Adviser(s) of the respective class.
4. One senior faculty, preferably an Assistant Professor of the concerned Department and not associated with teaching of the class, to be nominated by the concerned Head of the Department, to act as the Chairperson of the Class Committee.

Responsibilities:

The basic responsibilities of the Chairperson of the Class Committee:

- a) TO review periodically the progress of the classes.
- b) To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.
- c) To define the method of assessment in the courses in consultation with class committees and announcing to the students at the beginning of the semester.
- d) To organize the class committee meeting atleast twice a semester, one at the beginning of the semester and one after the second cycle test.
- e) No prepare the minutes of the meeting with the assistance of faculty advisers and duty signed by the HOD, sent the same to the concerned Head of the Institution within 7 days from conduct of the meeting. The minutes shall also be circulated to the class committee members and displayed in the notice board.

R 9.0 Assessments /Evaluation

The performance of a student in a theory course shall be assessed through Continuous Assessment Tests (CAT) termed as midterm examination and a final assessment test which is otherwise termed as model examinations. Assignments which include quizzes, seminars, group discussions, class/take home assignments (and several others) is a part of Continuous assessment. Marks based on Attendance component will be decided as per the circumstances. Maximum of 5 Assignments will be given to a student. On submission of a minimum of 3 assignments, student will be awarded a maximum of 15 marks.

R 9.1 Continuous Assessment Method

Continuous assessment will be based on the following assessment tools.

1. Mid Term Examinations: UG

Duration : 90 Minutes. Portion: I and II units Maximum 50 marks

Question paper pattern

PART – A : Answer any Two Questions out of Three Questions – Each question carries 4 marks – 2 x 4marks = 8 marks – one question from each unit.

PART – B : Answer any Two Questions out of Three Questions – Each question carries 6 marks – 2 x 6marks = 12 marks – one question from each unit

PART – C : Answer any Three Questions out of Five Questions – Each question carries 10 marks – 3 x 10marks = 30 marks – At least two question from each unit.

2. Mid Term Examinations: PG

Duration: 90 Minutes.

Portion: I and II units.

Maximum 50 marks

Question paper pattern

PART – A : Answer all Three questions – Each question carries 6 marks – $3 \times 6\text{marks} = 18\text{ marks}$
– At least one question from each unit.

PART – B : Answer any TWO questions out of Four Questions – Each question carries 16 marks $2 \times 16\text{ marks} = 32\text{ marks}$ - TWO questions from each unit.

3. Pre University Examinations : UG

Duration: 3 hours.

Portion: All units

Maximum 100 marks

Question paper pattern

PART – A : Answer any Five Questions out of Six Questions – Each question carries 4 marks – $5 \times 4\text{marks} = 20\text{ marks}$ – At least one question from each unit.

PART – B : Answer any Five Questions out of Seven Questions – Each question carries 6 marks – $5 \times 6\text{marks} = 30\text{ marks}$ – At least one question from each unit

PART – C : Answer any Five Questions out of Seven Questions – Each question carries 10 marks – $5 \times 10\text{marks} = 50\text{ marks}$ – At least one question from each unit.

4. Pre University Examinations: PG

Duration: 3 hours.

Portion: All units.

Maximum 100 marks

Question paper pattern

PART – A : Answer all Five Questions – Each question carries 4 marks – $5 \times 4\text{marks} = 20\text{ marks}$ – one question from each unit.

PART – B : Answer any Five Questions out of 8 Questions – Atleast one question from each unit.
Each question carries 16 marks.

$5 \times 16\text{ marks} = 80\text{ marks}$

Weightage of Internal Mark: Theory examination

Assessment method	Weight age
Mid Term Examinations	25 %
Pre University Examinations	35 %
Assignment	15%
Attendance	25%

Retest for Continuous Assessment:

If a student is not able to write any of the tests due to genuine reasons, the Head of the Department concerned may arrange to conduct a special test and the same may be considered for continuous assessment. However, not more than one such test shall be conducted for a student in a course for tire semester.

R 9.2 Validity of Continuous Assessment Marks

Continuous assessment mark awarded for each course will be considered only for the first TWO attempts in the university examination and result will be declared on the basis of continuous assessment mark and University end semester examination marks. From the third attempt onwards, full weight age (100%) shall be assigned to marks scored in the end semester examinations and the Continuous assessment marks they have scored during the regular course of study will be ignored.

R 9.3 Evaluation of Practical courses

Continuous Assessment:

Assessment method	Weight age
Marks for each experiment are awarded. Average of these marks is calculated.	35 %
Pre University practical Examinations	40 %
Attendance weightage	25%

End semester University Examination:

End Semester Examination is conducted for 100 marks for maximum duration of 3 hours.

R 9.4 Assessment of ETL courses (Embedded Theory and Lab):

- Midterm examinations and Pre University Examinations will be conducted as specified in R. 9.1. Marks scored by student for 100 marks will be converted to 60%.
- During University Practical Examinations, a practical examination for two hours will be conducted for the same subject and marks scored by student will be converted to 40%
- Marks scored by the student in the above a and b will be added and will be marked in internal foil card for 100 marks
- During University Theory examinations student will attend the theory examinations as specified in R 9.1.

Passing criteria for ETL courses:

Controller of examination will conducted examination for theory component. Students securing minimum of 40% in End semester University theory Examination and also 40% aggregate of Continuous assessment and End semester examination marks will be declared PASS.

R 9.5 Question paper Scrutiny committee:

Controller of Examination (COE) will constitute department wise Question paper scrutiny committee (3 to 4 members from each department) in consultation with the Heads of the departments. Before the start of the university examination (at least 15days before the commencement of the examination) the members of the committee shall be called by COE for the scrutiny of the question papers

R 9.6 End Semester University Theory Examination:

The question paper pattern for end semester university theory examinations will be similar to pre university theory examination pattern and will be for 3 hours for a maximum of 100 marks.

R 9.7 Project Work:

For UG Courses

The final year project work can be either carried out in a R&D section of any Industry/University. The project work will be done as a group/individual.

For PG Courses

The final year project work can be either carried out in a R&D section of any Industry/University. Each student has to do individual project work.

Rubrics for Project Work:

Continuous Assessment

Description				
Revie w1	Revie w2	Revie w3	Guide mark	To tal
25	25	25	25	100

End semester University examination

Report	Presentati on	Viva- Voce	Total
40	40	20	100

R 9.8 Eligibility for Examinations

All the students who have registered for a particular course are eligible to write the University exam of that course, provided he/she is not debarred from writing the exam, due to one or more of the reason/s listed below:

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course.

Attendance Requirements for attending the End Semester Examinations.

The teacher handling a course of study must finalize the attendance percentage and performance report three days prior to the last instruction day of the course of study in the semester and send it to Head of the Department and Dean. The students falling short of 75% attendance are normally not allowed to write the end semester examinations. However, those students who have less than 75% attendance for reasons of medical and other emergency situations can be considered for condoning of attendance by the Vice Chancellor provided their overall attendance in a course of study including the period of illness etc., does not fall below 65%. If the attendance falls short due to medical ground backed by medical certificate, up to 5% shortfall can be condoned by the Dean and if it is more than 5%, the Vice Chancellor will have the discretionary power for condoning on a case-to-case basis. The students falling short of 65% attendance have to re-do the courses in the next academic year.

R 9.9 Passing Requirements

A Results Passing Board, constituted by the Vice Chancellor reviews the results and performance of the students, for any corrective action, if required.

UG Courses

A candidate shall be declared to have passed the examination, if she/he secures not less than 40%(Average of Continuous assessment and end semester university examination) of total marks prescribed for the course/course of study, including the Project work with a minimum of 50% marks prescribed for the end semester university examination, as certified by the result passing board.

PG Courses

A candidate shall be declared to have passed the examination, if she/he secures not less than 50%(Average of Continuous assessment and end semester university examination) of total marks prescribed for the course/course of study, including the Project work with a minimum of 50% marks prescribed for the end semester university examination, as certified by the result passing board.

R 9.10 Award of Letter Grades and CGPA

Each student is awarded a final letter grade for each course at the end of the semester based on the aggregate of marks obtained through Continuous assessment and external assessment. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

Letter Grade	Grade Point	Normalized Mark range
H	10	90 — 100
S	9	80—89
A	8	70—79
B	7	60—69
C	6	50—59
D	5	40-49
F	-	50 Failure due to poor performance
F*	-	50 denotes failure in end semester examination
RA	-	Re — Appear
AB	-	Absent for the End semester examination

After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

1. The Faculty and the Department in which the Candidate has studied.
2. The list of courses enrolled during the semester and the marks and grade scored
3. Grade Point Average (GPA) is computed for each Semester.

The GPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where 'n' is the number of courses registered for the semester, 'c_i' is the number of credits allotted to a Particular course, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student for the course.

Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2^d semester onwards to which it refers, and will be calculated as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'm' is the total number of courses the student has registered from the first semester onwards up to and including the semester, just completed. 'c_i' is the number of credits allotted to a particular course and 'g_i' is the grade-points carried by the letter corresponding to the grade awarded to the student for the courses. CGPA will be rounded off to the first place of decimal and recorded as such.

R 9.11 Eligibility for award of Degree

A student will have to earn credits as given below for the award of degree

Total Credits required for the UG	--	130
Total Credits required for the PG	--	75
Total credits required for UG Honors(4 years)	--	165

R 9.12 Classification of the Degree Awarded

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below:

A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree.

A candidate who has qualified for the award of degree having passed the examination in all the courses of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in First class with Honours.

A candidate who has qualified for the award of degree having passed the examination in all courses of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in First class with distinction.

A candidate who has qualified for the award of degree having passed in all courses at the end of the stipulated minimum period with not less than a CGPA of 6.50 shall be declared to have passed in First Class.

All other candidates (not covered in Secs. 9.11, 9.12. and 9.13) who have qualified for the award of degree before the stipulated maximum period shall be declared to have passed the examination in Second class.

ANNEXURE I

Internal Evaluation (IE)courses - Examination Procedure and Rubric-Regulation 2022.

Faculty of H&S, Computer Applications, Management Studies and HMCT

1. HBCC22I01: COMMUNICATION SKILL LAB:

Internal Assessment:

2 Assessments (Each 50% weightage) will be conducted during the semester for the award of internal mark. Each assessment will have written and oral components.

End Semester Examination:

Duration of End semester university Exam: 2 hours

Max.Marks:100 (Oral 50 marks and written 50marks)

Time for oral presentation is one hour and split up of marks for oral examination is:

Content delivery: 10 marks

Presentation skill: 10 marks

Body language: 10 marks

Communication: 10marks

Fluency : 10 marks

For written examination question paper has to be prepared by the department conducting the examination and time **for written exam will be one hour** for a maximum mark of 50 marks.

Written Exam: Note making, Reading comprehension, Grammar & Vocabulary, Exercises, Sentence construction, Paraphrasing, Precise writing, Short stories, Essay writing.

2. HBCC22I02: SOFT SKILL 1

Internal Assessment:

2 Assessments (Each carries 50% weightage) will be conducted during the semester for the award of internal mark. Each assessment will have written and oral components.

End semester Examination:

Credit: 1

Duration of Exam: 2 hours

Max.Marks:100 (Oral 50 marks and written 50marks)

For oral examination- Group discussion/Role play/Mock interview etc can be conducted for a **maximum duration of one hour.**

For written examination question paper has to be prepared by the department conducting the examination and **time for written exam will be one hour.**

Written Exam: Resume writing, Reading Comprehension, Essay writing, Grammar Exercises and Pictorial representation.

3.HBCC22I03: SOFT SKILL – II

Internal Assessment:

2 Assessments (Each carries 50% weightage) will be conducted during the semester for the award of internal mark. Each assessment will have written and oral components.

End semester Examination:

Credit: 1

Duration of Exam: 2 hours

Max.Marks:100(Written 50 marks and Oral 50 marks)

Written Exam: E-mail writing, formal letters, Business letters, Reading Comprehension, Grammar & vocabulary Exercises, Essay writing.

For written examination, question paper has to be prepared by the Department conducting the examination and **time for written exam will be one hour.**

Oral: Group Discussion, Mock Interviews, Role Plays, Presentation, Public Speaking.

Oral Split up Marks: Content Delivery, Presentation Skills, Communication Skills, Body Language & Eye Contact, Fluency each carries 10 marks.

Time for Oral Presentation is one hour.

4. HBCC22I04: STATISTICAL AND NUMERICAL METHODS WITH R PROGRAMMING:

Internal Assessment:

Internal mark will be awarded based on 2 assessments in theory part and 2 assessments in practical part during the semester, each assessment carrying 50% weightage for the final internal mark.

End semester Examination:

Since the objective of the subject is to test the Analytical skills of the students, the syllabus contains basics of Statistical concepts like Mean, Median, Standard deviation, Correlation & Regression and Numerical concepts like Finding root of an equation, Solving system of equations etc., with Program coding in R.

The Question pattern for the End semester Examination will have two parts (i) Theory Questions (Descriptive type) (ii) Lab session: Problem solving using Program coding in R. **The Theory part will have 60 percent weightage and the problem solving using program coding in R will have 40 percent weightage. The total duration of the examination is 120 minutes (2 hours) with 75 minutes(1.25 Hrs) for Theory Questions and 45 minutes (0.75Hrs) for Problem solving using program coding in R.**

5. HBCC22I05: SOFT SKILL – III

Internal Assessment:

Internal marks will be awarded based on 2 assessments (MCQ) conducted during the semester each carrying 50% weightage.

End semester Examination:

Since the syllabus is based on testing the Logical and Arithmetic reasoning of the students, the Question pattern will be ONLY in objective type.

The Examination will be conducted for 100 marks with 50 MCQ type questions and each carries 2 marks. The **duration for the End semester examination will be 120 minutes (2 hours).**

6. HBCC22I06: CRITICAL THINKING SKILL

Internal Assessment:

Real time task will be given as a case study practice to improve the critical thinking of the students as a group.

Each student will be assessed and internal mark will be awarded based on his performance in analyzing and solving approach in real time tasks. Students will be asked to solve minimum of 4 tasks during the semester and each task will carry 25 marks.

End semester Examination(Duration 2Hrs)

Understanding the problem	Analysis	Implications	Solution	Total
25	25	25	25	100

7. HBXX22I01 & HBXX22I02: CORE SKILL –I & CORE SKILL –II:

Objective of this course is skill development in the domain area. The training can be imparted by the external experts in the relevant field or by the department faculties with expertise in the area.

Internal Assessment:

Review	Certificate*	Total
50	50	100

Certificate can be issued by the department (If the skill is imparted through internal experts) or external agency in proof of skill development.

End semester Examination:

Presentation/Demonstration	Viva	Total
80	20	100

8. HBFL22IXX:FOREIGN LANGUAGE:

Internal mark will be awarded for a maximum mark of 100 based on two assessments during the semester.

End semester written exam will be conducted for 1 hour duration (50% weightage) and oral exam for 1 hour duration (50% weightage) by the faculty in-charge of the foreign language.

9. HBCC22I07: NCC/NSS**/INTERNSHIP:****Internal assessment mark:**

Attendance	Certificate	Total
50*	50	100

*Based on students attendance mark can be awarded.

** Respective NCC/NSS coordinators will assess the students and award mark

End semester Examination:

Report	Presentation	Viva	Total
40	40	20	100

10. HBXX22I03/ HBXX22I04:MINI PROJECT/INTERNSHIP**Internal Assessment:**

Description				
Attendance	Review1	Review2	Guide mark/Certificate*	Total
15	30	30	25	100

*Applicable for internship only.

End semester Examination:

Report	Presentation	Viva Voce	Total
40	40	20	100

11. HBXX22I05& HMXX22I03: RESEARCH PUBLICATION (UG&PG)**Internal Assessment:**

Review1	Review2	Guide/Mentor	Total
40	40	20	100

End semester Examination:

Relevance of published paper	Presentation	Viva Voce	Quality of Publication(Scopus/Web of science/UGC care/peer Reviewed journals/Conference Proceedings.	Total
30	20	20	30	100

For P.G.Programme only:

12. HMAC22IXX: AUDIT COURSE

Internal mark will be awarded for maximum marks of 100 based on two assessments during the semester.

End semester University examination will be conducted as written examination, One hour MCQ type questions (25nos) for 50 marks and 1 hour descriptive type questions for 50 marks

13. HMXX22I01: SUMMER INTERNSHIP

Internal Assessment:

Description				
Attendance	Review1	Review2	Guide mark/Certificate*	Total
15	30	30	25	100

End semester Examination:

Report	Presentation	Viva Voce	Total
40	40	20	100

14. HMOL22IE1: OPEN ELECTIVE: (Online course through NPTEL/SWAYAM/MOOC)

Internal Assessment:

The assignment marks obtained in the online portals like NPTEL/SWAYAM/Any MOOC will be considered for all students.

End Semester University Examination:

The students successful in the online examination the mark obtained in the examination will be considered for the end semester examination.

For others, the Internal Examination will be conducted by the department and marks will be awarded

15. HMXX22I02: PROJECT PHASE-I

Internal Assessment:

Description				
Attendance	Review1	Review2	Guide mark	Total
15	30	30	25	100

End semester University examination

Report	Presentation	Viva Voce	Total
40	40	20	100

ANNEXURE II

Faculty of Humanities and Science, Computer Applications, Management Studies and HMCT Programmes

Regulation 2022 –Internal Evaluation (IE) Courses-Conduct of University Examination.

Semester: 1

		Examination Duration & Weightage			Department Responsible
Course Code	Course Title	Credit	Written Exam Hrs	Practical Exam Hrs	
HBCC22I01	Communication Skill Lab	1	1 Hr- (50%)	1 Hr- (50%)	English dept
HBCC22I02	Soft Skill I	1	1Hr-(50%)	1 Hr- (50%)	English dept

Semester: 2

		Examination Duration & Weightage			Department Responsible
Course Code	Course Title	Credit	Written Exam Hrs	Practical Exam Hrs	
HBCC22I03	Soft Skill - II	1	1Hr-(50%)	1Hr-(50%)	English dept

Semester: 3

		Examination Duration & Weightage			Department Responsible
Course Code	Course Title	Credit	Written Exam Hrs	Practical Exam Hrs	
HBCC22I04	Statistical and Numerical Methods Lab	2	1.25Hrs- (60%)	0.75 hrs(40%)	Mathematics Dept
HBCC22I05	Soft Skill-III	1	2Hrs- MCQ(100%)	-----	Mathematics Dept

Semester: 4

		Examination Duration & Weightage			Department Responsible
Course Code	Course Title	Credit	Written Exam Hrs	Practical Exam Hrs	
HBCC22I06	Critical Thinking Skill	1	0	2Hrs(100%)	Core dept
HBXX22I01	Core Skill –I	1	0	*Presentation & Viva(100%)	Core dept

Semester: 5

Course Code	Course Title	Examination Duration & Weightage			Department Responsible
		Credit	Written Exam Hrs	Practical Exam Hrs	
HBXX22I02	Core Skill –II	1	0	*Presentation & Viva(100%)	Core dept
HBFL22IXX	Foreign Language	1	1Hr(50%)	1Hr(50%)	Foreign language
HBCC22I07	NCC/NSS/Internship	1	0	*Presentation & Viva(100%)	Core dept

Semester: 7

Course Code	Course Title	Examination Duration & Weightage			Department Responsible
		Credit	Written Exam Hrs	Practical Exam Hrs	
HBXX22I03	Mini Project	2	0	*Presentation & Viva(100%)	Core dept
HBXX22I04	Internship	1	0	*Presentation & Viva(100%)	Core dept
HBXX22I05	Research Publication	2	0	*Presentation & Viva(100%)	Core dept

PG Programmes:

Course Code	Course Title	Examination Duration & Weightage			Department Responsible
		Credit	Written Exam Hrs	Practical Exam Hrs	
HMAC22IXX	Audit course	0	MCQ(50%)& Descriptive(50%) Each 1Hour duration	-----	Core Dept
HMXX22I01	Summer Internship	2	-----	*Presentation & Viva(100%)	Core Dept
HMXX22I02	Project Phase I	2	-----	*Presentation & Viva(100%)	Core Dept
HMXX22I03	Research Publication	2	-----	*Presentation & Viva(100%)	Core Dept
HMOL22IE1	Open Elective- (NPTEL/SWAYAM/Any MOOC)	3	Certification/Exam by Dept(2hrs)	0	Core Dept

Note:**XX represents the department(Programme) code.***** For the distribution of marks refer respective course in ANNEXURE I**

ANNEXURE-III

Eligibility Criteria

SI. NO	Department	UG	Eligibility criteria	PG	Eligibility criteria
1	Biotechnology	B.Sc. Bio-Technology	12 th Pass with Botany,Zoology or Biology as main courses.	M.Sc. Bio-Technology	B.Sc Any Life Science as Main Subject
2	Computer applications	BCA Bachelor of Computer Applications. BCA Digital technology	12 th Pass with Mathematics as a course		
3	Computer science and Engineering	B.Sc. Criminology and forensic science		M.Sc. Criminology and forensic science	
		B.Sc. Information Science and Cyber Forensics.		M.Sc. Cyber forensics and information security	
4	Computer Science	B.Sc. Computer Science	12 th Pass with Mathematics as a course		
5	Fashion Design	B.Sc. Fashion Design	12 th Pass or Equivalent		
6	Hotel management and catering technology	B.Sc. Hotel Management and Catering Technology	12 th Pass or Equivalent		
		BA. Culinary Arts	12 th Pass or Equivalent		
7	Food Science and nutrition and dietetics	B.Sc. Food Science and nutrition and dietetics	12 th Pass with Science group Equivalent	M.Sc. Food Science and Nutrition	B.Sc. Food Science and nutrition and dietetics, Home Science or any UG related to food Science,Nutrition and Dietetics.
8	Visual communication and animation	B.Sc. Animation and visual communication	12 th Pass or Equivalent	M.Sc. Animation and visual Communication	B.Sc Animation and visual Communication
		B.Sc. Advanced Animation	12 th Pass or Equivalent		
		B.Sc. Film Technology	12 th Pass or Equivalent		
		B.Sc. Game art and Design	12 th Pass or Equivalent		
9	Psychology	B.Sc. Psychology	12 th Pass or Equivalent	M.Sc.(Clinical Psychology)	B.Sc. Psychology or any UG Medical Programme.

10	Physical education and sports	B.Sc. Physical Education and Sports	12 th Pass or Equivalent		
11	English	B.A. English	12 th Pass or Equivalent	M.A. English	Any UG Degree
12	Economics	B.A. Economics	12 th Pass with Commerce group or Equivalent		
13	Human Resource Management	B.A. Human Resources Management	12 th Pass or Equivalent	M.A. Human Resources Management	Any UG Degree
14	Business Administration	BBA General	12 th Pass or Equivalent		
		BBA Financial Planning	12 th Pass or Equivalent		
15	Social work	BSW	12 th Pass or Equivalent	MSW	Any UG Degree
16	Political science	BA Political science	12 th Pass or Equivalent		
17	Defence and strategic studies	B.A Defence and strategic Studies	12 th Pass or Equivalent		
18	Commerce	B.Com	12 th Pass or Equivalent with Commerce group.	M.Com	B.Com