



**Vel Tech**  
Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

**PMAS-R19**  
**Academic Regulations**  
**for**  
**M. SC/M.A Programmes**

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## **1. SHORT TITLE AND COMMENCEMENT**

- a) The regulations here under are common for Post graduate level Arts and Science Degree programmes (Academic Programme and Industry Collaborated Programme) - M.Sc/M.A offered by Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University u/s 3 of UGC act, 1956) with effect from the academic year 2019-20 and they are called “PMAS-R19” regulations.
  
- b) The regulations here under are subject to amendments as may be made by the Academic Council of the University from time to time, keeping the recommendations of the Board of Studies (BOS) in view. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Academic Council.

## **2. DEFINITIONS**

- a) “Commission” means University Grants Commission (UGC)
- b) “Council” means All India Council for Technical Education (AICTE)
- c) “University” means Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology
- d) “Programme” means cohesive arrangement of courses, co-curricular and extra-curricular activities to accomplish predetermined objectives leading to the award of a degree.
- e) “Course” means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students.
- f) “Degree” means an academic degree conferred by the

University upon those who complete the postgraduate programme successfully.

- g) “Regular Students” means students enrolled into the two year programme in the first year
- h) “Academic Year” means constituting of two consecutive (one odd + one even) semesters.
- i) “Choice Based Credit System (CBCS)” means providing choice for students to select courses from the prescribed course categories (programme core, programme elective, Independent learning, extension activities, life skills) in the preferred semester complying prerequisites and based on their learning aptitudes.

### **3. PROGRAMMES**

#### **3.1 Academic Programme**

Academic Programme means a programme designed, developed and delivered in consultation with relevant Industry, Research Organizations and Academia.

#### **3.2 Industry Collaborated Programme**

Industry Collaborated Programme means programme designed, developed and delivered in close collaboration with the industry/ Research partner in the subject area of their expertise, in addition to the academic programme.

#### **3.3 Nomenclature of Programmes**

- 3.3.1 The nomenclature and its abbreviation given below shall continue to be used for the degree programmes under the University, as required by the Council and the Commission.

**Master of Science shall be abbreviated as M.Sc./ Master of Arts shall be abbreviated as M.A.** Besides, the name of the programme shall be indicated in parenthesis after the abbreviation. For example

- a) Postgraduate (PG) science degree academic programme in Physics shall be mentioned as

Master of Science (M.Sc.)

in

Physics

- b) Postgraduate (PG) arts degree in English shall be mentioned as

Master of Arts (M.A.)

in

English

3.3.2 Master of Science (M.Sc.) and Master of Arts degree programmes are offered in various subject areas by different departments as shown in Table 1.

**Table 1. Illustrative list of M.Sc. /MA degree programmes offered by different departments**

S.No.	Department offering the Programme	Programme Name
1	Physics	M.Sc. Physics
2	Chemistry	M.Sc. Chemistry
3	Mathematics	M.Sc. Mathematics
4	Computer science	M.Sc. Data Analytics
5	English	M.A. English

If the university on the recommendation of Academic Council offers any other new programme(s) or modify the existing programme(s), the same regulations shall be applicable.

#### **4. DURATION OF THE PROGRAMME**

##### **4.1 Minimum Duration of the Programme**

4.1.1 The minimum duration of the programme for regular students shall be two years consisting of four semesters.

##### **4.2 Maximum Duration of the Programme**

*The maximum duration which a student can take to complete a programme shall be as follows for students admitted from 2019 - 2020 academic year onwards:*

- a) *Maximum duration =  $N+2$  years, where  $N$  stands for the minimum duration (In 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 (beyond maximum duration) the student shall be considered as a private candidate and also not eligible for first class.*

##### **4.3 Minimum Duration of a Semester**

Each semester consists of a minimum of 90 instructional days as per the guidelines of Commission and Council.

## 5. ADMISSION CRITERIA

The eligibility criteria for admission into PG programmes are as per the norms of Commission, Council and Board of Management framed from time to time.

## 6. CREDIT SYSTEM AND GRADE POINTS

### 6.1 Credit Definition

A credit is the unit by which the course work is measured. It determines the number of contact hours of instructions required per week. One credit is equivalent to one contact hour of lecturing or two contact hours of practical work/tutorial/field work per week.

### 6.2 Credit Structure

A typical credit structure for course work (M.Sc and MA Programme) based on the above definition is given in Table 2.

**Table 2. Typical credit allocation scheme for courses**

Lecture (L)	Tutorial (T)	Practical (P)	Total Contact Hours	Total Credits (C)
4	-	-	4	4
3	2	-	5	4
3	-	2	5	4
2	-	4	6	4
3	-	-	3	3
2	2	-	4	3
2	-	2	4	3
1	-	4	5	3
2	-	-	-	2
-	-	4	4	2
1	-	-	1	1
-	-	2	2	1

### 6.3 Course Registration

6.3.1 The student shall register and withdraw the courses at least five working days before and after the commencement of the academic semester, respectively. The dates for registration and withdrawal shall be mentioned in the academic calendar. Maximum number of students allowed to register for a course shall be indicated against each course.

6.3.1.1 The student is eligible to register a course if he/she fulfills the eligibility requirement of pre-requisite course.

### 6.4 Grade Points and Letter Grade for a Course

The grade point and letter grade shall be awarded to student in each course based on his/her performance as per the grading system shown in Table 3.

**Table 3. Grade points and letter grade scheme for a course**

Range of Marks	Letter Grade	Grade Point
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
00-49	RA	0
Absent	AB	0

### 6.5 Semester Grade Points Average (SGPA)

It 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

shall be computed using the formula given below.

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where  $C_i$  denotes the credit earned in the  $i$ th course,

$n$  is the number of courses through which credits earned by a student in a semester and

$G_i$  is the Grade Points secured by a student in the  $i$ th course.

SGPA shall be mentioned in the grade sheet as per the format below.

Total credits registered in a semester	Total credits earned in a semester	SGPA
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## 6.6 Cumulative Grade Point Average (CGPA)

6.6.1 It is a measure of cumulative performance of a student in a 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 and shall be computed using the formula given below.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where  $C_i$  denotes the credit earned in the  $i$ th course,

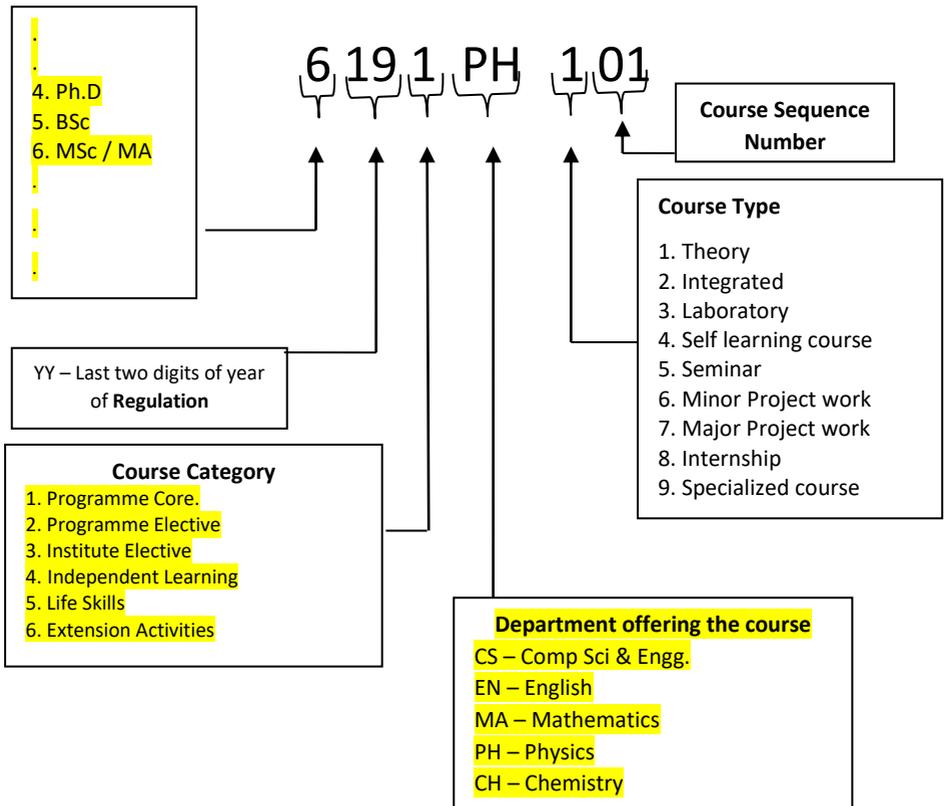
$m$  is the number of courses through which credits earned by a student in all the semesters and

$G_i$  is the Grade Points secured by a student in the  $i$ th course.

6.6.2 The CGPA shall be calculated as per section 6.6.1, considering the courses selected by the students, satisfying the prescribed norms in Section 13.1.

## 6.7 Course Numbering Scheme

The course number consists of digits/alphabets. A typical course number is illustrated below.



## 6.8 Programme Code

1. If the university on the recommendation of Academic Council offers any other new programme(s) in a department, the programme(s) shall be given programme code by the office of Director Academics as shown in Table 4.
2. Department should always identify the programme with programme code in all its communication.

**Table 4. Typical programme code allocation for different programmes**

Programme Code	Programme Name
	M.Sc. Physics
	M.Sc. Chemistry
	M.Sc. Mathematics
	M.Sc. Data Analytics
	M.A. English

## 7. CURRICULUM FRAMEWORK

### 7.1 Preamble

- 7.1.1 Curriculum framework is important in setting the right direction for a Degree programme as it takes into account the type and quantum of knowledge, skills and attitude necessary to be acquired by a student to qualify for an award in his/her chosen programme.
- 7.1.2 Besides, this also helps in assigning the credits for each course, sequencing the courses, and finally arriving at the total number of courses to be studied, and the total number of credits to be

earned by a student to fulfill the requirements for the award of the degree.

7.1.3 Generally each theory course shall consist of five units.

## **7.2 Programme Structure**

The programme structure is designed in such a way that it facilitates the courses required to attain the expected knowledge, skills and attitude by the time of their graduation as per the needs of the stakeholders and University Grants Commission (UGC), New Delhi. The programme structure consists of various course categories (as described in Sections 7.2.1 to 7.2.5) to cover the depth and breadth required for the programme and for the attainment of programme outcomes of the corresponding programme. The curriculum shall satisfy the programme specific criteria recommended by professional bodies of the respective programme. Courses shall be offered under various categories as explained below, among which only programme core and programme elective courses shall have flexible credits while other courses shall have same fixed credits.

### **7.2.1 Programme Core Courses**

Programme core consists of set of courses considered necessary for the students of the specific programme. The courses and their contents under this category should satisfy the programme specific criteria prescribed by the appropriate professional societies.

### **7.2.2 Programme Electives**

Programme electives are the courses offered in the programme

which covers depth and breadth to further strengthen the programme specific knowledge. The students shall register for appropriate electives offered in the programme based on their area of interest.

### **7.2.3 Independent Learning**

The students are expected to learn the courses offered under this category on their own.

#### **7.2.3.1 SWAYAM / MOOC / NPTEL**

The SWAYAM / MOOC / NPTEL courses shall be taken from the list of approved SWAYAM / MOOC / NPTEL courses in the respective Board of Studies. Students shall earn a minimum of four credits from these courses.

#### **7.2.3.2 Research Seminar/Field Study/Internship**

The student shall earn four credits either through research seminar or field study or Internship.

1. Research seminar, which carries four credits, shall be delivered by individual student in a semester. The seminar topics shall be related to the contemporary research in the major areas pertaining to the programme and approved by the Seminar Review Committee (SRC).
2. The students shall undergo field study/Internship in the industry/higher learning institute approved by the office of Industry Relations during any time after the first semester and shall earn a minimum of four credits.
3. Research Publications:

The students shall be awarded additional credits if they publish a

paper in any one of the journals approved by UGC-CARE of the respective school. This shall be applicable to the first author only.

### **7.2.3.3 Project Work**

- a) Project Work Phase I, which carries 6 credits, shall be carried out by the student for a minimum period of six months. The project work phase - I shall be carried out in the major areas pertaining to the programme approved by the Project Review Committee (PRC) and may address societal problems/issues related to the programme. In order to register for project work phase - I, the student shall earn 12 credits.
- b) Project Work Phase-II, which carries 6 credits is a continuation of project work phase - I, shall be carried out by the student for a minimum period of six months. The student shall register for project work phase - II if he/she has earned the credits for Phase - I.

### **7.2.4 Life Skills**

Life skills consists of training for all our post graduate students so that they are able to face the challenges and adapt to day to day demands on their everyday lives. To offer the benefit of life skill education to our neighbourhood communities and institutes especially to government school children and youth so that their quality of life is enhanced and self-esteem improved. The students shall undergo this life skill courses and earn a minimum of four credits.

### **7.2.5 Extension activity**

Extension activities include activities conducted by various cells that are in the University which provides a link between the University and Community such as outreach, V-Doers, UBA, etc. The students shall undergo this extension activity and earn a

minimum of four credits.

### 7.3 Minimum Credits Required in Various Course Categories

The students shall earn credits in various course categories as indicated in Table 5.

**Table 5. Programme structure and Minimum credits required in course categories**

<b>S.No.</b>	<b>Course Category</b>	<b>Total Credits</b>
<b>1</b>	Programme Core	48
<b>2</b>	Programme Elective	12
<b>3</b>	Institute Elective	06
<b>4</b>	Independent learning & Project:	
	i). Seminar / Internship	04
	ii). SWAYAM / MOOC / NOC / NPTEL	04
	iii). Project	12
<b>5</b>	Life Skills	04
<b>6</b>	Extension activities	04
<b>Total</b>		<b>94</b>

### 7.4 Medium of Instruction and Examination

The medium of instruction and examination is English.

## 8. EXAMINATIONS AND SCHEME OF EVALUATION

### 8.1 Description

8.1.1 Continuous Evaluation (CE) shall be conducted by the course handling faculty/course coordinator all through the semester; it includes midterm tests, assignments, projects and other means

covering the entire syllabus/all the course outcomes.

- 8.1.2 Semester End Examination (SE) shall be conducted by the Controller of Examinations at the end of a semester as per the academic calendar and it includes a written examination for theory courses, and practical examination with viva voce for laboratory courses/project work.

## **8.2 Scheme of Continuous Evaluation**

### **8.2.1 Theory courses**

Courses with contact hours only for the lecture or lecture and tutorial are considered as theory courses.

- 8.2.1.1 For all the theory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of two mid-term tests and assignments/projects/seminars. The tests shall be conducted on the dates mentioned in the academic calendar and assignments/projects/seminars submission dates shall be given by the course faculty.

- 8.2.1.2 There shall be two mid-term tests each carrying 20 marks. Two-third of the best mid-term test mark and one-third of the other mid-term test mark shall be considered for continuous evaluation. It shall measure the knowledge and skills of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain as per the revised Bloom's taxonomy. The test shall consist of two parts – Part A and Part B. Part A shall cover remember and understand level questions and carry five marks. Part B shall cover understand and above levels questions as mentioned against the respective course outcomes and it shall

consist of four questions each carrying five marks, out of which students shall answer any three questions.

8.2.1.3 There shall be assignments/projects/seminars decided by the course handling faculty for twenty marks. It shall measure the knowledge of the students in apply and above levels, in cognitive learning domain as per the revised Bloom's taxonomy. The twenty marks shall be awarded as per the rubric prepared by the course handling faculty and shall be informed to the students well in advance before the evaluation.

## 8.2.2 Laboratory courses

Courses with contact hours only for practice or practice cum tutorial are considered as laboratory courses.

For all the laboratory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of student's performance in each laboratory session and model test.

8.2.2.1 For each experiment in a laboratory course, maximum of 15 marks shall be awarded as per the rubrics shown in the Table 6. The average of all the experiment marks shall be considered for continuous assessment. The rubric shall be informed to the students well in advance before the evaluation.

**Table 6. Rubrics for evaluation of laboratory experiment**

Performance in conducting experiment ( 5 )	Result and analysis ( 3 )	Viva Voce ( 3 )	Record (4)
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8.2.2.2 In each laboratory course, model laboratory test shall be conducted for maximum of 25 marks on appropriate dates as

mentioned in the academic calendar. A rubric, prepared considering the performance indicators given in Table 7, shall be informed to the students well in advance before the evaluation.

**Table 7. Rubrics for evaluation of model laboratory test experiment**

Performance in conducting experiment ( 15 )	Result and analysis (5)	Viva Voce ( 5 )
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### 8.2.3 Integrated Courses

Courses with contact hours of lecture and practice are considered as integrated courses.

8.2.3.1 For the integrated courses which have more than 50% credit contribution from lecture classes, the continuous evaluation shall be for a minimum of 40 marks consisting of two mid-term tests and one practical test. The tests shall be conducted on the dates mentioned in the academic calendar and assignment submission dates shall be given by the course faculty.

Mid-term Tests: There shall be two mid-term tests each carrying 20 marks. Two-third of the best mid-term test mark and one-third of the other mid-term test mark shall be considered for continuous evaluation. It shall measure the knowledge and skills of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain as per the revised Bloom’s taxonomy. The test shall consist of two parts – Part A and Part B. Part A shall cover remember and understand level questions and carry five marks. Part B shall cover understand and above levels questions as mentioned against the respective course outcomes and it shall consist of four questions each

carrying five marks, out of which students shall answer any three questions.

Practical Test: A practical test shall be conducted for maximum of 20 marks on appropriate date as mentioned in the academic calendar. A rubric, prepared considering the performance indicators given in Table 8, shall be informed to the students well in advance before the evaluation.

**Table 8. Rubrics for evaluation of model practical test for theory dominated integrated course**

Performance in conducting experiment ( 5 )	Result and analysis (5)	Viva Voce ( 5 )	Record (5)
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8.2.3.2 For the integrated courses which have more than 50% credit contribution from practical classes, the continuous evaluation shall be for a maximum of 40 marks consisting of students' performance in each laboratory session and model test as mentioned in Section 8.2.2.

#### **8.2.4 Project Work**

For project work, Head of the department shall constitute the Project Review Committee (PRC) consisting of two faculty members with diversified specializations and the project guide. Continuous evaluation for 40 marks shall be done as given in Table 9.

**Table 9. Continuous assessment scheme for project work**

Review I	Review II	Assessment by Project Guide	Total
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10 Marks	15 Marks	15 Marks	40 Marks
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Rubrics shall be prepared by Project Review Committee using appropriate performance indicators for Review I and II separately and informed to the students well in advance. Average marks of Project Review Committee members shall be scaled to 10 marks for Review I and 15 marks for Review II. Separate Rubrics shall also be prepared by the individual project guide with appropriate performance indicators based on the nature of the project work and shall be approved by the PRC. Project guide shall evaluate for maximum of 15 marks during the entire project period.

### **8.3 Scheme of Semester End Examination**

- 8.3.1 For all the theory, practical, and project courses, the semester end examination shall be for a maximum of 60 marks. For independent learning courses/ life skill courses/ extension activities, the semester end examination shall be for a maximum of 100 marks.
- 8.3.2 The semester end examination for theory courses shall be conducted for maximum of 60 marks on dates as mentioned in the academic calendar. It shall measure the knowledge and skills of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom's taxonomy. The examination shall consist of three parts – Part A, B and C.
- Part A shall cover remember and understand level questions and carry 10 marks.

- Part B shall cover only understand level questions and consist of five questions of either or type, one from each unit, and carry 20 marks.
- Part C shall cover understand and above levels questions and consist of five questions of either or type, one from each unit, and carry 30 marks.

The questions in Part A, Part B and Part C shall evenly address all the course outcomes.

*However, a different pattern of question paper can be recommended by the BOS to meet the course specific requirement to the Vice-Chancellor.[Amended as per the 22<sup>nd</sup> Academic Council Meeting Item 22.5]*

- 8.3.3 The semester end examination for laboratory courses shall be conducted for maximum of 60 marks on appropriate dates as mentioned in the academic calendar and shall be evaluated as per the rubrics given in Table 10.

**Table 10. Rubrics for evaluation of semester end laboratory examination**

Performance in conducting experiment ( 30 )	Result and analysis (20)	Viva Voce ( 10)
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- 8.3.4 For the integrated courses which have more than 50% credit contribution from lecture classes, the semester end examination shall be conducted for a maximum of 60 marks as same as for theory courses.
- 8.3.5 For the integrated courses which have more than 50% credit contribution from practical classes, the semester end examination

shall be conducted for a maximum of 60 marks on appropriate dates as mentioned in the academic calendar. Rubrics, prepared for model test, shall be used with proper scaling based on mark distribution as given in Table 11.

**Table 11. Rubrics for evaluation of semester end laboratory examination in practical dominated course**

Part-A	Part-B		
Theory questions to evaluate the knowledge and understanding (20)	Performance in conducting experiment (25)	Result and analysis (10)	Viva-Voce (5)

- 8.3.6 For semester end evaluation of project work, Project Evaluation Committee (PEC) shall be constituted with three examiners; one member from PRC (Section 8.2.4) nominated by HoD, one member nominated by VC and project guide. For each student in a project team, the semester end evaluation for 60 marks shall be conducted on dates as mentioned in the academic calendar. Separate Rubrics shall be prepared and made available for semester end project evaluation. Average marks of Project Evaluation Committee members shall be scaled to 60 marks.
- 8.3.7 For evaluation of research seminars, Project Evaluation Committee (PEC) shall evaluate the individual student for 100 marks based on the rubrics prepared for the purpose on date(s) as mentioned in the academic calendar.
- 8.3.8 For evaluation of extension activities, student shall submit the comprehensive report to the department within a week time after

the completion of the extension activity. Four credits shall be awarded to the student who underwent either one spell of field study which has a minimum of ten days duration with at least 8 hrs per day or two spells which have a minimum duration of five days each with at least 8 hrs per day. Based on the Rubrics prepared for the purpose, the report shall be evaluated for 100 marks by a three-member review committee constituted by the Head of the Department.

- 8.3.9 The semester end examination for courses (7.2.3, 7.2.4 & 7.2.5) under independent learning /life skills/extension activity category shall be evaluated for 100 marks by the faculty expert nominated by the Head of the department. The question paper pattern shall be decided by the faculty expert at the beginning of the course and the same shall be approved by the Head of the department.

#### **8.4 Conditions for Pass**

- 8.4.1 A candidate shall be declared “Pass” in individual theory/drawing course if he/she secures a minimum of 50% aggregate marks (continuous evaluation and semester end examination marks put together), subject to a minimum of 45% marks in the semester end examination.
- 8.4.2 For the courses listed under Section 7.2.4, a student shall be declared to have passed if he/she secures a minimum of 50% marks in the semester end examination.
- 8.4.3 A candidate shall be declared to have passed in individual lab/project course, if he/she secures a minimum of 50% aggregate marks (continuous evaluation and semester end examination marks put together), subject to a minimum of 50%

marks in the semester end examination.

- 8.4.4 If a candidate fails to secure a pass in programme core courses (Section 7.2.2), it is mandatory that he/she shall register again and reappear for the examination in those courses during subsequent supplementary examinations and/or examinations conducted at the end of subsequent semesters. After the publication of the results of every semester examinations, a supplementary examination shall be conducted for the benefit of students who have failed in the current semester courses. If a candidate fails to secure a pass in the course(s) covered under Section 7.2.3 to 7.2.5, he/she shall register and reappear for the examination in those courses or register any other course(s) in the respective category in the subsequent semesters.
- 8.4.5 On passing a course of a program, the student shall earn assigned credits for that course.
- 8.4.6 A candidate shall apply for revaluation of his/her semester end examination answer paper in a theory course, within the stipulated time from the declaration of results, on payment of prescribed fee along with prescribed application to the COE.

## **9. CRITERIA TO ATTEND SEMESTER END EXAMINATION AND PROMOTION TO HIGHER SEMESTER**

### **9.1 Eligibility for Semester End Examinations**

A student shall secure a minimum of 75% attendance in a course in order to attend semester end examination of that particular course. Condonation of shortage in attendance may be recommended by the respective course handling faculty through proper channel on genuine medical grounds/participation in

sports/co-curricular activities provided the student puts in at least 65% attendance and provided the Vice Chancellor is satisfied with the genuineness of the reasons and the conduct of the student. Students shall have to pay requisite fee towards condonation.

## **10. BREAK IN STUDY**

- 10.1 A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily break the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to the Vice Chancellor through the Dean of the concerned school stating the reasons therefore in any case, not later than ten instruction days after starting of the academic session.
- 10.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 10.3 The duration specified for passing all the courses for the purpose of classification as mentioned in Section 13 shall not be altered by the period of such break of study permitted.
- 10.4 The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period specified in Section 4 irrespective of the break of study in order that he/she may be eligible for the award of the degree (as mentioned in Section 13).

## **11. TRANSITORY REGULATIONS**

For transitional students, a Transitional Committee shall be formed consisting of Dean of school and HOD of the department concerned. The committee shall refer to the guidelines of BOS and advise transitional students with regard to their curricula, courses and other requirements for the completion of degree. The decision of the committee shall be placed for ratification before BOS, Academic Council and BOM. Every such application shall be disposed off by the Dean concerned in 15 days from receipt of application. While rejoining for the degree programme, a transitory student shall follow the same Regulations as those followed by regular students.

## **12. MIGRATION**

The University academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by him in one school to another and from one institution to another. This enables a student to migrate mid-stream from other institutions to this University. Thus students from other universities within and outside India can also join programmes of their choice mid-stream subject to eligibility but with facility to transfer the credits earned by such student in the university from which he is migrating.

### **12.1 Migration from one programme of a school to another within the same school in the university**

In case of an application by a student of the University for transfer from the programme of the school in which he has enrolled to another programme in the same school, a Migration Committee consisting of the Dean of the School and the HoD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the transferee programme to the condition that

the student fulfills the required number of credits for the new programme including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HOD of the transferee department, COA, COE and Finance Departments. Every such application shall be disposed off by the Dean concerned in 15 days from receipt of application with prescribed processing fee.

### **12.2 Migration from any other university in India to Veltech with or without change in programme**

In case of an application by a student of any other Indian university for migration into Veltech with or without change in programme of study, a Migration Committee consisting of the Registrar, Dean of the School and the HOD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the department to which migration is sought subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HOD of the transferee department, COA, COE and Finance Departments. Every such application shall be disposed off by the Dean concerned in 15 days from receipt of application with processing fee.

### **12.3 Migration from any foreign university to Veltech with or without change in programme**

In case of an application by a student of any foreign university for migration into Veltech with or without change in programme of study, a Migration Committee consisting of the Vice Chancellor, Registrar, Dean of the School and HOD of the transferee Department shall refer to the guidelines of BOS and decide the eligibility of the candidate for migration, recognition status of the foreign university with AIU/Washington Accord membership /UGC, Programme / course equivalence , courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for subject to the condition that the student fulfills the required number of credits for new programme including those which can be transferred. The decision of the Foreign University Migration Committee shall be placed for ratification before BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean of school, HOD of the transferee department, COA, COE and Finance Departments. Every such application shall be disposed off by the Dean concerned in 15 days from receipt of application with processing fee.

### **12.4 Course work for migration students**

Once the respective migration committee has finalized the course work required to be done by the migrant student for a particular programme and he/she has been admitted to, the student shall be permitted to do the courses in his/her pace spread over the balance period of his/her studies in which such courses are offered. While doing so, he may have the option to attend such

course(s) by mutual arrangements with the faculty concerned. For Continuous Evaluation purposes, he/she shall submit the assignments, and write tests and appear for all practical's and other examinations as the regular students of such course(s) do.

### **13. ELIGIBILITY FOR AWARD OF M.Sc./ MA. DEGREE**

The M.Sc./ MA. degree shall be conferred on a candidate who has satisfied the following requirements.

#### **13.1 Regular Students**

a) A regular student shall register for a minimum 94 credits from the course categories given in Section 7, and shall secure a minimum of 94 credits and fulfill the minimum credit requirement in each category as mentioned in Table 5.

AND

b) A regular student shall secure a minimum CGPA of 6 in 10 point scale.

AND

c) A regular student shall fulfill the duration of the programme requirements as given in the Section 4.

#### **13.2 Award of Division**

13.2.1 The criteria for award of division after the completion of programme as per Section 13.1 is as shown in Table 12 below.

**Table 12. Criteria for award of division**

CGPA nominations	Division
$6 \leq \text{CGPA} < 6.5$	Second Class
$6.5 \leq \text{CGPA} < 8$	First Class
$\text{CGPA} \geq 8$	Distinction*

\*All the courses contributing to CGPA shall be cleared in the first appearance.

- 13.2.2 For the purpose of awarding First Class with Distinction, the Award of Degree shall be fulfilled within the minimum duration of the programme.
- 13.2.3 Break in Study candidate shall be awarded First Class with Distinction, if he/she secures the CGPA greater than or equal to 8, and has taken prior approval of Vice Chancellor as mentioned in Section 10.
- 13.2.4 For the purpose of awarding First/Second class, CGPA obtained in the examinations appeared within the maximum period allowed for the completion of course shall be considered.

### **13.3 Consolidated Grade Card**

A consolidated grade card containing credits and grades obtained by the candidates shall be issued after successful completion of the two year M.Sc./MA. Programme.

## **14. MALPRACTICES**

- 14.1 The Dean of the school shall refer the cases of malpractices in Continuous Evaluation and chief superintendent of Semester End Examinations to a Malpractice Enquiry Committee constituted for the purpose. Such committee shall follow the approved scales of punishment.
- 14.2 If a student indulges in malpractice in any of the Mid term tests / semester end university examinations whether conducted by internal or external examiners including mock tests by trainers etc, such student shall be liable for punitive action as prescribed

by the university from time to time under the General Code of Conduct.

- 14.3 Any action on the part of student at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained here under. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for the award of appropriate punishment after thorough enquiry.

## **15. DISCIPLINE**

- 15.1 Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to indulge in any activity which will tend to bring down the prestige of the University. The Board of Management shall constitute a disciplinary committee consisting of Dean and two Heads of department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.
- 15.2 Smoking, carrying / holding / drinking alcohol, ragging / eve teasing inside and outside the university campus is viewed as serious misconduct. Such students will be met with severe

punishments and may leads dismissal from hostels / and university.

## **16. OTHER MATTERS**

- 16.1 The physically challenged candidates who have availed additional examination time and a scribe during their higher secondary (+2) / qualifying entrance examinations shall be given similar concessions on production of relevant proof /documents.
- 16.2 Students who are suffering from contagious diseases shall not be allowed to appear either continuous or semester end examinations.
- 16.3 The Vice Chancellor shall deal with any academic problems/issues, which are not covered under these rules and regulations, in consultation with the Directors, Deans and Heads of the departments in an appropriate manner, and subsequently such actions shall be placed before the Academic Council for ratification.

## **17. AMENDMENTS TO REGULATIONS**

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.