

Two-Year B.Ed. DEGREE PROGRAMME*(from 2016 admissions onwards)***REGULATIONS****GENERAL**

- R.1 Admissions
- R.2 Medium of Instruction
- R.3 Structure of the Programme
- R.4 Tuition Fees
- R.5 Class Committee
- R.6 Pre-registration and Registration
- R.7 Dropping Courses
- R.8 Maximum duration of the Programme
- R.9 Attendance
- R.10 Assessment Procedure
- R.11 Supplementary Examination
- R.12 Grading
- R.13 Declaration of Result
- R.14 Revaluation of answer papers
- R.15 Course Repetition
- R.16 Course Completion
- R.17 Semester Grade Point Average (SGPA)
- R.18 Cumulative Grade Point Average (CGPA)
- R.19 Grade Sheet
- R.20 Ranking

- R.21 Classification of Successful Candidates
- R.22 Transcript
- R.23 Discipline
- R.24 Redress of Grievances
- R.25 Award of B.Ed. Degree
- R.26 Interpretation Clause
- R.27 Amendment to Regulations

GENERAL

1. Candidates who have passed the final examination under the 10+2+3 system or its equivalent, with a minimum of 50% of marks for General, 45% of marks in case of SC, ST, Cat – 1 and PH either in UG (B.A., B.Sc., B.Com. B.B.M., B.C.A., B.E., etc.) or PG (M.A., M.Sc., M.Com., M.B.A., M.C.A. etc.) in aggregate from recognized Universities are eligible to apply for admission to the B.Ed. degree programme. However, the eligibility criteria are subject to modification as per the directives of the competent authorities.
2. Procedure for admission will be decided from time to time by the University in accordance with the guidelines from competent authorities.
3. The duration of the Programme will normally be of four semesters, spread over to two academic years.
4. The award of the B.Ed. degree will be recommended by the Academic Council and approved by the Board of Management in accordance with the regulations of the University.
5. Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the regulations as deemed fit, from time to time.

R.1 Admissions

- R.1.1 The admission to the programme will be as per the ordinances and regulations of the University.
- R.1.2 The Candidate who has completed 15/16 years of study and graduated from any recognized Indian/Foreign University is eligible, subject to the approval of the higher competent authority.
- R.1.3 In-service candidates shall have to produce the certificates for study leave duly signed by their superiors during Admission.
- R.1.4 The intake to the school will be decided by the University from time to time.

R.2 Medium of Instruction

The medium of instruction will ordinarily be in English, for all courses. For Cultural Education, instruction may be given partly in Indian languages. In case of languages, instruction may be in English or in the language concerned.

R.3 Structure of the Programme

R.3.1 The Programme will be structured on credit based system and continuous evaluation, following semester pattern.

R.3.2 Each semester shall have a minimum of 100 working days, exclusive of the end-semester examinations.

R.3.2.1 The curriculum of the B.Ed. degree programme will have credits, apportioned as below in the following knowledge segments:

Core subjects; Allied subjects and Electives

The programme shall comprise three broad curricular areas consisting of different number of courses each. Under CBCS and CAGP, these courses are categorized as follows:

Perspectives in Education (PE)

Curriculum and Pedagogic Studies (CPS)

Engagement with the Field (EWF)

R.3.3 Additionally, skill training and some social interaction/social work/out reach programme may be part of the programme.

R.3.4 Credits are assigned to the courses based on the following general pattern

One credit for each lecture hour per week

One credit for each tutorial of one hour per week

One credit for each laboratory course/ practical of two/three hours per week

R.3.5 The B.Ed. degree programme shall have a prescribed curriculum and syllabi, updated from time to time by the Academic Council.

R.4 Tuition Fees

At the beginning of the academic year, students shall pay all the fees prescribed. Refund of fees will be made as per the regulations of Govt. of India.

R.5 Class Committee

- R.5.1 Each 'semester' class of students of the programme will have a class committee, in each School, in a campus. Thus, there will be a class committee for, say, the first semester B.Ed, II semester B.Ed, III Semester B.Ed. and for the IV Semester B.Ed.
- R.5.2 The Class Committee shall be constituted by the Principal. The constitution of the Class Committee shall be as follows:
- The Faculty advisor will be the convener of the committee.
 - All the teachers handling courses for the class.
 - Two student representatives nominated by the Principal, with equal representation of boys and girls, to the extent possible.
 - The Principal of the School may attend the committee meetings as a special invitee.
- R.5.3 The Class committee shall meet at least thrice in a semester. The student representatives will attend only those Class committee meetings, for which they are invited.
- R.5.4 The Class committee shall meet at the beginning of the semester to finalise the academic programme as well as evaluation pattern. At the end of the semester the committee (without student representatives) will meet to finalise the results.
- R.5.5 Class Counsellors and Class Advisor
- In order to (i) guide the students in planning their courses of study, (ii) advise them on academic programmes and (iii) monitor their progress, the School will assign a batch (class) of certain number of students to a faculty member, who will be designated as their Class Counsellor.
 - One among the Counsellors, shall be designated as the Class Advisor, who shall coordinate the functions of the Class Counsellors.
- R.6 Registration and Enrolment**
- R.6.1 Every student shall register for the courses which he/she wishes to undergo during a semester.

- R.6.2 Except for the first semester, registration for a semester will be done during a specified week, before the end-semester examination of the previous semester. The consent of the Class Advisor concerned is mandatory before pre-registering for every course. Additionally the consent of the teacher is also necessary, in case of elective courses.
- R.6.3 From the second semester onwards, all students have to enroll at the beginning of the semester. Registration will be open for the first two days of the semester. A student will be permitted to enroll only if he/she has cleared all the dues to the Institution, hostel, library, etc., at the time of enrolment and if he/she is not debarred from enrolment as part of any disciplinary action of the Institution.
- R.6.4 Late enrolment will be permitted on payment of a prescribed late fee, up to a specified date, to be notified well in advance.
- R.7 Dropping Courses**
- The curriculum for all the semesters will have normally around 20 credits, each semester. If a student finds his/her load heavy in any semester, or for any other valid reasons, he/she may drop courses without any academic penalty within first ten working days of the commencement of the semester, with the written approval of his/her Class Advisor and the Principal.
- Withdrawal from one or more courses after the specified date will entail academic penalties in the form of a 'Failed, due to insufficient attendance', 'FA' grade appearing on the grade card.
- R.8 Maximum Duration of the Programme**
- R.8.1 A student is expected to complete the programme in four semesters. However, a student may complete the programme at a slow pace within six semesters, with the prior permission of his/her Class Advisor and Principal of the Institution.
- R.8.2 A student may be permitted by the Principal concerned to withdraw from the programme for a semester or a longer period for reasons of ill health or on other valid grounds. In such cases, the maximum duration of the programme will be extended by the Vice-Chancellor and ratified by the Academic Council.

R.9 Attendance

- R.9.1 Attendance of the students will be marked by the teacher during every period of a course.
- R.9.2 Every student registered for a course, is expected to attend 100% of the classes conducted for the course and minimum of 90% during internship programme. A minimum attendance of 80% of all the classes engaged is essential, before the student is permitted to write the end-semester examination of the concerned course(s).
- R.9.3 Leave of absence on genuine grounds can be permitted up to a maximum of 20%, provided the leave is applied in time, and sanctioned (either in advance, or immediately after the period of absence, according to the merits of the case). Unauthorized absence will be treated as breach of discipline.

In case of illness, leave must be applied for, supported by an authorized medical practitioner in the proper form of a medical certificate.

If the student is away to represent the University in sports, games, technical seminar, etc. he/she can be considered to be “on other duty”. “Duty Leave” for these days can be granted generally for not more than five days in a semester.

- R.9.4 Finalization of attendance for every course shall be done three days before the last instruction day of the semester. Any student failing to secure a minimum of 80% attendance in a course shall not be eligible to appear for the end semester examination in that course.

If the attendance of a student falls short of 80% in any course, due to continuous absence caused by accident, prolonged illness, or unforeseen circumstances and other justifiable reasons, such cases may be considered by the Principal concerned for condonation of absence based on the request of the student supported by recommendation of the Class Advisor and the Class committee.

R.10 Assessment Procedure

- R.10.1 The academic performance of each student in each course will be assessed on the basis of continuous assessment and an end-semester examination.
- R.10.2 In theory course (that are taught primarily in the lecture mode), the

weightage for the continuous assessment and end-semester examination will be 30:70.

The continuous assessment in theory courses of maximum 100 marks shall consist of two periodical tests of 10 marks each and the other 10 marks for the continuous assessment component (comprising of quizzes, tutorials, projects, seminar, discussions, etc).

The continuous assessment in theory courses of maximum 50 marks shall consist of two periodical tests of 5 marks each and 5 marks for the continuous assessment component (comprising of quizzes, tutorials, projects, seminar, discussions, etc).

There will be one end-semester examination of three hours duration for all the lecture-based subjects.

- R.10.3 In case of laboratory and practical courses, the weightages for continuous assessment and end-semester examination will be 30:20. The weightage for the components of continuous assessment will be decided by the Class committee at the beginning of the course(s).

In case of practical courses like Yoga and Meditation and Community Related Activities, the weightage for continuous assessment will be 50 and for Skill Development will be 100 marks.

The weightage for continuous assessment and end-semester examination in the case of School Internship I shall be 20:30 and the weightage for continuous assessment and end-semester examination in the case of School Internship Pedagogy I and School Internship Pedagogy II shall be 130 marks as Internal & 20 marks as External.

- R.10.4 It is mandatory for the students to appear for the end-semester examinations for the completion of the course.

R 10.5 Co-Curricular Activities

The students during their period of study in the University are encouraged to indulge in sports, arts, Social/Community service and Seva activities. Bonus marks (1 to 10 marks) shall be awarded for representing AMRITA University in Sports, Cultural and Seva activities. The procedure for awarding these marks will be published by the University from time to time.

R.11 Supplementary Examination

A student who has arrears of earlier semesters can take the exam of the same during the later semester through supplementary examination conducted at the end of each semester. A student with 'F' grade in any course is eligible to appear for supplementary examination whenever held, by applying for the same.

A student who has secured an 'F' grade in a course may take the supplementary examination for a maximum of three additional attempts (excluding the regular end-semester examinations) carrying the previous Internal marks earned by them. Students failing to pass the course after three additional attempts shall henceforth appear for the supplementary examination for the entire 100 marks and the Internal assessment marks earned by them in the regular registration, shall not be considered.

If a student wishes to improve his/her internal marks, he/she can do so, by re-registering for the course by choosing any of the appropriate remedial options. In this case, the internal marks obtained by the student will be valid for the end-semester of the re-registration and three more additional attempts.

R.12 Grading:

R.12.1 Based on the performance in each course, a student is awarded at the end of the semester a letter grade in each course registered, as follows:

Letter Grade	Grade Points	Ratings
O	10.00	Outstanding
A+	09.50	Excellent
A	09.00	Very Good
B+	08.00	Good
B	07.00	Above Average
C	06.00	Average
P	05.00	Pass
F	00.00	Fail
FA		Failed due to Lack of Attendance
I		Incomplete (awarded only for Lab. courses / Internship, etc)
W		Withheld

Grade 'FA' stays in the record of the student and is replaced with the appropriate grade, when he/she completes the course successfully.

The 'I' grade, secured in a laboratory/practical course, will be subsequently changed into appropriate grade when the student satisfactorily completes the requirement during the subsequent semester. If he/she does not complete it in the next semester, it will be converted into 'F' grade.

R.12.2 Letter grades will be awarded by the Class committee in its final sitting, without the student representatives.

R.12.3 A student is considered to have successfully completed the course and earned the credit if he/she scores a letter grade 'P' or better in that course.

R.13 Declaration of Result

After finalization of the grades, the result will be announced by the Principal concerned.

R.14 Revaluation of answer papers

When the semester results are published, in case any student feels aggrieved, he/she can request for revaluation of answer scripts of the end - semester examination. For this purpose, the student has to submit a request in the prescribed form to the Controller of Examination through the Principal of the Institution within five working days from the publication of result along with the prescribed fees. When the revaluation is completed, the results will be published. If the revaluation leads to a better grade, the revised grade will be awarded to the student and in such cases, the revaluation fee will be refunded in full.

Revaluation will be allowed only for lecture - based courses.

R.15 Course Repetition

R.15.1 A student who earns an 'FA' grade in a course has to repeat the course compulsorily when the course is offered later.

R.15.2 A student who earns an 'FA' grade in an elective course may repeat it or register for an alternate elective, with the consent of the Class Advisor.

R.16 Course completion:

A student is said to have successfully completed a course and earned the corresponding credits, if he/she has:

- registered for the course,
- put in 80% or more attendance in the course,
- appeared for the end-semester examinations,
- obtained a pass grade 'P' or better in the course,
- no pending disciplinary proceedings against him/her.

R.17 Semester Grade Point Average (SGPA)

On completion of a semester, each student is assigned a Semester Grade Point Average (SGPA) which is computed as given below for the courses registered by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum (C_i \times G_{pi})}{\sum C_i}$$

where C_i is the credit for i^{th} course in that semester and

G_{p_i} is the grade point for that course.

The summation is over all the courses registered by the student during the semester including the failed courses. The SGPA is rounded off to two decimals.

R.18 Cumulative Grade Point Average (CGPA)

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) upto that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum (C_i \times G_{pi})}{\sum C_i}$$

where C_i is the credit for i^{th} course in any semester and

G_{p_i} is the grade point for that course.

The summation is over all the courses registered by the student during all the semesters up to that point of time including the failed courses. The CGPA is also rounded off to two decimals.

The ranking of the students in a batch at any intermediate or final stage is based on CGPA.

R.19 Grade Sheet

The Grade Sheet issued to the student at the end of a semester will contain the following information:

- Name, Roll No. Grade Sheet No., Semester, Branch, Month and year of the Examination,

- Course Code, Course Title, Credits, Grade obtained and Grade points earned for the courses registered,
- Credits registered and earned during the semester,
- Cumulative credits earned and Grade Points,
- SGPA and
- CGPA.

R.20 Ranking

The ranking of the students in a batch at any intermediate or final stage is based on CGPA. Only those students who have passed all courses up to that stage in the first attempt are considered for ranking.

Students are eligible for final ranking, only if they complete the programme within the normal duration, i.e., within two years from joining the programme.

R.21 Classification of successful candidates:

A student shall be considered to have successfully completed the programme, if he/she has:

- i) registered and successfully completed all the core courses, internships, etc. as mentioned in the curriculum;
- ii) earned the required minimum number of credits as specified in the curriculum corresponding to the programme, within the stipulated time;

Candidates who have successfully completed the programme, within a period of four semesters from entering the programme, shall be classified as follows:

Candidates securing a CGPA of 8.00 and above –

FIRST CLASS WITH DISTINCTION *

Candidates securing a CGPA between 6.50 and 7.99 –

FIRST CLASS

and the same be mentioned in the Degree certificate;

(*subject to having passed all the courses, in the first attempt, in four semesters, from the date of joining for the programme).

If the programme is completed after four semesters of study, the candidates securing even a CGPA of 8.00 and above, shall be classified to have completed the programme, only with **FIRST CLASS**.

R.22 Transcript

The Controller of Examinations will also issue, on demand, a detailed transcript with his signature on facsimile to every student after completion of the programme. It shall contain all the information that is contained in the grade card. Additionally, it shall also include the month and year of passing each course. The transcript card shall contain only the final grades secured, but will not indicate the earlier failures, if any. The detailed transcript will contain the CGPA and the class, if any obtained.

It will not, however, indicate the disciplinary actions taken against the student.

R.23 Discipline

Every student is required and expected to observe strict discipline and decorous behavior both inside and outside the campus. He/she should not indulge in any activity which may tarnish the fair name and prestige of Amrita Vishwa Vidyapeetham. Any act of indiscipline or misbehaviour, including unfair practice in the examination, will be dealt with by the Disciplinary Action Committee of the School constituted by the Principal concerned. The committee will enquire into the charges. Based on the findings of the committee, Principal will take appropriate disciplinary action. Serious act of indiscipline on the part of the students may even attract penalty up to the extent of expulsion from the University.

R.24 Redress of Grievances

Students have the right to seek redress of grievances. For this, they have to appeal in writing to the Principal/ Dean concerned who will take necessary steps in the matter.

R.25 Award of B.Ed Degree

A student will be declared eligible for the award of Degree of Bachelor of Education, if he/she has:

- a) registered and successfully completed all the courses, specified in the curriculum;
- b) earned the required minimum number of credits as specified in the curriculum, within the stipulated time
- c) earned the specified number of credits in all the categories of courses

- d) no disciplinary action pending against him/her and
- e) no outstanding dues against him/her

The degree will be awarded by the Board of Management of Amrita Vishwa Vidyapeetham on recommendation of the Academic Council.

R.26 Interpretation Clause

Related to any of the academic matters, whenever there arises any doubt or dispute on the interpretation of regulations or rules, the decision of the Academic Council will be final as well as binding on all concerned.

R.27 Amendment to Regulations

Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the regulations of the B.Ed. programme, as deemed fit, from time to time.