

AMRITAVISHWAVIDYAPEETHAM
REVISED REGULATIONS FOR THE UG PROGRAMMES OF
ARTS AND SCIENCES
(effective from 2014 admissions)

GENERAL

- R.1 Admissions
- R.2 Language of Instruction
- R.3 Structure of the Programme
- R.4 Tuition Fees
- R.5 Faculty Advisor
- R.6 Course Committee
- R.7 Class Committee
- R.8 Pre-registration and Registration
- R.9 Dropping / Substituting Courses
- R.10 Eligibility to continue the Programme
- R.11 Maximum Duration of the Programme
- R.12 Attendance
- R.13 Assessment Procedure
- R.14 Supplementary Examinations
- R.15 Grading
- R.16 Declaration of Result
- R.17 Revaluation of Answer Papers
- R.18 Grade Card
- R.19 Semester Grade Point Average (SGPA)

REGULATIONS

UG Programmes

2014 admissions onwards

- R.20 Cumulative Grade Point Average (CGPA)
- R.21 Classification of Successful candidates
- R.22 Research Credit
- R.23 Transcript
- R.24 Discipline
- R.25 Redressal of Grievances
- R.26 Award of the Degree
- R.27 Interpretation Clause
- R.28 Amendment to Regulations

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GENERAL

1. Candidates who have passed the final examination under the 10 + 2 system or its equivalent, with a minimum of 50% of marks in aggregate, are eligible to apply for admission to the UG degree programme. However, the eligibility criterion is subject to modification as per the directives of 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 six semesters, spread over three academic years.
4. The award of the UG 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 ordinances, 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 intake to each school will be decided by the University from time to time.
- R.1.3 Transfer of students from one campus to another is generally not permitted. However, based on the availability of vacancy in the discipline and the academic merit of the student, special cases may be allowed in the beginning of the third semester, on the mutual consent of the Heads of both the Departments and Schools and with the approval of the University. The decision of the University will be final in this matter.

R.2 Language of Instruction

The language of instruction will ordinarily be 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 a semester pattern.

R.3.2 The programme consists of the following:

- (a) Core courses in the primary area of the programme, including seminars, projects, etc.
- (b) Allied courses
- (c) Elective courses
- (d) Humanities and General Studies (like *Environmental Sciences, Languages and Cultural Education, etc.*

Additionally, soft-skill training and some social interaction/social work, which may be part of *Cultural Education* may also be insisted upon.

R.3.3 The curriculum of the UG degree programme will have credits, apportioned as below in the following knowledge segments:

- Core subjects (including Electives)
- Allied subjects (including Electives)
- Humanities and General Studies

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

- One credit for each lecture period per week,
- One credit for each tutorial period per week,
- One credit for each laboratory course/practical of two/three periods per week.

R.3.5 Each UG degree programme shall have a prescribed curriculum.

R.3.6 The curriculum and the syllabi may be updated from time to time by the Academic Council.

R.3.7 Certain courses are identified as Core courses, certain others as allied courses and few others as electives.

There is mandatory registration and credit earnings requirement for

core and allied courses. While it is mandatory to register for the allied courses, failure to earn credit in them does not necessarily mean repeating the courses. Often another course may be permitted as replacement course, with the concurrence of the Faculty Advisor and the Chairperson of the Department. Electives are free to be chosen from those offered.

R.4 Tuition Fees

At the beginning of each academic year, students shall pay all the fees prescribed. A student who drops out of the programme or whose registration is cancelled due to any reason, cannot claim refund of any fees paid.

R.5 Faculty 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 departments will assign a batch (class) of students to a faculty member, who will be designated as their Faculty Advisor.

R.6 Course Committee

The programme in all the campuses will be governed by the same curricula and syllabi. Course committees are constituted for running each course in all the campuses at the same time and shall be common for all the campuses. The committee for each course shall comprise of mentors from each Campus offering the program.

The course committee shall interact at the beginning of the semester to finalise the teaching programme as well as evaluation schedule, and during the middle of the semester to finalise the Question papers and keys for the end-semester examination.

The mentor in each campus will coordinate all aspects of teaching of the course in the respective campus, by convening meetings of all teachers handling the course.

R.7 Class Committee

R.7.1 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 of the programme, another for the third semester, etc.

R.7.2 The Class Committee shall be constituted by the Chairperson of the department.

The constitution of the class committee will be as follows:

- a) The convener of the class committee who is a faculty member who may not be handling any course for the class concerned, nominated by the chairperson of the department
- b) All the teachers handling courses for the class
- c) The faculty advisor of the class
- d) Two student representatives nominated by the Chairperson of the department.

The chairperson of the department may attend the committee meetings.

R.7.3 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.7.4 The class committee shall meet at the beginning of the semester to finalise the academic programme as well as evaluation schedule. At the end of the semester the committee (without student representatives) will meet to finalise the results.

R.8 Pre-registration and Registration

R.8.1 Every student shall register for the courses which he/she wishes to undergo during a semester.

R.8.2 Except for the first semester, pre-registration for a semester will be done during a specified week before the end-semester examination of the previous semester. The consent of the faculty advisor is mandatory before pre-registering for every course.

R.8.3 From the second semester onwards, all students have to register at the beginning of a semester. Registration will be open for the first two days of the semester. A student will be eligible to register only if he/she satisfies the condition R.10 (given later in this document) and will be permitted to register only if he/she has cleared all the dues to the Institution, hostel, library, etc., at the time of registration and if he/she is not debarred from registration as part of any disciplinary action of the Institution.

R.8.4 Late registration will be permitted on payment of a specified late-fee upto a period of five working days from the last date specified for registration.

R.8.5 A student can register for a maximum of 28 credits in a semester, including all the remedial provisions.

R.9 Dropping / Substituting Courses

The curriculum for any semester will have normally around 24 credits. 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 ten working days of the commencement of the semester, with the written approval of his/her Faculty Advisor and Chairperson of the Department. However, the student should ensure that the credits registered in any semester should enable him/her to earn the minimum number of credits specified in R.10.

A student can substitute a course registered earlier with another, for valid reasons, within ten working days of the commencement of the semester, with the consent of the Faculty Advisor and Chairperson of the Department.

Withdrawal from one or more courses after the specified date, will entail academic penalties in the form of a 'Failed, due to lack of attendance' and 'FA' grade appearing on the grade card.

R.10 Eligibility to continue the Programme

At the beginning of a semester, a student shall have not more than **six arrear courses** (excluding Lab. courses, courses in Cultural Education, Life Skills). Those who have seven or more arrear courses, at the beginning of a semester, shall reduce the number of arrear courses to less than seven, during the semester and then register for the possible courses of the higher semesters, subject to a maximum of 28 credits, in total.

R.11 Maximum Duration of the Programme

R.11.1 A student is expected to complete the programme in six semesters. However, a student may complete the programme at a slow pace

REGULATIONS*UG Programmes**2014 admissions onwards*

within ten semesters, with the prior permission of his/her Faculty Advisor, Chairperson of the Department and the Principal/Dean, but he/she has to satisfy the condition stipulated in R.10.

R.11.2 A student may be permitted by the Principal/Dean concerned to withdraw from the programme for a semester or a longer period for reasons of ill health or on other valid grounds. However, the programme should be completed within a total span of ten semesters.

R.11.3 In the event of any student requiring more than ten semesters to complete the UG programme, the extension can be considered on the merits of the case, by the Vice-Chancellor and ratified by the Academic Council.

R.12 Attendance

R.12.1 Attendance of the students will be marked by the teacher during every period of a course.

R.12.2 Every student registered for a course, is expected to attend 100% of the classes conducted for the course. 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.12.3 Leave of absence on genuine grounds can be permitted up to a maximum of 20%, provided the leave is applied for 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 the case of illness, leave must be applied for, supported by a proper medical certificate and recommended by the medical officer attached to the School.

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 and generally for not more than five days in a semester.

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All kinds of leave authorised by the Chairperson of the Department, shall not exceed 20% of the total hours in the course.

- R.12.4 Finalization of attendance for every course shall be done three working days before the last instruction day of the semester. Any student failing to secure a minimum of 80% attendance in a course will 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, such case may be considered by the Principal/Dean concerned for condonation of absence based on the request of the student supported by recommendation of the Faculty Advisor and Chairperson of the Department concerned.

- R.12.5 In the case a student who is not permitted to attend the end-semester examination in any course due to lack of attendance, he/she will be awarded 'FA' grade in that course, indicating 'failed due to insufficient attendance' and mentioned in the grade card.
Students awarded 'FA' grade in a course, shall re-register for the course when offered next or as a run-time re-do course.

R.13 Assessment Procedure

- R.13.1 The academic performance of each student in each course will be assessed on the basis of Internal Assessment (including continuous assessment) and an end-semester examination.
- R.13.2 In theory courses (that are taught primarily in the lecture mode), the weightage for the Internal assessment and end-semester examination will be 60:40. The internal assessment in theory courses shall consist of at least two periodical tests, other quizzes, assignments, tutorials, viva voce, etc. The weightage for Internal assessment components, for theory-based courses, shall be 20 marks each for the two periodical tests and 20 marks for the continuous assessment component (comprising of quizzes, assignments, tutorials, viva-voce, etc.).

There will be an end-semester examination of three hours duration, in each lecture-based subject.

- R.13.3 In the case of laboratory courses and practicals, the relative weight for Internal assessment and end-semester examination will be 80:20. The weightage for the components of Internal assessment will be decided by the course committee at the beginning of the course.
- Evaluation pattern for course having both theory and Lab. components:*
- Courses having only one credit for theory, be treated as a Lab course, for evaluation purposes;
 - Courses having two credits for theory and/or tutorials, be given a weightage of 60 marks and 40 marks for the theory and Lab. components, respectively; and
 - Courses having three credits for theory and/or tutorials, be given a weightage of 70 marks and 30 marks for the theory and Lab. components, respectively;
- The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical examination.
- R.13.4 A student will be eligible to appear for the end-semester examination only if he /she has appeared for at least ONE periodical test during the semester. In case of failure to do so, the student must re-register for the course when offered next.
- R.13.5 It is mandatory for the students to appear for the end-semester examination, in all theory and Lab. courses for completion of the course.
- R.13.6 Marks secured in the Internal Assessment, during the regular registration, shall be retained. This component of marks can be revised only on undergoing the course by re-registration.

Failed students may take the supplementary examinations in a course, for a maximum of three attempts, carrying the Internal Assessment marks earned by them, in their earlier regular registration of the course.

Students, failing to pass the course, even after three attempts at the supplementary examinations, shall henceforth appear for the supplementary examinations, for the entire 100 marks and the Internal Assessment marks earned by them in their regular registration, shall not be considered.

R.13.7 PROJECT WORK:

The continuous assessment of project work will be carried out as decided by the course committee. At the completion of the project work, the student will submit a bound volume of the project report in the prescribed format. The project work will be evaluated by a team of duly-appointed examiners.

The final evaluation will be based on the content of the report, presentation by student and a viva-voce examination on the project. There will be 40% weightage for continuous assessment and the remaining 60% for final evaluation.

If the project work is not satisfactory, he/she will be asked to continue the project work and appear for assessment later.

R.14. Supplementary Examinations

Examinations shall be held for all the courses of both the odd and even semesters during the end-semester schedule and the students failed in a non-semester course shall apply for appearance in the respective examination and take the examination, by paying a prescribed fee.

A supplementary examination, for the semester courses, shall be held shortly after publishing the results, as per rules.

Students securing an 'F' grade in a course, shall have the option of appearing directly for the supplementary examinations.

R.15 Grading

R.15.1 Based on the performance in each course, a student is awarded at the end of the semester a letter grade in each of the courses registered. Letter grades will be awarded by the Class Committee in its final sitting, without the student representatives.

The letter grades, the corresponding grade points and the ratings are as follows:

REGULATIONS

UG Programmes

2014 admissions onwards

<u>Letter Grade</u>	<u>Grade Points</u>	<u>Ratings</u>
A+	10.00	Outstanding
A	10.00	Excellent
B+	9.00	Very Good
B	8.00	Good
C+	7.00	Above Average
C	6.00	Average
D	5.00	Pass
F	0.00	Fail
FA	0.00	Failed due to lack of attendance
I	0.00	Incomplete (awarded only for Lab.courses/ Project/ Seminar)
W		Withheld

'FA' grade once awarded stays in the record of the student and is not deleted even after he/she completes the course successfully later.

The grade 'I' awarded in a 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.15.2 A student is considered to have successfully completed the course and earned the credit if he/she scores a letter grade 'D' or better in that course.

R.16 Declaration of Result

After finalization of the grades by the Class committee and subsequent approval of the Chairperson of the Department, the result will be announced by the Controller of Examination.

R.17 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 Examinations, through the Principal, within **five working days** from the publication of results along with the prescribed revaluation fees. After the revaluation is completed, the results will be published. If the revaluation leads to a higher grade, the revised grade will be

awarded to the student and in such cases, the revaluation fee will be refunded in full.

Revaluation is permitted only for lecture-based courses.

R.18 Semester Grade Point Average (SGPA)

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

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

where C_i is the credit for i^{th} course in that semester and Gp_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.19 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.

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

where C_i is the credit for i^{th} course in any semester and Gp_i is the grade point for that course.

The summation is over all the courses registered by the student during all the semesters upto 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.20 Grade Card

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

- a) Code number, title and credits for the courses registered,
- b) Letter grade earned for each course, corresponding grade points and rating,
- c) Total number of credits earned by the student upto the end of that semester,

- d) SGPA obtained in the semester and
- e) CGPA accrued till the end of that semester.

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 and projects;
- ii) earned the required minimum number of credits as specified in the curriculum corresponding to the programme, within the stipulated time;
- iii) earned the specified number of credits in all the categories of courses;

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

Candidates securing a CGPA of 8.00 and above – **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)

If the programme is completed after six 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 Research Credit

Students who have secured a CGPA of 7.5 and above and without any backlog, at the beginning of the last year of the Programme, can register for a 'RESEARCH CREDIT' of 2 credits, at the beginning of the odd semester of the final year of study and the same shall be evaluated at the end of the succeeding even semester.

Such students shall be attached to a faculty member of the Department for guidance. At the end of the final semester, the Project Work submitted by the student for this 'Research Credit' shall be evaluated by a University-level Committee constituted for this purpose by the Vice-Chancellor or his nominee. The evaluation shall also have a Viva-voce component.

These credits shall be over and above the prescribed requirement of credits to earn the Degree and shall not be included for calculating the CGPA.

R.23 Transcript

The Controller of Examinations will also issue, on request and payment of a prescribed fee, a detailed transcript with his signature or 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.24 Discipline

Every student is required and expected to observe strict discipline and decorous behaviour 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 misbehavior, 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 upto the extent of expulsion from the University

R.25 Redressal 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.26 Award of the Degree

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

- a) registered and successfully completed all the courses and projects;
- b) earned the required minimum number of credits as specified in the curriculum corresponding to the programme, 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.27 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.28 Amendment to Regulations

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