

AMRITA VISHWA VIDYAPEETHAM

REGULATIONS FOR THE PG PROGRAMMES

UNDER ARTS AND SCIENCES

(effective from 2015 admissions)

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**GENERAL**

1. Candidates who have qualified with a Bachelors' Degree are eligible to apply for admission to the PG 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 four semesters, spread over two academic years.
4. The award of the PG 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.

**R.3. Structure of the Programme**

- R.3.1 The Programme will be structured on credit-based system and continuous evaluation, following the 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) Elective courses  
Additionally, soft skill training and some social interaction/social work programmes, like Cultural Education, Live-in Labs may also be offered.
- 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 PG Degree programme shall have a prescribed curriculum and syllabi which will be periodically updated according to the requirements and approved by the Academic Council.
- R.3.6 All the Schools will be governed by the same curricula and syllabi for the respective programmes.
- R.3.7 Certain courses are identified as Core courses, certain others as electives.

There is mandatory registration and credit earnings requirement for core courses. While it is mandatory to register for the elective courses, failure to earn credit in them does not necessarily mean repeating the courses. Often another elective course may be permitted as replacement course, through Regular registration, with the concurrence of the Class Advisor and the Head of the Department.

**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. Class Counsellors and Class Advisor**

R.5.1 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 certain number of students to a faculty member, who will be designated as their Class Counsellor.

R.5.2 One among the Counsellors, shall be designated as the Class Advisor, who shall coordinate the functions of the Class Counsellors.

**R.6. Chief Mentor and School Mentors**

R.6.1 For each course offered in a School, one of the teachers teaching that subject shall be nominated by the Head of the School as the School Mentor of the course. Among the School mentors, one of them, will be nominated as the Chief Mentor by the Chairperson of the Arts and Sciences Programme Committee.

In the beginning of the semester, the Chief mentor and the mentors shall decide on all the details of conduct of the course, during the semester. The minutes of the meeting shall form the guidelines for the Course and Class committees.

R.6.2 The Chief mentor and other mentors will be responsible for preparing the question papers and answer keys, for the end-semester examinations. The School Mentors will be responsible for preparing the question papers and answer keys, for the periodical examinations and coordinating valuation of the answer books.

**R.7. Course Committees**

R.7.1. Course committees are constituted for running courses which are common for more than one discipline. Course committees will be set up in each School for each group of similar courses as decided by Head of the School.

R.7.2. Each course committee will consist of the following members:

- (i) The chairperson of the course committee, nominated by the Head of the School,
- (ii) All teachers involved in teaching the courses and
- (iii) Two student members from each discipline nominated into the committee by the chairpersons of departments with equal

representation to boys and girls, to the extent possible, Chairpersons of departments and School Head may attend meetings of the course committees.

R.7.3. The Course Committees shall meet at least thrice in a semester. The Course committees shall meet at the beginning of the semester to finalise the course plans for the academic programme. They shall meet at the end of the semester, without the student representatives, to finalise the results of the respective courses. The results shall be submitted to the Head of the School, who shall approve and forward the same, to the Examination section.

R.7.4. The Course committees shall be reconstituted at the beginning of every semester.

**R.8 Class Committees**

R.8.1 Every class of a Degree programme in each School will have a Class Committee constituted by the Head of the School, based on recommendation of the Chairperson of the department.

R.8.2. The Constitution of the Class Committee will be as follows:

- a) The Chairperson of the class committee, nominated by Head of the School,
- b) All the teachers handling courses for the class and
- c) Two student representatives nominated by the Chairperson of the department, from each class with equal representation of boys and girls, to the extent possible.

The Chairperson of the department and School Head may attend the Class committee meetings.

R.8.3. The Class Committee shall meet at least thrice in a semester. The Class committee shall meet at the beginning of the semester to finalise the academic programme. At the end of the semester the committee (without student representatives) will meet, to finalise the results. The results shall be submitted to the Head of the School, who shall approve and forward the same, to the Examination section.

R.8.4. The Class committees shall be reconstituted at the beginning of every semester.

**R.9 Registration and Enrolment**

- R.9.1 Every student shall register for the courses which he/she wishes to undergo during a semester.
- R.9.2 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 Class Advisor is mandatory before registering for every course.
- R.9.3 From the second semester onwards, all students have to enrol on a specified day, at the beginning of a semester. A student will be eligible to enrol 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.9.4 Late enrolment will be permitted on payment of a prescribed late fee, up to a specified date, to be notified well in advance.
- R.9.5 Pre-requisites: A student is not permitted to register for a course unless he/she has already attended the pre-requisite course, wherever specified. A student will not be deemed to have attended the pre-requisite, if he/she gets an 'FA' grade in such a course.
- R.9.6 A student can register for a maximum of 28 credits, in a semester, including all the remedial provisions.

**R.10 Dropping /Substituting Courses**

- R.10.1 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 Chairperson of the Department.

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

- R.10.2 A student can substitute a course registered earlier, by another for valid reasons, within **first ten working days** of the commencement of

the semester, with the consent of the Class Advisor and Chairperson of the Department.

**R.11 Maximum Duration of the Programme**

- R.11.1 A student is expected to complete the PG 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, Chairperson of the Department and Head of the School.
- R.11.2 A student may be permitted by the concerned Head of the School 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 six semesters.
- R.11.3 In the event of any student requiring more than six semesters to complete the 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 concerned teacher during every hour of the course.

A student is required to put in 100% of attendance, in each of the regular or remedial courses, he/she has registered.

- R.12.2 Marks will be awarded for attendance as follows, for each course (theory or lab.)

<i>Putting in</i>	<i>Marks awarded</i>
96-100% attendance	5 marks
91-95% attendance	4 marks
86-90% attendance	3 marks
80-85% attendance	2 marks
<80% attendance	0 marks

- R.12.3 Students who have been selected to be trained for International competitions or have secured a CGPA of 8.00 and above and are working on directed research under a faculty member, and approved

by the Chairperson of the Department, shall be given an additional attendance up to 25%.

R.12.4 Leave shall be availed by students only under unavoidable circumstances. It is mandatory that students shall apply in the prescribed form before proceeding on leave. Leave letter recommended by the Class Advisor shall be submitted to the Chairperson of the department who will consider grant of the leave. Unauthorised absence will be treated as breach of discipline.

Request for leave for more than three consecutive days on medical grounds, must be supported by a proper medical certificate. In non-medical cases, requests for leave for more than three consecutive days must be countersigned by the parent/guardian or the Warden, whichever is applicable.

**Leave granted will not be counted as physical presence and will not count towards attendance.**

R.12.5 Students going on official duty, such as representing the college/ University for sports and cultural activities, or presenting papers in seminars, conferences, etc., will be eligible for 'duty leave' on the recommendation of the Class Advisor and approval by the Chairperson of the Department. Students should get this leave sanctioned before proceeding on 'duty leave'. They will be granted attendance for the periods they missed on account of the duty leave upon production of the relevant participation certificate after attending the duty.

R.12.6 Finalisation 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 75% attendance in a course, will not be eligible to appear for the end-semester examination in that course.

R.12.7 In case a student is not permitted to attend the end-semester examination in any course due to shortage 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.

Normally, the teachers offering the course will evaluate the performance of the students at regular intervals and in the end-semester examination.

R.13.2 In theory courses (that are taught primarily in the lecture mode), the weight for the Internal Assessment and End-semester examination will be 50:50. The Internal assessment in theory courses shall consist of at least two periodical tests, weekly quizzes, assignments, tutorials, viva-voce etc. The weight for these components, for theory-based courses shall be 20 marks for the Continuous assessment, comprising of Quizzes, assignments, tutorials, viva-voce, etc. and 15 marks each for both the Periodical Tests.

At the end of the semester, there will be an end-semester examination of three hours duration, with a weight of 50 marks, in each lecture-based subject.

R.13.3 In the case of laboratory courses and practical, the relative weight for Internal assessment and End-semester examination will be 80:20. The weight for the components of Internal assessment will be decided by the course committee/class committee at the beginning of the course.

*Evaluation pattern for course having both Theory and Lab. components:*

Courses having only one hour per week for lecture/tutorial, be treated as a Lab. course, for evaluation purposes; and evaluation pattern will be 80 marks for continuous assessment of lab. work and 20 marks for end-semester lab. examination.

Courses having two hours per week for theory and/or tutorials, be given a weight of 60 marks and 40 marks for the Theory and Lab. components, respectively; The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical evaluation. 10 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 30 marks for the theory end-semester examination and 40 marks for continuous assessment of lab. work

and

Courses having three hours per week for theory and/or tutorials, be given a weight 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 evaluation. 15 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 35 marks for the theory end-semester examination and 30 marks for continuous assessment of lab. work.

- R.13.4 It is mandatory that the students shall appear for the end-semester examinations in all theory and weight courses, for completion of the requirements of the course. Those who do not appear in the end-semester examinations will be awarded 'F' grade, subject to meeting the attendance requirement.

At the end of a semester, examinations shall be held for all the subjects that were taught during that semester and those subjects of the previous semesters for which the students shall apply for supplementary examination, with a prescribed fee.

- R.13.5 **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% weight 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 PUBLICATION/INTERNSHIP**

- R.14.1 All students, if they are to be considered for award of the Degree at the time of graduation, are required to have published ONE paper in Scopus-indexed Journal/Conference.

- R.14.2 Additional 5-10 marks will be awarded for each Publication, subject to a maximum of ONE paper per semester.

The additional marks shall be awarded in the semester in which the paper is published or accepted for publication, if applied for, within 10 days of the publication of results of the concerned semester. The additional marks can be awarded to any course(s) where the student has to improve his/her grade.

- R.14.3 All publications shall be in Scopus-indexed Journals/Conferences and shall be as per the guidelines prescribed by the University.

- R.14.4 Students who have undergone Internship at reputed organisations or National / International Institutions, with the prior approval of the concerned Departmental Chairperson and the Head of the School, may be considered for waiver of the requirement of publication, for the award of Distinction. However, the decision of the Departmental Chairperson and the Head of the School, in this regard, shall be final.

Students of the PG programmes in Fine Arts, Visual Media and Corporate Communication, who have produced a Project-output like Video Production/ Animation/ Portfolio/ Graphic Output/ Feature/ Documentary/ Programme etc. at the end of the programme, can be considered for waiver of the requirement of one Publication for the award of the Degree, provided these outputs are judged and approved by a panel consisting of at least one industry/ Academic External Expert identified by the Department.

#### **R.15 REMEDIAL PROVISIONS**

##### **R.15.1 Supplementary Examinations:**

Students failed in a non-semester course (i.e. courses not registered by the student during the current semester) shall apply for appearance

in the respective supplementary examination by paying a prescribed fee and take the examination.

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.15.2 Other options

Certain courses may be offered as run-time-redo or as contact courses, as and when necessary to enable students who have dropped courses or failed in some courses, to register and endeavor to complete them.

- a) **Re-registration:** Students who have failed in a course and opt to re-do the course may do so by re-registering for the course, along with a junior batch of students,
- b) **Run-time re-do:** Certain courses may be offered specially for the benefit of failed students during the semester, on a regular pattern. The above two modes, enable possible improvement of the Internal assessment marks.
- c) **Contact courses:** Final-semester students and term-out students (students who have completed two-year period) may register for contact mode, to clear the failed courses, if any, subject to the approval of the Head of the School.

A maximum of only two courses, can be taken under contact mode, in the entire programme of study.

R.15.3 Supplementary examinations will be evaluated against the most recent grade rule (whenever the course was offered recently in the regular semester).

#### R.16 Grading

R.16.1 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:

Letter Grade	Grade Points	Ratings
0	10.00	Outstanding
A+	9.50	Excellent
A	9.00	Very Good
B+	8.00	Good
B	7.00	Above Average
C	6.00	Average
P	5.00	Pass
F	0.00	Fail
FA	0.00	Failed due to insufficient attendance
I	0.00	Incomplete (awarded only for Lab. courses/ Project / Seminar)
W		Withheld

R.16.2 'FA' grade once awarded stays in the record of the student and is replaced with the appropriate grade when he/she completes the course successfully later.

Students who have secured an 'FA' in a course must re-register for the course or register for the course, if offered, under run-time re-do mode.

R.16.3 A student who has been awarded 'I' Grade in a Lab course, due to reasons of not completing the Lab., shall take up additional Lab. whenever offered next and earn a pass grade, which will be reflected in the next semester's grade sheet.

The 'I' grade, awarded in a Project/Seminar course, will be subsequently changed into appropriate grade, when the student completes the

requirement during the subsequent semester. If he/she does not complete it in the next semester, it will be converted to 'F' grade.

R.16.4 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.17 Declaration of Result

After finalization of the grades by the Class Committee and subsequent approval of the Head of the School, the result will be announced by the Controller of Examinations.

#### R.18 Revaluation of answer Papers

On publication of the results, an aggrieved student can request for revaluation of answers scripts of the end-semester examination, within five working days of publication of the results, along with the prescribed revaluation fees. The request has to be made to the Examination Section, through the Head of the School.

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 is permitted only for lecture-based courses.

#### R.19 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 75% 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

#### R.20 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.21 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.

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

where  $C_i$  is the credit for  $i$ th course in that semester and  $G_{pi}$  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.22 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) up to 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  $G_{pi}$  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.

#### R.23 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 the programme is completed within the normal duration, i.e., within two years from joining the programme.



**R.24 Classification of successful candidates:**

R.24.1 A student shall be considered to have successfully completed the programme, if he/she has:

- i) registered and successfully completed all the core courses, electives and projects 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;
- iii) published a paper at a Scopus-indexed Journal/Conference

R.24.2 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 satisfying the condition mentioned at R.14.1 and having passed all the courses, in the first attempt, in four semesters, from the date of joining 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.25 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 sheets. 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.

**R.26 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 misbehaviour including unfair practice in the examinations will be dealt with by the Disciplinary Action Committee of the School, constituted by the Head of the School concerned. The committee will enquire into the charges and make recommendations to the Head of the School. Based on the findings of the committee, Head of the School 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.27 Redress of grievances**

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

**R.28 Award of the Degree**

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

- a) completed the programme successfully as described in R.24.1 and
- b) no outstanding dues against him/her.

The PG Degree, indicating the discipline, will be awarded by the Board of Management of Amrita Vishwa Vidyapeetham on recommendation of the Academic Council.

**R.29 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.30 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.