

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

Draft Regulations for Choice based Credit Semester System for Under Graduate Programmes 2015 Admissions onwards

(As amended by the Academic Council held on 28.05.2015)

Appendix to U.O.No.Acd.C2/13423/Modifications - CBCSS/2012/SSUS dated 18.08.2015.

1. TITLE

1.1 These regulations shall be called "Sree Sankaracharya University of Sanskrit Regulations for Choice based Credit Semester System for Under Graduate programmes 2015" (applicable for 2015 admissions onwards).

2. SCOPE

2.1 The regulations provided herein shall apply to all regular under-graduate programmes except BFA conducted by Sree Sankaracharya University of Sanskrit with effect from the academic year 2015-2016.

2.2 The provisions herein supersede all the existing regulations for the regular under-graduate programmes conducted by Sree Sankaracharya University of Sanskrit unless otherwise specified.

3. DEFINITIONS

3.1. '**Department**' means any teaching department in the university.

3.2. '**Parent Department**' means the department which offers core courses within a degree programme.

3.3. '**Programme**' means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.

3.4. '**Semester**' means a term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 academic weeks.

3.5. '**Academic Week**' is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

3.6. '**Course**' means a complete unit of learning which will be taught and evaluated within a semester.

3.7. '**Common Course**' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses, a selection of which is compulsory for all students undergoing undergraduate programmes.

3.8. '**Core course**' means a course in the subject of specialization within a degree programme.

3.9. '**Complementary Course**' means a course, which enriches and complements the core courses.

3.10. '**Open course**' means a course outside the field of his/her specialization, which can be opted by a student.

3.11. '**Audit Course**' is a course offered by any department for which no credits are awarded.

3.12. '**Additional Course**' is a course registered by a student over and above the minimum required courses, the credits earned for which will not be counted for the computation of SGPA and CGPA

3.13. '**Credit**' is a unit of academic input measured in terms of weekly contact hours assigned to a course. Four credit, Three credits and Two credit courses be designed by Board of Studies, depending on the extend of coverage required in different subject areas; four credit courses will have five contact hours and three credit courses will have four contact hours and two credit courses will have two contact hours per week.

- 3.14. '**Grade**' means a letter symbol (e.g., A+, A, B+, B, C, etc.), which indicates the broad level of performance of a student in an answer/course/ semester/programme.
- 3.15. '**Grade point**' (G) is an integer indicating the numerical equivalent of the letter grade.
- 3.16. '**Credit point**' (P) is the value obtained by multiplying the grade point (G) by the credit (C): $P = G \times C$.
- 3.17. '**Extra Credits**' are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University.
- 3.18. '**Cumulative Grade Point Average**' (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by a student for the entire programme by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
- 3.19. '**Semester Grade Point Average**' (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. SGPA shall be rounded off to two decimal places.
- 3.20. '**Weight**' is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical, internal and external examinations, core and complementary subjects etc.
- 3.21. '**Weighted Grade Point**' is the sum of grade points multiplied by marks and weight.
- 3.22. '**Grace Grades**' means up-graded grades awarded to courses in recognition of meritorious achievements in sports/arts.
- 3.23. '**Department Council**' means the body of all teachers of a department in the university.
- 3.24. '**Faculty Advisor**' means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.
- 3.25. '**Department Co-ordinator**' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- Words and expressions used and not defined in this regulation but defined in the Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. PROGRAMME STRUCTURE

The University offers B.A. Programmes in the following core subjects and the students can select any one of them.

1. Sanskrit Sahitya
2. Sanskrit Vyakarana
3. Sanskrit Vedanta.
4. Sanskrit Nyaya.
5. Sanskrit General.
6. Music (Vocal).
7. Dance (Bharatanatyam and Mohiniyattam) and other courses as approved by University from time to time

4.1 **Duration:** The duration of an undergraduate programme shall be a minimum of 3 years consisting of 6 semesters. The odd semester shall be held from JUNE to OCTOBER and even semester from DECEMBER to APRIL. Monday to Friday will be working days. There will be one month semester break in NOVEMBER and MAY between semesters. The undergraduate programme shall be completed within a minimum of six and maximum of ten semesters. If a student does not clear a course within the regular schedule, he/she shall repeat the course when the course is again offered.

4.2 **Courses:** The undergraduate programme shall include **four** types of courses, viz. Common Courses (A), Core courses (B), Complementary Courses (C) and Open Courses (D). The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 38, depending on the credits assigned to different courses.

4.3 **Course code:** Each course shall have an alphanumeric code, which includes the semester number (I to VI) in which the course is offered, the type of the course (A to D) and the serial number of the course (101, 102...). For example, IIA103 represents a common course of serial number 103 offered in the II semester.

4.4 **Credits:** An undergraduate programme shall have a minimum of 120 credits. Four, three and two credit courses may be designed by boards of studies, depending on the extent of coverage required in different subject areas. The University will work out the equivalence between the number of credits and the number of contact hours, taking into consideration the existing workload for different subjects.

4.5. Common Courses (A): Every undergraduate student shall undergo a minimum of 10 common courses. The courses are listed below:

Common English – 22 Credits

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.

Additional Language – 16 Credits

- 07.
- 08.
- 09.
- 10.

Common Courses 101 to 106 shall be taught by English teachers (6 courses with minimum of 22 credits), 107 to 110 by teachers of the additional languages concerned (4 courses with minimum of 16 credits) by the relevant faculty.

4.6 **Core Courses (B):** Core courses offered by the parent department shall include courses pertaining to the stream, subject of specialization and informatics

relevant to the subject of specialization, one elective or one project, provided that courses taken as part of the common courses will not be repeated.

- 4.7 **Complementary Courses (C):** Complementary courses shall be offered by the relevant department as per the demand. The Core and Complementary courses shall be in one group and the total credits will be 78 in number. The number of Core and Complimentary courses shall be decided by the parent departments as per the requirements and also the availability of teachers. In case of under graduate programmes other than Sanskrit, i.e, Dance and Music, 50% of the credits of complementary Courses shall be for Sanskrit Courses comprising of basics of Sanskrit language and Literature (i.e First semester – 3 Credits; Second Semester – 3 Credits; Third Semester – 4 Credits; and Fourth Semester – 4 credits).
- 4.8 **Open Courses (D):** A student can opt for open course from any subject other than the subject of his/her specialization. The number of open courses offered by a department will be decided by the University Level Monitoring Committee/ Regional Centre Level Monitoring Committee taking into account the preferences of students and the need to fully utilize the services of existing teachers.
- 4.9 **'Additional Courses':** A student can register for additional courses over and above the minimum required courses from among the courses offered in the university , depending on the facilities available in the Main Centre/Regional Centres, on the advice of the Faculty Adviser.
- 4.10 **Audit Courses:** Credit Courses can be registered as Zero Credit Audit Courses by students, depending on facilities available in the university.
- 4.11 **Repeat Course:** It is a course that is repeated by a student for having failed to acquire minimum required attendance of 75% within Two Years of the completion of the programme.
- 4.12 The distribution of Common, Core, Complementary and Open courses across six semesters may be as follows:

Sem I	Core 1 Credit.3 Hours-4	Compli.1 Credit.3 Hours-4	*Compli.2 Credit.3 Hours-4	English.1 Credit.4 Hours.5	English.2 Credit.3 Hours-4	AddLang.1 Credit4 Hours-4
Sem II	Core 2 Credit.3 Hours-4	Compli.3 Credit.3 Hours-4	*Compli.4 Credit.3 Hours-4	English-3 Credit.4 Hours-5	English-4 Credit.3 Hours-4	AddLang.2 Credit.4 Hours-4
Sem III	Core 3 Credit.4 Hours-5	Compli.5 Credit.4 Hours-5	*Compli.6 Credit.4 Hours-5	English.5 Credit.4 Hours-5	AddLang.3 Credit.4 Hours-5	
Sem IV	Core 4 Credit.4 Hours-5	Compli.7 Credit.4 Hours-5	*Compli.8 Credit.4 Hours-5	English.6 Credit.4 Hours-5	Addl Lang.4 Credit.4 Hours-5	

Sem V	Core 5 Credit.4 Hours-5	Core 6 Credit.4 Hours-5	Core 7 Credit.4 Hours-5	Core 8 Credit.4 Hours-5	Open course Credit.3 Hours-4	Project Credit.1 Hours.1
Sem VI	Core 9 Credit.4 Hours-5	Core 10 Credit.4 Hours-5	Core 11 Credit.4 Hours-5	Core 12 Credit.4 Hours-5	Core 13 Credit.4 Hours-5	

* Complementary courses shall be Sanskrit Courses in the case of Dance (Bharatanatyam/Mohiniyattom) and Music Departments.

4.13 The minimum credit requirements for successful completion of the programme are summarized below:

Programme Duration	6 Semesters
Minimum Credits required for successful completion of the programme	120
Minimum credits required from common courses - English	22
Minimum credits required from common course - Addl. Language	16
Minimum credits required from Core and Complementary	78
Minimum Credits for Open Course	4
Minimum attendance Required	75%

4.14 **Zero Semesters:** The Undergraduate programme should be completed within a minimum of 6 semesters and maximum of ten semesters with provision of zero semesters. The student having sufficient attendance and internal marks can avail the benefit of zero semesters. If students who do not clear a course with E Grade need to reappear the examinations only, when it is conducted by the University again. The scores secured under continuous evaluation for the course will be carried forward. Such student should get permission of the University to do so.

4.15 **Extra Credits:** Extra credits may be awarded to a student for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University. These credits shall not be counted while considering the minimum credits (120) for completing the programme. The details are given below:

Sl. No	Co-curricular activity	Extra Credit
1	NCC Weightage Certificate (On production of 90% attendance in NCC Programmes with B Certificate)	1
2	NSS Weightage Certificate (On production of University Certificate signed by the Vice Chancellor/ Programme Co-ordinator)	1

3	First place in Sports, Arts and Games at University Level.	1
4	Participation in Inter-University Sports Meets/Youth Festivals	1

- 4.16 **Attendance:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each course. Attendance shall be maintained by the concerned teacher. Benefits of attendance be granted to students who attend to University Union activities, meeting of the University body and participation in extracurricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activity issued by the University authorities subject a maximum of ten days in a semester
- 4.17 **Condonation:** Condonation of shortage of attendance for a maximum of 20% of the semester subject to a maximum of two times during the whole period of a programme granted by the University. Application for condonation of shortage of attendance should be made with required fee fixed by the University from time to time to the Registrar in the prescribed format along with due authentication/recommendation of the Head of the Department/Campus Director of the Centre concerned within 15 days prior to the University Examination.
- 4.18 **Credit Transfer:** The credits acquired for courses in another University would be accepted on a reciprocal basis as per UGC norms.

5. BOARD OF STUDIES, COURSES & SYLLABI

- 5.1 The Boards of Studies shall design all courses in the respective disciplines, subject to the regulations of the University. The Boards shall design and introduce new courses, modify or redesign existing courses or replace any course with new/modified courses.
- 5.2 The syllabus of a course shall include the course code, the title of the course and the number of credits.
- 5.3 The syllabus of each course shall be prepared module-wise and include the title of the course, statement of aims and objectives of the course, the number of credits and instructional hours assigned to it, the scheme of examination and model question paper.

6. ADMISSION

- 6.1 Those who have passed +2, VHSC or an equivalent examination recognized by this University are eligible to apply.
- 6.2 For B.A. Music and B.A. Dance (Mohiniyattam /Bharatanatyam) courses there will be an aptitude test for admission. The index mark for admission to these courses will be calculated by adding the marks obtained in the aptitude test with 50% of the aggregate marks obtained in the qualifying examinations.
- 6.3 Reservation of Seats: Reservation of Seats will be as per the govt./University rules and UGC guidelines.

6.4 **Weightage of Marks for admission**

Those who have studied Sanskrit as optional or second language at +2 or equivalent level will be eligible for a weightage of 50 marks for admission to B.A. Degree Programme. This will be added to the total marks obtained in the qualifying examination for calculating the index mark.

In the case of students, who have studied Sanskrit upto SSLC or equivalent examination and opted for any other language at the pre-degree or equivalent examination, a weightage of 25 marks will be added to the total marks for admission to the B.A. However the total weightage will not exceed 50 marks.

6.5 For candidates with NCC/NSS certificate, weightage of marks will be given as per the relevant govt./university rules in this regard.

6.6 Separate rank lists shall be drawn up for reserved seats as per the existing rules.

6.7 The University shall make available to all students a brochure listing all the courses offered by various departments in the entire programme. The information so provided shall contain the title of the course, the semester in which it is offered, credits for the course, prerequisites, the name of the faculty etc. Detailed syllabi shall be made available in the university websites.

6.8 The University shall prepare a common calendar for the conduct of the courses, indicating the schedule of courses, continuous and end-semester examinations and publication of results. The University shall ensure that the calendar is strictly followed.

6.9 Maximum Age Limit: The maximum age for admission to the B.A. Programme will be 22 years as on 1st June every Year.

7. REGISTRATION

7.1 The strength of students for each course shall remain as per existing regulations, except in case of open courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10.

7.2 Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Adviser shall permit registration on the basis of the preferences of the student and availability of seats.

- 7.3 The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.
- 7.4 A student can opt out of a course/courses registered subject to the minimum credits requirement, within fifteen days from the commencement of the semester.
- 7.5 The Main Centre/Regional Centres shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat courses to the University in the prescribed form within 45 days from the commencement of the Semester.

8. EVALUATION

- 8.1 The evaluation scheme for each course shall contain two parts:

Internal Evaluation (IE)

End-Semester Evaluation (ESE)

20% weight shall be given for Internal Evaluation (IE). The remaining 80% weight shall be given for End-Semester Evaluation (ESE).

- 8.2 **Internal Evaluation (IE):**

Internal Evaluation (IE) of a course shall be based on periodic written tests, assignments, seminars and attendance

Components of Internal Evaluation (IE)

Components of Internal Evaluation	Marks
Attendance	5
Assignment/Seminar/Viva-voce	5
Test papers	10
Total	20

The attendance will be evaluated as below

Above 90%	:	5 marks
85 to 89%	:	4 marks
80 to 84%	:	3 marks
76 to 79%	:	2 marks
75%	:	1 mark

Assignments/Seminar shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, Presentation etc. and informs the same to the students. Due consideration shall be given for punctuality in submission.

Test papers shall be evaluated by the same procedure adopted for End-Semester-Evaluation

(ESE) of theory course.

8.3 End-Semester Evaluation (ESE):

The End-Semester Evaluation in theory courses is to be conducted with question papers set by internal examiners in each semester. The evaluation of the answer scripts shall be done by internal examiners on the basis of a well-defined scheme of valuation. The scheme of valuation shall be finalised by the Board of Examiners before the commencement of valuation. The evaluation shall be done immediately after the examination preferably in a centralised valuation camp. End-semester Evaluation in practical courses shall be conducted and evaluated by two examiners - one internal and the other external. The duration of both theory and practical examinations shall be 3 hours. It is desirable to have the semester results announced within 20 days of the conduct of the last examination of the semester. Practical examinations for Music and Dance shall be conducted at the end of each semester.

8.4 Detailed guidelines regarding the execution and evaluation of the project shall be issued by the University.

9. PATTERN OF QUESTIONS

9.1 Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/She shall also submit a detailed scheme of evaluation along with the question paper.

9.2 A question paper shall be a judicious mix of objective type, short answer type, Short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination for each semester (Theory) is furnished below.

Pattern of questions for External Examination for each semester (theory paper only)

	Total Number of Questions	Number of questions to be answered	Marks for each question	Total Marks
Total	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
	35	26	-	80

(Pattern of questions for External Examination for each semester (theory paper with practicals only)

	Total Number of Questions	Number of questions to be answered	Marks for each question	Total Marks
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Total	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
	35	26	-	80

10. GRADING SYSTEM

Grading: Both Internal and End Semester Examination (ESE) will be carried out using Grading System on a 7-point scale as given below:

Marks	Letter Grade	Performance	Grade Point
90 and above	A+	Outstanding	10
80 - 89	A	Excellent	9
70-79	B	Very Good	8
60-69	C	Good	7
50-59	D	Satisfactory	6
40-49	E	Adequate	5
Below 40	F	Failed	4

Separate grade will be awarded to

1. Core and Complimentary Courses.
2. Common Course (English)
3. Additional language
4. Open Course

- 10.1 There is no separate minimum for Internal and End Semester Exam(ESE). For a pass in a programme, a separate minimum of grade E is required for all the individual courses. If a candidate secures F grade of any one of course offered in a semester/programme, only F grade will be awarded for that semester, until he/she improves this to E grade or above within the permitted period. Candidates who secures E grade and above will be eligible for the award of degree and for higher studies.
- 10.2 The grade of a answer paper (ESE Practical) shall be consolidated by similar **procedure discussed above by assigning weights for the various components** (e.g., Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of results, Diagrams, etc.). The Boards of studies shall define the components and their weights and include them in the scheme and syllabus of each practical course.

- 10.3 The grades for continuous evaluation (CE) shall be consolidated using the same procedure adopted for the ESE grade by combining the grades of the internal components, viz. attendance, assignment, seminar and test papers taking into account their weights.
- 10.4 Consolidation of the marks of a course: The mark for a course is consolidated by combining the marks for integrated evaluation. The grade of a course is determined on a seven point-scale as detailed in Para (10).
- 10.5 Consolidation **of SGPA:** SGPA is obtained by dividing the sum of Credit Points (P) obtained in a semester by the sum of credits (C) taken in that semester. After the successful completion of a semester, Semester Grade point Average (SGPA) of a student in that semester shall be calculated as detailed below:

Example:

Paper	Marks	Grade	G.P	Credit	C Point
I	52	D	6	4	24
II	64	C	7	4	28
III	74	B	8	4	32
IV	42	E	5	4	20
V	49	E	5	4	20
Total	281		31	20	124
SGPA	Total credit points /Total credits = 124/20 = 6.2 Grade				

- 10.6 For the successful completion of the programme, a student has to acquire a minimum of 120 credits. A student is permitted to move to the next semester irrespective of his/her SGPA.
- 10.7 Consolidation of CGPA: An overall letter grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CGPA using a 7-point scale, as given at para (10).
- 10.8 The grades of the courses taken over and above the minimum prescribed credits, which shall not be counted for computing CGPA .

10.9 For the successful completion of a programme and award of the degree, a student must pass all courses satisfying the minimum. Letter grade of E and must score a minimum grade point 5.

11. MARK CUM GRADE CARD

11.1 The University under its seal shall issue to the students a mark cum grade card sheet on completion of each semester, which shall contain the following information:

- Name of University
- Name of Centre
- Title of undergraduate Programme
- Number of Semester
- Name and Register Number of student
- Code number, Title and Credits of each course registered in the semester
- Internal Evaluation & ESE marks, consolidated mark & grade, grade point (G), letter grade and Credit point (P) in each course opted in each semester
- Institutional average and standard deviation of the CE and University average and standard deviation of the ESE in each course.
- The total credits and marks, total credit points and SGPA in the semester
- Details of the audited courses, if any, taken in the semester.

11.2 The Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. Apart from CGPA of the programme, the cumulative grades obtained for common, core, complementary, and open and the grades obtained for additional courses shall be shown separately in the mark cum grade card.

11.3 A typical model of the mark cum grade card issued at the end of a semester is shown below in appendix I.

12. AWARD OF DEGREE

The successful completion of all the courses (Common, Complementary and Open) prescribed for the degree programme with CGPA of 1.5 shall be the minimum requirement for the award of the degree.

13. GRIEVANCE REDRESSAL MECHANISM

Committees will be constituted at the Department, Centre and University levels to look into complaints regarding Continuous Evaluation (CE). Department level committee (DLC) will consist of the HOD, the teacher concerned and department coordinator. Centre level committee will consist of the Campus Director, teachers in charge of the department concerned and centre coordinator. University level committee will consist of the Pro-Vice-Chancellor, Chairperson of the Boards of Studies concerned and Syndicate Member in charge of examinations. Department level committees will be presided over by the HOD, centre level committees by the Campus Director and University level committees by the Pro-Vice-Chancellor. Department level committee will have initial

jurisdiction over complaints against CE. Centre level committee will hear appeals against department level decisions and university level committee will hear appeals against centre level decisions. Complaints will have to be submitted to the department concerned within two weeks of publication of results of Continuous Evaluation (CE) and disposed of within two weeks of receipt of complaint. Appeals to Centre level committees should be made within two weeks of the decisions taken by Department level committees and disposed of within two weeks of the receipt of the complaint. Appeals to University level committees should be made within one month of the decisions taken by centre level committees and disposed of within two months of the receipt of the complaint.

14. MONITORING SYSTEM

There shall be department level, centre level and university level monitoring committees for the proper implementation of the restructured curriculum. The Department Council and Centre Council will respectively monitor department level and centre level implementation. University level monitoring will be done by a committee presided by the Pro-Vice-Chancellor and will include the chairpersons of boards of studies and deans of faculties. Faculty-wise sub-committees may be constituted. There shall be monthly review at the department level, quarterly review at the centre level and semester-wise review at the University level. Department level review reports will be submitted for the consideration of centre level committee and centre level review report will be submitted for the consideration of university level committee. The review reports from higher levels will be sent back to lower levels for implementation.

15. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

16. REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice-based Credit Semester System and Grading in their application to any course offered in the university, the latter shall prevail.

The above clause shall not be applicable to the candidates who got admission prior to 2015-16 Academic Year.

Sd/-
George MJ
Joint Registrar i/c of Registrar

