

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY
(Accredited by NAAC with 'A' Grade)

Regulation for the M.A. Programmes under Credit and Semester System
Effective from 2017 admission onwards
(Approved by the Academic Council Meeting held on
10.03.2017)

I - SHORT TITLE

- 1.1 These regulations shall be called **“Sree Sankaracharya University of Sanskrit Regulations for M.A. Programmes under Credit and Semester System (SSUS - CSS - M.A.) - 2017”**

II - SCOPE

- 2.1 The regulations provided herein shall apply to all regular M.A. Programmes conducted by the **Teaching Departments of the Sree Sankaracharya University of Sanskrit with effect from 2017 admissions.**
- 2.2 The Provisions herein supersede all the existing regulations for the regular **M.A. Programmes conducted by the Teaching Departments of the Sree Sankaracharya University of Sanskrit unless otherwise specified.**

III - DEFINITIONS

- 3.1 **‘University’** means Sree Sankaracharya University of Sanskrit, Kalady.
- 3.2 **‘Programme’** means the entire course of study and examinations.
- 3.3 **‘Duration of the Programme’** means the period of time required for the conduct of the Programme. Duration of the Programme is a minimum of **Four Semesters in two years and a maximum of Six Semesters.**
- 3.4 **‘Semester’** means a term consisting of a minimum of 90 working days, inclusive of examinations, distributed over a minimum of 18 weeks of 5 working days each. The First and Third semester will be from June to October and the Second

and Fourth semester will be from December to April. Each semester will be separated by a semester break in November and May. The valuation of answer scripts of the end semester examinations will be conducted during the semester break only.

3.5 **'Course'** means a segment of subject matter to be covered in a semester. Each course has an alpha numeric code number, title and credit. The code number gives comprehensive information on the Department offering the course, the semester in which it is offered and a serial number. The number of courses per semester must be for 16 credits which will be generally four in numbers (4 courses x 4 credits = 16 credits). However, modifications can be made by respective Boards of Studies subject to the condition that the weights of the course must range from 2 credits to 4 credits. Two standard working models are appended as **Appendix 1**.

3.6 **'Credit'** of a course is a measure of the weekly unit of work assigned for that course in a semester. The weekly work is 1.5 physical hours per credit.

□ **Total minimum Credits** to complete the Programme of Study shall be **64**.

□ One credit¹ shall mean 1.5 hours of teaching and allied activities for theory courses per week in a semester.

3.7 **Core Courses**

□ A **'Core course'**² is a compulsory component in the Programme Structure which cannot be substituted by any other course.

□ **Core courses for a Programme shall be within 32 - 44 credits**

3.8 **'Elective Course'**³ means a course which can be substituted by equivalent course from the same discipline and a minimum number of such courses is required to complete the Programme.

□ **Elective courses within the Department shall be for 8 - 16**

credits.

□ **Multidisciplinary courses of 8 - 12 credits.**

□ **Among the Multidisciplinary elective courses one should be from any of the Sanskrit disciplines.**

3.9 **Additional Electives** - A student can take Additional Electives⁴ if she/he desires.

3.10 **Seminar Course/Dissertation** - In the final semester there will be a seminar course/dissertation⁵. For seminar course the student should present two seminar papers and submit a monograph/dissertation with minimum 40 pages at the end of the program, in the fourth semester. The monograph should follow the methodology of the respective discipline.

IV - PROGRAMME STRUCTURE AND SYLLABI

4.1 The Programme Structure⁶ shall prescribe the minimum eligibility, Semester wise list of courses, total credits and examinations.

4.2 The Course Structure and Syllabus of each PG programme shall be approved and recommended by the Department Council to Board of Studies (BOS) and Faculty and then the Academic Council (AC).

4.3 New courses proposed by a Faculty member is to be first considered and approved in the Department Council, BOS and then to be placed before the Faculty and Academic Council for approval.

4.4 The syllabi of courses need to be revised to keep in tune with recent developments in knowledge.

V - REGISTRATION FOR ELECTIVE COURSES FROM DEPARTMENTS OTHER THAN PARENT DEPARTMENTS

5.1 Students shall have to register for the elective courses from disciplines other than parent discipline for the semester

within 10 days of the commencement of a semester⁷. The maximum number of students to be registered in each course shall depend upon the physical facilities available with the department.

- 5.2 For registration⁸ of a course from departments other than the parent department, the student shall meet the Head of the Department of the concerned discipline or her/his nominee and get his/her signature in the prescribed registration form.

VI - GRADING PROCEDURES

- 6.1 **Grade** in a course is a letter symbol (A+, A, A-, B+, B, B-, C+, C, C-, F) which indicates the broad level of performance of a student in a course.
- 6.2 **Grade Point** - In the 9 point grading system, each letter Grade is assigned a Grade Point which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

The range of the grade point of the letter grade is

A+	From 8.5 - 9	B-	From 3.5 - 4.49
A	From 7.5 - 8.49	C+	From 2.5 - 3.49
A-	From 6.5 - 7.49	C	From 1.5 - 2.49
B+	From 5.5 - 6.49	C-	From 0.5 - 1.49
B	From 4.5 - 5.49	F-	0 - 0.49

- 6.3 **Grade Point Average** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted credit point obtained in the course, by the sum of the credits of the course.

- 6.4 **Semester Grade Point Average (SGPA)** is the value obtained by dividing the sum of credit points obtained by the student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 6.5 **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of credit points in all the courses taken by the student at the end of each semester by the total number of Credits earned by the student so far.
- 6.6 **Final Grade Point Average (FGPA)** is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire Programme by the total number of credits and shall be rounded off to two

decimal places. **The minimum FGPA ie. cumulative index for awarding degree shall be 3.5 (i.e. B-) for the M.A. Programme**

- 6.7 **Grace Grade-** means grade points awarded to course/s, as per the choice of the student, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities as issued by the University from time to time.

VII - ADMISSION PROCEDURES

- 7.1 **Eligibility** for admission⁹- A Bachelor Degree in any discipline recognized by the Sree Sankaracharya University of Sanskrit.
- 7.2 **Admission** -Admission to the M.A. Programme will be on the basis of an entrance examination conducted by the University. Those who have obtained an Under Graduate degree, or are appearing for the final semester Under Graduate degree examination are eligible to attend the entrance examination. The transfer certificate shall be

produced at the time of admission and the migration certificate shall be produced at a later date. With regards to Music, Dance and Theatre there will be an Aptitude and Practical Test along with the Entrance Examination.

VIII - ATTENDANCE RULES

- 8.1 A minimum attendance¹⁰ of 80% is required for each course separately to register for the End Semester Examination. The faculty in charge of the course shall display on the notice board the details of the attendance at the end of 35 and 70 working days with a copy to the Head of the Department/Campus Director. The format of Attendance Sign - in - sheet is appended as **Appendix - 2**
- 8.2 The students deputed for official purposes such as representing the University in sports, cultural meets, NSS/NCC activities and participation in work of statutory bodies, with prior permission of the Head of the Department shall be given leave for such absence and it shall be reckoned as attendance subject to the following conditions:-
- 8.3 The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.
- 8.4 The staff advisor of the Students' Union, Officers i.e, of Physical Education/Officer-in-charge of NCC and Programme Officer, NSS are authorized to recommend to the Head of the Department/Campus Director for leave. The concerned officers authorized to recommend the leave may also furnish the list of students who are actually engaged as volunteers for the organization in the conduct of approved University Sports Programme, Cultural Meets, NSS Programmes, University Union activities, etc., for granting leave.
- 8.5 The leave eligible shall be limited to days of:

i) To and fro journey.

ii) The actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of completion evidenced by the approved Programme.

- 8.6 The officers who are authorized to recommend the leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, number of days of tournament/meet, days for to and fro journey, to the Head of the Department/Campus Director sufficiently in advance. Leave will not be granted if the list is not submitted within 7 days after the event.
- 8.7 The decision of the Head of the Department/Campus Director shall be final in this matter.
- 8.8 Condonation of Shortage of Attendance: Condonation of shortage of attendance to a Maximum of 20% per an academic year (2 semesters) shall be granted by the Vice Chancellor to candidates in cases where the Vice Chancellor is satisfied that the student could attain the minimum attendance i.e., 80% for reasons of health or for other reasons/ forces beyond his/her control.
- 8.9 Application for condonation of shortage of attendance should be made to the Registrar in the prescribed format along with due authentication/ recommendations of the Head of the Department/ Director of the Centre concerned, within 15 days prior to the University Examinations.
- 8.10 The prescribed fee for condonation shall be remitted and the receipt of remittance of fee should be attached along with the application.
- 8.11 The claim for condonation of shortage of attendance should be

supported with authorized Medical Certificates or concrete documentary proof as the case may be.

- 8.12 Condonation of shortage of attendance shall be granted only once in an academic year and for this purpose the 1st and 2nd semester will be treated as 1st year, and so on.
- 8.13 Condonation of shortage of attendance cannot be commutable or passed over to next year. The students who do not have the minimum attendance will not be eligible to appear for the end semester examination.

IX - EVALUATION

- 9.1 All M.A. programmes of the University shall carry an overall Internal Assessment component and End semester examination in the ratio of 50:50. Both the internal and external components will be evaluated by two faculty members. There shall be no separate minimum for Internal Assessment. Fulfillment of the requirements (Attendance) of the internal assessment is compulsory for attending the End Semester Examinations. The Internal Examination Result will be exhibits in the Notice Boards prior to the submission of the same to the University. There will be a teacher one and teacher two for evaluating internal assessment.
- 9.2 Breakup of Internal Assessment¹¹ Grades
- The internal assessment Credits shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination. There must be three components for internal assessment for each course as follows,

- Seminar Presentations
- Tutorials¹²/ Assignments
- Mid Semester Examination

9.3 **External Evaluation:** There will be double valuation for the End Semester University Examination. The answer scripts will be valued by an Internal Examiner and an External Examiner. In case external examiners are not available for rare courses, the Chairperson of the Board will act as the external examiner.

9.4 If the difference of grades awarded by the two examiners does not exceed two consecutive grades, the average shall be reckoned. If it exceeds two consecutive grades, such scripts shall be valued by a third examiner or the chairman of the Board. The grade awarded by the third examiner shall be final.

9.5 The evaluation will be based on the 9 - point grading system.

A+	9	B-	4
A	8	C+	3
A-	7	C	2
B+	6	C-	1
B	5	F	0

9.6 **Grievance Redressal Cell:** There must be a Department level/Regional Centre level Grievance Redressal Cell to look into the grievances of Internal Assessment. The committee shall consist of the Head of the Department/Campus Director, Faculty in Charge or a senior faculty nominated by the Vice Chancellor. Further appeals, if any, will be redressed by the University Level Grievance Redressal Committee consisting of the Pro Vice

Chancellor as the Chairperson, Dean of the concerned Faculty and a Faculty member in the concerned discipline nominated by the Vice Chancellor. If this apex committee also fails to resolve the issue, it shall be reported to the Vice Chancellor whose decision shall be final.

- 9.7 Student's Feedback of Course and Teacher:** All academic departments should have arrangements to collect the student's feedback at the end of each semester for each course and consequent reforms should be ensured.

X - SETTING UP OF QUESTION PAPERS

- 10.1 The **Question Papers**¹³ are to be set by the faculty members offering the courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least one faculty member of the Department nominated by the Department Council. A copy of the minutes of the board meeting shall be forwarded with the Question Papers to the Pro - Vice Chancellor. There will be a question bank covering the all syllabus of each discipline. Question paper will be set from the question bank.
- 10.2 The Head of the Department shall forward three sets of the Question papers for each course in a sealed cover to the Pro-Vice Chancellor, who shall make arrangements for the supply of question papers in the University Level Examination.

XI - EXAMINATIONS

- 11.1 The University shall notify the details such as date, time, and courses with code number etc., of the examination. And students shall register themselves for the examination. There

shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination. If any student indulges in any malpractice like copying, consulting other students, etc., the invigilator shall enter his remarks on the answer paper under his signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from him and the invigilator shall report to the Head of the Department/Campus Director immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department, Campus Director shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.

11.2 The University shall notify the list of candidates having successfully completed all the requirements and became eligible for the award of the degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification. The Syndicate shall approve the final results and the University shall issue provisional certificates and transcripts of the grade obtained by the candidates within 7 days of the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid ground.

11.3 Each course is evaluated on 9 - point scale as provided in

para 9.5 of these regulations.

- 11.4 A Final Grade Point Average of B- (B Minus) grade is required for awarding the degree.
- 11.5 There is no separate minimum for Internal Assessment or External Assessment. However, attendance in Internal Assessment is a must for appearing the End Semester Examination.
- 11.6 The Pass Minimum for each course is B - (B Minus). A student who acquires a Pass Minimum (B- Grade) for at least in 3 courses (12 Credits in a Semester) will be promoted to the next Semester. The promotion list of the students will be prepared after the evaluation of the End Semester Examination and will be published before the commencement of the next semester.
- 11.7 If a student gets 'F' grade in a course, he/she has to re-do that course as and when it is offered again.
- 11.8 Except core courses, it is not necessary for the student to repeat the same course if she/he gets only F in a course, she/he can make up the shortage of credits by doing any other course offered by the departments.
- 11.9 The minimum grade required to appear for UGC NET Examination is B+ (B Plus grade FGPA 5.5) as per the existing standards.
- 11.10 All Programme other than language programme, the examination and dissertation can be written either in English or Malayalam.

XII - GRADE CARDS

- 12.1 **Semester Grade Report:** The University under its seal

shall issue to the students a grade report on completion of each semester. The Semester Grade Report shall contain the grades and grade points obtained by the student for each course taken by the student in a Semester. The report shall also contain the grade and grade points for the additional course, if any, with its credit.

12.2 **Final Grade Report:** The final grade report issued at the end of the programme shall contain grade points of each semester, the FGPA and overall letter grade of a student for the entire programme along with the percentage of the grade point obtained by the student.

12.3 The format of SGR and FGR are appended as

Appendix - 3

XIII - OTHER IMOPRTANT MATTERS

13.1 Details of courses Registered by each student in all semesters (Statement in lieu of Semester Card) shall be forwarded to Exam branch within one month after commencement of semester. Format appended as **Appendix - 4**.

13.2 **Zero semesters:** A student is entitled to a Zero semester on grounds of ill health or other unavoidable contingencies for attending the end semester examination. The decision in this regard will be taken by the Vice Chancellor on the basis of the recommendation of a committee appointed by the Vice Chancellor, and subject to the ratification by the Academic Council. There will be only one chance under Zero semester.

13.3 **Re-do:** If a student does not complete the requirements of a course (course work incomplete due to the absence of internals /attendance below condonable limit), he/she shall be permitted to complete the course with the concurrence

of the Department Council within the stipulated period along with the respective semester batch, if and when the course is offered by the department. Such student shall obtain prior sanction for re-admission from the University.

13.4 Reappearance for the End Semester Examination: If a student does not secure the minimum of B- Grade in a course, she/he can appear the End Semester Examination for the course when it is offered again. The internal evaluation grades will be carried forward. Those students who have sufficient internal evaluation grades and does not attended the End Semester Examination of a Course can reappear for the End Semester Examination of the Course after obtaining prior sanction from the University.

13.5 Issuing of Rank Certificates: There is no ranking for the programme and no rank certificate will be issued to the student.

13.6 Award of Degree: The degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.

13.7 If the result of a candidate is found to be vitiated by error, malpractice, fraud, improper conduct or any other reason, the same may be cancelled or rectified with the approval of the Vice Chancellor. If it is found that the result of the candidate has been vitiated by malpractice, fraud, and improper conduct, the University shall modify the result of such candidates and to make such declaration as the Vice Chancellor may deem necessary, including debarring of the candidate from the University examinations for such period as may be specified and the cancellation of the result of the candidate.

13.8 There will be no improvement for M.A. Programme .There will

be no Supplementary Examination.

13.9 The **Regulations** are also applicable to Innovative Programs of the UGC.

13.10 **Removal of Difficulties** - If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same have to be reported in the next Academic Council.

13.11 All M.A. Programmes shall be evaluated and reviewed in **every three years.**

**Sd/-
Dr T.P Raveendran
Registrar**

Explanatory Notes

¹ Credit also indicates the weight and in-depth nature of enquiry of the course. For instance a course with four credits should have a minimum of four units and contain elaborate and in-depth discussion of the syllabus contents. It should also have a minimum of six hours of teaching and allied activities per week. Two credits courses are mostly elementary in the discipline/area and

its discussions will be mostly introductory in nature. It need not require more than two hours of teaching per week. These criteria should be taken into account while designing courses.

² Registration for Core courses are also open to students of other departments provided they meet the prerequisites, if any. A Core Course of a department may be treated as an Elective Course for students of other departments, preferably that the particular course will be offered by the host department on the hours designated for elective courses.

³ An Elective Course is optional for the students to register. Students can exercise their choice among a set of Elective Courses from the list of Elective Courses specified for each Programme of study.

Students have a choice to register for Multi-disciplinary Elective Courses offered by any Department other than the parent department of which one should be from any of the Sanskrit disciplines. Different sets of electives must be offered at the different Regional Centres, based on the social, cultural and educational contexts of the Centre.

⁴ However additional electives will not be reckoned for calculations of CGPA/FGPA/SGPA. But if a student has done any additional courses, names of such courses and the grades earned by the student has to be shown/included in her/his final grade report.

⁵ Monograph/Dissertation must be formally submitted on the stipulated date to the Department which may be forwarded to Examination Branch for external evaluation and the evaluation of the Monograph/Dissertation may be carried out along with the evaluation of the end semester examination answer scripts. Evaluation must be based on the grading system specified in the section VI of this regulation.

⁶ Detailed syllabi for all courses offered by the Department shall be prepared in a specific number of units along with full details of Text Books, Reference Books, Web based resources, Reference Reprints of papers, e-Books, Published Reports and the Monographs, etc. relevant to the course for each modules and printed made available to faculty members and students.

⁷ The information on list of all the courses (core and electives) offered in every department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the course and the time slot may be made available in the University website/circulated among the departments/publicised in the notice boards before the commencement of the semester.

⁸ The registration for the Elective Courses shall be on first come first served basis, provided the student fulfils the prerequisites for that course, if any. The number of students to be registered shall be based on the class room availability and other infrastructures available in the department. Every effort shall be made by the Department to accommodate as many students as possible.

⁹ No person shall be eligible for admission to a P.G. Programme if he/she is currently on the roll for a P.G. Programme in another subject/discipline offered in the University. No student shall be eligible to join a PG Programme if that the student had already studied a PG Programme before, in any of the universities/colleges in Kerala including SSUS, in regular stream.

¹⁰ The faculty shall record the attendance of the students in every course and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. Attendance is compulsory for the lab practical/field visits/field camps etc. if the said programme is part of the syllabus.

¹¹ Each faculty shall organize a continuous assessment of each of the courses assigned to her/him. The internal assessment Credits shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination.

¹² In tutorials, continuous evaluation (every week in the tutorial hour) can be held on such activities of the students as answering questions based on the reading materials given to them, quiz on syllabus content, group discussions, and so on. Weekly assessment of each student shall be recorded by the faculty-in-charge of the course for the purpose of giving grades in the end of the semester.

¹³ A question paper for the end semester examination may contain short answer type, short essay type and long essay type or the type of the questions specified by the respective Board of Studies. Different questions shall have different weightage to qualify their range (For example: short answer type - weightage 1, short essay type - weightage 2, long essay type - weightage 4). Weightage can vary from course to course depending on their comparative importance, but a general

pattern may be followed by the board of studies)

APPENDIX - I

Models for Semester wise course distribution for M. A. Programmes from 2017 admission onwards

Model - 1

SEMESTER I

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Core Course III	-	4 Credits
Elective Course I	-	4 Credits
Total minimum credits for the semester - 16		

SEMESTER II

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Core Course III	-	4 Credits
Elective Course I	-	4 Credits
Total minimum credits for the semester - 16		

SEMESTER III

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Elective Course I	-	4 Credits
Elective Course II	-	4 Credits
Total minimum credits for the semester - 16		

SEMESTER IV

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Core Course III	-	4 Credits
Dissertation/Monograph	-	4 Credits
Total minimum credits for the semester - 16		

Total Credits for Core Courses	-	11 x 4
= 44		
Total Credits for Elective Courses (within the Department)-		2
x 4 = 8		
Total Credits for Multidisciplinary Elective Courses	-	2 x 4
= 8		
Credits for Dissertation/Monograph	=	4
Total Minimum Credits for this model		=
64		

Model - 2

SEMESTER I

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Core Course III	-	4 Credits
Elective Course I	-	4 Credits
Total minimum credits for the semester - 16		

SEMESTER II

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Elective Course I	-	4 Credits
Elective Course II	-	2 Credits
Elective Course II	-	2 Credits
Total minimum credits for the semester - 16		

SEMESTER III

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Elective Course I	-	4 Credits
Elective Course II	-	4 Credits
Total minimum credits for the semester - 16		

SEMESTER IV

Core Course I	-	4 Credits
Elective Course I	-	4 Credits
Elective Course II	-	4 Credits
Dissertation/Monograph	-	4 Credits

Total minimum credits for the semester - 16

Total Credits for Core Courses - **8 x 4 =**

32

Total Credits for Elective Courses (4 credits) - **3 x 4 =**

12

Total Credits for Elective Courses (2 credits) - **2 x 2 =**

4

Total Credits for Multidisciplinary Elective Courses- 3 x 4 =

12

Credits for Dissertation/Monograph - 4

Total Minimum Credits for this model = 64