

ANNEXURE**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY****(Accredited by NAAC with 'A' Grade)****Regulation for the M.Sc. Programs under Credit and Semester System****Effective from 2016 admission onwards****(U.O.No.Acd.C1/4680/SSUS/2016 dated, 07.04.2016)****1.00 Short Title**

These regulations shall be called "**Sree Sankaracharya University of Sanskrit Regulations for MSc Programs under Credit and Semester System (SSUS – CSS – MSc) – 2016**"

2.00 Scope

2.01 The regulations provided herein shall apply to all regular MSc Programs conducted by the **Teaching Departments of the Sree Sankaracharya University of Sanskrit with effect from 2016 admissions.**

3.00 Definition

3.01 '**University**' means Sree Sankaracharya University of Sanskrit, Kalady.

3.02 '**Program**' means the entire course of study and examinations.

- 3.03 **'Duration of the Program'** means the period of time required for the conduct of the program. Duration of the programme is a minimum of ***Four Semesters in two years and a maximum of Six Semesters.***
- 3.04 **'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 Forth semester will be from December to April. Each semester will be separated by a semester break in November and May. The valuation of answerscripts of the end semester examinations will be conducted during the semester break.
- 3.05 **'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 is generally five. 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 5 credits. A standard working model is appended as **Annexure I.**

- 3.06 **'Credit'** of a course is a measure of the weekly unit of work assigned for that course in a semester. The weekly work is 1.25 physical hours per credit.
- 3.07 **'Core Course'** means a course that the student admitted to a particular program must successfully complete to receive the Degree and which cannot be substituted by any other course. The course must be so designed that the core courses carrying a weight of 48 credits ought to cover the entire syllabus of the NET Examination conducted by the UGC.
- 3.08 **'Elective Course'** means a course *which can be substituted by equivalent course from the same subject and a minimum number of such courses is required to complete the program.*
- The elective courses of the Departments carrying a weight of 28 credits must be in innovative and shall cover emerging areas of the domain knowledge, preferably interdisciplinary in nature. Two of the elective courses will be Multidisciplinary. For the sake of standardization, the multidisciplinary courses must be of 4 Credits each. Multidisciplinary course 1 must be chosen from any of the Sanskrit Departments. Multidisciplinary course 2 can be chosen from any other

Departments. But both the multidisciplinary courses should not be taken from the same Department.

3.09 Additional Electives – A student can take Additional Electives if he/she desires. However additional electives will not be reckoned for calculations of CGPA/FGPA.

3.10 'Seminar Course'/'Dissertation' In the final semester there will be a Seminar Course/Dissertation. For Seminar Course the student should present two seminar papers and submit a Monograph with minimum 25 pages at the end of the program. The monograph should follow the methodology of the respective discipline. Defaulters can be permitted to submit the monograph along with the next batch.

3.11 'Monograph' must be formally submitted on the stipulated date to the Department which may be forwarded to Examination Branch for valuation.

3.12 '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.

3.13 'Grade Point' - 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

3.14 '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.

3.15 '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.

3.16 '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.

3.17 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 program 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.Sc.Programme**

3.18 '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.

4.00 'Eligibility' for admission- A Bachelor Degree in any discipline recognized by the Sree Sankaracharya University of Sanskrit.

No person shall be eligible for admission to a P.G. Programme if he/she is currently on the rolls for a P.G. Programme in another subject/discipline offered in the University.

5.00 'Admission' –Admission to the M.Sc.Programme will be on the basis of an entrance examination conducted by the University. Those who have obtained degree, or are appearing for the final semester 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.

6.00 'Course and Credit' One credit of the course is defined as a minimum of one hour lecture for 18 weeks in a semester. The course will be considered as completed only after appearing the End Semester University Examination. **The weight of an M.Sc. program will be a minimum of 80 Credits: But the weight shall not exceed 88 Credits. The minimum weight of the program per Semester is 20 Credits.**

7.00 'Attendance' –

7.01 A minimum attendance of 80% is required for each course separately to register for the End Semester Examination. The teacher shall record the attendance of the students in every class and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. The course teacher 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.

7.02 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:-

7.03 The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.

7.04 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.

7.05 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.

7.06 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 sufficiently in advance. Leave will not be granted if the list is not submitted within 7 days after the event.

7.07 The decision of the Head of the Department shall be final in this matter.

7.08 Condonation of Shortage of Attendance:

Condonation of shortage of attendance to a Maximum of 20% per an academic year (2 semesters) or part thereof 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.

7.09 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 concerned, within 15 days prior to the University Examinations.

7.10 The prescribed fee for condonation shall be remitted and the receipt of remittance of fee should be attached along with the application.

7.11 The claim for condonation of shortage of attendance should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.

7.12 Condonation of shortage of attendance shall be granted only once in an academic year/a semester and for this purpose the 1st and 2nd semester will be treated as 1st year, and so on.

7.13 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.

8.00 **“Course Registration”** – The students should register for courses they wish to take every semester within 15 days from the commencement of the semester. For registration of a course, a student after payment of the fee shall meet the Head of the Department of the concerned subject or his nominee and get his/her signature in the prescribed registration form. If a student does not register in a semester, he/she will not be given registration in subsequent semesters.

9.00 **‘Evaluation’** –

9.01 The evaluation of the M.Sc. Programme shall contain two parts. Half of the credits will be valued internally through Continuous Assessment and

half of the credits will be evaluated through a University Level Monitored External Examination System.

9.02 The internal and external evaluations is in the ratio of 50:50.

9.03 '**Internal Assessment**' of the teaching courses will consist of two components: Seminar (1 No.), and Test Paper (1 No). Both the components will be evaluated by two teachers. 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.

9.04 '**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.

9.05 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.

9.06 'Evaluation of Monograph': The assessment of the monograph will have 2 components.

Internal evaluation by the supervising teacher, carrying half of the credits and external evaluation by the external examiner carrying half of the credits.

9.07 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

9.08 'Grievance Redressal Cell' There must be a Department level Grievance Redressal Cell to look into the grievances of Internal Assessment. The committee shall consist of the Head of the Department, Teacher in Charge or a Senior teacher 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 Teacher in the concerned subject 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.

10.00 Question Paper Setting

10.01 The **Question Papers** are to be set by the teachers offering the courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least two teachers of the Department nominated by the Head of the Department/Department Council. A copy of the minutes of the board meeting shall be forwarded with the Question Papers to the Pro - Vice Chancellor.

10.02 The Head of the Department shall forward three sets each of the Question papers in sealed cover to the Pro-Vice Chancellor, who shall make arrangements for the supply of question papers in the University Level Examination.

11.00 Examinations The University shall notify the details such as date, time, subject 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 teachers 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.

12.00 Announcement of Results

12.01 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.

12.02 Each course is evaluated on 9 - point scale as provided in para 9.07 of these regulations.

12.03 A Final Grade Point Average of B- (B Minus) grade is required for awarding the degree.

- 12.04** 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.
- 12.05** 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.
- 12.06** If a student gets 'F' grade in a course, he/she has to re-do that course as and when it is offered again.
- 12.07** The minimum grade required to appear for UGC NET Examination is B+ (B Plus grade FGPA 5.5) as per the existing standards.

13.00 "Grade Card"-

- 13.01 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.

13.02 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.

14.00 "Zero Semesters":

14.01 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. The promotion can be made to the subsequent semester if the student has sufficient attendance and Internal Assessment in the semester. The scores secured under Internal Assessment for the course will be carried forward.

15.00 "Re do" –

15.01 If a student does not complete the requirements of a course (course incomplete/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.

16.00 Re – appearance

16.01 Reappearance of End Semester Examination : If a student does not secure the minimum of B- Grade in a course, he/she can appear the End Semester Examination for the course when it is offered again. The internal evaluation grades will be carried forward.

16.02 'Reappearance of Internals' If a student has not attended Internals (Test Paper/Seminar) of any course, he/she shall fulfill the requirements of the same in the subsequent semesters when the course is offered again.

17.00 Ranking and Issue of Rank Certificates There is no ranking for the programme and no rank certificate will be issued to the student.

18.00 Award of Degree

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

18.02 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.

19.01 There will be no improvement for MSc Program.

19.02 There will be no Supplementary Examination.

20.00 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.

21.00 The "**Program**" shall be evaluated and reviewed in **every three years.**

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

STANDARD PATTERN FOR M.A. PROGRAMME – 2015 ADMISSION**SEMESTER I**

Core	-	1
Core	-	2
Core	-	3
Internal Elective	-	1
Internal Elective	-	2

SEMESTER II

Core	-	4
Core	-	5
Core	-	6
Internal Elective	-	3
Multidisciplinary Elective	-	1

SEMESTER III

Core	-	7
Core	-	8
Core	-	9
Internal Elective	-	4
Multidisciplinary Elective	-	2

SEMESTER IV

Core	-	10
Core	-	11
Core	-	12
Internal Elective	-	5

Seminar Course/Monograph

SCHEME AND DESIGN OF M.A. PROGRAMME
A STANDARD MODEL WITH UNIFORM CREDITS

Weight of each Course	:	4 Credits
Number of Teaching Courses	:	20
Total Credits of Teaching Courses	:	80
No. of Core courses	:	12
No. of Internal electives	:	5
Multidisciplinary Elective Courses	:	2
Seminar Course/Monograph	:	1

SEMESTER-WISE COURSE WORK

3 Core Courses and 2 electives

SEMESTER-WISE CREDITS : 20

FINAL GRADE AVERAGE		
GRADE	In Letters	In Words

ASSISTANT SECTION OFFICER ASSISTANT REGISTRAR DEPUTY REGISTRAR (EXAM.)

1. Grade : A+ A A- B+ B B- C+ C C- F
 Numerical Value: 9 8 7 6 5 4 3 2 1 0

2. An FGPA of B- (B Minus) is the passing grade

3. Grade conversion formula : $\% = \frac{FGPA \times 100}{9}$