

श्रुतिस्मृतिपुराणानामालयं करुणालयम् ।
नमामि भगवत्पादं शङ्करं लोकशङ्करम् ॥



SREE SANKARACHARYA
AD 788-AD 820

ACADEMIC HANDBOOK

2019



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1: UNIVERSITY AT A GLANCE

The Sree Sankaracharya University of Sanskrit, Kalady, is a premier institution of higher learning and research in South India devoted to the propagation of Classical Sanskrit Language and Literature, Vedic, Vedantic and Vedangic studies, Modern Indian languages, Performing and Fine Arts, and Social Sciences. The University has carved out a niche for itself among the institutions of higher learning in India by combining traditional streams of knowledge with modern and emerging trends of research. It has the unique status of being the first University in Kerala to be accredited by the NAAC team with an 'A' Grade in the first cycle itself. Sree Sankaracharya University of Sanskrit marches ahead by producing and disseminating knowledge to enlighten the people to perceive beyond the common. The University, named after Sree Sankara, the great exponent of Advaita Vedanta and an illustrious sage and philosopher of India, is situated at his birthplace, Kalady, on the banks of river Periyar(Poorna) in Kerala.

1.1 Vision

'Jnanad eva tu kaivalyam' can be translated as 'Liberation through knowledge'. It envisions an environment of educational excellence where knowledge is generated and disseminated for self-actualization and social transformation through moulding creative young researchers and critical thinkers fit for the practical world with right attitude, adequate knowledge and scientific temperament.

1.2 Mission

It intends to methodically trace the historical heritage of the nation embedded in the rich Sanskrit traditions. By re-interpreting and incarnating them in the contemporary human geographies, we can widen the horizons of indigenous knowledge and practice systems to embrace the entire world for millenniums to come. It envisions to enhance the academic life of the students within the University by motivating them through outreach programmes like the NSS and NCC. The University intends to serve the society by propagating knowledge and imparting training to equip the youngsters to be socially and morally responsible citizens.

1.3 Objectives in brief

The main objective is to impart knowledge in various branches of Sanskrit as well as in Indology, Indian Culture, Indian Languages, Indian Philosophy, Fine Arts. The Faculty of Foreign Languages and Social Sciences has also been added to the curriculum. The University has also made an attempt to collect and preserve manuscripts and to publish books in Sanskrit and other languages, and also to develop and extend the study of Indian Systems of Knowledge.

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Lecturer (non UGC)

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5.11 : DEPARTMENT OF GEOGRAPHY

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Professor

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5.12 : DEPARTMENT OF HISTORY

(0484-2463380, Extn. 200, E-mail : hodhistory@ssus.ac.in)

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5.13 : DEPARTMENT OF MUSIC

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5.14 : DEPARTMENT OF VASTUVIDYA

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5.15 : DEPARTMENT OF PHILOSOPHY

(0484-2463380, Extn. 201, E-mail : hodphilosophy@ssus.ac.in)

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Professor

Dr. Sreekala. M. Nair (on LWA)	9496226842	sree_kala_nair@ssus.ac.in
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Associate Professor

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Dr. Faizal.N.M. (on LWA)

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Dr. Babu M.N.	9895381213	babu4mn@ssus.ac.in
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Dr. Sirajul Muneer C.	9847793893	muneer.is.siraj@ssus.ac.in
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Dr. Devaraj P. I.	9447418573	pidevaraj@ssus.ac.in
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Dr. R. Sharmila (Leave Vacancy)	9447574589	sharmilar72@gmail.com
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5.16 : DEPARTMENT OF PSYCHOLOGY

(0484-2463380, Extn. 230, E-mail : hodpsychology@ssus.ac.in)

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Associate Professor

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5.17 : DEPARTMENT OF PAINTING

(0484-2463380, Extn. 227, E-mail : hodpainting@ssus.ac.in)

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Sri. Babu.K. (Painting)	9447889908	babunamboodiri@gmail.com

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Sri. Jayan.A.K. (Darusilpa)	9446765872	sculpturjayan@gmail.com
Sri. Sreegopan.B.S.(Painting)	9496994273	sreegopanbs@yahoo.com

5.18 : DEPARTMENT OF SOCIAL WORK

(0484-2463380, Extn. 134, E-mail : hodmsw@ssus.ac.in)

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Sri. P.V. Baiju (On LWA)		
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5.19 : DEPARTMENT OF SOCIOLOGY

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Assistant Professor

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5.20 : DEPARTMENT OF THEATRE

(0484-2463380, Extn. 302, E-mail : hodtheatre@ssus.ac.in)

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Lecturer (non UGC)

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Assistant Professors

(Koodiyattom)

Smt. P.K. Usha	9446229925	mizhavukalari@gmail.com
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Sri.Krishnakumar.K.K.	9847866722	
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5.21 : DEPARTMENT OF PHYSICAL EDUCATION & SPORTS

(0484-2463380, Extn: 777, E-mail: hodped@ssus.ac.in)

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Assistant Professors

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Smt. Rahila Beevi M.I.	9447501248	rahilahumayoon@ssus.ac.in
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5.22 : DEPARTMENT OF ENGLISH

(0484-2463380, Extn. 250, E-mail: hodenglish@ssus.ac.in)

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Associate Professors

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Dr. Raji.B. Nair	9495349578	drajibnair@ssus.ac.in
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Dr. Bindu R.	9633667536	drbindujayakumar@ssus.ac.in
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Sri. C.M. Manojkumar	9446065027	cmmanojkumar@ssus.ac.in
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Assistant Professors

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Dr. Babu Rajan P. P.	9496163397	baburajanpp@rediffmail.com
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6 : INTERNATIONAL SCHOOL FOR SREE SANKARACHARYA STUDIES

Director

Dr. B. Chandrika	9446688677	cbscharigopi@ssus.ac.in
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Assistant Directors

Dr. M.S. Muraleedharan Pillai	9495208276	drmsmuraleedharanpillai@ssus.ac.in
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Dr. K.M. Sangamesan	9495818688	sangamesan@ssus.ac.in
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Research Fellow

Sudhanjali P.S (on contract)	9544615840
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Assistant

Sethulekshmi K.R (on d/w)	9946641552
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7 : UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

Chief	Sri.Lukose George	9446128663
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Deputy Chief	Sri. M.V. Paulachan	9446012165
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8 : HOSTELS

Priyamvada (Girls)	0484-2698382
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Anasooya (Women's)	0484-2464935
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Nila (Research Girls)	
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Poorna (Research Girls)	
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Kaveri (Boys Hostel)	0484-2463584
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Souparnika (Research Girls)	
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University Guest House	0484-2466922
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8.1 DEPUTY WARDENS

Boy's Hostel (Research)	Dr. K. V. Suresh	9946669027
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Boy's Hostel	Sri. Lukose George	9446128663
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Girls Hostel (Research)	Dr. K. K. Ambikadevi	9895650691
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Priyamvada	Dr. H. Sylaja	9387058048
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Anasooya	Dr. V. K. Bhavani	9633744807
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9 : Courses and Admission Rules

UNDER GRADUATE COURSES

Name of Subjects, Centres and No. of seats

UG Courses Offered	Kalady	Payyannur	Koyilandy	Tirur	Thrissur	Ettumanoor	Thuravoor	Pannana	Trivandrum
Sanskrit -									
Sahitya	25	35	40	-	-	26	52	-	16
Skt. & IT	25	-	-	-	-	-	-	-	-
General	25	-	40	-	-	-	-	-	-
Nyaya	25	-	-	-	-	-	-	-	16
Vedanta	25	35	40	-	-	-	-	40	16
Vyakarana	25	34	-	30	-	-	-	-	16
Music	24	-	-	-	-	-	-	-	-
Dance -									
Bharathanatyam	20	-	-	-	-	-	-	-	-
Mohiniyattam	16	-	-	-	-	-	-	-	-
B.F.A. -									
Painting	12	-	-	-	-	-	-	-	-
MuralPainting	12	-	-	-	-	-	-	-	-
Sculpture	12	-	-	-	-	-	-	-	-

The University is following the CBCSS (Choice Based Credit and Semester System) in all UG Programmes except B.F.A. courses. All other clauses applicable to B.A. programmes are applicable to B.F.A courses except in the case of examination pattern.

9.1 PROGRAMME HIGHLIGHTS

The duration of B.A. programme shall be a minimum of 3 years consisting of 6 semesters and duration of BFA programme shall be a minimum of 4 years consisting of 8 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 B.A. programme shall be completed within a minimum of six and maximum of twelve continuous semesters, with provision for zero semesters. If minimum requirements of attendance and continuous evaluation are fulfilled, these need not be repeated.

9.2 ADMISSION

Age : The maximum age limit should not exceed 22yrs as on 1st day of June (current year)

Eligibility: Those who have passed +2, VHSC or an equivalent examination recognized by this University are eligible to apply. Student of Sanskrit / Non – Sanskrit stream are eligible for admission of the B.A. Degree Course.

3.3. Aptitude Test: For B.A. Music, B.A. Dance (Mohiniyattam / Bharatanatyam) and BFA courses there will be an aptitude test for admission.

Reservation of Seats: Reservation of Seats will be as per the Govt./University rules and UGC guidelines.

9.3 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 as optional or second language at 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.

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

Separate rank lists shall be drawn up for reserved seats as per the existing rules. Provisional rank-list will be published in the notice-board in the respective centres. Every reasonable steps shall be taken by the University to intimate the date, time and venue for interview to the candidates provisionally selected for admission. However, University shall not be responsible for the delay in the receipt of the intimation for interview by the candidates.

The following documents in original shall be produced at the time of interview failing which the claim for admission is forfeited.

- i. Secondary School Leaving Certificate (S.S.L.C)
- ii. Marklist of Plus-two or VHSC or equivalent examination.
- iii. Transfer certificate and Conduct certificate from the Institution last attended.
- iv. Income/Community certificate (if eligible for fee concession/community reservation).
- v. Eligibility certificate issued by this University (applicable to candidates from Universities/ Institutions outside Kerala).
- vi. Pass certificate (applicable to candidates who have passed the qualifying exam in more than one chance)
- vii. Certificates showing qualifications of NCC/ NSS/ Sports/Arts and eligibility under ex-service/ P.H/ Blind/ Orphan quota
- viii. Two recent passport size photograph

The parent / guardian of the applicant should invariably be present with the applicant at the time of interview. All certificates and marklists including S.S.L.C. book should be submitted at the office at the time of admission. The certificates and marklists thus submitted will not be returned until the student leaves the University or till the completion of the course.

The student may take sufficient number of photostat copies of these documents, get them attested and keep with him/ her for use during the period of the course.

9.4 REGISTRATION

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. 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.

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. A student can opt out of a course / courses registered subject to the minimum credits requirement, within thirty days from the commencement of the semester.

	FEE STRUCTURE (in rupees)	B.A	B.F.A.
i.	Admission Fee	50	50
ii.	Tuition fee (per annum)	600	600
iii.	Special fee (per annum)	400/600*	600
iv.	Caution deposit (refundable)	300	300
v.	Matriculation fee	50	50
vi.	Recognition fee (not applicable to those who have passed the qualifying examination from any of the Universities/ recognised institutions in Kerala).	100	100
vii.	Department Development Fund	250	250

* Rs.600/- will be levied from BA (Music & Dance) students.

The tuition fee for the academic year can be paid either in one instalment or in two equal instalments (first instalment at the time of admission and second instalment towards the beginning of the second semester).

9.5 EXEMPTION FROM PAYMENT OF FEES

SC/ST/OEC candidates and financially backward students are eligible for exemption from payment of tuition fee, special fee and examination fee, subject to the grant of concession by the Department concerned of the Government of Kerala. However, they will have to remit all the other fees. Such students shall submit an application for fee concession in the prescribed form.

Fee for the first semester shall be remitted at the time of admission, failing which the claim for admission is forfeited. The fees, other than caution deposit, once remitted shall not be refunded. The caution deposit will be refunded only after the student clears all the dues out-standing against him. Decision of the /Heads of the Departments/Campus Director with regard to the dues out-standing shall be final and binding upon the student/students concerned.

10 : SCHOLARSHIPS

10.1 SREE SANKARA SCHOLARSHIP

The University instituted Sree Sankara Scholarship to promote Sanskrit Education at Undergraduate level. The University offering a scholarship of Rs.250/- per month to the entire period of the programme to ALL THE STUDENTS ADMITTED TO SANSKRIT CORE COURSES on the basis of attendance.

10.2 MERIT SCHOLARSHIP

The University is offering scholarships to students based on their merit and attendance. The selection and number of students to whom the scholarships are awarded will be decided by the University from time to time.

Applications for scholarships shall be submitted along with the attested true copies of qualifying certificates, to the University through the Heads of the Departments/Campus Director within 15 days from the date of admission.

11 HOSTEL FACILITY

Limited hostel facility is available for boys and girls at the Main Centre, Kalady, and only for girls at Regional Centre, Payyannur.

12 : STATUTORY WARNING

Ragging is prohibited inside and outside the campus including hostels and other residences, whatsoever, of the students vide the Kerala Prohibition of Ragging Act, 1998, UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009 and relevant central enactment of prevention of Ragging in colleges and institutions. The candidate/student and the parent/guardian shall submit an undertaking in the prescribed format as given in the Annexure I, Part I and Part II respectively of the UGC Regulation on Curbing Menace of Ragging in Higher educational institutions 2009 at the time of admission.

13: ADMISSION TO THE PROGRAMMES

The Students admitted to the different undergraduate programmes shall abide by the laws of University as amended from time to time. The undergraduate programmes as per the credits and semester system organized by the Higher Education Council and approved by the Academic Council which will be reviewed periodically and brings the changes accordingly.

How to apply

Candidate seeking admission for BA, BFA programme shall submit the application through online in the University Websites www.ssus.ac.in or ssusonline.org on or before the last date prescribed.

The print copy of the online application shall be sent to the Heads of the Departments/ Campus Director of regional Centres/Main Centre along with the copy of documents and original Fee receipt.

Application Fee shall be remitted in the University account through Sree Sankaracharya University of Sanskrit pay in slip (which can be download from the University Website) at all branches of Union Bank of India. The Fee can also be remitted through Demand Draft drawn in favour of Finance Officer Sree Sankaracharya University of Kalady payable at Union Bank of India, Kalady branch.

The print copy of online application along with the copies of documents and original Fee receipt shall be sent to the Heads of the Departments/Campus Director of the concerned or on before the last date.

14: POST GRADUATE PROGRAMMES

Name of Subjects, Centres and No. of seats

PG Courses Offered	Kalady	Payannur	Koyilandy	Tirur	Thrissur	Ettumanoor	Thuravoor	Panmana	Trivandrum
Sanskrit -Sahitya	20	20	20	20	20	20	20	-	20
Vedanta	20	20	20	-	-		-	-	20
Nyaya	20	-	-	-	20	-	-	-	20
Vyakarana	20	20	-	20	-	-	-	-	20
General	20	-	20	-	-	-	-	-	-
Comparative Literature & Linguistics	20								
English Language & Literature	26			26					26
Malayalam	20	20	20	20	20	20	20	20	20
Hindi	20	20	20	20	20	20	-	20	20
Theatre	12	-	-	-	-	-	-	-	-
Music	12	-	-	-	-	-	-	-	-
Dance -									
Bharathanattyam	12	-	-	-	-	-	-	-	-
Mohiniyattam	12	-	-	-	-	-	-	-	-
History	20	20	-	20	-	-	20	-	20
Philosophy	20	20	-	-	-	-	-	-	-
Vedic Studies	7	-	-	-	-	-	-	-	-
Sociology	12	-	-	-	-	-	-	-	-
Urdu	-	-	20	-	-	-	-	-	-
Arabic	-	-	-	20	-	-	-	-	-
M.Sc. -									
Psychology	13	-	-	-	-	-	-	-	-
Geography	12	-	-	-	-	-	-	-	-
M.S.W.	30	30	-	30	-	-	30	-	-
M.PEd	25	-	-	-	-	-	-	-	-
MFA -									
Visual Arts	21	-	-	-	-	-	-	-	-

14.1 ELIGIBILITY FOR ADMISSION TO MA/MSc/MSW

Admission to various M.A., M.Sc.& M.S.W. Programmes is based on the marks obtained in the Entrance Examinations. Eligibility for applying to M.A/M.Sc/M.S.W. Course is a degree of this University or a degree (regular/ distant mode) recognised by this University under the 10+2+3 pattern. The students under Choice based Credit and Semester System of B.A. programme who have successfully completed I to V Semesters and appeared for all the courses of the final semester Degree Examination are also eligible to apply for P. G. Programmes. Students who seek admission to Music shall undergo a practical test. Candidate shall have the eligibility to perform one Ata thala Varnam in two degrees of speed and a short raga alapana for Raga prescribed in the syllabus of BA Music degree course of this University. There will be aptitude and practical test for admission to MA Theatre and MA Dance (Bharathanatyam and Mohiniyattom)

The candidates shall produce Transfer Certificate, Conduct Certificate, Mark lists, Eligibility Certificate (for degrees other than regular courses offered by Universities in Kerala and Degrees from outside Kerala) and other documents at the time of the interview. Those candidates who are selected for admission to the course will have to submit the final year degree mark sheets/ provisional degree certificate within 3 months. This relaxation is applicable only to those candidates who have appeared/are appearing for their qualifying degree under the regular stream and not under the supplementary scheme, provided they shall produce the grade sheet of previous semester at the time of interview.

No person shall be eligible for admission to a PG programme if he/ she is currently on the rolls for a PG programme in another subject/ discipline offered by the University. Those who have completed one PG programme in regular stream are not eligible for another PG programme except for professional courses.

14.2 ELIGIBILITY FOR ADMISSION TO M.P.Ed.

Admission to M.P.Ed. programme is based on the marks obtained in the Entrance Examination /interview should have passed Bachelor of Physical Education (B.PE) of any University recognized by Sree Sankaracharya University of Sanskrit OR have passed a Post Graduate Degree in Physical Education of at least one year duration of an Indian or Foreign University or Board appointed by the Education department of the State or Union territory recognized by this University, with minimum 50% marks in aggregate.

The candidates shall be selected for admission from the rank list prepared on the basis of the following criteria.

a) Written Test (Based on B.P.E./B.P.Ed. syllabus)	50 marks
b) Game Proficiency	25 marks
c) Physical Fitness Test (AAHPERD Youth Fitness Test)	15 marks
d) Sports Achievements	10 marks
Total	100 marks

Candidates should secure 50% marks in the selection test to be included in the rank list. General reservation rules applicable to Post Graduate Degree course at the University Departments shall be followed while admitting candidates from the rank list.

The candidates shall produce Transfer Certificate, Conduct Certificate; Mark lists, Eligibility Certificate (for degrees other than regular courses offered by Universities in Kerala and Degrees from outside Kerala) and other documents at the time of the interview. Those candidates who are selected for admission to the course will have to submit the final year degree mark sheets/provisional degree certificate within 3 months. This relaxation is applicable only to those candidates who have appeared/are appearing for their qualifying degree under the regular stream and not under the supplementary scheme, provided they shall produce the grade sheet of previous semester at the time of interview. No person shall be eligible for admission if he/ she is currently on the rolls for a PG programme in another discipline offered by the University.

Should be below 28 years age SC/ST candidates will be given eligible relaxation.

14.3 ELIGIBILITY FOR ADMISSION TO MASTER OF FINE ARTS (MFA) (VISUAL ARTS)

A candidate seeking admission for the 2 year Master of Fine Arts Degree Programme shall fulfill the following condition.

- (a) Should have passed the Bachelor Degree in Fine Arts of any University recognized by Sree Sankaracharya University of Sanskrit, Kalady with a minimum of 55% marks in aggregate.
- (b) 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 discipline offered by the University.

Those regular students under Credit and Semester System of B.F.A. programme who have successfully completed I to VII Semesters and appeared for all the courses of the final semester Degree Examination are also eligible to apply for M.F.A.. Programme on condition that they must produce Provisional Certificate within 3 months.

The candidates shall produce Transfer Certificate, Conduct Certificate; Mark lists, Eligibility Certificate (for degrees other than regular courses offered by Universities in Kerala) and other documents at the time of the interview. Those candidates who are selected for admission to the course will have to submit the final year degree mark sheets/provisional degree certificate within 3 months. This relaxation is applicable only to those candidates who have appeared/are appearing for their qualifying degree under the regular stream and not under the supplementary scheme, provided they shall produce the grade sheet of previous semester at the time of interview.

The admission to the MFA Programme shall be made on the basis of written test, academic record and interview/portfolio/performance.

All eligible candidates applied for admission to MFA Programme will be called for an Entrance Examination / interview. The examination is intended to test the ability of the candidate to pursue the subject of study. The time allotted for written test is 1 hour and the test carries a maximum of 50 marks and portfolio presentation cum interview carries a maximum of 50 marks. The entrance test and aptitude test to candidates will be held in Main Centre at Kalady.

14.4 SELECTION PROCEDURE

All eligible candidates applied for admission to PG Degree Programme will be called for an Entrance Examination / interview. The examination is intended to test the ability of the candidate to pursue the subject of study. The time allotted for each test is 2 hours and the test carries a maximum of 100 marks. The entrance test and aptitude test to candidates who seek admission for M.A. Music, Dance and Theatre will be held in the Main Centre at Kalady only. 10% of the marks obtained in the entrance examination will be given as weightage to the candidates who have taken the same subjects as main/core in the Degree level.

14.5 OPTION FACILITY

There will be separate entrance examination / interview for each branch/subject and a candidate can opt only three subjects in M.A. Degree. The candidates are free to apply for any branches/subjects regardless of the subjects they had taken in their graduate level, provided they shall opt the branch/subject of their choice so as to enable them to appear for the entrance examinations in the branches opted. Separate application should be submitted for MSW, MPed., MFA and each subject of M.A./M Sc. programme. There will be separate entrance examination / interview for each branch/course and a candidate can opt only three branches in M.A. Degree apart from M.S.W. and P.G. Diploma. The candidates are free to apply for any branches/courses (except M.A. Dance) regardless of the subjects they had taken in their graduate level, provided they shall opt the branch/course of their choice so as to enable them to appear for the entrance examinations in the branches opted.

14.6 How to Apply

Candidates seeking admission to MA/M.Sc/MSW/M.P.Ed./MFA Programmes in the University are directed to submit the application through online in the University web site www.ssus.ac.in / www.ssusonline.org.

A print copy of the online application submitted with the required fee for Entrance Examination and copies of documents shall be sent by post to the Heads of concerned Departments for courses at Main Centre, Kalady / Directors of Regional Centres for courses offered at Regional Centres.

	General	SC/ST
MA	Rs.100/-	Rs.25/-
M Sc.	Rs.110/-	Rs.25/-
MSW/MFA	Rs.250/-	Rs.50/-
M.P.Ed.	Rs.500/-	Rs.100/-

Candidate who opt for more than one subject shall submit separate application form and shall pay separate fee per subject towards Entrance Examination Fee.

The fee shall be remitted to the University account through Sree Sankaracharya University of Sanskrit chalan receipts at all branches of Union Bank of India. The fee can also be remitted through Demand Draft drawn in favour of Finance Officer, Sree Sankaracharya University of Sanskrit, payable at Union Bank of India, Kalady branch. Applicants should note their name, address with phone number and purpose on the reverse side of the DD.

14.7 COURSE STRUCTURE

i) M.A. /M Sc. Degree Courses i) M.A. Degree Courses

The Post Graduate Degree Courses consist of four semesters. Credit System is followed for the evaluation of the courses in each semester of M.A. / MSc.Degree.

About Credit System :- The total minimum credit for the M.A Programme will be 64 and for M Sc. programme will be 66. The students are required to clear a minimum of 12 credits in a semester and to obtain the minimum pass grade for registering to the next semester. B- is required for a pass in each course. Each department will decide the number of core courses and elective courses in each discipline. Two of the elective courses will be Multidisciplinary. Multidisciplinary course I must be chosen from any of the Sanskrit Departments and course II from any other department. A student can take additional electives if he/ she desires. In each semester, student have to register for the elective courses from disciplines other than parent discipline within 10 days of commencement of the semester. About Credit System:-

The total minimum credit for the M.A. Programme (except for M.A. Gender, Ecology & Dalit Studies) will be 64. There will be a minimum of 16 courses for each discipline, with each course carrying 4 credits. The students are required to clear a minimum of 8 credits in a semester and to obtain the minimum pass grade for registering to the next semester. Each department will decide the number of core courses and optional courses in each discipline. The students are free to opt courses from other disciplines with the permission of their parent department. In each semester, the department will announce the names of the courses and of the teachers offering them. Students are free to drop or add a course within 15 days of registration or the commencement of the course whichever is later.

A combination of the internal and the external evaluation is followed in the system. 50% of the credits will be for internal evaluation and the other 50% will be for the end-semester examination conducted by the University.

Evaluation and grading will be based on the 9 point grading system. Evaluation and grading will be based on the 9 point grading system.

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

An average of B- (B minus) is the minimum pass grade. If a student fails in a course ie; if he/she gets 'F' then he/she should pursue that course again when it is offered subsequently. There will be no supplementary examination. An average of B- (B minus) is the minimum pass grade. If a student does not get the minimum pass grade of 'B-' (B minus) average atleast in two courses, that student ceases to be on the rolls. No minimum grade is required in each course. However, if a student fails in a course ie; if he/she gets 'F' then he/she should pursue that course again when it is offered subsequently. There will be no supplementary examination.

15 : ii) MASTER OF SOCIAL WORK (M.S.W)

M.S.W. course consists of four semesters. There is internal and external evaluation. The curriculum consists of theory classes, field work, practical training, seminars, rural camps, study tours, dissertation etc. The general subjects of the course are:

- 01) Social Science perspectives and theories
- 02) Social Work concepts and Ideologies
- 03) Social work profession- Philosophy, methods and fields.
- 04) Human growth and Development
- 05) Human Behavior and Emotions
- 06) Social work methods I & II
- 07) Introduction to Social Work Research
- 08) Qualitative and Quantitative methods
- 09) Social Policy and Social Legislations
- 10) Development Communication
- 11) Development Administration
- 12) Counselling and Therapies
- 13) Planning and Implementation of Development Projects

Apart from these courses the students have to do the courses under the selected concentration stream from the following:

- A) Development Social Work Practices (DSWP)A) Development Social Work Practices (DSWP)
- B) Health Social Work Practices (HSWP)B) Health Social Work Practices (HSWP)
- C) Family Social Work Practices (FSWP)

The students also can choose from the elective courses offered by the Department and other Departments.

16 : MASTER OF PHYSICAL EDUCATION (M. P.Ed)

The total credits for the M. PEd programme is 88. The system of evaluation will be a combination of internal and external. 64 % of the credits will be for internal evaluation and 36 % will be for end semester examination conducted by the University and evaluated by an external examiner.

Evaluation and grading will be based on the 9 point grading system. Evaluation and grading will be based on the 9 point grading system.

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

An average of B- (B minus) is the minimum pass grade.

The students also can choose from the elective courses offered by the Department and other Departments.

17 : MASTER OF FINE ARTS (MFA)

Total number of courses will be 28 and total credit of courses will be 86. A combination of the internal and the external evaluation is followed in the system. 50% of the total marks will be for internal evaluation and the other 50% will be for the end-semester examination in the case of theory subjects and end semester display and presentation of works done by the students in the case of practical subjects. The end semester evaluation for display and presentation will be done by a panel of External Examiners. A student will be allowed to proceed to the next year only if , he/ she has cleared atleast 50% of all courses of two semesters taken together. Otherwise the student has to take admission again to the first semester.

Evaluation and grading will be based on the 9 point grading system. Evaluation and grading will be based on the 9 point grading system.

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

An average of B- (B minus) is the minimum pass grade. This will make a student eligible for higher education admissions.

Note: University reserves the right to make any change in the course content especially the optional subjects or withdraw a course either fully or partially, without assigning any reason whatsoever.

M.A., M Sc , M.S.W., M.P.Ed and MFA. courses are full time programmes and the students are barred from studying any other course anywhere during the period of study. The Post Graduate Diploma Course in Translation and Office proceedings in Hindi is a part-time course. The timing of the course will be from 7.30 a.m. to 9.30 a.m. on all working days.

17.1 ALLOTMENT OF STUDY CENTRE

Allotment of various study centres to candidates will be based on the rank obtained in the entrance examination and the order of preference of the candidate at the time of admission. Centre once allotted by the University will not be changed.

17.2 RESERVATION OF SEATS

Reservation of seats for the categories of SC/ST/OBC/OEC/SEBC /blind/differentially abled/ orphans/ sports/ NCC/ NSS/ Kalathilakam/ Kalaprathibha/ Ex-service men/ Kashmiri migrants/ descendants of Keralites from Andaman Nicobar islands etc. will be extended as per relevant Government/University Orders, provided the candidates shall produce the necessary valid certificates to prove their eligibility at the time of admission.

17.3 FEE STRUCTURE

The fee for Post-Graduate courses shall be as listed below.

Sl.No	Description of fees	MA	M.Sc	MSW	M P Ed	MFA
1.	Tuition fee(per annum)	1000	1100	6500	20,000	15,000
2.	Special fee (per annum)*	800	880	1500	2000	2000
3.	Admission fees	75	85	75	75	75
4.	Caution fee	500	550	500	500	500
5.	Matriculation fee	50	55	50	50	50
6.	Recognition fee**	100	110	100	100	100
7.	Uniform fee	-	-	-	2500	-
8.	Exam fee(1 st sem)	275	300	325	475	500
9.	Department Development Fund	250	250	250	250	250

The fee for Post-Graduate courses shall be as listed below. * Rs. 200/- additional for MA Music, Dance & Theatre

** Applicable only to students from outside Kerala

Selected candidates shall remit the prescribed fees at the time of admission. The fees once remitted will not be refunded on any reason. However, caution deposit will be refunded after the completion of the course, after adjusting the liabilities, if any.

17.4 EXEMPTION FROM PAYMENT OF FEES

SC/ST candidates will be given exemption from the payment of tuition and examination fees, subject to the grant of concession by the SC/ST department of Government of Kerala. However they will have to remit the other fees listed in the fee structure at item # 11. They also need to submit application for fee Concessions under KPCR will be allowed to eligible candidates.

Candidates claiming fee exemption/concession shall produce proof of their claim at the time of admission.

17.5 HOSTEL FACILITY

Limited hostel facility is available for boys and girls at the Main Centre, Kalady as per Hostel Admission Rules.

17.6 MIGRATION CERTIFICATE

Candidates from other Universities will have to produce Migration Certificate not later than two months from the date of their admission.

18 : DIPLOMA COURSES

Name of Subjects, Centres and No. of seats

Courses Offered	Kalady	Payyannur	Koyilandy	Tirur	Thrissur	Ettumanoor	Thuravoor	Panmana	Trivandrum
Part time P.G. Diploma in Hindi Translation & Office Proceedings	25								
One year Diploma in Ayurveda Panchakarma & International Spa Therapy	-	-	-	-	-	20	-	-	-

Admission will be based on the marks obtained in the written test. Eligibility for admission will be degree of this University or a degree recognized by this University under 10+2+3 pattern.

The Diploma programme offered at the University Regional Centre, Ettumanoor

18.1 PROGRAMME STRUCTURE - Diploma programme consists of 7 courses in Ayurveda and International spa, industrial training and project work of 40 credits in two semesters with a minimum of 975 working hours.

18.2 PROGRAMME DURATION - 2 semesters with in a period of one year. The 1st semester shall be from June to October and 2nd semester from December to April. The working days will be from Monday to Friday. There will be one month break in November and May between the semester.

18.3 ELIGIBILITY FOR ADMISSION - Candidates who have passed +2(Plus two) or equivalent examination recognized by this University or graduates of any discipline or equivalent are eligible for admission. No person shall be eligible for admission to the Diploma programme if he/she is currently on the rolls for any academic programme in another subject/discipline offered in the university or in any other institution. Candidates who have completed 17 years of age on the date of notification shall be eligible for admission. The maximum age shall be 30.

18.4 SELECTION PROCEDURE - Selection shall be made on the basis of the marks of the qualifying examination, physical fitness and interview. The maximum marks shall be 100, of which 50 marks for the qualifying examination, that is, +2(Plus two). 10 marks for physical fitness and 40 marks for the interview. A weightage of 5 marks will be given to degree candidates. The physical fitness parameters are height, weight, blood pressure and lung capacity. Any degree / form of differently abled shall not be considered.

The interview shall be conducted by a committee consisting of the Campus Director, Head of the Department of Ayurveda and an external expert in Ayurveda nominated by the Head of the department of Ayurveda.

Every reasonable step shall be taken by the university to intimate the date, time and venue for interview to the candidates. However the University shall not be responsible for the delay in the receipt of the intimation for interview by the candidates.

Interview will focus on general knowledge, personal hygiene and grooming standards, proficiency in English, communication skills, soft skills, service orientation and hospitality.

The students admitted to the diploma programme shall abide by the laws of the University as amended from time to time.

18.5 NUMBER OF SEATS

Number of seats for the Diploma programme shall be 20. Reservation of seats will be as per the Govt. /University rules. Separate rank lists shall be drawn up for reserved seats as per the existing rules.

18.6 MEDIUM AND MODE OF INSTRUCTION - Medium of instruction shall be Malayalam/English/Sanskrit and the teaching and the training pedagogy includes lectures, seminars, practicals, demonstrations, discussions, practical training, study tour, Industrial training and project work.

18.7 STUDENT UNIFORM - The uniform of the student shall be unique in colour and pattern as decided by the Department of Ayurveda.

18.8 DOCUMENTS TO BE PRODUCED IN ORIGINAL AT THE TIME OF INTERVIEW

- Secondary School Leaving Certificate (S.S.L.C)
- Mark lists of Plus-two or VHSC or equivalent examination
- Mark list and Degree certificate (for degree candidates).
- Transfer Certificate and Conduct certificate from the institution last attended.
- Community certificate (if eligible for community reservation).
- Eligibility certificate issued by this university (applicable to candidates from universities/institutions outside Kerala)
- Certificates showing qualifications of NCC/NSS/Sports/Arts and eligibility under Ex-service/ Orphan Quota.
- Two recent passport size photographs

The parent/guardian of the applicant should invariably be present with the applicant at the time of interview. All certificates and mark lists including S.S.L.C Book should be submitted at the office at the time of admission. The certificates and the mark lists thus submitted will not be returned until the student leaves the university or till the completion of the course. The student may take sufficient number of Photostat copies of these documents, get them attested and keep with him/her for use before the admission.

18.9 FEES STRUCTURE (in Rupees)

· Tuition Fee	20,000/-
· Special Fee	3,000/-
· Admission Fee	50/-
· Caution Deposit	500/-
· Matriculation Fee	50/-
· Recognition Fee	100/-
· Examination Fee	1,000/-
· Application Fee	300/- (Rs.100/- for SC/ST Candidates)
· Department Development Fund	250/-
· In addition to the above, students have to pay the PTA Fund	

The fees for the academic year shall be paid fully at the time of admission.

Fees for the diploma programme shall be remitted at the time of admission, failing which the claim for admission will be forfeited. The fees, other than caution deposit, once remitted shall not be refunded. The caution deposit will be refunded only after the students clear all the dues outstanding against him. Decision of the/ Heads of the Departments / Campus Director with regard to the dues outstanding shall be final and binding upon the student/ students concerned.

How to Apply

Candidate seeking admission for Diploma programme shall submit the application through online in the University Websites www.ssus.ac.in or www.ssusonline.org .

19 : M.Phil PROGRAMME

Subjects	No. of seats	Centre
Sanskrit Sahitya	10	KALADY
Sanskrit Vyakarana	10	
Sanskrit Vedanta	10	
Sanskrit Nyaya	10	
Sanskrit General	5	
Malayalam	10	
Translation Studies	4	
Hindi	10	
English	10	
Philosophy	9	
History	10	
Manuscriptology	5	
Comparative Literature	2	
Music	2	
Sociology	3	
Geography	4	
Psychology	4	
Urdu	4	KOYILANDY

19.1 Eligibility

Candidates who possess Masters' Degree in the subject concerned or in related subjects specified by the Departments concerned with not less than 55% marks/ B+Grade of this University or any equivalent degree of any other Indian or Foreign Universities recognized by this University shall be eligible to apply for admission to the M Phil Programmes. Applicants belonging to the SC/ST Communities require a minimum of 50% marks/ B grade in their Masters Degree Exam. Those candidates who are awaiting the results of their PG examinations can also apply, and if selected, may take admissions provisionally. However, such candidates shall produce their PG mark lists and provisional certificates before the expiry of three months from the date of their provisional admission, failing which the provisional admissions granted to them are liable to be cancelled.

19.2 Explanation

Related subjects can be in any discipline having some converging areas with the domain subject offered by the departments concerned, which shall be ensured by the Research Committees of the Departments.

19.3 Admission

Admission to the M.Phil Programmes shall be on the basis of an Entrance Examination conducted by the university at Head Quarters, Kalady. (Entrance examination for Urdu will be held at RC, Koyilandy). The Rank List in each subject shall be prepared based on the marks secured by the applicants in the written test, and the interview conducted by the Research Committees of the Departments concerned. Admissions shall be made from the rank list.

19.4 Entrance Test

The Entrance Test shall carry 100 marks, out of which 80 marks are for the written test and the remaining 20 marks for the interview/group discussion. Only those applicants who secure 50% marks and above in the Common Entrance Test shall be considered for admission. The Entrance Test shall carry 100 marks, out of which 80 marks are for the written test and the remaining 20 marks for the interview/group discussion. Only those applicants who secure 50% marks and above in the Common Entrance Test shall be considered for admission. Relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging of SC/ST/OBC (Non-creamy Layer) / differently-abled category in the entrance examination conducted by the Universities. If inspiteof the above relaxation, the seats allotted for SC/ST/OBC (Non-creamy Layer) / Differently-abled categories remain unfilled, the Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category . The University will device its own admission procedure along with eligibility conditions to ensure that most of the seats under these categories are filled up as per the existing rules and regulations. The reservation policy adopted by the State Government/ Central Government and the UGC from time to time for students belonging to the SC, ST, OEC, OBC and other eligible communities shall be strictly adhered to.“3 Documents to be produced at the time of admission. All eligible applicants should submit the following original documents at the time of admission up as per the existing rules and regulations. The reservation policy adopted by the State Government/Central Government and the UGC from time to time for students belonging to the SC, ST, OEC, OBC and other eligible communities shall be strictly adhered to.“3 Documents to be produced at the time of admission All eligible applicants should submit the following original documents at the time of admission.

- 1) SSLC/ equivalent certificate to prove the age.
- 2) PG Original Degree Certificate or Provisional Certificate and mark lists
- 3) Community Certificate (applicable only to applicants belonging to SC/ST/OEC/OBC Communities.
- 4) ‘No Objection Certificate’ and Leave Order for the entire period of the M.Phil Programme from the employer(s) in the case of applicants who are employed.
- 5) Conduct Certificate and Transfer Certificate.
- 6) Eligibility Certificate in the case of applicants who have obtained their PG Degrees from Universities outside the State of Kerala.
- 7) Migration Certificate (Candidates from other Universities) should produce the Migration Certificates before the expiry of 3 months from the date of their admission.

19.5 Fellowship

Limited number of fellowships will be offered to eligible candidates in each department subject to the decision of the University.

19.6 Fee

The selected candidates shall remit the following fee

Admission Fee	Rs.50/-
Special Fee	Rs.3000/-
Tuition fee	Rs.1000/-
Caution Deposit	Rs.1000/-
Department Development Fund	Rs. 250/-
Matriculation Fee	Rs. 50/-
Recognition	Rs. 100/- (for outside Kerala candidates)
Library Fee (per Annum)	Rs. 500/-
Dessertation Fee	Rs. 500/-
M.Phil 1 st Semester Examination Fee	Rs. 400/-

19.7 Duration of the Programme and Courses

The normal duration of an M.Phil Programme shall be one year comprising of two semesters. However, on valid grounds students may be granted permission to complete the M.Phil programme within a maximum period of 2 years from the date of admission.

The students shall do the following courses during their M.Phil Programme:

1.	First Semester	
a)	Core Course 1. Research Methodology	4 Credits
b)	Core course II	4 Credits
c)	Optional/Elective Course I	4 Credits
II.	Second Semester	
a)	Seminar	4 credits
b)	Dissertation	12 credits
c)	Viva – voce	4 credits
	Total	32 Credits

Out of the 4 credits for each of the courses, 2 credits are for continuous internal assessment which consists of assignments, seminars and test papers. The remaining 2 credits are for the end semester University Examination conducted by the University.

In the case of Optional/Elective Courses students may be allowed to choose courses from other departments, if they so desire.

19.8 How to apply

Applicants are directed to submit their applications for admission to the M.Phil. programmes through online in the University's Websites : www.ssus.ac.in & www.ssusonline.org.

20: Ph.D PROGRAMME

Subjects	No. of seats	Centre
Sanskrit Sahitya	Availability of approved guides	KALADY
Sanskrit Vyakarana		
Sanskrit Vedanta		
Sanskrit Nyaya		
Sanskrit General Studies		
Sanskrit Vedic Studies		
Malayalam		
Translation Studies		
Hindi		
English		
Philosophy		
History		
Manuscriptology		
Comparative Literature		
Music		
Dance		
Sociology		
Geography		
Psychology		
Physical Education		
Vastuvidya		
Social Work		
Ayurveda		
Urdu		KOYILANDY

20.1 ADMISSION

Admission to the PhD programmes shall be through an Entrance Examination conducted by the departments and the interview conducted by the Research Committees of the respective Departments. UGC –JRF and RGNF awardees as well as regular teachers of Universities/ Colleges with a minimum service of five years and who have published at least two research articles in approved journals are exempted from the Entrance Examination. Availability of approved guides, their willingness to guide on a specific research proposal and vacancy of seats shall be taken into account for granting admission. Admission to Ph.D.

Programme shall be conducted only if the departments demand for it each year. The entrance examination will be conducted at Head Quarters, Kalady.

(Entrance examination for Urdu will be held at RC, Koyilandy).

20.2 ENTRANCE EXAMINATION

The Entrance Examination shall carry 100 marks. The candidates who secure 50% marks or above in the entrance examination alone will be qualified. Relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-creamy Layer) / differently-abled category in the entrance examination conducted by the Universities. If in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-creamy Layer) / Differently-abled categories remain unfilled, the Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will devise its own admission procedure along with eligibility conditions to ensure that most of the seats under these categories are filled.

20.3 SELECTION

The candidates eligible for admission shall be selected by the Research Committees. Depending on the availability of seats, the required number of candidates from the ranked list may be invited for the interview by the Research Committee with their research proposals. The Research Committee may select the candidates subject to the feasibility of the research proposals submitted by the candidates and their performance at the interview.

The research proposal shall contain the following:

- (a) A tentative title
- (b) The objectives of the study
- (c) The importance and relevance of the study
- (d) A review of the earlier works done in the area of the proposed work, and,
- (e) The details of methodology/theoretical framework.

20.4 INTAKE

The number of candidates to be admitted to PhD programme in a year shall be decided by the Research Committees of the Departments. The number shall be decided by taking into consideration the number of vacancies for research guideship available under all the approved Supervising Teachers of the departments and their willingness to offer research guideship on the research proposals submitted by the candidates.

20.5 ASSIGNMENT OF SUPERVISING TEACHERS

The supervising teacher shall be assigned by the Research Committee, on the basis of mutual consent of the supervising teacher and the candidate. The nature of the research proposal of the student and the competency of the supervisor to guide research in that area also should be taken into account. The research student has to carry out his/her research only in a research centre approved by the University.

20.6 FEE

Candidates admitted to the programme shall remit the following fee

Admission Fee	- Rs. 50/-
Caution Deposit	- Rs.1000/-
Department Development Fund	- Rs. 250/-
Matriculation Fee	- Rs. 50/-
Recognition Fee	- Rs. 100/- (Outside Kerala candidates)
Library Fee per annum	- Rs. 500/-
Annual Fee	- Rs. 500/-
Thesis evaluation fee	- Rs.2000/-
	(at the time of submission of Ph.D Thesis)
Ph.D Registration Fee	- Rs. 500/- (at the time of Ph.D Registration)

20.7 COURSE WORK FEE

a) Valuation Fee	
i) For Regular/Full time students	- Rs.250/- per paper
ii) For External (employed/part time) candidates	- Rs.500/- per paper
b) Examination Registration Fee	- Rs.1500/- first appearance
c) Subsequent appearance	- Rs.500/- per paper
d) Examination application fee	- Rs.200/-
e) Course Certificate application fee	- Rs.250/-

The selected candidates shall remit the prescribed fee including the examination fee and the caution deposit. Subsequent installment of Annual fee and Library fee shall be remitted within 15 days from the beginning of the next year of research, with a fine fixed by the University for next 15 days.

20.8 DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

The selected candidates shall submit the following original documents at the time of admission.

- 1) SSLC/ equivalent document to prove the age.
- 2) P.G. mark lists/M.Phil marklists
- 3) The original/provisional P.G./MPhil Degree certificate
- 4) Community Certificate in the case of SC/ST/OEC/OBC candidates
- 5) 'No Objection Certificate' from the employer(s) in the case of employed persons
- 6) Conduct Certificate
- 7) Transfer Certificate.
- 8) Eligibility certificate in the case of candidates who have secured their PG/M.Phil Degrees from Universities outside the state.
- 9) Migration Certificate : In the case of candidates from other Universities, the migration certificate is to be submitted within 3 months from the date of admission.

20.9 FELLOWSHIP

Limited fellowships will be offered to eligible candidates in each department subject to the decision of the University.

20.10 HOW TO APPLY

Applicants are directed to submit their applications for admission to the M.Phil. and Ph.D. programmes through online in the University's Websites : www.ssus.ac.in & www.ssusonline.org

21 : ACADEMIC CALENDAR 2018 - 2019

	Monsoon Semester	Under Graduate Courses
01	Admission notification	I st week of May
02	Last date for submission of Application forms through online	I st week of June
03	Last date for receipt of print copy with documents	Last week of June
04	Display of Rank List	I st week of July
05	Commencement of Interview and Admission BA/BFA	II nd week of June
06	Re-opening of the University Teaching Departments and commencement of classes for III & V semester UG students	I st week of July
07	Commencement of classes for I semester UG students	II nd week of July
08	Closing of Admissions	II nd week of August
09	Last date for submission of Final list of newly admitted I semester students of 2017-'18 admission as per the Proforma of the University	End of August
10	Internal examinations	Last week of August

	Monsoon Semester	(Post Graduate Courses)
01	Admission notification	1 st week of April
02	Last date for submission of Application forms through online	Last week of April
03	Last date for receipt of print copy with documents	1 st week of May
04	Downloading of Hall Ticket	2 nd week of May
05	Entrance Test	3 rd week of May
06	Publication of Rank List (on web site & notice board)	4 th week of May

	Monsoon Semester	(Post Graduate Courses)
07	Downloading of Interview Memo	4 th week of May
08	Commencement of Interview and Admission	End of May
09	Re-opening of the University Teaching Departments and commencement of classes for III semester PG students	1 st week of June
10	Commencement of classes for I semester PG students	1 st week of June
11	Closing of Admissions	End of June
12	Last date for submission of Final list of newly admitted I semester students of current year admission as per the Proforma of the University	3 rd week of July
13	Internal Examinations	Last week of August

	Summer Semester	(M.Phil., Ph.D. Courses)
01.	Admission notification for M.Phil and Ph.D Programmes	1 st week of October
02.	Last date for submission of online Application forms	4 th week of October
03.	Last date for receipt of print copy with documents	End of October
04.	Downloading of Hall Ticket	1 st week of November
05.	Entrance Test /Interview	2 nd week of November
06.	Publication of Rank List	3 rd week of November
07.	Date of admission	Last week of November
08.	Commencement of classes for I sem. students	1 st week of December
09.	Closing of Admissions	1 st week of January
10.	Last date for submission of final list of newly admitted I Sem. students of current year admission	1 st week of January
11.	Internal examinations	3 rd week of February
12.	Last date of submission of application for examination - I Semester	3 rd week of March

	Monsoon Semester	Ph.D.
01.	Admission notification for M.Phil and Ph.D Programmes	1 st October
02.	Last date for submission of online Application forms	3 rd week of October
03.	Last date for receipt of Print Copy with documents	Last week of October
04.	Downloading of Hall Ticket	End of October
05.	Entrance Test	1 st week of November
06.	Commencement of Course Work	1 st week of December
07.	Research Committee & Doctoral Committee for candidates of current batch	Last week of December
08.	Registration	Last week of December
09.	Confirmation	First week of January

22: ENDOWMENTS

1. **Sri. P.S. Subbarama Bhattar Memorial Endowment** To the top mark scored student in the 5th Sem. examination of BA Sanskrit Sahitya, Vyakarana, Nyaya, Vedanta and General.
2. **Sri. V.R. Venkateswaran Memorial Endowment** To the Best student in B.A. and M.A classes in Sanskrit.
3. **Prof. N. Gopala Pillai Memorial Endowment** To the Best Student of B.A. Sanskrit of this University who continues his/her study for M.A. Sahitya in this University.
4. **Prof. A. Balakrishna Warriar Memorial Endowment** To the Best Student who stands first in the M.A. Malayalam Final Examination of the University.
5. **Dr. M.S. Menon Memorial Endowment** To the Best Student who scores the highest marks in the Ist Semester M.A. Sahitya Examination of the University.
6. **Sri. C.M. Vishnu Namboothiri Endowment** To the best student who ranks first in the M.Phil Sanskrit Sahitya Examination.
7. **Sree Sankaracharya University Kalathilakam and Kalaprathibha Endowment** To the University Kalathilakam and Kalaprathibha in University Youth Festival.
8. **Sri. P.S. Subbarama Bhattar Endowment** To the students with the highest mark in the qualifying degree examination for each of the six streams of MA (Skt)
9. **Pandithar E.V.Raman Namboothiri Endowment** For conducting annual memorial lecture in Vedic Studies.
10. **Prof. S. Venkitakrishnan Endowment** For conducting annual lecture in the Department of Sahitya and the award Endowment the students who secures highest score/grade in MA Sahitya Examination conducted by the University.
11. **Panditharajan Sastraratnam Kalakkath Govindan Nambiar Endowment** To the student who secures the highest point in MA final Vyakarana Examination in the University every year.
12. **Dr.C.M. Neelakandhan Endowment Lecture Series in Sanskrit Sahitya** For conducting endowment lecture for every year on a research topic related to Sanskrit Sahitya & Vedic Studies by a reputed scholar.
13. **Dr.C.M. Neelakandhan Endowment Lecture Series in Vedic Studies** For conducting endowment lecture for every year on a research topic related to Sanskrit Sahitya & Vedic Studies by a reputed scholar.
14. **Prof. R. Vasudevan Potti Endowment** To promote Sanskrit Studies and to provide financial assistance to deserving students at Regional Centre, Trivandrum.
15. **Prof. V. Venkitaraja Sarma Endowment** To promote Sanskrit Studies and to provide financial assistance to deserving students at SSUS, Kalady.

16. **Dr. Krishna Soman Endowment** To the best girl student in the department of Sociology/ Socialwork.
17. **Dr. R.K. Srikantakumaraswamy & Smt. Jayalakshmi Endowment** To promote Research studies in the Centre for Vedic Studies.
18. **Dr. Suvarna Nalapatt Trust Puraskaram** For the best Ph.D Thesis in five fields (Malayalam, English, Philosophy, History and Music on rotation basis.
19. **Dr. S. Rajasekharan Endowment** For the best Ph.D Thesis in the University.
20. **Pandit Subbarama Pattar Endowment** National Conference on New Horizons of Indological Research.

23 : GENERAL INFORMATION

1. Single Window System

The Single Window System was implemented in the University as an initiative to avoid delay in the processing of representations, requests, applications etc. submitted by the students and public coming from distant places.

2. Condonation of shortage of Attendance

A student is eligible to appear for the examination if he / she possesses 80% attendance of the total working days. Attendance shortage of 20% could be condoned in deserving cases if applied in prescribed form through the Campus Director/Head of the Department after remitting required fees.

3. Degree Certificates

Certificates of degree and post graduate courses will be issued if applied in the prescribed form on payment of Ph.D. - Rs. 500/, M.Phil - Rs.500/- , M.A.- Rs. 200/-,B.A. - Rs. 150/-, PG Diploma - Rs. 200/- respectively. Applications should be accompanied by self attested copies of marklists and 10th certificate (SSLC/CBSE/ICSE). Late fee of Rs. 150/- will be charged if applied after three year and within a period of five years of the publication of the result, Rs. 300/- if applied after 5 years.

4. Eligibility Certificate / Equivalency Certificate

Applicants from outside the state have to get eligibility/Equivalency Certificate from this University in order to join any course or for employment purpose. The application in prescribed form with duly attested photo copies of the original documents (Provisional Certificate, Transfer Certificate/ Course Certificate) and Receipt for payment of fee of Rs. 200/- has to be submitted to the Registrar. Equivalence Certificate for purpose of employment is Rs. 2500/-.

5. Provisional Certificate

Provisional Certificate will be issued till the issuance of the original degree certificate. BA Fee- Rs.50/-, MA-100/-, M.Phil - 150/-, Ph.D. - 150/-, P.G. Diploma - 100/-. Even though this certificate is valid till the original certificate is issued.

6. UGC / JRF Fellowships

- a) Eligibility : Award of UGC, JRF are open only to those who qualify the UGC test.
- b) Tenure : The tenure of the fellowship is 4 years. However in special circumstances it is extendable by one year at the end of four years with prior approval of the commission.
- c) Value : The value of the JRF would be Rs. 25,000/- per month for the first two years with annual contingent grant of Rs. 10,000/- for scholars in Humanities and Social Sciences. At the end of two years, the value of JRF is Rs. 28,000/- and contingent grant of Rs. 20,500/- for the 3rd, 4th and 5th years. Eligible candidates should apply to the University in the prescribed form available in office of the Campus Director for award of UGC/JRF.

7. M.Phil/ Ph.D. Fellowships from University

The University offers fellowships to its M.Phil students and Research Scholars at the following rates. M.Phil - Rs. 3000/- per month, Contingent Grant Rs. 3,500/- per year. Ph.D. - Rs. 10000/- per month (first year), Rs.10,000/- (2nd) and Rs.12,000/- for (3rd yr) and contingent Rs. 3,500/- per year (for 1st, 2nd & 3rd years).

8. Migration Certificate

Students from other Universities and Boards of Secondary/Higher Secondary Education (except State Boards like VHSC, plus two), who join this university should produce Migration Certificate/N.O.C. at the time of joining or before the 1st semester examination. Migration Certificate from this University will be issued if applied in the prescribed form. The application should be forwarded to the Campus Director where the student studied last with a receipt of Rs. 75/-. Those who have obtained the Migration Certificate and have not joined any other University can continue their studies after re-matriculating and surrendering the Migration Certificate.

9. Recognition

Those who have passed the private stream of pre-university examination of Board of Pre-University education Karnataka after June 28, 1992 and the Higher Secondary School Certificate Examination in Arts conducted by the M.P. Board of Secondary Education Bhopal privately after 15th September, 1995 are not eligible to seek admission to any course in this university. All the regular courses/Degrees of the Universities listed by the A.I.U. and specified by the U.G.C. are recognised.

10. Transcript - Official

University will issue official transcripts of marklist and syllabus by remitting a fee of Rs. 250/-

11. Confidential Marklist

University will issue Confidential Marklist for higher studies on payment of Rs.200/- as fee and for job purpose Rs. 400/-.

12. Additional Marklist

Students can apply for additional Marklist after receipt of original Marklist in unavoidable circumstances. The fee prescribed is Rs.50/-.

13. Course Work Certificate

Scholars who are awarded Ph.D can apply for the certificate. The prescribed fee is Rs.250/-.

23: REGULATIONS FOR CHOICE BASED CREDIT SEMESTER SYSTEM FOR UNDER GRADUATE PROGRAMMES 2015 ADMISSIONS ONWARDS (AS AMENDED BY THE ACADEMIC COUNCIL HELD ON 28.5.2015 & 16.11.2018)

Appendix to U.O.No.Acd.C2/13423/Modification-CBCSS/2012/SSUS dtd. 18.08.2015 and Notification No. Acd.C2/13423/Modification-CBCSS/2012/SSUS dtd. 08.04.2019

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 admission 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 five-day 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 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 is generally related to 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 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 and 2 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 2 credit courses will have 2 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 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.
- 3.26 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 through 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, with provision for zero semester. 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 (1 to 6) 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)

- 101.
- 102.
- 103.
- 104.
- 105.
- 106.

Additional Language – (16 Credits)

- 107
- 108
- 109.
- 110.

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, 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 undergraduate programmes other than Sanskrit, ie., Dance and Music, 50% of the Credits of complementary courses shall be for Sanskrit Courses comprising of basics of Sanskrit Language and Literature (ie. 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%.

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	Addl.Lang.1 Credit-4 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	Addl.Lang.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	Addl.Lang.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 (Bharathanatyam/ 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 – Additional Language	16
Minimum credits required from Core and Complementary	78
Minimum Credits for Open Course	4
Minimum attendance required	75%

4.14 **Zero semester:** The Undergraduate programme should be completed within a minimum of 6 semesters and maximum of ten semesters with provision of zero semester. 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	1
2	NSS Weightage Certificate	1
3	First place in Sports, Arts and Games	1
4	Participation in Inter-University meets	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 extra curricular 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 of 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 required fee fixed by the University from time to time to the Registrar in the prescribed format alongwith 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. BOARDS 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. *Student who have already acquired a Degree (UG Course), are not eligible to get admission to another programme at the same level (UG) except Professional Courses.

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 the 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.

* As amended and incorporated by the Academic Council held on 25.06.2016, applicable w.e.f. 2017-18 admission onwards.

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 marks

Assignments/Seminar shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignments in terms of structure, content, presentation etc. and informs the same to the students. Due consideration shall be given 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): (*as amended and incorporated by the Academic Council held on 10.03.2017)

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 examinations for each semester (theory paper only)

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

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

	Total number number of questions	Number of questions to be answered	Marks for each question	Total Marks
	10	10	1	10
	12	8	2	16
	9	6	4	24
	4	2	15	30
Total	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 Points	Grade Point Range
90 and above	A+	Outstanding	10	Above 9
80 – 89.99	A	Excellent	9	Above 8, but below or equal to 9
70 – 79.99	B	Very Good	8	Above 7, but below or equal to 8
60 – 69.99	C	Good	7	Above 6, but below or equal to 7
50 – 59.99	D	Satisfactory	6	Above 5, but below or equal to 6
40 – 49.99	E	Adequate	5	Above 4, but below or equal to 5
Below 40	F	Failed	4	4 or below

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

Mark cum Grade Card will be issued as per Clause 11.2

- 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** (eg. Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of result, 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 grade 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 marks for a course is consolidated by combining the marks for integrated evaluation. The grade of a course is determined on a 7point - 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	D	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 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.

* Note : The 48th Academic Council held on 16.11.2018 vide item No.2 has resolved to substitute provisions regarding the marks and grade point range in places of existing item in Clause 10 by amendment.

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 & 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.

(*As amended and incorporated by the Academic Council held on 10.03.2017.)

12. REVALUATION AND SCRUTINY OF ANSWER SCRIPTS

Revaluation shall be applicable only to the valid applications for revaluation of UG Programme in the University.

12.1 The revaluation/scrutiny of answer scripts is applicable only to the answer scripts of End Semester Examination. Revaluation/Scrutiny is not provided to Internal Examination, Continuous Evaluation, Practicals, Assignments, Projects, Seminar etc.

12.2. APPLICATION FOR REVALUATION

- Candidates seeking revaluation/scrutiny of answer scripts shall submit the application in prescribed format with required fee.
(Rs.100/- for Scrutiny, Rs.200/- for Scrutiny and revaluation)
- The application shall be received in the office of the Pro Vice Chancellor within 15 days from the date of receipt of Grade Sheet/Mark List by the Directors/Head of the Departments.
- The application for revaluation shall be accompanied with the copy of the Grade Sheet/Mark List or copy of Hall Ticket.
- Applications received after the prescribed date and without required documents shall be summarily rejected.

12.3. TIME LIMIT

- The result of revaluation shall be finalized within 60 (sixty) days from the last date of receipt of application.

- (b). In case a third valuation is required another 10 (ten) days shall be taken to publish the result of revaluation.
- (c) In the case of scrutiny, the scrutiny shall be completed within 30 (thirty) days from the last date of receipt of application.

12.4. PROCESS OF REVALUATION

- (a) The answer scripts for revaluation shall first be scrutinized by the Section and then the grades/marks originally awarded by the first examiner in the answer scripts shall be blotted out before the answer scripts is given for revaluation.
- (b) The answer scripts shall be given to an examiner other than the first examiner.
- (c) The grade points/marks awarded by the examiner after revaluation shall be recorded on a separate sheet other than the answer script. Separate sheets for recording the marks shall be provided.
- (d) The revaluation shall be done in accordance with the same scheme of valuation of original valuation. The scheme of valuation including the value points and instruction to the chief examiner of original valuation shall be supplied to the examiners for revaluation.

12.5. PROCEDURE FOR SCRUTINY OF ANSWER SCRIPTS

The answer script for scrutiny shall first be scrutinized by the section concerned. The candidate then be permitted to verify and see the answer script and to verify whether the answer scripts is the one written by himself, whether it has all the pages, all the answers have been valued and awarded grades/marks, such grades/marks have been counted for awarding grades/marks in the facing sheets of the answer scripts. The candidates are also permitted to check that the total grade points/marks counted are correct as per the choices allowed in the question paper.

12.6. CHANGE OF GRADE POINTS/MARKS AND FINALIZATION OF RESULT AFTER REVALUATION

- a) The grade points/marks secured by the student in the original valuation will stand as such, if the grade points/marks obtained by the student in the revaluation is less than or equal to the grade points/marks in the original valuation.
- (b) The original grade point or marks of the 'End Semester Assessment' (ESA) obtained by the candidate shall be changed, if the End Semester Assessment Grade point/mark after revaluation is higher than the original grade point/mark and below 1.00 grade point (in mark system 25% of maximum marks), than the grade point/marks in the Original valuation.
- (c) If the magnitude of change in End Semester Assessment grade point/mark after revaluation is greater than or equal to 1.00 grade point (25% of maximum mark) but less than or equal to 1.50 grade point (37.5% of marks) of the total ESA grade point/ marks of a course, then a second revaluation shall be done and average of the nearest two ESA grade point/marks among the three values ie. the original valuation, first revaluation and second revaluation shall be awarded to the candidate. In case if any of the three values happens to be the same the average of highest two values shall be awarded to the candidates.

- (d) If the change in the ESA grade point after the revaluation is greater than 1.5 grade point (37.5% in the mark system) the answer script shall be subjected to the valuation by a Board of two Examiners appointed by the Pro Vice Chancellor, and the grade points/marks awarded by the Board shall be final.

12.7 FINALIZATION OF RESULT AFTER SCRUTINY

If there is a change in the grade points/marks observed after scrutiny the same shall be awarded to the candidate.

12.8. GENERAL

- (a) The examiner for the revaluation shall be appointed by the Pro Vice Chancellor from the panel of examiners of original valuation.
- (b) The recommendations of the Passing Board for finalizing the result of original valuation shall be made applicable to the revaluation result.
- (c) The candidate shall be intimated the result of revaluation/scrutiny within a time limit of one week. If there is a change in the revaluation/scrutiny, the original grade sheet (mark sheet) shall be collected from the candidate.
- (d) Fresh mark list incorporating the change shall be issued to the candidate.
- (e) All answer scripts of a particular course for which application for revaluation are received shall be done together. Individual requests for separate or early revaluation shall not be considered at any cost.

*Note : The 48th Academic Council held on 16.11.2018 vide item No.4 to substitute provisions regarding revaluation in place of existing Clause 12 by amendment in the Regulation 2015.

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 2015-2016 academic year.

25: REGULATION FOR THE B.F.A.COURSE

1. Title

These regulations shall be called “Sree Sankaracharya University of Sanskrit Revised B.F.A. Degree Regulations 2016”.

2. Application

These regulations shall apply to the Bachelor of Fine Arts course effective from the Academic Year 2017-18 onwards in Sree Sankaracharya University of Sanskrit, Kalady.

3. Admission Procedure

i. Eligibility for Admission

A candidate seeking admission for the four year Bachelor of Fine Arts Degree Course shall fulfill the following conditions;

- a. Should have passed the Regular Plus Two/VHSE recognized by Sree Sankaracharya University of Sanskrit, Kalady.

ii. Selection Procedure

- a. The admissions to the B.F.A. Degree Course shall be made on the basis of Aptitude Test.
- b. The Aptitude Test with an aggregate marks of 100 contains both Drawing and Painting Examinations. Both Examinations have 45 marks each. The remaining 10 marks will be calculated from the marks obtained by the candidate in the qualifying examination. The admission will purely based on the rank scored by the student in the Aptitude Test and the Existing University Regulations for admission.
- c. Candidates shall produce original qualifying marklist and T.C. at the time of admission.

4. Age Limit

- a. The maximum age for admission to the B.F.A. course will be 22 years of age as on 1st June of every year.

5. Reservation of Seats

- a. Seats are reserved for SC/ST/OBC and Other Backward Class students as per the existing University Rules, Orders and subject to Government Orders and UGC Guidelines issued from time to time.

6. Weightage of Marks in Admission

- a. Weightage shall be given as per the existing University Rules, Orders and subject to Government Orders and UGC Guidelines issued from time to time for those candidates with NCC, NSS Certificates.

7. Annual intake and Promotion

- a. There will be 39 seats for which students will be admitted to the B.F.A. Course based on their intex mark of the Aptitude Test.
- b. There will be a total of 11 subjects (9 Practical & 2 Theory Subjects) for both of the 1st and 2nd semester for the students. For the promotion to the 3rd semester, the students should have passed a minimum of 7 subjects in each semester.
- c. The student who fail to pass a minimum of 7 papers in 1st and 2nd semesters should have to apply for readmission to the course.
- d. After the successful completion of first two semesters, the students shall be eligible for opting their specification course (Painting/Mural Painting/Sculpture) for the remain 6 semesters of the B.F.A. course based on their choice and marks obtained in the 1st and 2nd semesters of study.
- e. From the 3rd Semester onwards, in each specialization course a maximum of 13 students can be accommodated.
- f. The student who passed all subjects in the 1st and 2nd semesters should be considered for promotion to the 3rd semester on the basis of their marks and choice of specialization subject. The student who did not pass all the subjects but achieved the pass minimum of 7 subjects shall also be considered for the promotion to the 3rd semester on the basis of the number of passed papers and marks obtained for the papers.

- g. No student shall be permitted to change his/her choice of option after the commencement of 3rd semester.

8. Duration of the course

- a. Duration of the course is eight semesters/four years.

9. Course of study

- a. For the B.F.A. course, there will be three groups of study, ie,
Group-A Core Subject (Painting/Mural Painting/Sculpture), Art History, Fundamentals of Art, Aesthetics
Group-B Interdisciplinary-Compulsory (Sanskrit)
Group-C Interdisciplinary-Elective (Graphics/Sculpture/Darusilpa)
- b. In the first two semesters, the students should study basics of all three specializations (Group A-Core Subject) in a total of 7 subjects (6 Practical + 1 Theory), and all the Interdisciplinary-Elective subjects in Group-C (Graphics, Sculpture & Darusilpa)
- c. Group-B Interdisciplinary-Compulsory (Sanskrit) will be taught for the first six semesters.
- d. From the 3rd semester onwards, the student needs to study any one of the specialization subject in Group-A and any one of the elective subject in Group-C.
- e. Regarding the Group-C Interdisciplinary-Elective (Graphics/Sculpture/Darusilpa) the student shall work on all three disciplines as three subjects during the first two semesters. From 3rd semester onwards, the students shall opt any one of the elective subject as their ID specialization. A maximum of 18 seats are available in each discipline. The rest of the students should choose any one of the remaining elective subject. The selection for the ID specialization subject is based on their choice and marks obtained in the 1st and 2nd Semester of study.
- f. During the specialization period from the 3rd semester onwards, the students of Painting and Mural Painting specializations are permitted to choose any one of their choice from three options as their elective ie., (Graphics/Sculpture/Darusilpa). And the students of Sculpture specialization are permitted to choose either Graphics or Darusilpa as their elective subject.

10. Attendance and shortage of attendance

- a. The students who have a minimum of 80% of attendance are eligible to appear for the semester examination.
- b. Condonation of shortage of attendance is not a matter of course of study. However, circumstances wherein forces/reasons normally beyond the control of the student are involved will be taken into account and thus one time condonation of shortage of attendance upto 20% (Maximum) per academic year (2 semesters) shall be granted by the Vice Chancellor to candidates for BFA Examination. Where by the Vice Chancellor is satisfied that the student could attain minimum attendance ie., 80% for reasons of health or for other reasons/forces beyond his/her control, and in such cases the claim should invariably be supported by authorized medical certificates or concrete documentary proof, as the case may be.

- c. There should be a minimum of 60% attendance in the semester needed for the student to apply for condonation.
- d. If a student got below 60% of attendance, he/she is rolled out from the current semester/batch and needed to take readmission through application in the following academic year.
- e. Application for condonation should made in the prescribed format along with the prescribed fees.
- f. Filled in format for condonation of attendance shortage with due authentication, recommendation of the Head of the Department and should reach the Registrar 15 days prior to the University examination.
- g. For purpose of granting condonation, the 1st and 2nd semester will be treated as 1st year and so on.
- h. The provision is available for absence in an academic year/semester and condonation cannot be passed over to next year.
- i. For the BFA course, the practical examinations are conducted in the beginning of fifth month of each semester; hence, the attendance shall be calculated from 1st day of a semester to the 15th day of the fourth month of the semester ie., 1st June to 15th of September for the Monsoon semester and 1st December to 15th March for the Summer Semester.

11. Re-admission

- a. If a student is rolled out because of the reason of shortage of attendance or any other valid reasons he/she can be allowed to apply for re-admission to the particular semester in the next academic year.
- b. The student should apply directly to the Head of the Department for the purpose of readmission
- c. In the case of re-admission, the department should constitute a committee of faculty members and consider the particular student's conduct and academic performances, activities in the previous semesters especially in the rolled-out semester. And prepare a final report on it and submit it to the higher authorities of the University along with his/her application.
- d. Considering the report of the committee, the University can either accept of reject the particular application for re-admission.

12. Internal Assessment

- a. Maximum marks for internal assessment will be 40% of the total marks for each paper in each semester.
- b. There will not be any internal assessment for Group-B Interdisciplinary-Compulsory (Sanskrit) subject.
- c. The minimum marks required for a pass in the internal assessment will be 40% for practical papers and 35% for the theory papers of the total marks for the internal assessment.
- d. Those who fail to get the minimum marks required in the internal assessment will be permitted to continue their studies and will be provided one more chance to qualify when the subject is offered in a subsequent semester failing which he/she will be removed from the rolls.

- e. Internal Assessment will be valued on a monthly basis. The teacher assigned to each class by the HOD for the particular semester/year will fix a date for the assessment and value the works done by the student in the concerned month.
- f. The total number of works needed for each subject in each month will be decided by the class teacher in charge.

13. Scheme of Examination

- a. Syllabus and scheme of examination framed by Board of Studies and approved by the Academic Council from time to time will be applicable to the BFA course.

14. Examination

- a. An end semester examination will be conducted for each paper in each semester.
- b. Maximum marks for end semester examination will be 60% of the total marks for each paper in each semester except for Group-B Interdisciplinary-Compulsory (Sanskrit).
- c. For Group B Interdisciplinary-Compulsory (Sanskrit), there will be only end semester examination in each semester.
- d. The minimum marks required for a pass in the internal assessment will be 40% for practical papers and 35% for the theory papers of the total marks.
- e. Absence from examination results in the candidate being treated as failed in the respective examinations.

15. General Rules of Examination

- a. No student who is late by more than 30 minutes shall be allowed to take the examination and none will be allowed to leave the examination hall within one hour after the commencement of the examination.
- b. If any student indulges in malpractice, the invigilator shall enter his remarks on the answer paper under his signature. The candidate shall not be allowed to complete the examination and shall be sent out of the hall.
- c. If any candidate is allowed to leave the hall, a statement shall be obtained from him and the invigilator shall report the matter to the Director/Chief Superintendent with full details and remarks. If a student refuses to give a statement, the fact may be recorded and reported to the Director/Chief Superintendent of the examination of the office in charge for conduct of the examination by the invigilator.
- d. The syndicate shall appoint a committee to enquire into the matter. The committee shall submit the report of their findings to the syndicate. The syndicate shall decide on the basis of the report. The decision of the syndicate shall be final.

16. Supplementary Examination

- a. Candidates shall be permitted to appear for the supplementary examination only after the completion of the year except for the final two semesters of the study. Along with the next batch supplementary examination for the penultimate semester (VII Semester) will be conducted

along with the examination for final semester (VIII Semester). The student will be given one chance to pass the supplementary examination while permitting him to pursue the course, failing which he will cease to be a student till he passes the examination. After passing the examination he will be allowed to continue in the next semester.

- b. Those who fail in a particular paper are required to appear only for that particular paper in the supplementary examination.

17. Improvement

- a. A candidate shall be permitted to reappear for improvement of marks of a semester examination paper-wise during the course along with the next batch provided that reappearance in one or more paper of a group shall be treated as reappearance in that group.
- b. The reappearance would mean the surrender of the grade already obtained. The marks obtained in the improvement examination would be treated as final.
- c. Registration of the name of the candidate for the examination shall be treated as permission for reappearance and the candidate who registered his/her name shall not be allowed to reappear again even if such a candidate does not appear for the examination during the course period.

18. Reappearance for improvement

Reappearance for improvement is also permitted subject to the following conditions:

- a. Reappearance shall not be allowed more than once for a paper.
- b. A candidate who reappear has to take the examination as per the scheme syllabus and pattern in vogue at the time of reappearance.
- c. Reappearance of 1st semester will be along with 3rd semester, 2nd semester along with 4th semester, 3rd semester along with 5th semester, 4th semester along with 6th semester, 5th semester along with 7th semester and 6th semester along with 8th semester examination.
- d. And also provisions for the 8th semester students to reappear the 7th semester along with their 8th semester final examination.
- e. Improvement under this scheme will not be allowed for a subject with practical examination. There will be no provisions for reappearing/improving any of the practical subjects in any semesters.

19. Pass Minimum

- a. A candidate shall be eligible for BFA Degree if he has completed course of study prescribed and passed all the examinations in all subjects under the three groups.

20. Classification of successful candidates

- a. Successful candidates who obtain not less than 60% of marks in any of the group shall be placed in 1st Class in that group.
- b. Successful candidates who obtain 50% of marks or more but less than 60% marks in any of the group shall be placed in 2nd Class in that group.

- c. All other successful candidates obtained pass minimum or more but less than 50% of marks in any of the group shall be placed in 3rd Class in that group.

21. Registration for Semester Examination

- a. A candidate who fails to register his/her name for the semester examinations will not be permitted to continue his/her studies in the next semester. Those candidates who have secured the required attendance alone will be permitted to appear for the examination, others will have to go through readmission process and get readmitted to the same semester in the next academic year and repeat the course.

22. Cancellation

- a. Cancellation of the examination taken by a student is permitted if he/she applies for the same within 7 days after the examination paying the required fee with the recommendations of the Head of the Department.

23. Ranking & Issue of Rank Certificate

- a. Candidates who pass all the papers at their first appearance in all the semester examinations under the University within the minimum period of BFA course prescribed by the University will be considered for ranking and award of Rank Certificates on the basis of total marks obtained for the entire course.
- b. There must be at least 6 candidates registered and appeared for the examination for the purpose of award of Ranks and issue of Rank Certificates to the first three top scorers in each of the specialization course.
- c. The 1st rank alone shall be awarded in case of the number of examinees happens to be less than five.

24. University Orders and Amendments

- a. University orders and amendments there to if any, issued from time to time shall be applicable in the case of Cancellation of examination, Readmission, Issue of TC, Duplicate TC, Main and Additional Mark List, Confidential Mark List, Duplicate Mark List, award of Grace Marks, Publication of results, and Removal of rolls.

25. Removal of Difficulties

- a. Any addition/deletion/modification to the BFA (Painting/Mural Painting/Sculpture) Degree Regulations 2002 shall be made by the Academic Council. However the Vice Chancellor may exercise the powers vested upon him Under Section 26(7) of the SSUS Act, 1994 for the Removal of Difficulties if any in implementing the regulations.

26 : REGULATIONS FOR MFA PROGRAMME- 2019

• Practices Compulsory

1. Master of Fine Arts- Specialization one: Master of Fine arts Post Graduate degree with Specialization in Painting is compulsory to follow all courses suggested in Common studies, during all four semesters.
2. Master of Fine Arts- Specialization two: Master of Fine arts Post Graduate degree with Specialization in Mural Painting: is compulsory to follow all courses suggested in Common studies, during all four semesters.
3. Master of Fine Arts- Specialization three: Master of Fine arts Post Graduate degree with Specialization in Sculpture is compulsory to follow all courses suggested in Common studies, during all four semesters.
4. Participation to Annual Exhibition is a course objective and will be well appreciated but the Valuation of the courses is done separate display in classrooms.
5. All written papers are appreciated in presentation through preplanned seminars.

• Recommendation from Board of Studies:

6. The members of the board of studies meeting suggests that one-1 hour is added (extra) every day to implement in all four-4 semesters to enhance the time of students for practical work without assistance/teaching from faculty. This may be known as zero-0 hour for student to engage in practical work of specialization every day, so that the total engagement of the student in institution increases to six-6 hours a day, and the duration of major chosen practical work (studies) increases up to four-4 hours a day. Time table for the syllabus may be made for six-6 hour per day.

CO CO Statement

CO1	Work specifically with intensity on specialized subject
CO2	Engage on practical work with advancement in specialization subjects.
CO3	Gather concentration on practical-creative work by continuous work.
CO4	Produce effectively more work towards documentations of studies made.
CO5	Enhance the perfection of the work with unique specialties
CO6	Master the chosen medium with more understanding
CO7	Create evidence through more number of works on engagement of practical works
CO8	Enhance the result of creative efforts effectively

- Course Outcomes of Zero Hour practical work:

7. Title

These regulations shall be called Sree Sankaracharya University of Sanskrit Master of Fine Arts (M.F.A) Degree regulations.

8. Application

These regulations shall apply to the Master of Fine Arts programme effective from the academic year 2019 onwards in Sree Sankaracharya University of Sanskrit, Kalady.

9. Admission Procedure

● Eligibility for Admission:

A candidate seeking admission for the two year Master of Fine Arts Degree programme shall fulfill the following conditions;

- a. Should have passed the Bachelor Degree in Fine Arts of any university recognized by Sree Sankaracharya University of Sanskrit, Kalady with a minimum of 55% marks in aggregate.
- b. No person shall be eligible for admission to a P.G programme if he/she is currently on the rolls for a regular P.G programme in another discipline offered by the University.
- c. A student should produce an equivalency certificate if he/she is availed the degree from the universities outside of Kerala State.

● Selection Procedure:

- d. The admissions to the M.F.A programme shall be made on the basis of written test, academic record and interview/portfolio/performance.
- e. Seats are reserved for SC/ ST/ OBC/ and Other backward class students as per government rules.

10. Duration of the programme

- a. Duration of the programme is four semesters/two years.
- b. A student is entitled to a zero semester on the grounds of ill health or other unavoidable contingencies. The decision in this regard will be taken by the Vice- Chancellor, subject to the ratification by the Academic Council on the basis of the recommendation of a committee, to be appointed by the Vice-Chancellor.

11. Courses and Credits

- a. Total Number of Courses will be 28.
- b. Total Credits of Courses will be 86.

12. Attendance

- a. No student shall be permitted to appear at any semester examination unless he/she has attended in the semester at least 80% of all lectures, theory and practical's in that semester.
- b. Provided further that shortfall in percentage of attendance, on account of unavoidable reasons, not exceeding 10% per academic year (2 semesters) may be condoned as per university regulations.

- c. Application for the condonation of shortage of attendance should be made to the registrar in the prescribed format along with due recommendations of the Head of the Department and with the receipt of fee remittance.
- d. The claim for condonation should be supported by authorized medical certificates or concrete documentary proof as the case may be.

13. Evaluation

- a. The system of evaluation will be a combination of internal and external.
- b. 50% of the total credits will be for internal evaluation and 50% of will be for the end- semester examination in the case of theory subjects and end- semester display and presentation of works done by the student in the case of practical subjects. The end– semester evaluation for display and presentation will be done by a panel of external examiners on a day decided and intimated in advance earlier.
- c. If a candidate who has pursued a regular course of study in any semester and having appeared at the examination of the semester, fails to clear course/courses of that semester, shall be allowed to proceed to the next semester, but shall be required to clear such courses at the subsequent semester.
- d. A student will be allowed to proceed to the next year only if he/she has after appearing in the examinations of the previous two semesters, cleared at least 50% of all the courses of the two semesters taken together. A student failing to clear at least 50% of the above courses shall be required to take admission again to the first semester of the previous year and he/she shall again have to pay the tuition, examination and other prescribed fees, and shall have to attend the regular course of study for the time being in force for the semesters concerned.
- e. A student, who has pursued a regular course of study of all the semesters prescribed for a degree but has still to clear some course/courses, will be allowed to appear at the examination for these course/courses as an Ex-student according to the provisions made in this regard by the university. The student can reappear in maximum three theory courses.
- f. A candidate who has cleared all the courses of all the semesters prescribed for a degree will be declared to have passed.
- g. The students should submit a synopsis/seminar paper on his/her chosen area in the end of third semester and their final dissertation at the end of the final semester. The dissertations submitted after the last date for submission will not be evaluated.
- h. Evaluation will be based on 9 point grading system,
A+ 9, A 8, A- 7, B+ 6, B 5, B- 4, C+ 3, C 2, C- 1, F 0
- i. An average of B- (B minus) is the passing grade.

14. Examination

- a. The end-semester evaluation for practical subjects will be display/presentations of works done by the student during the semester.
- b. The end-semester examination of the theory subjects will be written examinations.

- c. Absence of the candidate in end-semester evaluation will be treated as “failed” in the respective examination.
- d. The internal evaluation will be done through display/seminar/ pre- submission presentation/ assignment.
- e. There will be a viva-voce for dissertation in third and fourth semesters.

15. Announcement of Results

- a. The University shall notify the list of candidates having successfully completed all the requirements to become eligible for the award of degree. Anomalies, if any regarding the notification shall be brought to the notice of Vice Chancellor by the student in writing within 10 days of the date of notification.
- b. The Syndicate shall approve the final results and the University shall issue a Provisional Certificate and transcript of the grade obtained to 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.

16. Award of Degree

- a. The degree shall be awarded under the seal of the University to the candidates who have satisfactorily completed the application formalities and graduation requirements.
- b. If the result of a candidate is discovered as 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.

17. Removal of Difficulties

If any difficulty arises in giving effect of the provisions of these regulations, the Vice- Chancellor may issue necessary orders for removing the difficulty.

27 : REGULATIONS FOR THE M.P.ED PROGRAMME (EFFECTIVE FROM 2013 ADMISSION ONWARDS)

1. Title

These regulations shall be called Sree Sankaracharya University of Sanskrit Master of physical Education (M.P.Ed) Degree regulations 2013.

1. Application

These regulations shall apply to the Master of Physical Education Programme effective from the academic year 2013 onwards.

2. Admission Procedure

Eligibility for admission

A candidate for admission to the two year Master of Physical Education (M.P.Ed) Degree Programme shall fulfill the following conditions

- a. Should have passed the Bachelor Degree in Physical Education (B.P.E) of any university recognized by Sree Sankaracharya University Of Sanskrit, Kalady OR have passed a post

graduate degree in Physical Education of at least one year duration of an Indian or Foreign University or Board appointed by the Education Department of the State or Union Territory recognized by the Sree Sankaracharya University Of Sanskrit, Kalady, with a minimum of 50% marks in aggregate.

- b. Those who have are appearing for the final year degree is eligible to write the entrance test and attend the practical component as detailed in the selection procedure.
- c. The transfer certificate shall be produced at the time of admission and the Migration certificate can be produced at a later date.
- d. No person shall be eligible for admission to a P.G degree programme if he/she is currently on the Rolls for a P.G programme in another discipline offered by the University
- e. Should be below the age of 28 years as on 1st July of the concerned year. SC/ST candidates will be given the eligible relaxation. Age relaxation of one year per Inter University Participation will be given, limited to a maximum of three years.
- f. Should be physically fit for daily heavy load of physical activities and should not have physical deformity or mental disability.
- g. In the event of pregnancy during the programme, women students may be permitted to discontinue for a minimum period of 15 (fifteen) months and allowed to rejoin in the beginning of the same semester, whether summer or monsoon from where they discontinued, that immediately follows the period of break.

Selection procedure

The candidates shall be selected for admission from the rank list prepared on the basis of the following criteria.

a) Written Test (Based on B.P.E./B.P.Ed. Syllabus)	50 marks
b) Game proficiency	25 marks
c) Physical fitness test(AAHPERD youth fitness test)	15 marks
d) Sports achievement	10 marks
Total	100 marks

Candidates should secure 50% marks in the selection test to be included in the rank list. General reservation rules applicable to post graduate degree course at the university departments shall be followed while admitting candidates from the rank list.

3. Duration of the programme

- a. Duration of the programme is four semesters/two years.
- b. A student is entitled to a zero semester on grounds of ill health or other unavoidable contingencies. The decision in this regard will be taken by the Vice-Chancellor, subject to the ratification by the Academic Council on the basis of the recommendation of a committee, to be appointed by the Vice-Chancellor

4. Course and Credits

- a. The total credits for the M.P.Ed Programme is 88.
- b. The students are free to opt for courses from other departments, with the permission of their parent department. They should be a minimum of one four credit course or equivalent from any one of the Sanskrit Departments.
- c. The department would announce the name of the courses in each semester and that of the teachers offering them.
- d. A student is entitled to repeat a course in subsequent semesters when that course is offered again.
- e. Students are free to drop or add a course within 15 days of the registration or the commencement of the course whichever is later.

5. Attendance

- a. Each semester should have a minimum of 90 working days and each working day will have three Theory hours and four Practical hours. Candidates must secure at least 90% of attendance in each of the Course (theory) in Part A and Practical of Part B and C, to appear for the university examinations.
- b. 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.
- c. The students deputed for official purposes such as representing the University in sports, Cultural Meets, Seminars or Workshops, NSS 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:-
 - I. The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.
 - II. The advisor of the student's Union, Officers i.e. of Physical education/ Officer –in- charge of NCC and NSS are authorized to recommend to the Head of the department for leave. The concerned officers authorized to reckon the leave may also furnish the list of students who are actually engaged as volunteers for the organizations in the conduct of approved University Sports programmes, Cultural Meets, NSS programmes, University Union activities etc., for granting leave.
 - III. The leave eligible shall be limited to days of:
 1. To and fro journey.
 2. The actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition evidenced by the approved programme.
 3. Coaching camp of university teams prior to inter university competitions
 - IV. 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 seven days after the event.

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

VI. Student's activities like NSS camps should be conducted during the semester break / holidays to the extent possible.

Condonation of Shortage of attendance

1. Condonation of shortage up to 10% (maximum) per annum academic year (2 semester) 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. 90% for reason of health or for other reason / forces beyond his/her control.
2. The fee for condonation is Rs. 100, which should be remitted by way of acknowledgement for receipt of money. The receipt should be attached to the application.
3. 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 within 15 days prior to the University Examinations.
4. The claim for condonation should be supported by authorized Medical Certificates or concrete documentary proof as the case may be.
5. Condonation is available for absence in an academic year's two semesters and for this purpose the 1st and 2nd Semester will be treated as the 1st year and so on.
6. Condonation cannot be commutable or minimum attendance will not be eligible to appear for the examination.
7. If the attendance is below the condonable limit the student will not be permitted to appear for the examination and has to repeat the semester in the subsequent year.

Registration of Students

1. The students should register for courses they wish to take every semester. The students should be present for Registration and absence shall not be permitted.
2. For registration of a course, students after payment of the fee shall meet the Head of the Department of the concerned discipline or his nominee and get his/ her signature in the prescribed Registration form.
3. If a student does not register in a semester without permission, he/she will not be given registration in subsequent semesters. A candidate who fails to register his/her name for the Semester Examination will not be permitted to continue his/her studies in the next semester. Those candidates who have secured the required attendance alone will be permitted to appear for the examination, others will have to get readmitted to the same semester and repeat the course.

Evaluation

1. The system of evaluation will be a combination of internal and external.
2. Sixty four percent of the credits will be for internal evaluation and thirty six percent will be for end-semester examination conducted by the University and evaluated by an external examiner.
3. One of the courses in the fourth semester will be a dissertation. The students will be required to submit a dissertation at the end of the final semester. It should be based on field research and will be evaluated both internally and externally.
4. 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

5. An average of B- is the passing grade. This will make a student eligible for the higher education admissions.
6. If a student does not get the minimum passing grade, i.e. B-, average in at least three courses that student ceases to be on the rolls.

Examination.

A minimum of B- grade cumulated with the Internal and External assessment is necessary for the pass of the student in the course.

Absence of the candidate from semester end external examination will be treated as “failed” in the respective examination.

1. A student who is more than 30 minutes late shall not be allowed to appear for the examination.
2. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination.
3. If any malpractices like copying, consulting other students, etc., the invigilator shall enter his/her remarks on the answer paper under his/her signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall.
4. Before the student is allowed to leave the hall, a statement may be obtained from the student and the invigilator shall report to the Head of the Department immediately with full details and remarks. If a student refuses to give a statement, the invigilator may record the fact.
5. The Vice Chancellor shall appoint a committee, consisting of not less than three teachers to enquire into the alleged malpractice.

6. The Committee shall submit its findings within 15 days through the Head of the Department/ Campus Director and a decision will be taken in the matter subject to the approval of the syndicate.

Announcement of the Results

1. The University shall notify the list of candidates having successfully completed all the requirements to become eligible for the award of degree. Anomalies, if any regarding the notification shall be brought to the notice of the Vice Chancellor by the student in writing within 7 days of the date of notification.
2. The Syndicate shall approve the final results and the University and shall issue a Provisional Certificate and transcript of the grade obtained to 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.

Award of Degree

1. The degree shall be awarded under the seal of the University to the candidates who have satisfactorily completed the application formalities and graduation requirements.
2. If the result of a candidate is discovered as 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.
3. If it is found that the result of the candidate has been vitiated by malpractice, fraud, and improper conduct, the University shall amend the result of such candidate and to make such declaration, as the Vice Chancellor may deem necessary, including debarring of the candidate from the University for such period as may be specified and the cancellation of the result of the candidate.

Removal of Difficulties

If any difficulty arises in giving effect of the provisions of these regulations, the Vice-Chancellor may issue necessary orders for removing the difficulty.

28 : 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 credit 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/dissertation. For seminar course the student should present two seminar papers and submit a monograph/dissertation with minimum 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 Structure 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 semester. The maximum number of students to be registered in each course shall depend upon the physical facilities available with the department.
- 5.2 For registration 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 admission- 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 attendance 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:
- To and fro journey.
 - 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.

9.2 1 All internal components have to be evaluated by Teacher 1 (T1) and Teacher 2 (T2) except Tutorials.

9.2 2 Appropriate divisions of internal components (assignments, seminars, internal examinations) may be worked out for each course with respect to the nature of the course and discipline. For eg. For a seminar component may be evaluated for its content, presentation, defence of the topic by the student and use of technology in seminar.

9.2 3 All answer scripts, assignments and term papers should be kept by the faculty in charge of the course one month after result.

9.2 4 Mid semester exams may be conducted at the middle of the semester as far as possible. Grades of the mid semester exams alone may be published after the evaluation of the answer scripts. But the cumulative internal grade may be published only towards the end of the semester.

9.2 5 All internal grades should be published in the department as per academic calendar of the University and Department.

9.2 6 Students should be allowed to lodge grievances, if any, within one week of publication of internal grades in the department.

9.2 7 Plagiarism in all sorts, should be discouraged.

9.2 8 A report on the date of publication of internal grades in the department and redressal of the grievances have to be send to PVC along with the internal grade sheet.

*Note : The 47th Academic Council held on 26.05.2018 vide item No.8 has resolved the Clause 9.2 for detail.

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 Papers¹³ 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.

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)

29: REGULATION FOR THE M.SC. 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 Sc. Programmes under Credit and Semester System (SSUS – CSS – M Sc.) – 2017”

II – SCOPE

- 2.1 The regulations provided herein shall apply to all regular M.Sc. 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.Sc. Programmes conducted by the Teaching Departments of the Sree Sankaracharya University of Sanskrit unless otherwise specified.

III – DEFENITIONS

- 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 66.
- One credit¹ shall mean 1.5 hours of teaching and allied activities for theory courses per week in a semester. (Two hours for laboratory /practical course per week in a semester, where ever it is applicable)
- In case of Laboratory /Field/Project work based courses, appropriate distribution of Credits for Practical Record/ Project Report, Practical end-Semester exam, Viva, if any by the respective Department council and Board of Studies.
- Two credits shall be assigned to 10 days of field training Programme where the students spend the entire duration in the field.
- Two credits shall be assigned to one month of Internship undergone in a Company/ Organization/ Institutions approved by the Department.

3.7 Core Courses

- A 'Core course'² may be a Theory, Practical, Field based or Project Work based course which is a compulsory component in the Programme Structure.
- 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 Dissertation - All students of the M.Sc. programmes are required to carry out an independent research project and have to submit a dissertation⁵ in the fourth semester of the programme under the supervision of a faculty member.

- Dissertation shall be for 6 credits (2 credits for the fieldwork/empirical data collection internal evaluation, 2 credits for presentations – internal evaluation, 2 credits for external evaluation of the dissertation. Modifications can be made by the respective Board of Studies in the split-up of the credits, if necessary). After submission of dissertation there shall be a Viva Voce conducted by a Board constituted by the Pro Vice Chancellor.

IV – PROGRAMME STRUCTURE AND SYLLABI

4.1 The Programme Structure⁶ shall prescribe the minimum eligibility, Semester wise list of courses, total credits including Theory, Practical, Field-work, Project work and examinations, etc.

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 registration form. The Teacher in charge of the course shall maintain and forward a consolidated list of students to the Head of the Department.

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.Sc. 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 in accordance with the rules 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.Sc. 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.

VIII – ATTENDENCE 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. A format for the course wise monthly attendance 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.Sc. programmes of the University shall carry an overall Internal Assessment component and End semester examination within a range of 45:55 or vice versa according to the requirements of each programme of study, but ideally it should be 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 In case of Laboratory /Field/Project work based courses, appropriate distribution of Credits for Field Engagements/ Practical Record/ Project Report, Practical end- Semester exam, Viva, Report Presentation if any by the respective BOS.

*9.3 Breakup of Internal Assessment 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 Seminar Presentations, Tutorials/Assignments and Mid Semester Examination.
- 9.3 1 All internal components have to be evaluated by Teacher 1 (T1) and Teacher 2 (T2) except Tutorials.
- 9.3 2 Appropriate divisions of internal components (assignments, seminars, internal examinations) may be worked out for each course with respect to the nature of the course and discipline. For eg. For a seminar component may be evaluated for its content, presentation, defence of the topic by the student and use of technology in seminar.
- 9.3 3 All answer scripts, assignments and term papers should be kept by the faculty in charge of the course one month after result.
- 9.3 4 Mid semester exams may be conducted at the middle of the semester as far as possible. Grades of the mid semester exams alone may be published after the evaluation of the answer scripts. But the cumulative internal grade may be published only towards the end of the semester.
- 9.3 5 All internal grades should be published in the department as per academic calendar of the University and Department.
- 9.3 6 Students should be allowed to lodge grievances, if any, within one week of publication of internal grades in the department.
- 9.3 7 Plagiarism in all sorts, should be discouraged.
- 9.3 8 A report on the date of publication of internal grades in the department and redressal of the grievances have to be send to PVC along with the internal grade sheet.

*Note : The 47th Academic Council held on 26.05.2018 vide item No.8 has resolved the Clause 9.3 for detail.

9.4 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.

9.5 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.

9.6 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

9.7 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.

9.8 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 Papers¹³ 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 9.6 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 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.Sc. 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.Sc. Programmes shall be evaluated and reviewed in every three years.

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 may be a Theory, Practical, Field based or Project Work, which 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. But all multidisciplinary courses should not be taken from the same Department. 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. The dissertation should follow an appropriate research methodology and may contain maps, charts, tables, bibliography and all other relevant documents along with a write up for not less than 50 pages. 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 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. In case of Laboratory /Field/Project work based courses, appropriate distribution of Credits for Field Engagements/ Practical Record/ Project Report, Practical end- Semester exam, Viva, Report Presentation if any by the respective BOS.
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)

30 : REGULATIONS FOR MSW DEGREE PROGRAMME EFFECTIVE FROM 2011 ADMISSION ONWARDS

A. Title:

These Regulations of MSW be called the Sree Sankaracharya University of Sanskrit Master of Social Work (MSW Degree) Regulations, 2011.

B. Application:

These Regulations shall apply to Master of Social Work from the academic year 2011 admission onwards.

Admission

C. Eligibility for Admission:

- I. A Degree in any Subject recognized by the S.S.U.S
- II. Admission will be on the basis of an entrance examination, Group Discussion and Interview conducted by the University to assess the aptitude of the student.(A detailed Procedure is attached)
- III. Those who have obtained degree or are appearing for the final year degree examination are eligible to write the entrance test.
- IV. The Transfer Certificate shall be produced at the time of the Admission and the Migration Certificate can be produced at a later date.
- V. No Person shall be eligible for admission to a P.G. Degree Programme if he/she is currently on the Rolls for a P.G. Course in another subject/discipline offered in the University.

D. Duration of Course:

- I. Duration of the course is a four semesters.
- II. A student is entitled to a zero semester provision on grounds of ill health or other unavoidable contingencies. The decision in this regard will be taken by the vice-chancellor subject to the ratification by the Academic Council on the basis of the recommendation of a committee, to be appointed by the vice-chancellor.

E. Courses and Credits:

- I. Total minimum credits for the MSW Programme will be 88
- II. There will be a minimum of **sixteen courses of Two/Three/Four credits from the theory part and five courses of four credits each from the Field Practicum** for the discipline. The Department can offer one; two; three or four credit courses and the number of courses will increase accordingly.
- III. The students are required to clear a minimum of 12 credits in a semester and obtain the minimum pass grade for promotion to the next semester. If any students opt for more than 88 credits, the lowest grade will be eliminated for the calculation of the cumulative grade point.

- V. The students are free to opt courses from other departments, with the permission of their parent department. They should do a minimum of two 4-credit courses or equivalent from other departments, one of which should be a course of four credits in Sanskrit.
- VI. In each semester the department would announce the names of courses and the teachers offering them.
- VII. A Student is entitled to repeat a course in subsequent semesters when that course is offered again.
- VIII. Students are free to drop or add a course within 15 days of the registration or the commencement of the course whichever is later.

F. Attendance

- I. A minimum attendance of 80% is required in each course separately. The teacher shall record the attendance of the students in every class, calculate the attendance at the end of the semester, and duly certify them and forward to the examinations department.
- II. The course teacher shall display the details of the attendance at the end of 35 and 70 working days on the notice board with a copy to the Head of the Department / Campus Director.
- III. The students deputed for official purposes such as representing the University in sports, cultural meets, Seminars or Workshops, NSS 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: -**
 - a. The period of leave shall not exceed 10% of the total attendance of each course in a semester for a student.
 - b. The advisor of the student's Union, Officers i.e. of Physical education/ Officer –in- charge of NCC and NSS or teachers in charge of the team from the University are authorized to recommend to the Head of the department / Campus Director for leave. The concerned Officers Authorized to reckon the leave may also furnish the list of student as who are actually engaged as volunteers for the organizations in the conduct of approved University Sports programme, Cultural Meets, NSS programmes, University Union activities etc., for granting leave.
 - c. The leave eligible shall be limited to days of:
 - 1. Up and down journey.
 - 2. The actual days of the programme as evidenced by the approved schedules and in the case of cultural activities actual days of competition evidenced by the approved programme.
 - d. 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 up and down 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.
 - e. The decision of the Head of the Department / Campus Director shall be final in this Matter.

- f. Students activities like NSS camps should be conducted during the semester break / holidays to the extent possible.

IV Condonation of Shortage of Attendance:

1. Condonation of shortage up to 20% (maximum) per academic year (2 semester) or part thereof shall be granted by the vice-chancellor students in cases where the vice-chancellor is satisfied that the student could attain the minimum attendance i.e. 80% for reason of health or for other reason / forces beyond his/her control.
2. The fee for Condonation will be according to the University norms and should be remitted by way of Acknowledgement for Receipt of money. The Receipt should be attached with the application.
3. Application for Condonation of shortage of attendance should be made to the Registrar in the prescribed format along with due authentication or recommendations of the Head of the Department/Director of the Centre concerned, within 15 days prior to the University Examinations.
4. The claim for Condonation should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.
5. Condonation is available for absence in an academic year's semesters and for this purpose the 1st and 2nd Semester will be treated as one year.
6. Condonation cannot be commutable or students with less than minimum attendance will not be eligible to appear for the examination.
7. If the attendance is below the condonable limit the student will not be permitted to appear for the examination and has to repeat the semester in the subsequent year

G. Registration of Students

1. For registration of a course, students 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 without permission, he/she will not be given registration in subsequent semesters. A candidate who fails to register his/her name for the Semester Examination will not be permitted to continue his/her studies in the next semester. Those candidates who have secured the required attendance alone will be permitted to appear for the examination, others will have to get readmitted to the same semester and repeat the course.

H. Semester End Examination.

A semester end examination will be conducted by the University for Fifty percent of the grades in each course. The Maximum Grade for each Course will be A+.

A minimum of C grade cumulated with the Internal and External assessment is necessary for the pass of the student in the respective course.

Absence of the candidate from semester end external examination will be treated as “failed” in the respective examination.

1. Student who is more than 30 minutes late shall not be allowed to appear for the examination.
2. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination.
3. If any malpractices like copying, consulting other students etc during the examination, the invigilator shall enter his remarks on the answer paper under his signature. In such an eventuality the candidate shall not be allowed to continue the examination and shall be sent out the hall.
4. Before the candidate is allowed to leave the hall, a statement may be obtained from him and the invigilator shall report to the Director and the Pro Vice Chancellor immediately with full details and remarks. If a student refuses to give statement, the invigilator may record the fact.
5. 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 within 15 days through the Campus Director and a decision will be taken in the matter subject to the approval of the syndicate.

I. Internal Assessment:

The Maximum weightage for internal assessment will be 50% of the total grades for each course. There will be internal assessment for each course in each semester. The minimum grade required for a pass in the internal assessment will be C of the total Grades for internal assessment. Those who fail to get the minimum Grades required in the internal assessment will be permitted to continue their studies and will be provided one more chance to qualify when the subject is offered in a subsequent semester failing which he/she will be removed from the rolls. The 100 percent weightage for Fieldwork and Skill Development along with the Block Placement will be internal and will be finalised by the concerned teacher in charge and department.

Procedures for Internal Assessment

The distribution of the internal assessment will be as following.

Courses with two credits – internal assessment one credit

Courses with four credits – internal assessment two credits

Courses with six credits — internal assessment three credits

The criteria for internal assessment would be the following three factors with equal weights

- **Assignment on the topic on the course**

The teacher shall consider the quality and timely submission of the assignment and the presentation of the assignment.

- **Internal Test**

The teacher shall consider the internal test and or class tests by respective the teachers

- **Tutorial guidance of the teacher**

The teacher shall consider the attendance of the student in the respective class, involvement in the class, tutorial hours done by the student and overall performance of the student. The

teacher shall maintain a register or record of the assignment submission, their grade, class attendance and internal tests done on the course. There will be two teachers (T1, T2) to make the assessment and the average grade of these two assessments will be forwarded to the University after the finalization in the department faculty council.

The format followed in other departments of the University for the Internal Assessment shall be followed in preparing the internal assessment grades.

J. Evaluation

1. The system of evaluation will be a combination of the internal and the external assessment.
2. Fifty percent of the credits will be for internal evaluation and the other fifty percent will be for end-semester examination conducted by University examiner. In the case of the three credit courses the University evaluators will assess two credits and remaining one credit will be assessed by the internal system.
3. One of the courses in the fourth semester will be a dissertation of Six credits. The students will be required to submit a dissertation report as an end product. It should be an empirically based research programme. The process of the dissertation may be started in the third semester itself. The supervising teacher and external evaluators will assess the thesis and award grades (fifty internal and fifty external).
4. 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

5. An average of B- is the passing grade. This will make a student eligible for the higher education admissions.
6. If a student does not get the minimum passing grade. “B Minus” on an average in at least three courses and fieldwork in a semester that student will not be promoted to the subsequent semester.

K. Field Work

Securing B- Grade in Field Work and Block Placement is mandatory; to enable a student to be declared passed the examinations. Field Work and Block Placement assessment will be fully internal and the Department will be the final authority in awarding the grades.

L. Announcement of the Results.

1. The University shall notify the list of candidates having successfully completed all the requirements and became eligible for the award of degree. Anomalies, if any regarding the notification shall be brought to the notice of the [Vice Chancellor](#) by the student in writing within 7 days of the date of notification.

2. The Syndicate shall approve the final results and the University shall issue provision certificate and transcript of the grade obtained to 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.

M. Award of Degrees

1. The degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.
2. If the result of a Candidate is discovered as 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.
3. If it is found that the result of the candidate has been vitiated by Malpractice, fraud, and improper conduct. The University shall amend the result of such candidate and to make such declaration, as the Vice Chancellor may deem necessary, including debarring of the candidate from the university for such period as may be specified and the cancellation of the result of the candidate.

• Issuing of Official Course Transcript

The University will issue an official Transcript of the course attended by any student of the MSW programme in the official format on their formal request and payment of the fees. The Transcript will be issued by the Director of the concerned center of the students' study, duly signed and certified by the Head of the department or Teacher in charge of the Department in the centre. The official format will be developed and followed by the department according to the requirement of the students. The University will fix the fees for the Transcript.

O. Removal of Difficulties

1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may issue necessary orders for removing the difficulty.

ADMISSION PROCEDURE

1. Introduction

The MSW programme of the department of social work has brought high credentials to the university, since its beginning in 1995. The admission to the programme demands serious attention so as to admit quality students through a fool proof system and to sustain the quality of the programme. This is particularly relevant in the context of the increasing number of applicants to the course (approximately one thousand applications for one hundred seats) and widening scope of the course in the job market. The best students from the applicants fit for professional social work have to be definitely getting admitted to the programme through a fair, competitive and comprehensive admission procedure. A student seeking admission to masters in social work is expected to have competencies in the following faculties.

Aptitude to serve the society and to take up social work as a profession.

Knowledge a general knowledge on society, social problems and development issues for the application of them in the practice of social work and knowledge background to support the academic learning.

Skill for effective communication, for organizing and managing people and programmes, and leadership qualities.(especially acquired through field experience)

Intellect to competitively perform in academic activities

Language Proficiency in English apart from other working languages.

The entrance test has to invariably test these aspects of the aspirant.

2. The present model of admission

For the last four years, the admission is done based only on the objective type entrance examination conducted directly by the university. (The department of social work has no role either in preparing the question paper or in the conduct of the examination.)

3. Proposal for renewed system

The renewed system suggests for a comprehensive admission procedure taking into consideration two factors.

3.1. Comprehensive Social Work Admission Test

There shall be a comprehensive admission test which shall examine the competencies of the student in essential areas of Aptitude, Knowledge, Skill, Intellect and Language (AKSIL). The test is conceived in two stages.

First stage:

An objective type test to examine General Knowledge, Language and Intellect of the applicant. This will be a screening test. It is suggested that only those who secure forty-five percentages of marks shall get into the next stage. (The answer papers of only of those who secure forty five and above in this test only will be checked in the second stage). The marks in this test will be taken for the ranking.

Total time	:	One hour.
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Percentage of marks in the total ranking	:	50%
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Second Stage:

A descriptive test to assess the social work aptitude, skill and language proficiency of the student.

Total time	:	Forty five minutes
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Percentage of Marks in the total ranking	:	30%
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The total time of the test shall be two hours. There shall have separate question and answer papers for both tests. The question and answer papers of the first test shall be collected after one hour. The fifteen minutes between the two tests shall be used to finish the logistics of the tests.

The test models of premiere institutions like TISS and IRMA can be followed in this.

3.2. Group discussion and personal interview

Group Discussion and personal interview are necessary in assessing the capacity of the student for communication, social work aptitude and the wholesome capacity of the student to join for the

course. The shortlist of the applicants can be formed in the ratio of 1:2.5, adhering to the norms of the statutory reservation policies. (Two hundred and fifty students invited for GD and Interview for one hundred seats).

3.3. Weightage for each factor in total ranking

Comprehensive Social Work Admission Test (50% objective test and 30% descriptive test)	:	80%
Group discussion and personal interview	:	20%

3.4. Management of the admission procedure

The university shall conduct the entrance procedure and do the admission. The university shall set the questionnaire within the interests of the course and conduct the test. The results of the entrance test should be announced on the same day of the test itself. The University shall conduct the Group Discussion and personal Interview with experts in the field.

COMMUNITY CAMP PROCEDURE

OBJECTIVES

A community camp will be arranged in the first semester. Usually there is a tendency to treat theory and practice or actual social situation and classroom learnings as disconnected separate entities. Community camp will be the first attempt by the department to help the students to bridge this gap and hence should be carefully incorporated into the curriculum. Care should be taken to organize community camp in such a way as to enhance the insights of the students in the foundational/core courses of social science concepts, Social analysis – India and Kerala society.

Scope of the camp

The work undertaken in the camp can range from participating in a reconstruction work, rehabilitation projects, in campaigns, social action projects to research projects. The camp can also be conducted in remote rural areas, urban slums, with populations undergoing traumatic experiences, in spaces for differentially enabled people etc.

- It provides the students with an opportunity to work with diverse populations in terms of ethnicity, socio economic status so as to enable the students to have greater respect for diversity and sensitivity towards inequality and injustice.
- The work undertaken in the community should not be inconsiderate of the environmental balances, gender equality, professional and ethical values of social work.
- The camp would be organized in such a manner as to help the students have maximum experience in community living and hence should be encouraged to live with the community members as much as possible without encroaching upon their cultural specificities.
- The camp also provides the students an opportunity to work and live together as a team and this will be the first in a series of activities undertaken by them in the two year course work.

- Student is considered as adult learner and hence will be having, in consultation with the faculty supervisor, the full responsibility in planning and executing the objectives of the camp and ensuring that those objectives are met.
- Students are expected to submit a detailed record of the camp activities.

Modus Operandi of the camp

A committee consisting of elected representative of first semester students and supervisory teacher together will decide upon the venue of the camp and the work to be undertaken keeping in sight the objectives of the camp. Financial requirements exceeding the amount sanctioned by the university should be met by the students, which can also be raised through community participation. The supervisory teachers and camp coordinators can plan daily routine and day leaders of the camp. Care should be taken to see to it that every student in the batch had got an opportunity to share and give leadership in most of the camp activities. Mode of evaluating the camp can be flexible and be finalized by the concerned department council in accordance with the nature of the camp. Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays during the programme. The University may provide a share (preferably 50 percent) of the expenses of the camp as a grant from the University. The rest of the financial requirement shall be raised by the students from themselves and community participation in forms of money and kind. The students under the supervision of the teacher in charge will maintain a proper and meticulous accounting. The final statement of accounts will be presented in the department for the final settlement of the camp programme. Participation in the camp is compulsory. If for some genuine health reason, a student is unable to participate in the camp, he/she will have to compensate for the absence, for an equivalent period, with additional fieldwork in the agency in which he/she is placed for concurrent fieldwork. The compensation should be completed within that semester itself, failing which s/he will have to discontinue the course and rejoin with the next semester batch. This programme will be a component of the First Semester Field Work Programme. Camp will be of ten days duration.

FIELD WORK PROCEDURE

Fieldwork forms an integral part of social curriculum. This ground level practical experience equips the students to gain a deeper understanding of integrating lessons learned in the classroom with real life experience. The fieldwork training is designed in such a way that it is spread through all four semesters. The broad aims/ objectives of fieldwork training are as follows.

- Exposing students to various existing problems in the society.
- To give the students a broad view of interventions by various GOs /NGOs/individuals in the issues of the society.
- Equip the students to address the problems/situations by analyzing the areas of concern.
- To understand, learn, observe and evaluate the problems and interventions.

- To develop professional skills, technical skills, values and attitudes appropriate to social work practice.
- To integrate methods of social work into actual situations.

To achieve these objectives, the students are exposed to actual situation in various ways and with varying intensity of involvement in different semesters through different programmes.

1. Observation visits:-

Visits to different organizations/ agencies working in the government sectors are arranged in the first semester. These visits aim to expose the students to the organizations working in various settings with various target groups. It helps students to get an idea of the existing modes of social welfare/ work interventions and practice, the elements of professionalism, the issues and problems involved. The settings broadly includes:-

- Prisons
- Special Schools
- Old age homes
- Adoption Centers/Agencies
- Mental Health care Institution
- Rehabilitation Centers
- Sexual Health Intervention projects
- Entrepreneurship Development /Training Centers
- Agencies/ Panchayat successfully implementing community department programmes
- Agencies addressing environmental issues
- Other agencies, the Department finds suitable for the Social Work Students.

2. Concurrent Field Work Programme

Concurrent Field Work Programme is spread through second, third and fourth semesters. In the second semester it provides the students an opportunity to understand the functioning of an agency/ organization to get an insight into its vision, mission, objectives, strategies adopted etc. Here students also learn to apply the basic work methods like case work, group work etc. The concurrent field work organization in for a period of 30 days in each semester. The students are also expected to undertake some activities at the field after understanding the needs of the target group and agency. The Teachers in the department will make the specific objectives of each semester's field work and organise the field work activities.

Students Placements in Various Semesters

In the first semester the students will be placed in the nearby community under a development agency (Governmental or Non Governmental) after their observation visits and Community camp. The community field work in the 1st semester aims to expose the students to the rural and urban communities of our state. In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skills, observation etc.

In the second semester the students in small groups or independently placed in the welfare agencies managed by Government or Non Governmental organisations in the nearby places for the practice of Social Work methods.

In the third and fourth semesters, the students are placed in agencies implementing programmes in specialized areas. They are placed in respective streams they opt as Concentration. The students get a overview of the intervention indifferent areas, be if community developed(urban/rural), hospitals/ rehabilitation centers or agencies working with children, women or youth, in their 3rd semester while in the 4th semester they get an in depth understanding of their respective areas of concentrations.

BLOCK FIELD WORK

In the final semester, after the completion of the course, the students need to undergo an internship of one month block placement in selected agencies inside/ outside the state. This is equip the students to the actual working situation, where they will soon be placed after the completion of MSW course. This empowers them to accept the challenges get an in depth view of work situations and develop professional skills / attitudes to address the issues / problems in the field.

FIELD WORK SUPERVISION:

The students placed in different settings are supervised at two levels.

- Agency level:- Wherever possible the agencies are requested to assign a field work agency supervisor to the student. The students report to the supervisor regularly during field work days, plans an actively chart with their consultation and looks to him/her guidance/ facilitation for all activities related to the agency and field.
- Faculty Supervisor: The students are placed with a faculty supervisor in the department who facilitates guidance and advices the students with regard to all his field activities. Regular field work reports are to be submitted to the F.S based on which F.W supervisory conferences are held every week on proposed days. One how is set apart for this consultative work.

Field Work Supervision Visit:-

In addition to this the faculty supervisor visits the students in their field work agency, holds discussion with agency Field .Work supervisor and gets updated on the progress made by the student in the field.

The teachers doing the supervisory visits in the field along with the students will be eligible for the TA and DA as per the University rules. The department has to take prior sanction from the Campus Director for the Supervisory visits. A proper supervisory visit diary should be maintained by the Head of the Department or Teacher in charge of the Department.

Procedures for Field Work Assessment

Field Work Assessment Criteria:-

Field Work programme is an integral part of the Social with four credits in each semester. The student placed in an field work agency / community for the field work practicum is assessed regularly on the basis of the following criteria with equal weightage: There will be two teachers to make the assessment and the average grade of these two assessments will be forwarded to the

University after the finalization in the department faculty council. The teacher shall maintain a register or record of the report submission, their grade, field work attendance and other activities in the Field work placement.

- Quality of Work: The integration of theory into actual practice.
- Application of Principles, skills, tools and techniques
- Procedural aspects of reports (submission regularity, punctuality etc...)
- Quality of reports.
- Field Work. Supervisory Conference
- Feedback from the field work agency/ Field supervisor
- Seminar on Field Work
- Field work Viva

ACTION PROJECT PROCEDURE

Introduction

The master of social work is a professional course, which combines theory with practice. The fieldwork program within the course is an opportunity to apply theory in the practice context and improve the capacities of the students. The fieldwork is done in the agency setting, where the student works within the direction and limits of the agency. The highlight of the action project shall be, socially relevant aiding for the capacity development of beneficiaries, with the utilization of resources available in the premises and participation of the local community or local organizations in a creative and effective way. The action project is an effort to get hands on experience of the planning, implementing, resource mobilization and other elements of the doing a programme, which the student of social work has to do in their professional carrier.

Objectives of the Action Project

- To plan for social development intervention programme and projects
- To conceptualize the entire process of accomplishing of an intervention program
- To learn the communication systems necessary in doing an intervention programme
- To develop the skill and attitude for working in a team and lead a group
- To involve practically in the resource mobilization
- To feel the responsibility of executing an event
- To learn to document a programme

The action project can be in the form of

- Conducting camps,
- Training programs to children
- Construction of houses or community centers
- Organising sponsorship for education or other development needs
- Rehabilitation of challenged people

- Resource mapping of a community
- Building of Community Based Organizations
- Organizing awareness campaigns
- Making a media production (Documentaries, short films and so on...)

General guidelines in the Implementation of the Action Project

- The action project shall be done in the second semester of the course.
- The project shall be done in groups as decided by the department. This is meant to promote the values of gregarious life among the students.
- Each team shall make a proposal to the respective faculty supervisor, which shall be finalized in consultation with the lecturer in charge of the action project.
- The action project shall be concurrently documented by the students and submitted to the faculty supervisor
- The action project can be done either in the campus or the local area of the institute or in the filed work agency of the students or among the students associations.
- The project product in final form with the process documentation has to be submitted to the concerned supervisor before the start of the second semester examinations.
- The students by themselves have to mobilize the resources (money, material and personnel) for the programme.
- The grades of the action project shall be part of the filed work grades of the second semester (or shall be considered as part of the any one credit).

STUDY TOUR PROCEDURE

A study tour will be arranged in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside and should be jointly planned with the students keeping in mind the objectives of the tour. Study tour will be of a maximum duration of two weeks including the travel.

OBJECTIVES

- Tour will be an opportunity for the students to get exposed to the national scenario in contemporary social work practices and ideology. It helps them to place the social work profession as dynamic and multi dimensional.
- To acquaint the students with the changing trends and concerns in Social work Profession.
- Study tour should provide students with an opportunity to interact with communities and client groups and social conditions that they are not used to in their regular fieldwork practicum.
- The study should become a means for the department to network and forge very fruitful relations with professionals, organizations, activists and client groups.

- Study tour should supplement the theory papers and the fieldwork experience that the students were exposed to during the first two semesters of MSW course.
- The students will have better understanding of skills and strategies currently in use and have an opportunity to analyze them with the help of experts.

Organizing Study Tour

The students in consultation with faculty supervisor should handle the organizing, coordinating work of the study tour. This includes finalizing, the place, organizations and people to be met during the study tour, contacting them, and the logistical arrangements. The students themselves should meet financial requirements exceeding the amount sanctioned by the university. The department has to avail written permissions from all the agencies the team visits well in advance and make the necessary arrangements for the smooth conduct of the programme. The department also should get Administrative sanction from the University prior the conduct of the study tour. Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays during the programme. The study tour will be a compulsory part of the fieldwork programme of the third semester with one internal credit. Any student who is unable to participate in the study tour due to ill health or any other genuine reason should get written sanction from the University for the exemption.

PROCEDURES FOR SKILL DEVELOPMENT AND ASSESSMENT

Skill Development programme will be one course (1 credit per semester; 1x4). The four credits spread through the four semesters will constitute one course and will be added to the total grade only in the final semester. The department will give the credit grade in the respective semester to the examination department and then the final grade will be given as the average of all the four semesters' grades along with the final semester grade. The MSW programme shall cover the following skills under this course in the Programme period.

Semester 1

- *Social Analysis and articulation*
- *Presentation*
- *Creativity*

Semester 2

- *Soft Skills*
- *Public speaking*
- *Event Management*

Semester 3

- *Report Writing—Documentation-MIS*
- *Computer- net—operational & practical*
- *Language skill-reading & writing*

Semester 4

- *Interview*
- *Equipments – Technology*
- *Self- Marketing skills*

The department shall devise and implements various workshops, trainings, practice session and assignments for the development of the specific skills in every semester. The teacher in charge of skill development shall maintain a record /register for attendance and performance of students.

The criteria for evaluation of skill development are the following with equal weightage

- Attendance in the specified hours of the skill development
- Performance in the skill presentation workshop/test done by the faculty supervisor.
- Responsibility sharing and performance in the common program of the class and departments, which shall lead to overall skill development of the students.

EXTENSION DEPARTMENT AND LIVE LABS

1. Introduction

The social work course comprises of classroom teaching and field practicum. Social work education is not complete without the practice of the theories learnt and taught. There is lot of requests from the government and non-government sector for professional support from the department. Hence, it seems indeed a necessity to have an extension wing the department of social work at each center to cater to the needs of professional social work in Kerala and outside and work as the live labs for the department.

2. Objectives

- To take up research studies and conduct research at own level on all matters affecting human life, within the purview of professional social work
- To provide consultancy to Government, non government, cooperative and private institutions on development matters
- To implement specific development and intervention projects in specified areas
- To take up publishing work of the development sector

3. Structure

The extension departments would be under the direct control and guidance of the department of social work at the respective Regional Centers. One faculty in the department would be in charge of the extension activities.

Governing Board:

The governing board is at the university level headed by the honorable Registrar of the University. It would consist of the other statutory authorities of the university, representatives from the department of social work and eminent social workers in the field. This body would meet at every six months to review the programmes and to decide on the policy matters of the extension department.

Executive Council:

The executive council would be at the centre level headed by the respective campus director. The executive council would consist of the representatives from the faculty of the department of social work and other departments, reputed social workers in the area, representatives of the students of social work in the campus and the representative of the staff of the extension wing.

4. Legal Entity

The extension department would be centrally registered according to the societies registration act. The Regional Centers would have autonomous and independently functioning departments.

5. Staff

Each center according to the need of the work would appoint the staff required for implementing different activities.

6. Resources

The finance required for the projects and programmes would be availed from the projects, trainings and studies undertaken as well as local resource mobilization. The expertise of the faculty and the work force of the students of the department would be utilized in implementing the programmes. The finance of the department would be routed through the official channels of the university and would be liable for audit by the university.

31 : REGULATIONS (M.Phil PROGRAMME) (Applicable from 2017 December admission onwards)

Short Title

These regulations shall be called Sree Sankaracharya University of Sanskrit M.Phil. Regulations December 2017. These Regulations shall apply to MPhil Programme of this university commencing from December 2017.

1. Notification

Notification inviting applications for admission to the M.Phil. Programme shall be published on the 1st of October, every year. The M.Phil. Programme shall commence in the 1st week of December of every year with the beginning of Summer Semester.

2. Application

Application for admission to the M.Phil. Programme should be submitted to the University online clearly specifying the Department to which admission is sought. The cost of application form and the fee for registration for the Common Entrance Test has to be remitted by the candidate as per directions given in the notification. The hard copy of the application form should be submitted to the University along with the original fee receipts on or before the date fixed.

3. Eligibility

Candidates who possess Masters' Degree in the concerned subject or in related subjects approved by the Department with not less than 55% marks/ B+ Grade of this University or any equivalent degree of any other Indian or Foreign Universities recognized by this University shall be eligible to apply for admission to the M Phil Programme. Applicants belonging to the SC/ST Communities require only a minimum of 50% marks/ B grade in their Masters Degree Exam. Those candidates

whose PG examination results are awaited can also apply, and if selected, they can take admissions provisionally. However, such candidates shall produce their PG mark lists and provisional certificates before the expiry of three months from the date of their provisional admission, failing which will lead to the cancellation of the provisional admission granted to them.

Explanation

Related subjects can be any discipline having some converging areas with the domain subject offered by the concerned department, which shall be ensured by the Research Committees of the Departments during admission.

4. Admission

Admission to the M.Phil. Programme shall be on the basis of an Entrance Examination conducted by the University. The Rank List in each subject shall be prepared based on the marks secured by the applicants in the written test, and the interview conducted by the Departments concerned. Admissions shall be made from the rank list.

5. Common Entrance Test

The Entrance Test shall carry 100 marks, out of which 80 marks are for the written examination and the remaining 20 marks for the interview/group discussion. The question papers for the written test shall be prepared by each department.

- * The candidates who secure 50% marks or above in the entrance examination alone will be qualified. Relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging of SC/ST/OBC (Non-Creamy layer) / differently-abled category in the entrance examination conducted by the Universities. If in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-Creamy layer) / differently-abled categories remain unfilled, the Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will devise its own admission procedure along with eligibility conditions to ensure that most of the seats under these categories are filled.

6. Intake

6.1 The number of seats admitted to M.Phil programme in a department shall not exceed ten (10) in a year.

6.2 A supervisor shall not guide more than three MPhil students in a year.

7. Documents to be produced at the time of admission

All applicants should submit the following original documents at the time of admission.

- 1) SSLC/ equivalent certificate to prove the age.
- 2) PG Original Degree Certificate or Provisional Certificate, and mark lists

* Incorporated with reference to the decision of 48th Academic Council held on 16.11.2018 and decision of the Syndicate held on 09.11.2018.

- 3) Community Certificate (applicable only to applicants belonging to SC/ST/OEC/OBC Communities.
 - 4) 'No Objection Certificate' and Leave sanction Order for the entire period of the M.Phil. Programme from the employer(s) in the case of applicants who are employed.
 - 5) Conduct Certificate and Transfer Certificate.
-
- 6) Eligibility Certificate in the case of applicants who have obtained their PG Degrees from Universities outside the State of Kerala.
 - 7) Migration Certificate : Candidates from other Universities should produce the Migration Certificates before the expiry of 3 months from the date of their admission.

8. Fee

The selected candidates shall remit the fee prescribed by the University at the time of admission.

9. Duration of the Programme and Courses

The normal duration of an M.Phil. Programme shall be one year comprising of two semesters. However, on valid grounds, students may be granted permission to complete the M.Phil. programme within a maximum period of 2 years from the date of admission.

The students shall do the following courses during their M.Phil. Programme:

1. First Semester

- | | | |
|--------------------|--------------------------|-----------|
| a) Core Course I | - Research Methodology - | 4 Credits |
| b) Core course II | - | 4 Credits |
| c) Elective Course | - | 4 Credits |

II. Second Semester

- | | | |
|---|---|------------|
| a) Seminar Course (Four Seminar Papers) | - | 4 credits |
| b) Dissertation | - | 12 credits |
| c) Viva – voce | - | 4 credits |
| Total | - | 32 Credits |

Out of the 4 credits given for each course of the first semester, 2 credits are for continuous internal assessment which may consist of tutorial assignments/seminars and written test papers. The remaining 2 credits are for the end semester Examination conducted by the University.

Elective course may be one leading the student to get an in-depth understanding in the area of research he/she would like to choose for dissertation. The students may be allowed to choose elective courses from other departments also, if it would be helpful for them to meet this end. Such courses should be approved ones, for the MPhil program.

10. Assessment by the Research Committee

Research Committee of the Department shall meet in the beginning of the second semester or earlier to assess the written research proposals submitted by the students and shall assign supervising teacher to each student to guide him through their dissertation. Research Committee may also help the students to identify the suitable topics for the seminars to be done in the Seminar Course.

11. Evaluation of the Course work

End semester examinations shall be conducted by the University for each course of the first semester, which include two Core courses and the Elective course. The valuation of the answer scripts of the end semester University Examinations for these courses shall be done by internal and external examiners on the basis of the 9 - point grading system. In the case of the Elective course, the teacher who offer the course shall be the internal examiner. In the Seminar Course of the second semester a student shall present four seminar papers, and the written texts of the papers have to be submitted to the department. There shall be double evaluation for the seminar papers internally by the teachers of the concerned department.

11.1 The candidates should submit the applications for the end semester examinations online in the prescribed form along with the entries of the receipt of remittance of the prescribed fee through the Head of the Department to the Pro-Vice-Chancellor. The Head of the department shall hand over the score/grades of the internal evaluation of the candidates to the Pro-Vice-Chancellor at the end of each semester.

11.2 Only those candidates who score an aggregate minimum of B grade in the internal assessment and have appeared for the end semester University examination of the first semester will be permitted to register for the second semester. The candidates who fail to fulfil this condition may seek readmission and repeat the courses along with the next batch of students. A minimum attendance of 80 percent is necessary for appearing in the examinations as per the “Leave Rules” laid down vide U.O.No.3021/Acd.A2/ 2004/SSUS dated, 01.06.2004.

12. An M.Phil scholar shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificates.

13. Dissertation

13.1 The candidates have to carry out the Dissertation work under the guidance and supervision of an approved Research Guide in the Department. The candidates have to submit three copies of their dissertations together with a CD in PDF format within one month after the completion of the 2nd semester.

13.2 Well developed software and gadgets, made available in the university, shall be used to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have separate undertakings from the student and the supervisor in the form of certificates stating the originality of the work and that the work has not been submitted before for the award of any other degree/diploma anywhere. It shall also contain a no plagiarism certificate by the supervisor.

14. Evaluation of the Dissertation and Publication of Results

14.1 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least by one external examiner. The evaluation of the dissertations and the viva voce shall also be done on the 9- point grading system. The External Examiner shall be

appointed by the Pro Vice Chancellor from the panel of five examiners submitted by the Research Committee of the Department, forwarded by the Head of the Department. The Dissertations shall be sent to the External Examiner for valuation.

14.2 Viva-Voce Examination

The *viva-voce* examination shall be based on the critiques and comments given by the evaluators. It shall be conducted jointly by the external examiner and the supervisor. The Head of the Department shall preside over the viva voce. The Head of the Department shall hand over the grades awarded to both the dissertation and the Viva-voce to the Pro-Vice-Chancellor immediately after the conduct of the Viva- voce examination. The University shall publish the results within 15 days from the date of receipt of the grades. An aggregate minimum of 'B Grade' is required to complete the M.Phil programme successfully.

15. Date of Effect

This regulation shall be applicable to all students who join the M.Phil programme w.e.f December 2017 onwards. However, students who have been granted admission to the M.Phil Programme prior to December 2017 shall be permitted to complete their programme in accordance with the stipulations laid down in the then existing Regulations for the M.Phil Programme.

- 16.** The Vice-Chancellor shall issue necessary orders to remove any difficulty that may arise while implementing the provisions laid down in this regulation and such orders shall be approved by the Academic Council.

Appendix – I

Nine-point Grading System (shall be attached)

Appendix – II

Leave Rules (shall be attached)

32: Regulations for PhD. Programme (Applicable from 2017 December admission onwards)

Short Title

These regulations shall be called Sree Sankaracharya University of Sanskrit Ph.D Regulations, 2017. These Regulations shall apply to all PhD Programmes commencing from December 2017 onwards.

1. Notification

Notification inviting applications for admissions to the PhD Programme shall be issued on the 1st of October every year. The Programme will start on the first working day of December every year which is the date of the commencement of the Summer Semester.

2. Application Format

Applications specifying the Department to which admission is sought shall be submitted online to the Sree Sankaracharya University of Sanskrit. The cost of application form and the fee for registration for the Entrance Examination has to be remitted by the candidate as per directions given in the

Notification. The hard copy of the application should be submitted on or before the stipulated date along with the original fee receipt. A tentative research proposal in about 2000 words shall be attached by the candidate along with his application.

3. Eligibility

Candidates who possess P.G. Degree of this University in the subjects concerned or related subjects with B+ Grade (55% and above) or an equivalent P.G. Degree of other Universities recognized by this University are eligible to apply for admission to the Ph.D programme. Applicants from SC and ST communities require minimum of B Grade (50% and above) in their P.G. examinations to apply for admission to the Ph.D Programme. In the case of Ayurveda, the candidate should possess PG Degree in Ayurveda from a recognized University approved by C.C.I.M.

Explanation

Related subjects can be any discipline having some converging areas of study with the domain subject offered by the concerned department. Applicants who have obtained their P.G. degrees in related subjects can be granted admission only if their research is of an interdisciplinary nature. The Research Committees of the concerned Departments shall ensure this by properly evaluating the research proposals and interviewing the candidate.

4. Admission

Admissions to the PhD Programme shall be through an Entrance Examination and an interview conducted by the academic Department. The interview shall be conducted by the Research Committees of the Department. UGC–JRF, other National fellowship awardees and regular teachers of Universities/Colleges with a minimum service of five years and who have published at least two research articles in approved Journals are exempted from the Entrance Examination. Availability of approved Guides, their willingness to guide on a specific research proposal and vacancy of seats shall be taken into account for granting admission. Admission to the Ph.D. programme shall be conducted only if the Departments demand for it each year.

4.1. Entrance Test

The Entrance Examination shall carry 100 marks, the question papers for it have to be prepared by the respective departments. Based on the performance of the candidates in the entrance examinations, a list of qualified candidates will be prepared for each department. *The candidates who secure 50% marks or above in the entrance examination alone will be qualified. Relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging of SC/ST/OBC (Non-Creamy layer) / differently-abled category in the entrance examination conducted by the Universities. If in spite of the above relaxation the seats allotted for SC/ST/OBC (Non-Creamy layer) / differently-abled categories remain unfilled, the Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will device its own admission procedure along with eligibility conditions to ensure that most of the seats under these categories are filled.

* Incorporated with reference to the decision of 48th Academic Council held on 16.11.2018 and decision of the Syndicate held on 09.11.2018.

4.2. Selection

The candidates who have qualified in the written entrance examination shall be interviewed by the Research Committee of the Department. Interview shall be based on the tentative written research proposal produced by the candidates. The Research Committee may select the required number of candidates after ensuring the feasibility of the research proposals submitted by them.

The Research Proposal shall contain the following:

- a) A tentative title
- b) The objectives of the study
- c) The importance and relevance of the study
- d) A review of the earlier works done in the proposed area of research.
- e) The details of methodology/theoretical framework.
- f) select bibliography

5. Intake

The number of candidates to be admitted to the PhD programme in a year shall be decided by the Research Committees of each Department. It shall be decided on the basis of the number of vacancies available under the approved Supervising Teachers of the Department and their expertise and willingness to supervise specific research proposals submitted by the candidates.

6. Assignment of supervising teachers

The supervising teacher shall be assigned by the Research Committee, on the basis of the nature of the research proposal of the student and the competency of the supervisor to guide research in that area. The consent of the supervising teacher to supervise the student and the willingness of the candidate to work under that supervisor also may be taken into account. The supervisor of a research scholar can be changed only with the production of a No-objection certificate from the existing supervisor and willingness by another supervisor of the Department to guide the scholar.

7. Documents to be produced at the time of admission

The selected candidates shall submit the following original documents at the time of admission.

- 1) SSLC/ equivalent document to prove the age.
- 2) P.G. mark lists/M.Phil mark lists
- 3) The original/provisional P.G./MPhil Degree certificate
- 4) Community Certificate in the case of SC/ST/OEC/OBC candidates
- 5) 'No Objection Certificate' from the employer(s) in the case of employed persons.
- 6) Leave sanction Order for the period of Course work in the case of part time candidates
- 7) Conduct Certificate
- 8) Transfer Certificate.
- 9) Eligibility certificate in the case of candidates who have secured their PG/M.Phil Degrees from Universities outside the state.
- 10) Migration Certificate: In the case of candidates from other Universities, the migration certificate is to be submitted within 4 months from the date of admission.

8. Fees

The selected candidates shall remit the prescribed fee including the first semester examination fee and the caution deposit. Subsequent installments of annual fee and library fee shall be remitted within 15 days from the beginning of every semester of research, with a fine fixed by the University for the next 15 days. Defaulters shall be removed from the rolls. However, they may be readmitted by the Head of the Department (if he/she is satisfied by the reasons for the default) with the readmission fee as fixed by the University from time to time.

- 8.1.** The University shall display the list of all the registered PhD students on its website every year. The list shall include the name of the candidate, topic of research, name of supervisor/co supervisor and the date of enrolment/registration.

9. University Research Fellowship

Full time research scholars are eligible for University Research Fellowships depending upon availability. The research scholars are required to submit to the university a monthly progress and a statement of attendance duly signed by their supervising teachers. Research scholar has to furnish a two page progress report of the work to the supervisor in order for him to certify the statement. This is mandatory for the disbursal of fellowship for the student every month. Full time research scholars are prohibited from undertaking any employment or pursuing any regular academic programme of any university.

10. Leave Rules

The leave rules laid down vide U.O. No. 3021/Acd.A2/2004/SSUS dtd. 01-06-04 will be applicable to the research scholars. (Appendix – I)

11. Part Time Research

Admission to part time Ph.D. Programme is restricted to Teachers working in Colleges/ Universities/ recognized Research Institutions and the regular non-teaching staff of this University. But the period of Course work will be full time and regular attendance is compulsory during this period. They shall not do other regular employment or regular Programmes of study during course work. They can join their parent institution only after the successful completion of the course work. The research scholars who get regular government employment while doing PhD program shall be eligible to convert their research into part time.

- 12.a) Supervision of Research:** Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. They shall apply for approval as research supervisors in the prescribed form with necessary details. The Syndicate shall grant guide-ship after assessing research publications and the teaching experience of the applicants. However, the Syndicate shall be competent to waive these requirements in exceptional cases for which reasons are to be recorded. No teacher shall refrain from research supervision and the research supervision in the Department shall be distributed as equally as possible among the teachers who shall give maximum

commitment to the supervisory work. If the approved Research Guides who have not supervised any PhD research/ or are not willing to supervise any candidates even after 3 years from the date of obtaining the guide-ship, their supervisor-ship shall be terminated by the Syndicate after seeking explanation from them.

- b) Only full time regular teachers of this University can become supervisors. External supervisors are not entitled to guide research. However, if research Advisory Committee suggests, co-supervisors from other departments of this university or from other related institutions shall be allowed in the cases of inter-disciplinary areas of research,
- c) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. For calculating the number of vacancies under a supervising teacher the date of submission of the thesis or the regular period (4 years excluding one year extension period) of research permissible for a candidate, whichever is earlier will be taken into account.
- d) If a candidate with UGC-JRF/or a National fellowship insists on working under a particular research guide, and if the guide is willing to supervise the candidate, the said candidate may be assigned to that supervisor in a supernumerary manner under provisions of UGC's JRF or RGNF. Such supervisors shall be allowed to a maximum of two more candidates in addition to the normal vacancy permitted to them.

13. Research Committee

- i) Every department offering the PhD programme shall constitute a Research Committee consisting of all approved Research Supervisors of the Department and two supervising teachers from other Departments, with the approval of the Vice Chancellor. The Research Committee shall have a minimum strength of five members. In those departments where approved supervisors are less in number, competent persons in the discipline or related disciplines can be nominated from outside with the approval of the Vice- Chancellor. The Head of the Department will be the Chairperson of the Research Committee. If the Head of the Department is not a qualified Supervising Teacher, then the senior-most Supervisor of the Department shall be the Chairperson of the Research Committee. The quorum for the meeting shall be one third of the total strength which shall include at least one outside member.
- ii) Functions and duties of the Research Committee :
 - a) Assessing the research proposals of candidates and recommending admission to the PhD Programme.
 - b) Assigning supervising teachers to the research scholars.
 - c) Recommending change of a supervising teacher on mutual consent of the teacher and the student. The Vice Chancellor shall approve change of the Supervising Teacher based on this recommendation.

- d) Recommending the constitution of the Research Advisory Committee for each candidate.
- iii) The Head of the Department shall maintain the records of the Research Committee.
- iv) The Research Committee of each department is competent to recommend inter-disciplinary research programmes, provided, it is convinced of the competence of both the research scholar and the supervisor in the proposed area of research. This may be ascertained on the basis of training, experience and publications of the candidate and the supervising teacher. If necessary, the research committee can assign a co-supervising teacher in such cases, preferably from within the university.
- v) In the interdisciplinary Centers of study the University can allow PhD programme if competent supervising teachers are available. In such Centers the Vice-Chancellor shall form the Research Committee by nominating two experts in the concerned subject/area of study from outside the university, if necessary. While assigning supervising teachers, the Research Committee can recommend/appoint a co-guide from within the university, if it finds that the competency of the available supervising teacher is not sufficient to guide a particular research proposal.

14. Research Advisory Committee

There shall be a Research Advisory Committee for each candidate constituted by the Vice Chancellor upon the recommendations of the Research Committee. The three-member Committee shall consist of the Supervising teacher as the Convener, the Head of the Department as the Chairperson, and an External Subject Expert in the area of research. If the Head of the Department is not an approved Research Guide, the Dean of the Faculty shall be the Chairperson. The Supervisor shall maintain the records of the Committee.

- a) The Functions of the Research Advisory Committee shall be following:
 - 1) To review the research proposal and finalize the topic of research;
 - 2) To guide the research scholar to develop the study, design and methodology of research
 - 3) To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall get confirmation of his/her research synopsis and title of research by the Research Advisory Committee within three months from the date of admission to the PhD programme. The Research Advisory Committee shall monitor the progress of the research work. Such monitoring shall be done once in an year. A research scholar shall appear before the Research Advisory Committee to make a presentation of the progress of his/her work for evaluation and further guidance. The annual progress report shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar. If the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. Approval of RAC is necessary for the research student to move to the next year. RAC has power to recommend or not to recommend the students to the next level of research.
- b) Yearly approval of the Committee is necessary for the student to move onto the next year of research. It shall also ensure that the research scholar has got sufficient attendance as stipulated

in the leave rules of the University/UGC. The Research Advisory Committee can suggest modifications to the topic/research work after discussion with the research scholar. The scholar has also to get the approval of the Research Advisory Committee for the submission of the PhD thesis. The final synopsis/abstract of the thesis has to be approved by the Research Advisory committee.

- c) A Research Scholar has to publish at least one research paper or get an acceptance letter/communication from the publisher or present a paper in a seminar/workshops/symposium every year of the PhD programme. Such activities shall be recorded in the progress report. A research scholar shall publish at least one research paper in an approved journal with ISSN or contribute to a book with ISBN before the submission of the thesis and produce evidence for the same in the form of reprint of the paper or acceptance letter from the publisher. The research paper shall be evaluated and approved by RAC along with the final synopsis/abstract. This is a pre requisite for the submission of final thesis. A certificate to this effect shall be furnished by the Head of the Department while forwarding the applications submitted by the research scholars seeking permission to submit the final thesis.
- d) Changes in the research topic, area and title of research can be done only with the consent of the Research Advisory Committee concerned. No change in the topic and title will be permitted after the completion of two years from the date of admission to the PhD programme. However, partial modification of the title can be permitted by the Research Advisory Committee at any time during the period of research.

15. Course Work

- a) All the candidates admitted to Ph.D programme shall undergo the prescribed Course work during the first semester. The Course work is full time and regular attendance is compulsory during this period. Candidates already having M.Phil degree may do only two courses, provided they had done a course on Research Methodology in the M.Phil. Programme. Other candidates have to do three courses, one of them must be a Core Course on Research Methodology. Of the other two courses, one shall be a core course offered by the Department, and the other one shall be an Elective course specifically on the research topic chosen by the student. The syllabi for the Core Courses have to be approved by the Academic Council. Sticking to the common structure approved by the Academic Council, the Research Committees of the Departments shall approve the syllabus of the Elective Course, prepared by the Guide, on the basis of the topic of research chosen by the student within one month from the date of admission to the program.
- b) All the courses shall have four credits each. The syllabus of each course shall contain four units. The procedure for evaluation of PhD course work shall consist of continuous internal assessment and university examination in the ratio 50: 50. The course work shall have four components. **1)** A seminar paper presentation and submitting of its written text **2)** Assignments / tutorial

presentations 3) a mid-semester written examination. 4) An end semester examination conducted by the university. There shall be double evaluation for the components 1, 3 and 4. Answer scripts of the University examination shall be evaluated by both the teacher offering the course and one External Expert. The elective course shall be evaluated by the supervising teacher of the scholar and the expert. Final grades of all the three courses shall be communicated to the university. A student has to secure at least eighty percent attendance of the total classes taken during the Course work for eligibility to write the end semester examination.

- c) All research scholars have to successfully complete the course work by the end of the first semester in order to get confirmation for the PhD registration. Confirmation shall be granted only on the successful completion of the course work with a minimum aggregate grade of B+ (B plus) on the 9 point grading system of this University. Those who do not successfully complete the course work in the first semester shall complete it during the second semester itself. Failure to do so will lead to cancellation of their registration.
- d) The research scholars have to get confirmation of their research proposal with a definite title before the beginning of the second semester. For this they have to submit a modified research proposal to the Research Advisory Committee which shall interview the candidate and make recommendations for confirmation of research topic. If a research proposal is rejected by the RAC the candidate can submit a revised proposal by taking another two months for consideration.
- **e) The candidate must have 80 percent of attendance to be eligible to appear for the Course Work Examination

16. Procedures for Submission of Thesis

- a) The Research scholars (full time) shall submit the thesis after a minimum period of 3 years and a maximum of 4 years from the date of Ph.D. registration including the period spent for the course work. Those who do not submit within the stipulated time can avail one more year as extension period with the permission of the RAC. RAC shall grant it only if it finds the work of the candidate to be satisfactory. For part-time research scholars, the minimum period shall be four years and maximum six years. An extension period of one year shall be granted to the candidate if she /he is able to submit the thesis within that period.
- b) De-registration and re-registration.

If a student and the supervisor finds that the student cannot finish work within the one year extension period, such a student can opt for de-registration of the programme instead of availing extension period. This option is meant for those students who require more than one year to finish the work. Such candidates can make a request for de-registration to the Registrar with the recommendation of the supervising teacher just before the expiry of the regular period. A de-registered research scholar ceases to be a student and will be removed from the rolls. However, after making sufficient progress in the research work, he/she can get re-registered and can avail the status of a full time student for a period of one year from the date of re-registration. But there shall not be a gap of more than three years between the time of de-registration and re-

registration. During the reregistered period he/she has to submit the thesis, failure to do so will lead to the automatic expiry of registration and the opportunity to submit the thesis. A student who does not submit the thesis within the re-registered period will not be allowed to submit the thesis anymore

****** Incorporated with reference to the decision of 48th Academic Council held on 16.11.2018.

c) The part-time Research Scholars have to maintain frequent contact with their Supervising teacher and mark their attendance minimum twenty days every year and this has to be recorded in their Annual Progress Report.

*******d) The Research Scholar has to do two pre-submission seminars based on his/her research within the last four months before the date of submission of application for submission of the thesis. Information about the schedule of the Seminar has to be announced before the academic community, and the presentation shall be conducted before the academic community including teachers, research scholars and students of the Department. Teachers and research scholars from other departments also shall be invited and the supervising teacher shall ensure a minimum of thirty participants. These presentations shall enable the candidate to modify the thesis if necessary, based on the feedback and comments received during the discussion.

e) The research scholar shall submit the application for submission of the thesis to the Registrar through the supervising teacher and the Head of the Department, three months prior to the submission of the original thesis, along with the following documents:

- 1) A completed application in the prescribed format.
- 2) The original receipt of remittance of the fee prescribed by the University.
- 3) Permission for the submission of the thesis from the final Research Advisory Committee meeting along with a certificate stating that the student has done two pre-submission seminars in the Department based on his/her research work
- 4) Proof of publication of the research paper in an approved Journal.
- 5) No-dues certificates from the Hostel, Library and the Department
- 6) Fifteen copies of the abstract of the thesis.
- 7) Two CDs of the final approved synopsis in PDF format for uploading the same in the INFLIBNET.
- 8) 'No plagiarism Certificate' from the Supervising Teacher
- 9) Copy of minutes of two pre-submission seminars including the attendance sheet and letters of invitation.

*******Incorporated with reference to the decision of 49th Academic Council held on 27.04.2019

17. Submission of the Final Thesis

a) The research scholar shall submit six hard copies of the thesis along with its soft copy in PDF version in four CDs to the Head of the Department.

- b) The thesis shall contain two undertakings from the research scholar and the Research Supervisor in the form of certificates attached in the thesis, attesting to the originality of the work, vouching that there is no plagiarism, and that the work has not been submitted for the award of any other degree/diploma anywhere before.
- c) The research scholar and the supervisor shall use the help of well developed software to check plagiarism. The university shall make such software available to the departments.
- d) The Head of the Department shall forward the thesis and the CDs to the Pro Vice Chancellor forthwith. CDs shall be forwarded in a sealed cover with a certificate by the HOD.

18. Panel of Examiners

The Supervising teacher shall furnish a panel of at least 10 adjudicators, who shall be experts in the concerned area of research to the Vice Chancellor in a sealed cover. The list shall contain their names, designation, phone number, address and area of specialization and the number of years of service. At least five members in the panel shall be from outside the state. In the case of Department of Malayalam the names of experts/adjudicators required from outside the state may be limited to two. The experts/adjudicators should be with minimum ten years of teaching experience at P.G. Level or associate professor. The Vice-Chancellor shall constitute a Board of Adjudicators comprising of a Chairman and two experts from the panel provided by the Supervising teacher for the evaluation of the thesis. Out of the three experts/adjudicators at least one shall be from outside the State of Kerala. This principle may be followed, as far as possible, in the case of Malayalam Department as well. The hard copy of the thesis along with CD shall be sent to them for adjudication. The Examiners for the Open Defense/Viva Voce shall consist of the Chairman, the Head of the Department and the Supervising Teacher. The Supervising teacher shall be the Convener of the Viva Board.

19. Evaluation

The Pro-Vice-Chancellor shall make arrangements to complete the adjudication of the thesis within 6 months from the date of submission of the thesis. Within one week from the date of receipt of the report from the experts appointed by the Vice-Chancellor, the Convener shall fix a convenient date for the Open Defense (Viva Voce) in consultation with the Head of the Department and the Chairman of the Board. The Dean of the Faculty may also be invited to the Open Defense/Viva-Voce. The Head of the Department shall be the Moderator and the supervising teacher shall be the Convener of the Viva-Voce. In addition to the teachers, the research scholars and the PG students of the Department concerned and all those who are interested in the field shall be allowed to attend the open defense. An invitation for the open defense/ Viva-voce shall be sent by the supervising teacher to a minimum of 20 persons in the subject concerned under certificate of posting. The Chairman shall prepare a report on the Open defense along with the members and it shall be forwarded along with the minutes of the session through the Head of the Department to the Pro-Vice-Chancellor, who shall forward the same to the Vice Chancellor for placing them before the Syndicate for the award of the PhD

Degree. The Syndicate shall award the PhD degree based on the report of the Board of Examiners.

20. Revision of thesis

- (a) If any one of the adjudicators suggest corrections/modification of the thesis the same shall be communicated to the candidate. The candidate shall submit the corrected/modified thesis within 6 months from the date of receipt of the said communication.
- (b) If one of the three adjudicators do not recommend the award of the PhD degree to the candidate, the thesis shall be sent to a 4th expert/adjudicator appointed by the Vice-Chancellor from the original panel submitted by the supervising teacher. If the fourth expert/adjudicator also does not recommend the award of Ph.D degree, the thesis shall be rejected.
- (c) A thesis whether approved or not, shall be published only with the permission of the University.

21. Following the successful completion of the evaluation process and announcement of the award of the Ph.D. degree, the University shall submit a soft copy of the thesis to the UGC within a period of 30 days for uploading it in INFLIBNET.

22. The University shall mention in the Degree Certificate that the Ph.D. Degree awarded to the candidate is in accordance with the model MPhil /PhD regulations of the UGC.

23. The date of the open viva will be the date for the award of Ph.D. Degree of the university.

24. Date of effect

This regulation shall come into effect from 2017 admission onwards. Candidates who have registered before 2017 shall continue to be governed by the then existing regulations.

25. If any difficulty arises in implementing the provisions of these regulations, the Vice-Chancellor may issue appropriate orders to remove the difficulty and the same may be reported to the Academic Council for approval.

33: FACILITIES

1. IT Lab
2. Guest House
3. Health Centre
4. Fitness Centre
5. Day Care Centre
6. Yoga Centre
7. Students Councillor
8. 24X7 Security
9. 24 hours reading room in the library for students
10. Employment Guidance Bureau
11. Staff Quarters
12. Students Hostel
13. PSC Facilitation Centre
14. Apprenticeship Training Centre at library for computer graduates
15. Sanskrit online course
16. Informal Education in Sanskrit
17. Technology incubator
18. Publication Store - Sales Counter
19. Campus Bank
20. Campus Post Office
21. Art gallery
22. Museum
23. Disable friendly campus
24. Solar Energy
25. Open Auditorium
26. Koothambalam - Traditional Theatre
27. Centralised Auditorium
28. Research Hostel
29. Single room facilities for girls and boys
30. Rest room in every building
31. Waste management system
32. Digital talking library
33. University Bus Service
34. Students Insurance Scheme
35. 'For the Students' portal for students grievance
35. Canteen

34: UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU.

The University Employment Information and Guidance Bureau, is a joint venture between the National Employment Service (kerala) and Sree Sankaracharya University of Sanskrit in the University Campus, commenced its activities in 2006. The functions of the Guidance Bureau is monitored by an Advisory Committee under the Chairmanship of the Honorable Vice Chancellor. The Chief of the Bureau is appointed by the Vice Chancellor and the Deputy Chief and other staff members are from National Employment Department.

Objectives of the Bureau

- . To collect and disseminate Career Information.
- . To highlight opportunities for higher studies.
- . To disseminate information on the scholarship, fellowships, financial assistance, available in India and abroad.
- . To render vocational guidance to students.
- . To assist students for securing employment.
- . To give information on various competitive examination.
- . To conduct career guidance classes, seminars and career talks and give guidance on group discussions to equip students for better performance and personality development.
- . Conducting Job fairs.

The Guidance Bureau is giving individual guidance to candidates to choose professional courses and jobs by assessing the talents, interest, skill, aptitude, family background etc. Another objective of the Bureau is to equip the candidates to face interviews and Group Discussions. Bureau is also conducting coaching classes for the National and State level competitive examinations including UGC/CSIR NET examinations, various competitive examinations conducted by the Public Service Commission, Banks, Staff Selection Commission, State Eligibility Test etc. These coaching classes were conducted with out charging any fee from the participants. University and National Employment service(kerala) department provide funds for the conduct of these programmes.

Bureau conducts Career Seminars in colleges and Higher Secondary Schools. to create awareness among the students on career opportunities and soft skill development. The career seminar focus on motivating the students for higher studies, how to select a course to help them to have a career plan etc. Bureau also conducts career exhibitions to know about various academic programmes and leading academic Institutions. In addition to the above activities, Deputy Chief visits colleges and other educational institutions for delivering career talks. Career talk mainly focus on employment trends, competitive examination, interview techniques, job oriented courses etc.

The Bureau has a functional library containing books and other study materials. Publications like The Hindu, Employment News, PSC Bulletin, Thozhil Vartha, Thozhil Veedhi, Competitive Success Review, Banking Service Chronicle, Civil Service Chronicle, Yojana, Prathiyogita Darpan etc are readily available for reference. Bureau has produced excellent results in UGCNET examination as well as in other competitive examinations. Bureau also played a very important role in the conduct of Mega Job Fair 'Niyukthi 2018'. It was a historical event not only in the University campus but also in the Kalady Grama panchayath.

35 : EQUAL OPPORTUNITY CELL (EOC)

Equal Opportunity Cell (EOC) was started as a part of Sree Sankaracharya University of Sanskrit, Kalady, since September 2012, with the financial support of University Grants Commission with a one-time grant Rs. 100000/-. The Cell is functioning in association with the Career Guidance and Counseling Cell (CGCC) of the University. Dr. Jose Antony, Professor in Department Social Work is the Director of the Cell, who is assisted by a qualified and full time Counselor. The essential focus of the Cell is the heterogeneous population of students in the University from diverse socio-economic handicaps and geographic backgrounds. It is established for ensuring equity of access and placement opportunities through availability of appropriate institutional support and information.

The Cell had been organizing programmes for the development of the minority students through multi, academic and career opportunities in the University. The mandate of the cell is to make the minority community students equally reachable to the educational and career opportunities, by enhancing their accessibility and utilization of the same. The counselor of the CGCC is also supporting the students from the minority communities in their career and academic related needs to get themselves equally with the students from the forward communities. CGCC has a well furnished library with publications to prepare students for competitive examinations that helps the minority students also. The CGCC provides special accessories for the students with special needs also.

Equal Opportunity Cell provides special training programmes for the minority students to make them aware about the opportunities, reservations and other benefits in association with CGCC. The Cell also provides guidance to the students who come with queries and doubts and conducts Resume review month, especially for our passing out students of graduate and post graduate programmes to keep their resume in an appropriate and professional format. In every year, EOC conducts "Talk on Equal Opportunity" an awareness programme for the minority students and other backward communities of the University about their reservations, scholarships and opportunities of higher studies. These are the activities the cell has been taking up.

36: CAREER GUIDANCE AND COUNSELING CELL(CGCC)

Career guidance and Counseling Cell (CGCC) of Sree Sankaracharya University of Sanskrit, Kalady was established on 14th September 2012 with support by University Grants Commission. Dr. Jose Antony, Professor in Department of Social Work is the Director of the Cell. The Cell has a qualified and full time Counselor to provide guidance on a wide range of courses and career options to the students.

The Career Guidance and Counseling Cell is to give suitable guidance and support to the students of all segments of our University. Mission of the cell is to provide counseling facilities and proper guidance to all students enrolled in the University and to provide a neighborhood to enrich their academic, career, social, emotional and relational wellbeing and empowerment through availing updated information and trainings.

CGCC e-Resource Hub is a resource centre of information, guidance and counseling with free accessibility and internet based global connectivity to exchange the information on career placements. CGCC Library help students to prepare for UGC NET & JRF, PSC, UPSC, ICSSR and other competitive examinations. The Cell organize wide varieties of training programmes and workshops on Career development, Personality development and other skill development programmes at department levels, Regional centres level and Main campus level for the better career development of the students. CGCC also launched UPSC Study club for the Civil Service aspirants to give them an opportunity to work together and provide them proper guidance and trainings for UPSC exams.

Through these years CGCC could provide wide varieties of training programmes . Resume Review Month, Meet the star, online services, Career Development Programmes, Motivational Training, Personality Development programmes, SPSS Workshops and other soft skill development workshops are some feathers in the crown of CGCC. CGCC also had conducted many programmes in Sync with Employment Information and Guidance Bureau of our University.

CGCC is planning to conduct regular training programmes under UPSC Club with expert trainers in this field. We also plan to organize more programmes in general, department level and regional level with specific Resource persons for better career management.

37: ANTI TOBACCO COMMITTEE

- | | | |
|--|---|----------|
| 1. Dr. Ajith Kumar K.V, Professor, Dept. of Sanskrit Sahitya | - | Chairman |
| 2. Dr. Unnikrishnan P, Director of Students Services | - | Member |
| 3. Dr. V.K. Bhavani, Assistant Professor, Dept. of Sanskrit Nyaya | - | Member |
| 4. Sri. Aby A Bakkar, Campus Union Chairman | - | Member |
| 5. Prince Mohammed (M.PEd.) - NSS | - | Member |
| 6. Solomon Antu (MA Music)-NCC | - | Member |
| 7. Sri. Santhosh Kumar, Thalikkulangara Kalarickal, Thalikulam P.O
Thrissur - 680 569, Parent of Achala T.S(BA Sahitya)-UG rep. | - | Member |
| 8. Sri. P.A. Murali, Peechanippilly, Malayattoor P.O, Sebiyoor
Parent of Sreekutty Murali, (M.A. Vedanta)- PG rep. | - | Member |
| 9. Sri. Roji M. John, MLA | - | Member |
| 10. Sub Inspector of Police, Kalady | - | Member |
| 11. Ruby Antony, Ward Member, Kalady Grama Panchayath | - | Member |

38: ANTI RAGGING COMMITTEE

- | | | |
|--------------------|---|----------|
| 1. Vice-Chancellor | - | Chairman |
|--------------------|---|----------|

Members

2. Representation of Civil and Police Administration

- | | | |
|--------------------------|---|--|
| a) Civil Administration | - | Adv. K. Thulasi, President, Grama Panchayath, Kalady |
| b) Police Administration | - | Circle Inspector of Police, Kalady |

3. Representatives of local media

- | |
|---|
| a) Sri. K.D. Joseph, Correspondent, Desabhimani, Kalady |
| b) Sri. Sailesh Pandala, Correspondent, Malayala Manorama, Kalady |

4. Representatives of Faculty

- | |
|--|
| a) Dr. K.M. Sheeba, Asst. Professor, Dept. of History |
| b) Dr. Ajith Kumar K.V, Professor, Dept. of Sanskrit Sahitya |
| c) Sri. C.M. Manojkumar, Associate Professor, Dept. of English |

5. Representatives of Parents

- | |
|---|
| a) Sri. Santhosh Kumar, F/o. Achala T (BA Sahitya) Thalikkulangara Kalarickal,
Thalikulam P.O, Thrissur - 680 569, (UG rep.) |
| b) Sri. P.A. Murali, F/o Sreekutty Murali, (M.A. Vedanta) Peechanippilly,
Malayattoor P.O, Sebiyoor - PG rep. |

6. Representatives of Non-Teaching Staff

- a) Sri. C.C. George, Deputy Registrar
- b) Sri. Sukesh K Divakar, Deputy Registrar
- c) Smt. Sindhu P.B. Senior Grade Assistant, Ad. 'D' Section

7. Representatives of Students (Senior)

- a) Sooraj G.S, 3rd Sem. M.PEd.
- b) Tijith A.S, 3rd Sem. B.A. Sanskrit (IT)

8. Representatives of Students (Junior)

- a) Jishma, 1st Sem. M.A. Philosophy
- b) Maneesh, 1st Sem. MSW

9. Representatives of NGO

Sri. Binoy Peter, Executive Director,
Centre for Migration and Inclusive Dept. PM CV/223,
Thuruthiparamba, Perumbavoor - 683 542

39: ANTI RAGGING SQUAD

- | | | |
|--|---|----------|
| 1. Dr. M. Manimohanam, | | |
| Professor, Dept. of Sanskrit Vyakarana | - | Chairman |
| 2. Dr. P. Unnikrishnan, Director, Students Services | - | Member |
| 3. Dr. M.S. Muraleedharan Pillai, Professor, Dept. of Sanskrit Vedanta | - | Member |
| 4. Dr. Bhavani V.K, Assistant Professor, Dept. of Sanskrit Nyaya | - | Member |
| 5. Deputy Wardens, Girls Hostels & Research Hostel | - | Member |
| 6. Deputy Wardens, Boys Hostels & Research Hostel | - | Member |
| 7. Security Officer | - | Member |

40: STUDENTS GRIEVANCE REDRESSAL CELL

- | | | |
|--|---|----------|
| 1. Dr. M. Manimohanam, | | |
| Professor, Dept. of Sanskrit Vyakarana | - | Chairman |
| 2. Dr. Valsalan V.A, HoD, Dept. of Malayalam | - | Member |
| 3. Dr. Muthulekshmi, HoD, Dept. of Sanskrit Vedanta | - | Member |
| 4. Dr. K.K. Ambikadevi, HoD, Dept. of Sanskrit Nyaya | - | Member |
| 5. Dr. Unnikrishnan P, Director, Students Service Cell | - | Member |
| 6. Kumari. Sresha N, University Union /chairperson | | |

41: INTERNAL COMMITTEE FOR DIFFERENTLY ABLED STUDENTS

- | | | |
|--|---|----------|
| 1. Dr. Ajith Kumar K.V, Professor, Dept. of Sanskrit Sahitya | - | Chairman |
| 2. Dr. Manju Gopal, HoD, Dept. of Music | - | Member |
| 3. Dr. Unnikrishnan P, Director of Students Services | - | Member |
| 4. Kumari. Sresha (IIIrdSem.M.A. RC. Payyannur)
Uty Union Chairperson | - | Member |
| 5. Sri. Aby A Bakkar, Campus Union Chairman | - | Member |
| 6. Sri. Santhosh Kumar, Thalikkulangara Kalarickal, Thalikulam P.O
Thrissur - 680 569, Parent of Achala T.S(BA Sahitya)-UG rep. | - | Member |
| 7. Sri. P.A. Murali, Peechanippilly, Malayattoor P.O, Sebiyoor
Parent of Sreekutty Murali, (M.A. Vedanta)- PG rep. | - | Member |
| 8. Smt. C.S. Padmini, Section Officer, Students' Services Cell | - | Member |
| 9. Smt. Sheeja K.K, Assistant, Academic 'C' Section | - | Member |

