

# Academic Regulations

## Pharm. D. Programme



**Faculty of Pharmacy**  
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# Academic Regulations for Pharm. D. Programme

(Applicable for 2014 – 15 Batch onwards)

## U.1 Short Title and Commencement

- a. The Regulations listed under this head are applicable for Doctor of Pharmacy (Pharm. D.) Programme offered by the University.
- b. The Regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the Programme, as may be determined by the Academic Council.

## U.2 Definitions

- a. “Programme” means a set of subjects a student is required to successfully complete to become eligible for award of the Pharm. D. Degree;
- b. “Programme specifications” mean the document that describes the educational aims, programme objectives, learning outcomes and the detailed Programme structure for each Programme;
- c. “Commission” means the University Grants Commission (UGC);
- d. “Council” means the Pharmacy Council of India (PCI);
- e. “Department” means an academic unit, under a Faculty, responsible for delivering the programme (e.g. Department of Pharmacognosy);
- f. “Faculty” means the Academic Units of the University offering various academic programmes (e.g. Faculty of Pharmacy, Faculty of Engineering and Technology, etc.);
- g. “Course” means a topic, either theory or practical or both, listed under a Programme;
- h. “Course Specifications” mean the document that describes the title, the learning outcomes, syllabus, teaching and learning methods and assessment methodology for each course;
- i. “Statutes” mean the MSRUAS Statutes;
- j. “University” means the M. S. Ramaiah University of Applied Sciences (MSRUAS);

**U.3 Academic Programme****U.3.1 Nomenclature of the programme**

The nomenclature and the abbreviation given below shall be used for this Programme of the University:

*(i) Doctor of Pharmacy (Pharm. D.)*

**U.3.2 Medium of Instruction**

The medium of instruction for the Programme is English.

**U.3.3 Programme Offered**

The University offers the Doctor of Pharmacy (Pharm. D.) Degree Programme.

**U.3.4 Study Scheme**

The University follows the Annual Scheme for the Programme.

**U.3.5 Academic Calendar**

The academic calendar will be synchronized with the admission notification and allotment of candidates by the Government of Karnataka in each academic year. The details of the academic calendar are given in Annexure – 1.

**U.4 Programme Duration****U.4.1 Normal Duration**

The duration of the Programme shall be Six years (Five years – Programme work and Sixth year is Internship).

**U.4.2 Maximum Duration**

The maximum period which a student can take to complete the Programme shall be double the normal duration. i.e., Twelve years.

**U.5 Admissions****U.5.1 Admission of Students**

Admission of students to the Programme listed under Section U.3.3 shall be made by the University as explained in the Prospectus or Notification issued before the commencement of each academic year.

**U.5.2 Eligibility**

- a. Eligibility for students seeking admission under Government of Karnataka quota

Candidates for admission to the Programme shall meet the eligibility criteria as described in Table-1.

| <b>Sl. No</b> | <b>Programme/<br/>Branch</b> | <b>Eligibili<br/>ty</b>   |
|---------------|------------------------------|---|
| 1.            | Pharm. D.                    | <p>Government quota</p> <p>i) Candidates who have passed two year PUC examination of Karnataka PUC Board or an equivalent examination of any other approved Board or University with not less than 45% marks in any combination comprising PCM or PCB or PCMB, PC and computer science, PC and Electronics.</p> <p>Note: in respect of candidates who have taken PCMB combination, the aggregate of PCM or PCB whichever is higher shall be considered</p> <p>In case of students belonging to SC/ST/Category 1/OBC the minimum percentage of marks for admission to B. Pharm. programme shall be not less than 40% in PUC or its equivalent examination (PCM or PCB or PCMB, PC and computer science, PC and Electronics).</p> |

b. Eligibility for Indian students seeking admission under University quota

Candidates who have passed two year PUC examination of Karnataka PUC Board or an equivalent examination of any other approved Board or University in any combination comprising PCM or PCB or PCMB, PC and computer science, PC and Electronics.

c. Eligibility for foreign students seeking admission under University quota

- i. Foreign students should have 10+2 equivalent qualification approved by Association of Indian Universities
- ii. Should have proof of proficiency in English

### **U.5.3 Selection of Students**

Selection of students for admission under Government of Karnataka will be based on Karnataka Government notified admission tests like CET.

Selection of students for admission to University quota of seats is based on admission policy of the University notified from time to time.

Selection of foreign students for admission to University quota of seats is based on the admission policy of the University notified from time to time.

### **U.5.4 Admission to Programme**

The selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

### U.5.5 Annual Programme Fee

Details of the fees payable for Pharm.D Programme will be notified well in advance to the commencement of the Programme.

The fees, once paid, will not be refunded under any circumstances.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed Programme and registration fees for each of those years.

### U.5.6 Free-ships and Scholarships

The Board of Management, in consultation with the Board of Governors, may consider offering free-ships / scholarships to deserving students who maintain a minimum level of academic performance on a yearly basis.

## U.6 CURRICULUM

The curriculum includes the

1. **Programme Specifications** document where the educational aims, Programme objectives, learning outcomes of the programme and the detailed Programme structure are described; and
2. **Course Specifications** document which contains the course title, learning outcomes, syllabus, teaching and learning methods and the assessment methodology for each of the courses.

### U.6.1 Development of Programme Curriculum

The Dean of the Faculty is required to establish a Board of Studies in a Faculty that proposes to offer Pharm. D. Degree Programme. The Board of Studies (BoS) comprises a team of faculty members under the Chairmanship of a Professor. The Chair and the members of BoS are nominated by the Dean of the Faculty. The BoS is responsible for formulating the curriculum of various courses of Pharm. D. Degree Programme offered by the Faculty. The BoS is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the Programme is offered by the University.

The curriculum for every Programme is reviewed by the BoS once in every 6 years i.e. after one complete delivery cycle and seek the approval of the Academic Council. The BoS is also required to review the Course notes prepared by the members of the Faculty for every Course, in every Programme, before delivering the Course. A member of the Faculty who formulates the curriculum



of a course, delivers and assesses students undergoing that course is known as “**Course Leader**”.

### U.6.2 Curriculum Framework

The details of the curriculum of courses for the Programme are given in Programme Specifications.

### U.7 Programme Delivery

The courses under each Programme are delivered in accordance with the time table provided at the beginning of the Academic year (Programme). The delivery of a theory course may include but is not limited to:

1. Face-to-Face Lectures using Audio-Visuals
2. Workshops
3. Demonstrations
4. Guest Lectures
5. **Hospital Visit / Industrial Visit**
6. Laboratory work is normally delivered through a combination of instructions and demonstrations and is followed by student work.

Students are also required to carry out project work which forms part of the curriculum. The details of student project execution and assessment are available in the **Student Handbook**.

### U.8 Attendance Requirement

Considering the programme work load, students are advised to attend all classes conducted during an academic year. The student is expected to attend at least 85 % of the classes in each of the courses in an academic year. A shortfall in attendance, up to a maximum of 10%, may be condoned by the Dean of the Faculty under **\*special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the State, National or International level representing the University** and with the prior permission of the concerned HOD and intimation to his/her Proctor. However a penalty clause will be applicable for the attendance between 65% and 85% in each of the courses. A student will not be allowed to appear for YEE of that course if the attendance is less than 65%.

The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events. For first semester students attendance is computed from the date of registration to the programme.

If a student does not fulfill the attendance requirements in any course he/she is not permitted to attend the Year End Examination (YEE) in that course and is deemed to have failed in that course. The interpretation of the clause is added as Annexure 2.

**U.9. Programme Structure (As per the PCI Regulations)**

First Year:

| S.No.                                  | Code    | Programme Title                    | Theory (h/W/Y) | Tutorials (h/W/Y) | Practical (h/W/Y) | Total Credits | Max. Marks    |
|--|---------|------------------------------------|----------------|-------------------|-------------------|---------------|---------------|
| 1                                      | PDA 101 | Human Anatomy and Physiology       | 3              | 1                 | 3                 | 9             | 200           |
| 2                                      | PDA 102 | Pharmaceutics                      | 2              | 1                 | 3                 | 8             | 200           |
| 3                                      | PDA 103 | Medicinal Biochemistry             | 3              | 1                 | 3                 | 9             | 200           |
| 4                                      | PDA 104 | Pharmaceutical Organic Chemistry   | 3              | 1                 | 3                 | 9             | 200           |
| 5                                      | PDA 105 | Pharmaceutical Inorganic Chemistry | 2              | 1                 | 3                 | 8             | 200           |
| 6                                      | PDA 106 | Remedial Mathematics/<br>Biology** | 3/3            | 1/1               | 0/3               | 6/9           | 100/<br>200   |
| Total                                  |         |                                    | 16/16**        | 6/6**             | 15/18**           | 49/52         | 1100/<br>1200 |
| Total number of contact hours per week |         |                                    | 37/40 hours    |                   |                   |               |               |

Second Year:

| S.No.                                  | Code    | Programme Title                      | Theory (h/W/Y) | Tutorials (h/W/Y) | Practical (h/W/Y) | Total Credits | Max. Marks |
|--|---------|--------------------------------------|----------------|-------------------|-------------------|---------------|------------|
| 1                                      | PDA 201 | Pathophysiology                      | 3              | 1                 | -                 | 6             | 100        |
| 2                                      | PDA 202 | Pharmaceutical Microbiology          | 3              | 1                 | 3                 | 9             | 200        |
| 3                                      | PDA 203 | Pharmacognosy & Phytopharmaceuticals | 3              | 1                 | 3                 | 9             | 200        |
| 4                                      | PDA 204 | Pharmacology-I                       | 3              | 1                 | -                 | 6             | 100        |
| 5                                      | PDA 205 | Community Pharmacy                   | 2              | 1                 | -                 | 5             | 100        |
| 6                                      | PDA 206 | Pharmacotherapeutics-I               | 3              | 1                 | 3                 | 9             | 200        |
| Total                                  |         |                                      | 17             | 6                 | 9                 | 44            | 900        |
| Total number of contact hours per week |         |                                      | 32 hours       |                   |                   |               |            |

Third Year:

| S.No.                                  | Code    | Programme Title              | Theory (h/W/Y) | Tutorials (h/W/Y) | Practical (h/W/Y) | Total Credits | Max. Marks |
|--|---------|------------------------------|----------------|-------------------|-------------------|---------------|------------|
| 1                                      | PDA 301 | Pharmacology-II              | 3              | 1                 | 3                 | 9             | 200        |
| 2                                      | PDA 302 | Pharmaceutical Analysis      | 3              | 1                 | 3                 | 9             | 200        |
| 3                                      | PDA 303 | Pharmacotherapeutics-II      | 3              | 1                 | 3                 | 9             | 200        |
| 4                                      | PDA 304 | Pharmaceutical Jurisprudence | 2              | -                 | -                 | 4             | 100        |
| 5                                      | PDA 305 | Medicinal Chemistry          | 3              | 1                 | 3                 | 9             | 200        |
| 6                                      | PDA 306 | Pharmaceutical Formulations  | 2              | 1                 | 3                 | 8             | 200        |
| Total                                  |         |                              | 16             | 5                 | 15                | 48            | 1100       |
| Total number of contact hours per week |         |                              | 36 hours       |                   |                   |               |            |

## Fourth Year:

| S.No.                                  | Code    | Programme<br>Title                      | Theory<br>(h/W/Y) | Tutorials<br>(h/W/Y) | Practical<br>(h/W/Y) | Total<br>Credits | Max.<br>Marks |
|--|---------|---|-------------------|----------------------|----------------------|------------------|---------------|
| 1                                      | PDA 401 | Pharmacotherapeutics-III                | 3                 | 1                    | 3                    | 9                | 200           |
| 2                                      | PDA 402 | Hospital Pharmacy                       | 2                 | 1                    | 3                    | 8                | 200           |
| 3                                      | PDA 403 | Clinical Pharmacy                       | 3                 | 1                    | 3                    | 9                | 200           |
| 4                                      | PDA 404 | Biostatistics & Research<br>Methodology | 2                 | 1                    | -                    | 5                | 100           |
| 5                                      | PDA 405 | Biopharmaceutics &<br>Pharmacokinetics  | 3                 | 1                    | 3                    | 9                | 200           |
| 6                                      | PDA 406 | Clinical Toxicology                     | 2                 | 1                    | -                    | 5                | 100           |
| Total                                  |         |   | 15                | 6                    | 12                   | 45               | 1000          |
| Total number of contact hours per week |         |   | 33 hours          |                      |                      |                  |               |

## Fifth Year:

| S.No.                                  | Code    | Programme<br>Title  | Theory<br>(h/W/Y) | Tutorials<br>(h/W/Y) | Practical<br>(h/W/Y) | Total<br>Credits | Max.<br>Marks |
|--|---------|---|-------------------|----------------------|----------------------|------------------|---------------|
| 1                                      | PDA 501 | Clinical Research   | 3                 | 1                    | -                    | 6                | 100           |
| 2                                      | PDA 502 | Pharmacoepidemiology<br>and Pharmacoconomics                          | 3                 | 1                    | -                    | 6                | 100           |
| 3                                      | PDA 503 | Clinical Pharmacokinetics<br>& Pharmacotherapeutic<br>Drug Monitoring | 2                 | 1                    | -                    | 5                | 100           |
| 4                                      | PDA 504 | Clerkship *   | -                 | -                    | 25                   | 25               | 100           |
| 5                                      | PDA 505 | Project work (Six Months)   | -                 | -                    | 1                    | 1                | 100           |
| Total                                  |         |   | 8                 | 3                    | 26                   | 43               | 500           |
| Total number of contact hours per week |         |   | 37 hours          |                      |                      |                  |               |

\* Attending ward rounds on daily basis.

## Sixth Year: Internship

| Code.No.<br>(1) | Internship<br>(2)  | No. of credits<br>(3) |
|-----------------|--|-----------------------|
| PDA601          | Internship or residency training including postings in speciality units. Student should independently provide the clinical pharmacy services to the allotted wards.<br>(i) Six months in General Medicine department, and<br>(ii) Two months each in three other specialty departments | 80                    |

## **U.10 Assessment**

### **U.10.1 Examination for Pharm D**

- (1) Every year there shall be an examination to examine the students.
- (2) Each examination may be held twice every year. The first examination in a year shall be the annual examination and the second examination shall be supplementary examination.
- (3) The examinations shall be of written and practical (including oral nature) carrying maximum marks for each part of a course as indicated in Programme Structure.

### **U.10.2 Mode of examinations**

- (1) Theory examination shall be of three hours and practical examination shall be of four hours duration.
- (2) A student who fails in theory or practical examination of a course shall re-appear both in theory and practical of the same course.
- (3) Practical examination shall also consist of a viva –voce (Oral) examination.
- (4) Clerkship examination – Oral examination shall be conducted after the completion of clerkship of students. An external and an internal examiner will evaluate the student. Students may be asked to present the allotted medical cases followed by discussion. Students' capabilities in delivering clinical pharmacy services, pharmaceutical care planning and knowledge of therapeutics shall be assessed.
- (5) Theory Examination: Both the components (Component 1 and Component 2) will be moderated by a second examiner.
- (6) Practical Examination: Both the components (Component 1 and Component 2) will be moderated by a second examiner. Component – 2 will be co-assessed by an external examiner.

### **U.10.3 Achievement Testing**

During each academic Year students' performance is assessed through Continuous Evaluation (CE) and a Year End Examination (YEE).

#### **1. Continuous Evaluation (CE): [Internal Assessment] (Sessional Examination)**

- A. Theory: This includes a written examination and assignment component designed for specific courses and conducted as per the norms of the University for Assessment.
- B. Practical: Students are expected to perform the number of experiments listed in the respective syllabus. Marks shall be awarded out of a maximum of 10 to each of the

exercise and an average of those shall be computed out of maximum of 10 marks. In addition, three practical sessional examinations evenly spread during academic year shall be conducted. The average marks of the best two practical examinations shall be computed out of a maximum of 20 marks. A total of 30 marks shall constitute the sessional award in practical. While awarding the sessional marks of practical experiments, the following considerations should be taken into account.

1. Preparation of the candidate.
2. Manipulative skills.
3. Results of the experiment.
4. Knowledge of the experiment.
5. Viva voce pertaining to the experiments only.
6. The College shall maintain the sessional books of the students and the record of sessional marks of the students.

A regular record of both theory and practical class work and sessional examinations conducted in an institution imparting the programme shall be maintained for each student in the institution.

## **2. Year End Examination (YEE)**

This includes a written / laboratory examination conducted as per the norms of the University for Assessment.

### **U.10.4 Examiners**

The Faculty Dean constitutes a **Board of Examiners (BoE)** for the purpose of assessment of students' performance. The BoE, comprising Internal and External examiners, is headed by a Chairman. Normally, the Head of the Department offering the programme is the Chairman of BoE or any Professor of the Department nominated by the Dean. The Board of Examiners (BoE) is responsible for:

- Setting and review of CE / YEE question papers and evaluation of answer scripts
- Setting and review of Assignments and evaluation
- Laboratory/Workshop/Studio/Project/Internship assessment
- Supervision of Written Examinations and Conducting Laboratory Examinations

**U.10.4.1 Internal Examiner**

The course leader sets the question paper for both CE and YEE, supervises the examinations and valuate the answer scripts as described in the Programme Specifications as well as Course Specifications. The course leader becomes the internal examiner for that course. The question papers and assignments, set for each course, are reviewed and approved by the BoE.

**U.10.4.2 Second Examiner**

All the answer scripts are moderated by a Second examiner.

**U.10.4.3 External Examiner**

It is mandatory to have at least 1 Programme External Examiner for the Programme, per year who is external to the University i.e. an External examiner. The External examiner is required to review at least 10% of the evaluated answer scripts of all the courses offered in an academic Year to confirm adherence to the prescribed academic standards. External Examiners also act as members of SAB and PAB. An External examiner will have tenure of 2 years which can be renewed for a further period of 2 years.

**U.10.4.4 Marking System**

The University follows the absolute marking system.

**U.10.4.5 Earning of Credit**

A student shall be considered to have successfully completed a course and earned the credit(s) if he/she has passed the course.

**U.11 Pass Criterion**

- a) Candidates who have secured a minimum of **50%** marks in the Theory (including sessional) and Practical (including sessional) separately in any course or courses shall be declared to have passed in that course/ and exempted from appearing in that course/s at subsequent examination.
- b) Theory and Practical of a particular course are considered as individual courses for the purpose of pass criteria.

**U.12 Failure and Opportunities for Make-up**

A student will be declared "Failed" in a course under the following circumstances:

1. Not scoring a minimum of 50% aggregate in YEE and CE;

2. Is absent for YEE but has satisfied attendance and CE requirements;
3. Has not satisfied the attendance requirement (not eligible for YEE);

Students are given the following opportunities for passing a failed course:

Students in categories 1, 2 and 3 above (Section U.10.3) shall appear for the YEE alone in the next opportunity provided – declared as **RS (Re-Sit)** category.

**Note:** Students appearing for Re-sit examination are required to pay the prescribed examination fees.

#### **U.12.1 Failure in Project Work**

A student not able to pass in 'Project' is required to make up after completion of the programme work. In such cases, the department shall specify the nature of the project group.

#### **U.12.2 Promotion Criterion**

1. All students who have appeared for all the courses and passed the first year annual examination are eligible for promotion to the second year and, so on. However, failure in more than two courses shall debar him or her from promotion to the next year classes.
2. A student can carry any one of the two courses i.e. either Remedial Mathematics or Biology of 1<sup>st</sup> year Pharm. D to 2<sup>nd</sup> year Pharm. D as an additional failed course along with two failed courses of 1<sup>st</sup> year as per the PCI clarification No. 14-126/2009-PCI/5674-728 dated 05.06.2010.
3. A student who was not eligible to appear for a particular course in the final examination due to shortage of attendance but eligible to attend the classes of next academic year should undertake special training classes before appearing for the next supplementary examination by paying a prescribed fee.
4. In case of failure in more than 3 courses in first year and more than 2 courses from second to fifth year, due to shortage of attendance the student has to re-register for that particular course.

### **U.13 Programme Quality Monitoring**

#### **U.13.1 Staff Student Consultative Committee**

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), HODs, Class Representatives and other member(s) invited by the Dean. Committee meetings are scheduled during the middle of each academic year

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During the committee meetings the following issues will be discussed and suitable action plans are initiated:

- a. Student Academic issues
  - I. Curriculum
  - II. Programme Delivery
  - III. Test & Assessment
- b. Student Teaching and Learning Support
  - I. Programme Operations
  - II. Test & Assessment
  - III. Library
  - IV. ICT
  - V. Laboratories & Workshops
- c. Student Amenities
  - I. Hostel & Cafeteria
  - II. Sports & Recreation
- d. Any other matter with the permission of the Chair

#### **U.13.2 Subject Assessment Board (SAB)**

SAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners and an Observer nominated by the Vice Chancellor are the other members of SAB. The Subject Assessment Board meets at the end of each Year to review the assessed work for each course. The Board objectively examines the course delivery, examination and evaluation processes to ensure that academic standards are met, based on the data compiled for the Year. The most important task is to review the standard of assessment and its comparability across courses (modules). The Subject Assessment Board will confirm course (module) marks after completing its review. Once the marks have been confirmed by SAB they must not subsequently be altered by any other Board, unless an error in transcription or an omission is discovered.

#### **U.13.3 Programme Assessment Board (PAB)**

PAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners and an Observer nominated by the Vice Chancellor are the other members of PAB. The Programme Assessment Board meets at the end of each Year. The purpose of the Programme Assessment Board is to make decisions on progression and awards for all students registered for the named award for which the Board is responsible. In reaching



a decision on progression and Degree award for all students registered for the named Programme for which the Board is responsible. The overall performance of the student is made up of the course marks which have been confirmed by the Subject Assessment Board.

#### U.14 Award of Class –Annual Basis

The award of class is based on the average marks scored by the student during that academic year. The basis for awarding classes is shown in Table – 2.

| Table – 2 Award of Class |             |             |              |  |
|--------------------------|-------------|-------------|--------------|--|
| Level                    | Distinction | First Class | Second Class | Pass class                               |
| Average marks range (%)  | >74.5       | 59.5 – 74.5 | 49.5 – 59.5  | 49.5% and above in more than one attempt |

The Students securing 74.5% marks or above in any course or courses shall be declared to have passed with **distinction** in the course or those courses provided he or she passes in all the courses in a **Single Attempt**.

The students securing 59.5% marks or above in aggregate in all courses in a **Single Attempt** at the Pharm. D examination shall be declared to have passed in **first class**.

The students securing 49.5% and above and less than 59.5% in single attempt shall be declared to have passed in **second class**.

The students securing 49.5% and above in **more than one attempt** shall be declared to have passed in **pass class**.

However in addition to above, students will also be awarded Grades based on marks scored. The basis for awarding Grades is shown in Table – 3.

| Table – 3 : Grade Definition and Grade Point |              |                    |                  |
|--|--------------|--------------------|------------------|
| Sl. No.                                      | Marks Scored | Grading            | GPA Grade Points |
| 1.   | 90.1 – 100   | O (Outstanding)    | 10               |
| 2.   | 80.1 – 90    | A+ (Excellent)     | 9                |
| 3.   | 70.1 – 80    | A (Very Good)      | 8                |
| 4.   | 60.1 – 70    | B+ (Good)          | 7                |
| 5.   | 55.1 – 60    | B (Above Average)  | 6                |
| 6.   | 50.1 – 55    | P (Pass)           | 5                |
| 7.   | Below 50     | F/Ab (Fail/Absent) | 0                |

$$\sum_{1}^n \frac{\text{Grade Points scored in a given course} * \text{Number of Credits of that Course}}{\text{Total Number of Credits}}$$

(n –total number of courses registered in a given semester)

The basis for awarding Grade Points is shown in Table – 3.

### **Award of Class – Overall**

The class awarded at the end of the programme shall be based on the aggregate marks of 6 years.

#### **U.14.1 Announcement of Results**

The office of the Academic Registrar (Faculty) will announce the results of the students during a given year on the Faculty notice board as well as on the University website.

#### **U.14.2 Re-evaluation of YEE**

Students can apply for re-evaluation of YEE answer scripts on paying the fees prescribed within six working days after the announcement of results.

Re-evaluation is not applicable for laboratory examination.

The marks obtained after re-evaluation is the final marks scored by the student in that course in that attempt. Under no circumstances the re-evaluation fees is refunded to the student.

#### **U.14.3 Withholding of Results**

Students' results may be withheld, if the student:

1. Has been subjected to disciplinary action and a decision is pending;
2. Is in debt to the University;
3. Has failed to meet the academic requirements.

All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.

#### **U. 14.4 Statement of Learning and Achievement (Transcript/Marks card)**

Every student will be issued a Statement of Learning and Achievement (Transcript/Marks card) at the end of each semester containing the course code, course title, marks scored, grade awarded, credits earned and result.

The Statement of Learning and Achievement will bear the signature (facsimile) of the Academic Registrar (University). The facsimile will be in the custody of the Academic Registrar (University).

**U. 14.5 Degree Certificate**

The Degree certificate, issued under the University Seal, will have the student's name, University roll number, name of the Degree awarded and class.

The Degree certificate will bear the signature (facsimile) of the Vice-Chancellor.

**U. 14.6 Convocation**

A Convocation ceremony will be held once every year. Students will be conferred their Degree by the Vice –Chancellor or his / her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The Degree will be awarded in the presence of the University's Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award of the Degree *in absentia* after paying the prescribed fee.

**U.15 Awards and Honors****U.15.1 University Awards**

The University may recognize meritorious performance of students by conferring various awards. These awards will be presented to students during the convocation.

**U. 15.2 Donor Awards**

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

**U. 15.3 Corrections in Statement of Learning and Achievement and Certificates**

Students can apply for corrections in any transcript/marks card and degree certificate issued by the University within six months from the date of issue.

**U.15.4 Duplicate Transcripts and Degree Certificate**

In the event of a student losing the original transcripts or degree certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee. The reprints will carry the caption "Duplicate".

**U.16 OTHER ACADEMIC MATTERS****U.16.1 Student Transfers / Migration**

A. Transfers: Not Applicable

B. Migration: Migration of students from another Institution/University to the University may be accepted if there are vacancies available in the requested programme and subject to the submission of a **No Objection Certificate** from the Institution/University the student is

presently studying in and meeting the programme requirements.

Students who would like to migrate to another University/Institution will be required to obtain a **No Objection Certificate** from the University.

#### **U.16.2 Termination from the Programme**

A student will be required to withdraw from the Programme and leave the University on the following grounds:

1. Failure to earn the required number of credits within the prescribed maximum number of attempts;
2. Absence for two or more years, in succession, during any part of the programme without prior approval;
3. Failure to meet the standards of discipline prescribed by the University from time to time;
4. Failure to complete the Programme within the prescribed maximum duration permitted by the University's regulations.

#### **U.16.3 Conduct and Discipline**

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

#### **U.16.4 Intellectual Property**

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.



***Any other issues not covered in this document will be referred to Academic Council. The decision of the Academic Council in such matters shall be final.***

***These Regulations may be amended from time to time by the Academic Council and approved by Board of Management.***

***Failure to read and understand the regulations is not an excuse.***



**Annexure - 1**

The details of the academic year are given in Table 4.

| <b>Table – 4 Academic Year</b> |  |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
|--------------------------------|--|--|----------------------------|--------|----------------|----------|-------------------------|---------|---------------------|---------|-------------------------|---------|----------|---------|-------|----------|
| <b>Sl. No</b>                  | <b>Description</b>   | <b>Remarks</b>   |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 1                              | Number of years  | Six years (Five years regular programme work and Sixth year)   |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 2                              | Duration in weeks for regular programme work (first  | 40 Weeks per year  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 3                              | Number of weeks student is required to work during Internship in Sixth year of the programme | 50 Weeks   |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 4                              | Academic activities in weeks during regular programme work (first Five years)                | <table border="1"> <tr> <td>Registration and Induction</td> <td>1 week</td> </tr> <tr> <td>Programme Work</td> <td>30 weeks</td> </tr> <tr> <td>Examination Preparation</td> <td>2 weeks</td> </tr> <tr> <td>Theory Examinations</td> <td>2 weeks</td> </tr> <tr> <td>Laboratory Examinations</td> <td>2 weeks</td> </tr> <tr> <td>Holidays</td> <td>3 weeks</td> </tr> <tr> <td>Total</td> <td>40 weeks</td> </tr> </table> | Registration and Induction | 1 week | Programme Work | 30 weeks | Examination Preparation | 2 weeks | Theory Examinations | 2 weeks | Laboratory Examinations | 2 weeks | Holidays | 3 weeks | Total | 40 weeks |
| Registration and Induction     | 1 week   |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Programme Work                 | 30 weeks   |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Examination Preparation        | 2 weeks  |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Theory Examinations            | 2 weeks  |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Laboratory Examinations        | 2 weeks  |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Holidays                       | 3 weeks  |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| Total                          | 40 weeks   |  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 5                              | Assessment   | Continuous Evaluation (CE), Year End Examination (YEE) and student's performance in course, laboratory and other activities  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |
| 6                              | Other items  | <ul style="list-style-type: none"> <li>The total number of working days in an academic year shall be not less than 200 days;</li> <li>Academic schedules prescribed by the University shall be strictly adhered to by all the concerned;</li> </ul>  |                            |        |                |          |                         |         |                     |         |                         |         |          |         |       |          |

**Annexure - 2**

The details of attendance clause is depicted in the following table.

| Attendance "A"            | Penalty   | Condonation  |
|---------------------------|---|--|
| <b>A</b> $\geq$ 85%       | Not applicable  | Not applicable   |
| 75% $\geq$ <b>A</b> < 85% | Applicable<br><br>( if the student satisfies the *criteria for condonation Dean of the faculty can waive off the penalty) | Deans are authorized to condone up to 10% of attendance based on evidence /documents produced for condonation of attendance                                      |
| 65% $\geq$ <b>A</b> <75%  | Applicable  | Deans are authorized to condone up to 10% of attendance based on evidence /documents produced for condonation of attendance and thereafter apply penalty clause. |

All condonation is applicable only if the attendance is  $\geq$  **65%**. Total condonation by the Dean should not exceed 10% and the relevant penalty is applicable after the condonation.

\*Criteria: Absence for medical reasons / other circumstances should be supported by relevant documents/ evidence and prior permission by the concerned.