



Academic Regulations

B.Pharm Programme

Faculty of Pharmacy
M.S. Ramaiah University of Applied
Sciences

2019

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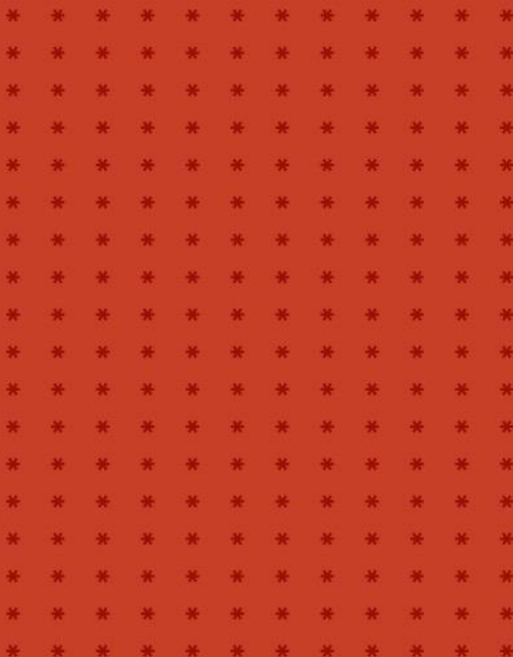


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Academic Regulations for B. Pharm. Programme

(Applicable for 2017 – 18 Batch onwards)

U.1 Short Title and Commencement

- a. The regulations listed under this head are applicable for Bachelor of Pharmacy (B. Pharm.) 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 courses a student is required to successfully complete to become eligible for award of the B. Pharm. 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 subject, 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);
- k. "Sessional" means Term test;
- l. "Answer scripts" means sessional, assignment or examination answer sheet or booklet.

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) Bachelor of Pharmacy (B. Pharm.)

U.3.2 Medium of Instruction

The medium of instruction for the Programme is English.

U.3.3 Programme Offered

The University offers the Bachelor of Pharmacy (B. Pharm) Degree Programme.

U.3.4 Study Scheme

The University follows the semester 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 normal duration of the Programme is four years.

U.4.2 Maximum Duration

The maximum duration a student can take to complete the Programme is double the normal duration. i.e., Eight years.

U.4.3 Duration for Lateral Entry Scheme

A student admitted directly to the third semester, under lateral entry scheme, shall complete the programme within a period of three academic years from the date of first admission to the Programme. However, the maximum period permitted is double the normal duration of the Programme, i.e., six years from the date of first admission to the Programme.

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 Indian students seeking admission under University/Government quota

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

Sl. No	Programme / Branch	Eligibility
1.	B. Pharm.	<p>A. First year B. Pharm – A pass in any of the following examinations –</p> <p>i. Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the courses and Physics, Chemistry, Mathematics/Biology as optional courses individually. “However, the students possessing 10+2 qualification from non-formal and non-class rooms based schooling such as National Institute of Open Schooling, open school systems of States etc, shall not be eligible for admission to B. Pharm Programme”</p> <p>ii. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.</p> <p>B. B. Pharm lateral entry (to second year/third semester) – A pass in D. Pharm Programme from an institution approved by the Pharmacy Council</p>

b. 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.

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 each 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.5.7 Re- admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

U.6 Credits**U.6.1 Credit Definition**

- A. For theory classes: 1 credit is equivalent to 15 contact hours.
- B. For laboratory / field work / workshops / project work and allied activities: 1 credit is equivalent to 30 contact hours.

U.6.2 Typical Credit Structure

A typical Credit Structure for programme work is given in Table-2.

Table -2: Credit Structure					
Lectures (L)	Tutorials (T)	Practical (P)	Credits (L:T:P)	Total Credits	Total Contact Hours per week
3	1	0	3:1:0	4	4
3	0	0	3:0:0	3	3
2	0	0	2:0:0	2	2
0	0	2	0:0:2	2	4
0	0	6	0:0:6	6	12
0	0	1	0:0:1	1	2

U.6.3 Credit Requirements

- I. The total number of credits required to be earned by a Regular student to qualify for award of the B. Pharm. Degree is shown in Table-3:

Table – 3: Credit Requirements			
Programme	Normal duration		Total number of credits to be
	Years	Semester	
B. Pharm	4	8	219/221 [§] /222 [#]

[§]Applicable ONLY for students studied Physics/Chemistry/Botany / Zoology at 10 + 2 and appearing for Remedial Mathematics course

[#] Applicable ONLY for students studied Mathematics/Physics/Chemistry at 10 + 2 and appearing for Remedial Biology course

II. Lateral Entry students:

The lateral entry students shall get 52 credit points transferred from their D. Pharm programme. Students admitted under the lateral entry scheme (Diploma in Pharmacy) are required to take up additional Remedial courses as specified in Table 4.

Table – 4: Credit Requirements for lateral entry					
Entry Qualifications	Normal duration		Total number of credits to be earned	Additional Courses (code nos) to be completed	Credits to be earned
	Years	Semesters			
Diploma in Pharmacy	3	6	167 credits	BP105T BP111P BP205T BP210P HSC101A MCC201A OE-1 OE-2	02 01 03 01 02 02 03 03

III. Registration of Courses during a semester

Each academic year is divided into two Regular Semesters, Semester 1 and Semester 2, of 20 weeks duration each and Summer semester of 10 weeks duration.

A Regular student is normally required to earn a total of 219 credits over 8 regular semesters spread over 4 years and averaging 25 credits in each semester such that the contact hours are around 35 hours per week. The credits to be earned by Lateral Entry students are 167 as prescribed by PCI.

The prescribed number of credits for each semester is available in the **Programme Specification** document.

IV. Summer semester (Re-registration)

A Summer Semester is of half the duration of a Regular semester and a student can register for a maximum of 14 credits. Students who have not met the attendance requirements in certain courses during the Regular semester(s) can register for a Summer Semester to make up for the credit deficiency. All students registering for courses during a Summer Semester are required to pay the prescribed fees in addition to the annual fees.

U.7 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.7.1 Development of Programme Curriculum

The Dean of the Faculty is required to establish a Board of Studies for the B. Pharm., 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 for B. Pharm., Degree programme. 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 4 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.7.2 Curriculum Framework

The curriculum framework for the Programme is given in Table-5.

Sl.	Course area	Approximate no. of credits
1	Basic Science Core courses	7
2	Pharmaceutical Science courses	42
3	Humanities & Social Science courses	10
4	Professional Core courses	136
5	Professional Elective courses	8
6	Major Project / Seminar, etc.	6
7	Extra - curricular/ co – curricular activities	1
8	Mandatory Learning courses	6
9	Open Electives	6
	Total	222

U.8 Programme Delivery

The courses under each programme are delivered in accordance with the time table provided at the beginning of the semester. 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. Industry Visit

Typically, a laboratory practice session is scheduled based on the number of credits it carries. Normally one credit over the semester is equal to 30 hours. 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/I portal.

U.8.1 Attendance Requirement-

Considering the programme work load, students are advised to attend all classes conducted during a semester. The student is expected to attend at least 85 % of the classes in each of the courses in a given semester. 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 SEE 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 Semester End Examination (SEE) in that course and is deemed to have failed in that course. The interpretation of the clause is added as Annexure 2.

U.9 Assessment

U.9.1 Achievement Testing

During each semester students' performance is assessed through Internal Assessment (IA)/ Continuous Evaluation (CE) and a Semester End Examination (SEE).

1. Internal assessment (IA)/ Continuous Evaluation (CE):

This includes sessional examinations and assignments designed for specific courses and conducted as per the norms of the University for Assessment.

2. Semester End Examination (SEE):

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

3. Students appearing for Summer Semester courses are assessed through IA/CE and SEE. However IA/CE component will be assessed through One Assignment & One Sessional exam as the duration of the Summer Semester happens to be half the regular semester.

U.9.2 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 (IA) / SEE 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.9.2.1 Internal Examiner

The course leader sets the question paper for both (IA)/ CE and SEE, supervises the examinations and evaluates 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.9.2.2 Second Examiner

Second examiner moderates 20% of the Answer scripts.

Sl. No.	Range of Marks	No. of Scripts for valuation
1.	< 40	2
2.	≥ 40-50	2
3.	≥ 50-60	2
4.	≥ 70-80	2
6.	≥ 80	All scripts to be moderated

Remaining scripts are verified by tabulation.

U.9.2.3 External Examiner

It is mandatory to have at least 1 examiner per programme, per semester 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 a semester 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.9.2.4 Marking System

The University follows the absolute marking system.

U.9.3 Pass Criterion and Earning of Credits

U.9.3.1 Pass Criterion

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm program if he/she

secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including internal assessment and semester end theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

In case a student fails to secure the minimum 50% in any Theory or Practical course, then he/she shall reappear for the Supplementary examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

U.9.3.2 Earning of Credits

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

U.9.3.3 Re-examination of semester end examinations

Re-examination of Semester End Examination shall be conducted as per the schedule given in table below. The exact dates of examinations shall be notified from time to time.

Semester	For Regular candidates	For Failed candidates
I, III, V and VII	November / December	May / June
II, IV, VI and VIII	May / June	November / December

U.9.4 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 % in SEE and IA/CE together although he/she has satisfied attendance;
2. Is absent for SEE but has satisfied attendance;
3. Has not satisfied the attendance requirement (not eligible for SEE)

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

Students in categories 1 and 2 above (Section U.9.4) shall appear for the SEE alone in the next opportunity provided – declared as **RS (Re-Sit/Supplementary)** category.

Students in category 3 shall re-register during Summer semester to meet the attendance requirements.

Note: Students appearing for Re- register/ Re-sit examinations are required to pay the prescribed fees.

U.9.5 Promotion Criteria

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the

subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Considerations:

List of Courses as mentioned below are required to be successfully completed by earning credits for award of the degree, but these courses will not be considered for calculation of class or CGPA and credits of these courses will not be taken into account for promotion from one semester to another semester.

Table-8: Consideration Courses			
Sl. No	Course Code	Course Title	Credits
1	HSC101A	Sociology and Elements of Indian History for Pharmacists	2
2	MCC201A	Human Rights and Legislative Procedures	2
Total Credits			04

The above courses need to be successfully completed:

1. While pursuing a given semester during which the course appears in the list of courses offered during the semester
2. Register during a Summer Semester
3. Re-Sit for Examination with other batches or during Summer Semester provided attendance criteria is met
4. In the above courses, a student is required to score a minimum of 40% for pass combining the marks of Continuous Evaluation (One Assignment) and Semester End Examination (SEE).

U.9.6 Programme Quality Monitoring

U.9.6.1 Staff Student Consultative Committee

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises of 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 semester.

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

- a. Student Academic issues
 - I. Curriculum
 - II. Programme Delivery
 - III. Sessional and Assignment and their assessment
- b. Student Teaching and Learning Support
 - I. Programme Operations
 - II. Sessional and Assignment and their Assessment section
 - 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.9.6.2 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 semester 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 Semester. The most important task is to review the standard of assessment and its comparability across courses. The Subject Assessment Board will confirm course 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.9.6.3 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 semester. 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 or an award, the Board must consider the overall performance of the student. The overall performance of the student is made up of the course marks which have been confirmed by the Subject Assessment Board.

U.9.7 Academic Awards

U.9.7.1 Award of Grades – Semester Basis

Students will also be awarded Grades based on marks scored. The basis for awarding Grades is shown in Table – 9 and 10.

Table – 9 : Grade Definition and Grade Point for Core courses			
Sl. No.	Marks Scored	Grading	GPA Grade Points
1.	90– 100	O (Outstanding)	10
2.	80– 89.99	A (Excellent)	9
3.	70– 79.99	B(Good)	8

4.	60 – 69.99	C (Fair)	7
6.	50.0 – 59.99	D(Average)	6
7.	Below 50	F (Fail)	0
8.	Absent	Ab (Fail)	0

Table – 10 : Grade Definition and Grade Point for Consideration courses and Open electives			
Sl. No.	Marks Scored	Grading	GPA Grade Points
1.	90– 100	O (Outstanding)	10
2.	80– 89.99	A (Excellent)	9
3.	70– 79.99	B(Good)	8
4.	60 – 69.99	C (Fair)	7
6.	40.0 – 59.99	D(Average)	6
7.	Below 40	F (Fail)	0
8.	Absent	Ab (Fail)	0

A learner who remains absent for any end semester examination shall be assigned a letter grade of Ab and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

The Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses(Theory/Practical) in a semester with credits C1, C2, C3, C4 and C5 and the student's grade points in these courses are G1, G2, G3, G4 and G5, respectively, and then students' SGPA is equal to:

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and Ab grade awarded in that semester. For example if a learner has a F or Ab grade in course 4, the SGPA shall then be computed as:

Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{\text{C1S1} + \text{C2S2} + \text{C3S3} + \text{C4S4} + \text{C5S5} + \text{C6S6} + \text{C7S7} + \text{C8S8}}{\text{C1} + \text{C2} + \text{C3} + \text{C4} + \text{C5} + \text{C6} + \text{C7} + \text{C8}}$$

where C1, C2, C3,.... is the total number of credits for semester I,II,III,.... and S1,S2, S3,....is

the SGPA of semester I,II,III,.... .

Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

Award of Degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

U.9.7.2 Announcement of Results

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

U.9.7.3 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. 9.7.4 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 (Faculty).

U. 9.7.5 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. 9.7.6 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.10 Other Academic Matters**U.10.1 Student Transfers / 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 where 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.10.2 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. 10.3 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. 10.4 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.10.5 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.10.6 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 semesters, 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.10.7 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.10.8 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.

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Annexure - 1

Table – 11:- Academic Year																				
Sl. No	Description	Remarks																		
1	Number of semesters in a year	Three semesters (Two regular and one Summer semester)																		
2	Semester duration in weeks	20 weeks each for regular semesters (Odd/Even) and 10 weeks in case of Summer Semester																		
3	Academic activities in weeks	<p>Regular semester:</p> <table border="1"> <tr> <td>Registration and Induction</td> <td>0.5 week</td> </tr> <tr> <td>Programme Work</td> <td>14.5 weeks</td> </tr> <tr> <td>Examination Preparation</td> <td>1 week</td> </tr> <tr> <td>Laboratory Examination</td> <td>1 week</td> </tr> <tr> <td>Theory Examination</td> <td>2 week</td> </tr> <tr> <td>Holidays</td> <td>1 week</td> </tr> </table> <p>Summer semester:</p> <table border="1"> <tr> <td>Programme Work</td> <td>8 weeks</td> </tr> <tr> <td>Examinations</td> <td>1 week</td> </tr> <tr> <td>Holidays</td> <td>1 week</td> </tr> </table>	Registration and Induction	0.5 week	Programme Work	14.5 weeks	Examination Preparation	1 week	Laboratory Examination	1 week	Theory Examination	2 week	Holidays	1 week	Programme Work	8 weeks	Examinations	1 week	Holidays	1 week
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Holidays	1 week																			
4	Evaluation	Internal Assessment/Continuous Evaluation (IA/CE) and Semester End Examination (SEE), and student's performance in course, laboratory and other activities																		
5	Other items	<ul style="list-style-type: none"> The total number of working days in an academic year shall be > 180; Academic schedules prescribed by the University shall be strictly adhered to by all the concerned; Summer semester is conducted for the benefit of the students to clear their failed courses or complete the required credits for the academic year. 																		

Annexure - 2

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

Attendance "A"	Penalty	Condonation
A ≥ 85%	Not applicable	Not applicable
75% ≥ A < 85%	Applicable (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% ≥ A < 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 ≥ 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.