

Academic Regulations

Version 1.0



**Charutar Vidya Mandal University,
Vallabh Vidyanagar - 388120**

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Academic Regulations

1. Short Title and Commencement - General

1.1 These Regulations shall be called the "Academic Regulations of Charutar Vidya Mandal University, Vallabh Vidyanagar Version 1.0", hereafter referred to as Regulations. It embodies regulations relating to the various degree/diploma/certificate programs offered in different Constituent Colleges/institutions of Charutar Vidya Mandal University, Vallabh Vidyanagar.

1.2 Every academic year shall be divided into two regular semesters known as the Odd Semester and the Even Semester.

1.3 Interpretation: Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the President/Provost shall be final and no suit, application, petition, revision or appeal shall be entertained outside the University in respect of interpretation of these Regulations or any other matter not covered within these Regulations.

1.4 Regulation for extra-ordinary situation: Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations, may be considered by the Academic Council depending on the merit of the cases and for any case which may be referred to the Academic Council by the Registrar with the approval of the President/Provost.

1.5 Last date: Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

1.6 Provision of guidelines and forms: In order to specify modalities of implementing these Regulations, a set of guidelines and forms shall be formulated specifying the relevant clause of the Regulations. The set of guidelines and forms shall be a part of these Regulations.

2. Admissions

2.1 Admission to the University shall be made in first semester of each academic session and strictly on the basis of merit. Admission to Ph. D program may be done in both Semesters.

2.2 Merit will be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks / grade obtained at the entrance exam conducted by the National or State level agency and/or by the CVM University (if applicable).

2.3 The minimum qualifications essential for admission to various programs of the University will be stipulated and indicated in the Admission Brochure released before the commencement of admission to programs. Similarly, admission criteria for various research programs of the University will be stipulated and indicated in the Admission Brochure released before the commencement of admission to Research Programs.

2.4 Seats will be reserved for candidates belonging to Scheduled Castes and Scheduled Tribes, Other Backward Classes, Physically Challenged candidates and other categories as per the policy of the Central/State Government.

2.5 Admissions for D to D will be provided in 3rd Semester / 2nd year of the programs as per the Policy of the University / respective State Government or Central Government bodies like ACPC / AICTE / PCI / COA or any other.

2.6 Admissions will be offered to Foreign Nationals and Non-Resident Indians as per the University Regulations for admission of Foreign Nationals to academic programs.

2.7 Student Exchange program shall be as per the corresponding MOU entered into with the other Academic Institution as per University / UGC / applicable councils' guidelines.

2.8 The University is entitled to cancel admission of any student at any stage of his/her programs on the grounds of unsatisfactory academic performance or indiscipline or misconduct or offence (inside/outside the campus) or unethical act or concealment of facts or fake degree or having passed the qualifying exam from an unapproved Board / University or for any other such reason.

2.9 Final Eligibility: The Student from other than Gujarat Board / University will finally be eligible for any program only after submission of Migration / Transfer Certificate to the University. (The maximum period for the same will be 2 semesters / 1 Year)

2.10 Cancellation of Admission / Enrollment:
The student may approach to the concerned authority for the cancellation of his/her admission/enrolment in the prescribed format with required documents. (Fees refund will be applicable as per prevailing norms)

3. Admissions by Lateral Entry:

- 3.1 The University Transfer shall be offered to all the programs except the Master Programs.
- 3.2 No request for change of branches/disciplines will be considered. Such applications, if received, will be summarily rejected without any intimation.
- 3.3 Students can apply for transfer from any other University to any constituent college of CVM University up to 5th semester (in case of 4 year program), 3rd semester (in case of 3 year undergraduate program)
- 3.4 For transfer from any other University to CVM University, the applicant must have cleared/passed all the subjects in all semesters at the parent/original University i.e. if the applicant has any backlog, he/she will not be eligible for getting transfer. Such application, if received, will be summarily rejected without any intimation.
- 3.5 The syllabus of all subjects of all the previous semesters of both the Universities shall be evaluated for equivalence (by the committee).
- 3.6 The subject which has not been covered/taught under previous university, the applicant has to earn required credit for the same under the suggestion of equivalence committee report.
- 3.7 The transfer of any student from any University to CVM University will be as per the norms stated by the respective statutory councils (E.g.: Pharmacy Council of India (PCI), Council of Architecture (COA), etc.) Hence, the transfer process will strictly follow the respective Statutory Council's Norms prevailing from time to time. E.g.: Any Bachelor of Pharmacy (B. Pharm.) student, studying in the Institution/University having no approval of PCI, will not be eligible to get transfer in any constituent college of CVM University. Such applications, if received, will be summarily rejected without any intimation.
- 3.8 The number of credits thus transferred will be considered for the minimum credit requirements of the program but not considered for the CGPA calculations. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, Place and Country)' and no breakup of courses will be listed. This procedure shall also be applied to dual/ double/ twinning programs wherein the credits are shared between two Institutions.
- 3.9 There shall not be any provision for rank and /or medal for the students' admitted through lateral entry.

3.10 The Applicant Student seeking transfer from any other Institute/University to CVM University need to submit the below listed documents:

- a) Hand written Application along with prescribed form dully filled-in and signed.
- b) Self-attested photocopy of Grade-cards / Mark-sheets of all appeared and cleared examinations attended by the applicant student at his/her parent/original University.
- c) No Objection Certificate from the parent University/Institute.

Note: The constituent college shall submit the detailed table stating status of available branch wise, semester wise vacant seats in above case.

4. Academics

4.1 Academic year: The academic year of the University shall ordinarily be from June to May and comprise the following:

Odd Semester	-	June/July – Nov/Dec
Even Semester	-	Dec/Jan – April/May
Annual Scheme	-	June/July – May/June

Commencement of 1st Semester may however be delayed on the final allotment by the Central Admission Committee (wherever applicable).

4.2 Semester: A semester shall normally have minimum 90 instructional days excluding the days required for holding End Term examinations. In case the required number of working days falls short, the Semester shall be extended by the Registrar with the approval of President.

4.3 Credit: Credit Unit is a convenient measure to anticipate the number of hours per week of total effort including the class work of a student, as the system recognizes only the formal contact hours in the class room, tutorials and laboratory as a means for sustained self-study. While structuring the courses, class room hours, laboratory hours etc. should be taken into consideration and appear in the time-table of each semester / term. Generally, 1 unit translates as follows:

- 1 hour/week of lecture, OR
- 1 hour/week of tutorial (may differ as per faculty requirements)
- 2 hours/week of laboratory, OR
- 1 hour / week of studio translates to 1.5 Credit units, AND
- 2 hours / week of homework/self-study (Per Credit)
- Internship credits may be defined as per faculty requirements.

Note: For value added / skill enhancement courses or any other such courses, credits may be defined as per faculty requirement.

It is recommended that the minimum number of credit units in a semester is 18.

4.4 Academic program: An academic program shall comprises a set of courses. Completion of the set of courses, prescribed for an academic program, by a student shall lead to the award of an Honours/Degree/Diploma/Certificate to the student concerned.

4.5 Course: A course is a unit of instruction or segment of a subject matter under any discipline carrying a specific number of credit hours. Each program comprises a set of courses.

4.6 Core courses: Core courses shall consist of those courses which a student must take as compulsory requirement for a particular Honours/degree/diploma/certificate program in which the student is enrolled.

4.7 Elective course(s): Electives shall consist of course(s) of specialized nature under various academic programs of the University that a student may select to take as a requirement for his/her specialization.

5. Registration

5.1 At the beginning of every semester, each student has to mandatorily go through the registration process (in the prescribed form) to work out his/her course/program for the semester. No student is permitted to attend classes, without completing the appropriate registration procedure.

5.2 Only those will be allowed to register for the courses who have:

- Cleared all dues of previous semesters, and paid prescribed fees for the current semester,
- Not been debarred from registration on disciplinary ground or for any other reason,
- Satisfied academic requirements for the previous semesters for promotion to next higher level, and
- Not been struck off from the rolls of the University.

5.3 Registration for the Courses will take place on the 1st day of commencement of the semester.

5.4 Late registration may be permitted only for valid reasons, with the approval of the Principal/Dean and on payment of a late Registration fee as specified by the University. However, a student shall not be allowed to register for courses in a semester, if the semester has already advanced beyond 25% of instructional days.

5.5 The list of courses offered by each program will be announced prior to the registration depending on academic and non-academic resources available to each program, courses offered may vary.

5.6 Registration for Backlog/Not Cleared will be done as per the prevailing examination norms.

6. Attendance and Leave

6.1 The University is having internal and continuous evaluation system; every student is responsible for regularity of his/her attendance in classrooms and laboratories. A student is also responsible to appear in scheduled tests and examinations and fulfill all other tasks assigned to him/her in every course.

6.2 These regulations stipulate minimum 75% attendance in all courses for permitting a student to appear in any test/examination.

6.3 It shall be the responsibility of the student to take prescribed internal evaluation components and to submit them all properly and promptly. Any student who misses any component of evaluation must immediately approach the instructor-in-charge. The decision of the Principal in all matters of make-up shall be final.

6.4 The 25% absence from instructional hours in each course includes absence due to medical, casual, personal, official i.e. absence for organizing events/seminars/conferences/annual fest/participation in extra-curricular or co-curricular activities and any other valid or otherwise reason.

6.5 The system has adequate resilience to accommodate unforeseen situations through make-up, feedback from examinations and interaction with teachers.

6.6 Students who fail to maintain the minimum attendance criteria will not be permitted to appear in the next End Semester/Annual Exam evaluation component of the course and they will be considered as 'Debarred from appearing the exam'. Such students will be awarded 'LA' grade.

6.7 The minimum attendance required by the 'fresher' will be calculated from their date of registration into the course (instead of 1st Instructional Day).

6.8 Students who are absent beyond 25% due to prolonged illness requiring hospitalization or mishappening in the family or any other valid reason (documentary proof to be submitted), may be allowed by the President/Provost to appear in the exams. However, the limit for relaxation allowed by the President/Provost will be as follows:

- Up to 15% for 1st Mid Term Exam and
OR
- Up to 15% for End Term Exams for those students who had the required attendance in 1st Mid Term Exam.

The extent of relaxation given may be increased if the student has participated / represented the University at any National Level event/program requiring long absence from the University/Institution like attending Republic Day Parade Camp / Sports / NSS activities etc.

6.9 A student, once get registered for the upcoming semester, if permitted to withdraw from the semester (maximum up to two semesters) or has been given prior permission to stay away from the University for the semester or has been asked to stay away is considered to be **on the rolls** of the University for that semester, however he/she can rejoin from the same semester only from where he/she dropped. While such a student retains the nominal advantage of being on the rolls of the University, the loss of time from studies and its consequences cannot be helped by the University. He/she must seek prior permission of Registrar to drop the semester.

6.10 When a student who has been permitted to stay away from the University for a semester or more comes back, his/her subsequent program would be normally governed by the current academic structure and regulations. He/She cannot ipso facto, claim to be governed by his/her earlier academic structure and regulations if in the meantime these have changed.

6.11 When a student fails to register for more than four semesters without any prior permission to stay away, his/her name would be **struck off the rolls** of the University and he/she would no longer be a student of the University.

6.12 The student, who discontinued from the program in a semester on medical grounds without any prior permission, if appeared in immediate preceding semester examination, may be permitted to take admission in next semester on production of medical reports and certificate issued by a competent government authority if Provost/President satisfied to do so.

7. Revision of Registration

7.1 The registration of a student in a course or complete set of courses in a semester can be revised by the concerned authority when he/she is found guilty in cases of unfair means, breach of discipline, etc., or when he/she persistently and deliberately does not pay off his/her dues.

7.2 Registrar may cancel registration already done, when a student ceases to be on the rolls of the University by his/her own action (preapproved/not approved) or by the action of the University or any of the reason mentioned in 2.8, by cancelling registration in all courses.

8. Teaching and Evaluation

8.1 Every course is conducted by a member of the faculty called faculty/teacher-in-charge, with the assistance, where necessary, will be partners with him/her in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the students.

- a) The teachings will emphasize self-learning and active classroom interaction. The teacher in charge will prepare a detailed session-wise schedule, showing the topics to be covered. The reading material may be drawn from sources like text-book, reference books, journals, magazines, library material, website or such other source or self-prepared. The pedagogy will include classroom sessions, Assignments, Projects, Presentation, Case study, management exercise, group discussion, quizzes, laboratory practical, dissertation home tasks, Seminar, Workshop etc. ;
- b) Various components of evaluation with weightage, mid-semester grading and procedure and various other matters found desirable and relevant will be announced to the students by the faculty/teacher-in-charge.
- c) Wherever applicable, the necessary information as indicated in a) & b), above shall be in conformity with requirements of regulatory bodies and the same should be provided in scheme and syllabus of the program”

8.2 The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the student in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his/her own, competence in conceptualized arguments, ability to face unknown situations, etc. At least one of the components (examination) must be comprehensive enough to include the whole course and will be held at the end of the semester.

9. Grades and Grade Points

9.1 At the end of the Semester every student is assigned a ‘Letter Grade’ based on his/her performance over the semester in all courses for which he/she had registered.

9.2 The letter grade and grade point indicate the results of quantitative and qualitative assessment of the student’s performance in a course.

9.3 There are 10 letter grades: **AA, AB, BB, BC, CC, CD, DD, FF, LA and NA.** The letter grades and the corresponding grade points on the 10-Point Scale, the details of the same and the gradation points, Cumulative Grade Point Average (CGPA), Semester Grade Point Average

(SGPA), Grace Marks policy and General Guidelines for the Award of Grades will be as per prevailing examination norms. (Published/framed by the relevant body).

Note: The grading scheme shall not be applicable wherever the regulatory bodies have their norms.

10. Program Completion

The minimum period of study for the program being offered by the University, which a student is expected to complete, is double than the length of the program.

11. Credit Transfer

11.1 Although the internal transfer of program and/or college is restricted but in exceptional condition with the permission of chair, within the University, when a student moves from one program to another, or get re-admitted into the same program again, Credit Transfer is a convenient way of transferring the courses and credits the student had successfully completed/ earned under the previous system. If the courses completed have the same syllabi and credits, and if the course(s)/ its equivalent(s) appear in the program curriculum into which the student is now admitted, it is assumed that the student has earned the credits by credit transfer. A recommendation to this effect shall be forwarded by the Dean of the Faculty to the Registrar/ Provost for the credit transfer. Only such courses and credits that are completed and performance grades awarded will be transferred. Since the credit transfer takes place within the same University, the performance grades will also be transferred to their current curriculum and hence will be counted towards their CGPA. Hence there will be no need to explicitly mention 'Credit Transfer' in their Consolidated Grade Sheet.

11.2 Students from other Universities, can be admitted into various eligible programs of the CVM University (As per prevailing lateral entry norms), subject to the condition that those Universities are recognized and approved for credit transfer by CVMU except in case of transfer by Regulatory bodies/ Govt. During that time, only those courses that were completed and credits earned will be mapped to the courses demanded by the program curriculum into which the admission is sought and hence considered for credit transfer.

Student who has cleared all courses of his/her last semester(s) of the program at previous university being pursued, shall only be considered as a transfer case for admission in that particular program at CVMU.

11.3 The number of credits thus transferred will be considered for the minimum credit requirements of the program but not considered for the CGPA calculations. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place and Country)' and no breakup of courses will be listed. This procedure may also be applied to dual/ double/ twinning programs wherein the credits are shared between two Institutions.

12. Minimum Academic Requirements

12.1 At the end of every semester/term the students have to achieve minimum requirements/ academic standards in all the evaluation (internal & external) components in various programs as per the prevailing examination norms.

12.2 For attainment of degree the students have to earn required total credit as per the program scheme prescribed by the University/ concerned body (wherever applicable) of the program.

13. Eligibility of Registration in Higher Semester

A student may provisionally continue his/her studies in the next semester after the examination of the previous semester he/she appeared is over. The student's eligibility to next semester will be evaluated only after the result of previous semester is out.

14. Award of Degree

14.1 Eligibility for a degree is always determined on the basis of number of courses or units completed. The minimum stipulated number of credit units for different programs will be as decided by the Board of Studies and approved by Academic Council.

Student is deemed to have fulfilled the requirement of degree when he/she has:

- a) Cleared all courses prescribed for program;
- b) Cleared the total unit requirements of Thesis, Seminar, project and Dissertation wherever applicable;

- c) The allocation of class against CGPA will be prescribed as per the prevailing examination norms.
- d) A candidate who passes in all heads of a course and all courses in the examination shall be given a maximum gracing of CGPA 0.01 for securing second class / first class / first class with distinction at the time of award of degree and same shall be considered for percentage conversion.
- e) The formula for conversion of CGPA into Equivalent Percentage Marks shall be as follows:

$$\text{Percentage Marks} = (\text{CGPA} - 0.5) \times 10$$

15. Rank / Medals and Degree

- 15.1 The University Rank and/or Medal shall be awarded to both the students of Undergraduates and Post Graduates Programs.
- 15.2 The students who completed the program throughout CVMU without any break shall only be considered for the Rank and/or Medal.
- 15.3 After successful completion of the course and credit requirements as specified in the program curriculum and upon meeting the minimum credit requirement, Provisional Certificate will be issued to the eligible students by the Examination Cell. The degree will be conferred upon the student during the subsequent Convocation. The degree certificate will indicate the relevant branch and specializations if any, in which the student has graduated along with minor/honours if opted and earned by the student.
- 15.4 Migration Certificate will be given upon clearance of all the dues from the institution.
