



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(An Autonomous Institution)

Puducherry

School of Allied Health Sciences

R-2023

ACADEMIC REGULATIONS
(2023-24 Onwards)

Degree/Diploma

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SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution) School of Allied Health Sciences

BACHELOR OF SCIENCE/DIPLOMA
(Three Years/Two Years)

REGULATIONS 2023 (R-2023)

(Common to all Allied Health Science Programmes)

1. INTRODUCTION

Sri Manakula Vinayagar Engineering College (SMVEC) envisions to foster knowledge, skills, attitude and values of the aspiring youth to enable them to become global citizens.

All the Allied Health Science Programmes shall be governed by the rules and regulations provided in this version of Academic Regulations (R-2023).

The provisions made in this document shall govern the policies, procedures, curriculum, conduct of the examinations and evaluation systems.

The system shall be adopted for academic activities in the college. Normally, college starts in first week of July.

Stringent evaluation norms will be followed to maintain quality of education. The examination system will be transparent and governed by the rules and regulations with time bounded activities.

The rules and regulations shall be subjected to amendment made by the Academic Council (AC) from time to time based on the recommendations of the Board of Studies (BOS).

Objectives of the Programmes:

To provide career oriented quality education in the field of Allied Health Sciences enabling the student to find job placement in healthcare sector on completion of the course.

2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

College	:	Sri Manakula Vinayagar Engineering College
University	:	Pondicherry University
Discipline/ Department	:	Branch or specialization of B.Sc., Degree in Medical Lab Technology, Radiography and Imaging Technology, Renal Dialysis Technology, Operation Theatre and Anesthesia Technology, Emergency medicine Technology, Critical Care Technology, Optometry, Cardiac Lab Technology, Neurocare Technology, Respiratory Care Technology, Uro Care Technology, Reproductive Medicine & Clinical Embryology, Hematology & Blood Banking Technology etc.,

Core course	:	The main subjects related to the branch of study
Ancillary course	:	The subjects which provides additional help or support to the core course.
Head of the Institution	:	The Director / Principal
Controller of Examinations (COE)	:	The authority who is responsible for all Examination related activities of the institution
Lateral Entry	:	Admission of students directly into the second year of B.Sc. Degree programme after completion of Diploma in Allied Health Sciences Programme
L – P – C	:	L - Lecture , P - Practical and C – Clinical Posting respectively.
Curriculum	:	The various components / courses studied in each Programme that provides an appropriate outcome in the chosen branch of study.
Period	:	1 hour duration of a theory / practical class
Day	:	6 periods in a calendar day
Enrolment	:	Enlistment of a student on roll in an academic year
Arrear	:	A course in which a student has not fulfilled the examination passing criteria in the End Year Examination.
CAT	:	Continuous Assessment Test
CAM	:	Continuous Assessment Marks
EYE	:	End Year Examination
EYM	:	End Year Examination Marks
Regular Examination	:	End Year examination conducted for the courses prescribed in the curriculum of that Year.
Arrear Examination	:	End Year examination conducted for the students who have not fulfilled the examination passing criteria in the previous attempt(s).
Academic Council (AC)	:	An Apex academic body having the power to scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc.,
Board of Studies (BOS)	:	An Apex academic body having the powers to approve the various courses, suggest teaching methodologies, coordinate research and other academic activities keeping in view the objectives of the college.
Academic Standing Committee (ASC)	:	ASC shall perform the functions under emergent situations which are subject to ratification by the Academic Council (AC).
Academic Appeal Board (AAB)	:	If a student finds some anomaly in the award of marks in the Continuous Assessment Test, he/she can make an appeal to the <i>Academic Appeal Board</i> for review of marks awarded.

Department Advisory (DAC) : The Committee that formulates a process to review the Committee post implementation effects of curriculum and suggest various measures to ensure academic standard and its excellency of the course offered by the department.

Department Consultative Committee (DCC) : Reviews, revises and prepares curriculum structure based on the institutional policy and suggests improvements in syllabus of a course(s) prepared by course teacher(s) and forwards the curriculum to BOS for further recommendations. It monitors the academic progress and conduct of classes throughout the Year and takes appropriate corrective measures to improve the quality of curriculum delivery.

Programme Academic Coordinator (PAC) : Coordinates all the academic activities of the department viz. Curriculum revision, framing of syllabus, time table, re-registration of course(s), display and submission of attendance status and BOS meeting as a member secretary.

3. BRANCHES OF STUDY

Sri Manakula Vinayagar School of Allied Health Sciences offers the following Programmes:

Degree Programmes:

1. B.Sc. in Medical Lab Technology
2. B.Sc. in Radiography and Imaging Technology
3. B.Sc. in Renal Dialysis Technology
4. B.Sc. in Operation Theatre and Anesthesia Technology
5. B.Sc. in Cardiac Perfusion Technology
6. B.Sc. in Emergency Medicine Technology
7. B.Sc. in Critical Care Technology
8. B.Sc. in Optometry
9. B.Sc. in Cardiac Lab Technology
10. B.Sc. in Neurocare Technology
11. B.Sc. in Respiratory Care Technology
12. B.Sc. in Uro Care Technology,
13. B.Sc. in Reproductive Medicine & Clinical Embryology
14. B.Sc. in Hematology & Blood Banking Technology

Diploma Programmes:

1. Diploma in Medical Lab Technology
2. Diploma in Radiography and Imaging Technology
3. Diploma in Operation Theatre and Anesthesia Technology

4. ADMISSION ELIGIBILITY

The norms for admission, eligibility criteria such as marks, age limit and mode of admission will be as prescribed by the Pondicherry University from time to time.

Desirable Qualification

4.1.1 Degree programme

Candidates belonging to all categories for admission to the Bachelor of science program should have passed in all the subjects of the Higher Secondary Examinations conducted by Tamil Nadu state or equivalent examination (Academic Stream) with the following subjects of study viz., Physics, Chemistry and Biology / Botany and Zoology.

The student should have passed in first attempt and with a minimum of 50% marks in aggregate in the qualifying examination.

4.1.2 Diploma

The basic qualification for the Diploma program is 12th pass or its equivalent conducted by Tamil Nadu state or equivalent examination (Academic Stream) with the following subjects of study viz., Physics, Chemistry and Biology / Botany and Zoology.

The student should have passed in first attempt and with a minimum of 50% marks in aggregate in the qualifying examination.

4.2 Age Limit

4.2.1 Degree Programme

A candidate should have completed the age of 17 years and the maximum age limit is 21 years as on 1st July of the year at the time of admission.

4.2.2 Diploma

A candidate should have completed the age of 17 years and the maximum age limit is 21 years as on 1st July of the year at the time of admission.

4.3 Lateral Entry

Candidates with recognized diploma in any of the Allied Health Science programme can be admitted to 2nd year of the degree programme in the same stream of the Allied Health Science programmes, subject to availability of the seats and fulfilling the necessary criteria as laid down from time to time by Pondicherry University / Government of Puducherry.

Should have passed higher secondary examination or its equivalent.

5 ACADEMIC STRUCTURE

5.1 Duration of the programme

5.1.1 Degree programme

The duration of the degree programmes shall extend over a period of four academic years including one year of Compulsory internship.

5.1.2 Diploma programme

The duration of the diploma programmes shall extend over a period of two academic years. Internship is mandatory for a minimum period of 6 months.

5.2 Medium of Instruction

English shall be the Medium of instruction for all the subjects of study and for examinations of the Degree /Diploma

6 CURRICULUM STRUCTURE

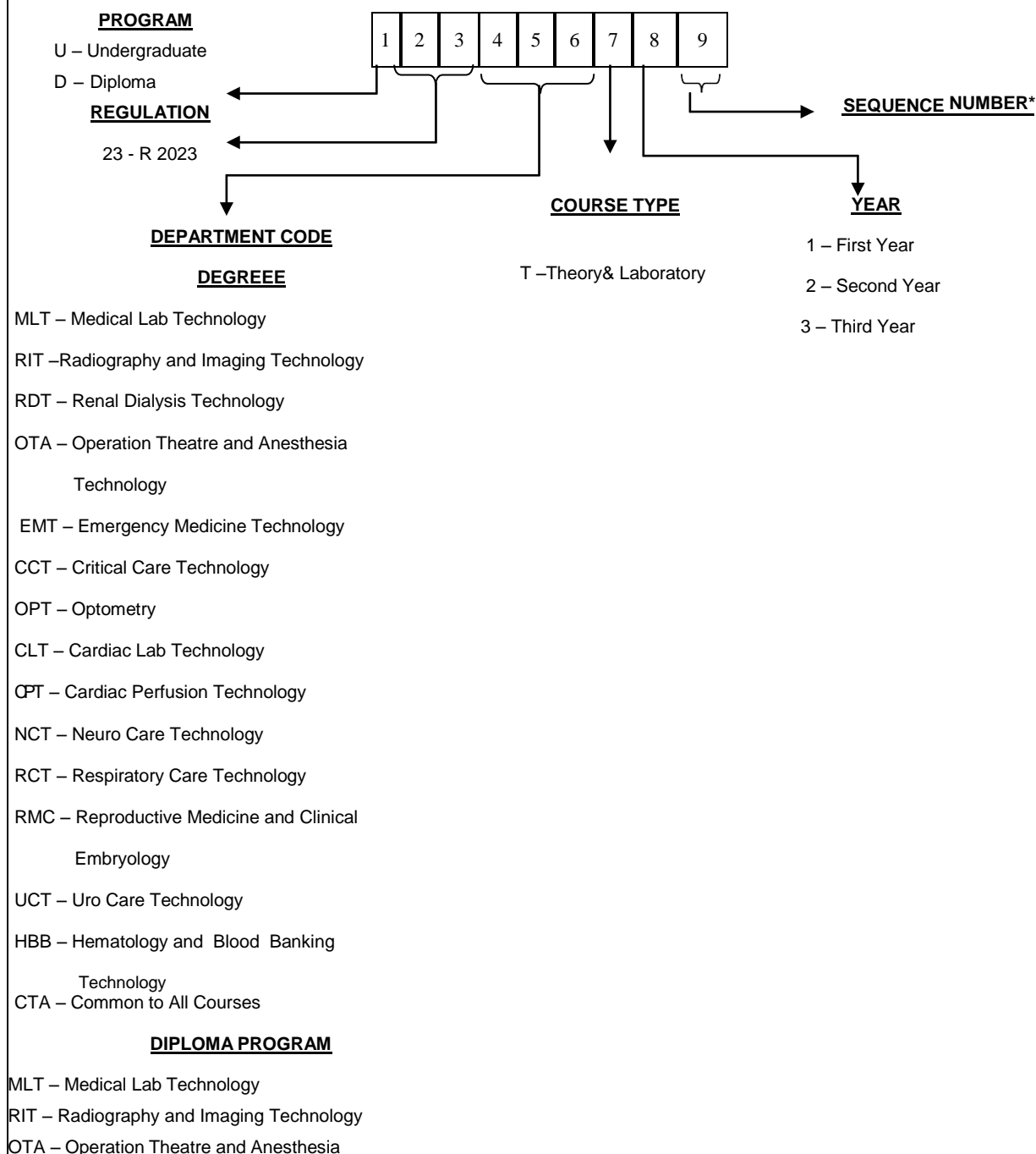
The curriculum and the syllabi for the course shall be as prescribed by the Board of Studies and Academic Council from time to time.

In addition to the core subjects in each discipline ancillary subjects that shall be taught include the following subjects viz., English, computer Science, Environmental Science, Psychology, Sociology, Bio Medical Waste Management, Occupational Health, Occupational Safety, First Aid, Basic Nursing and Medical Ethics.

In addition, the students will have classes in Yoga, Physical Education, and NSS activities. Conferences and Guest Lectures will be arranged periodically. The curriculum structure is given in Annexure – I.

6.1 Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The detail of the numbering scheme is shown in Figure.



*Separate sequence of numbers for theory and practical courses

Fig.1 Course code formation for Degree/Diploma Programmes

6.2 Internship: Every candidate admitted to Bachelor of Science Degree Programme shall undergo 1 year of compulsory internship in the institution or institution recognized by it after successful completion of the final examination.

6.2.1 Degree Programme: A period of 12 months out of which at least 6 months in the parent institution and a maximum of 6 months in any other institutions recognized by the parent institution.

6.2.2 Diploma: A period of 6 months out of which at least 3 months in the parent institution and a maximum of 3 months in other institutions recognized by the parent institution.

6.2.3 Working hours & days: The Candidates may be posted in any of the shifts as per the discretion of the Heads of department concerned. The candidates are eligible for a weekly off of one day and a compensatory off for working on public holidays at the discretion of the HOD. The candidates are eligible for one casual leave per month of completed internship. A maximum period of 3 days of leave can be availed at a stretch. In case of working in other hospitals the rules of that institution shall be applicable for the period of work in the institution concerned.

6.2.4 Log Book: The candidate shall maintain a log book during the period of internship and obtained the signature of the course coordinator or HOD on the last day of every week.

6.2.5 Exit Assessment: The candidate shall be evaluated by the HODS / Faculty members concerned on completion of the internship in the form of Viva Voce to assess the acquisition of the required essential skills & issue a confidential report. In case of non satisfaction the candidate shall redo the internship for a period recommended by the HOD.

6.2.6 Break: If a candidate needs a break for a valid reason (Sickness, Pregnancy etc..) approved by the HOD can be allowed to complete the remaining tenure after the break, however not exceeding 6 months from the tenure time.

6.2.7 Discipline: Candidates should strictly follow the code of conduct for health care professionals during their internship. Any breach or misbehavior or disobedience shall invite suspension or termination from the course. In case of suspension the candidate has to redo the period for which he was suspended.

7 EXAMINATION

7.1 Requirements for Appearing End Year Examination

A student is expected to maintain 100% attendance in all courses. A student will be qualified to appear for End Year Examinations in a particular course only if he/she satisfies the below mentioned attendance requirements.

7.1.1 The student is permitted to appear for End Year Examinations, only if he/she maintains minimum 75 % of attendance. If he/she secured attendance greater than or equal to 70 % and less than 75% in the current year can be considered in case of the following reasons:

- i. Medical reasons (hospitalization / accident and or illness)
- ii. Due to participation in sports events or any competitions or NCC and / or NSS activities with prior written permission from the Head of the Institution/Dean Academics through the Head of the Department.

He/she has to pay the necessary condonation fees prescribed by the college authority with necessary supporting documents for his/her absence.

7.1.2 The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above and if exempted, the student shall be permitted to appear for the End Year Examination of that course. In all such cases, the students should have submitted the required documents on joining after the absence, to the Dean Academics through the Dean, Allied Health Sciences.

7.1.3 If any student is suspended for any reason during the Year, the days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

7.2 Scribe for End Year Examination

7.2.1 If any student is not in a position to write End Year Examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder of any health science programme having similar competency. The student shall, however, apply in a prescribed proforma to CoE and requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the CoE for using scribe to the invigilator. He / She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.

7.2.2 Student admitted with differently abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time to write the examination for all the courses. He / She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

7.2.3 Students should have secured 40% in CAT in Theory & Practicals separately for appearing for the EYE Examinations. A minimum of 4 CAT including Model Exam shall be conducted during a Academic year for all core paper and a minimum of 2 test shall be conducted in noncore i.e. internal papers during a academic year. The average of the best three in core papers and best 2 in internal papers shall be taken for calculation of the CAT marks.

7.3 Malpractice in Examinations

If any student caught red-handed due to malpractices in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by COE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment for the unfair means as specified in the Examination manual.

8 DISTRIBUTION OF MARKS FOR ATTENDANCE

Theory courses for which there is an internal marks of 20 that includes 5 marks for attendance is as shown below.

The distribution of 5 marks for attendance is as follows:

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%

Practical courses for which there is an internal marks of 20 that includes 5 marks for attendance is as shown below

The distribution of 5 marks for attendance is as follows:

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 marks for 75% and above but below 80%.

9 REQUIREMENTS FOR PASSING THE EXAMINATION

9.1 The candidate should score a minimum of 40% in Theory including viva voce and Practicals individually in the EYE and not less than 50% in aggregate of Theory and Practical exams and CAT. There shall be no minimum marks in viva voce which shall be added to Theory.

Theory = EYE (written test + Viva voce) \geq 40% marks

Practicals (EYE) \geq 40% marks

Theory + Practicals+ CAT \geq 50% marks (aggregate).

9.2 Any candidate who fails in Theory/Practical shall have to appear for both Theory and Practical in the subsequent examination.

10 GRIEVANCE REDRESSAL MECHANISM IN EVALUATION

Photocopy of the Answer Script and Revaluation:

Students who are not satisfied with the marks awarded in the End Year Examination of Theory Courses for regular and arrear examinations can seek redressal as follows:

- After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to Controller of Examinations.
- Students can get their answer scripts revalued by submitting an application along with the prescribed fees to the Controller of Examinations.
- The provision for getting the photocopy of valued answer scripts and revaluation is extended to all the students including those who have passed the examination.

11 ELIGIBILITY FOR THE AWARD OF DEGREE/DIPLOMA/CERTIFICATE PROGRAMMES

11.1 A student shall be declared to be eligible for the award of B.Sc., Degree /Diploma/Certificate provided for which the student has

Successfully completed the programme requirements and has passed all the prescribed end Year examinations in all the years within a maximum period of 5 years for degree, 4 years for diploma .

11.2. Satisfactory completion of the mandatory internship within a period of 2 years from the completion of the study period.

11.3 Grading of the Performance

- More than or equal to 80% of marks in aggregate in all three year subjects –
Rank Holders
- 75% of marks and Above (No History of Arrear) in aggregate in all three year subjects – **Distinction**
- 65% and Above and Below 75% of marks in aggregate in all three year subjects
- I Class
- 55% to 64% of marks in aggregate in all three year subjects - **II Class**
- 50% to 54% of marks in aggregate in all three year subjects- **Pass Class**
- For the Award of Gold Medal and ranks for each branch of study, the mark secured from 1st to final year should be considered and it is mandatory that the candidate should have passed all the subjects from 1st to final year in the first attempt. Rank certificate would be issued to the first five candidates in each branch of study.

12 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

Degree Programmes

The total period of completion of the Programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed 5 years for regular entry students and 4 years for lateral entry students in any case including the period of discontinuance.

Candidates having break of study shall be considered for re-admission provided that they are not subjected to any disciplinary action and no charges are pending or contemplated against them.

Diploma Programmes

The total period of completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed 4 years for regular entry students and 3 years for lateral entry students in any case including of the period of discontinuance.

Candidates having break of study shall be considered for re-admission provided that they are not subjected to any disciplinary action and no charges are pending or contemplated against them.

13 TERMINATION FROM THE PROGRAMME

A student shall be terminated from the program in the following cases:

- i. Involved in ragging and not obeying disciplinary rules structured by college.
- ii. Not completing the Degree programme in prescribed period: Students shall have to complete B.Sc., programme in the maximum period of 5 years for regular from the date of admission. If not completed, such student will be declared as Failed. However, genuine cases with proper justification may be referred to AC for extending programme completion period.
- iii. Not completing the Diploma programme in prescribed period: Students shall have to complete Diploma programme in the maximum period of 4 years for regular from the date of admission. If not completed, such student will be declared as Failed. However, genuine cases with proper justification may be referred to AC for extending programme completion period.
- iv. Not completing the Certificate programme in prescribed period: Students shall have to complete Certificate programme in the maximum period of 2 year for regular from the date of admission. If not completed, such student will be declared as Failed. However, genuine cases with proper justification may be referred to AC for extending programme completion period.

14 DISCIPLINE AND CONDUCT

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- (a). Interference to teaching, examination, administrative work, curricular or extra-curricular activities and any act likely to cause disruption.
- (b). Damaging or defacing the property inside or outside the college campus.
- (c). Engaging in any attempt at wrongful confinement of teachers, employees and students of the college.
- (d). Use of abusive and derogatory slogans or intimidators' language or incitement of hatred and violence.
- (e). Ragging in any form ("Ragging means causing, inducing, compelling or forcing a student whether by way of a practical joke or otherwise to do any act that detracts human dignity or violates person or exposes him to ridicule or to forbear from doing lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offense), as per the directions of Supreme Court of India, is a criminal offence.
- (f). Eve teasing or disrespectful behavior to a student.
- (g). An assault upon or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- (h). Getting enrolled in more than one programme /course of study simultaneously.
- (i). Committing forgery, tampering the documents or records, identity cards, furnishing false certificate or false information.
- (j). Organizing instant agitation/meetings without prior permission in the campus.
- (k). Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Facebook / twitter / other social sites using college servers/personal electronic gadgets in the college premises.

- (l). Sharing the login and password and other details of IT facilities provided to other outside students.
- (m) Refusing to provide an identity card when demanded by any teacher / college authority.
- (n) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- (o) Possessing or using any weapons and fire arms in the college campus.
- (p) Encroachment of hostel, accommodating guests or other persons in hostels without permission.
- (q) Malpractice in examination
- (r) Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- (s). Any other act which may be considered by the Head of the Institution or the Discipline Committee to be an act of violation of discipline.

Any act of indiscipline of a student reported to the Head of the Institution shall be referred to Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties / punishment / actions may include:

- (a). Written warning and information to the parents / guardian.
- (b). Imposition of fine
- (c). Suspension from the College / Hostel / Mess / Library or availing of any other facility.
- (d). Suspension or cancellation of scholarship/fellowship / studentship or any financial assistance from any source.
- (e). Recover of loss caused to college property.
- (f). Debarring from participation in sports / NSS / student club activities.
- (g). Disqualifying from holding any representative position in the Class / College / Hostel Mess / Sports / Clubs and in similar other bodies.
- (h). Disqualifying from appearing in placement and receiving any awards.
- (i). Expulsion from the Hostel / Mess / Library / Club / College for a specified period by forfeiting fees.
- (j). Debarring from appearing for an end year examination.

Student(s) involved in any act of indiscipline / malpractice in examination shall be issued notice to him/her, asked to be present before the Complaint Redressal Committee (CRC) on the day at specified time and venue with his/her parents / guardian. He / She shall give written reply / oral explanation to the charges levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, on the basis of available evidence / documents which shall be binding on the concerned student.

Every admitted student shall be issued photo identification (ID) card which must be worn by the students when he/she is inside in the college campus / college bus.

15 ACADEMIC CALENDAR

15.1 The academic activities of the college shall be governed by the academic calendar prepared for each academic year and approved by the AC/ASC. It shall be notified at the beginning of each academic year. Academic calendar shall incorporate schedule of admission, Programme registration, Programme delivery, examination/evaluation, Programme feedback, Programme /graduate exit survey, co-curricular activities, compensation of holidays in case of academic loss, meetings (AC, ASC, IQAC, BOS, and Alumni), Academic audit and vacation.

15.2 The Programme shall usually commence from 1st July of each calendar year and shall end on 30th of June of the following year. The number of working days in an academic year shall be at least 180 days.

15.3 The academic calendar should be strictly adhered to all other activities including co-curricular and extra-curricular activities that should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

15.4 Vacation

A period of two weeks in summer (May / June) and one week in winter (Dec / Jan) shall be declared for the Physical & Mental well being of students and provide them an opportunity for pursuing their hobbies and or any value added courses or enhancement of skills.

16 VARIOUS COMMITTEES AND ITS FUNCTIONS

Academic Council (AC)

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council:

- (a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

- (d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- (e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

Board of Studies (BoS)

Composition of Board of Studies:

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.

Functions:

The Board of Studies shall recommend the following to the Academic Council:

1. Courses of studies
2. Measures for the improvement of the standards of teaching and research
3. Any other academic matter.

Academic Standing Committee (ASC)

Composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergent situations subject to ratification by the AC.

Academic Appeal Board (AAB)

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the *Academic Appeal Board* for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Director cum Principal, for necessary action.

Departmental Advisory Committee (DAC)

DAC is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAC are given below:

1. Chairperson : Head of the concerned Department
2. Internal Members : Two senior faculty members of the department
3. Industry Representative : One representative from industry/corporate sector / isrelated to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary : Programme Academic Coordinator

Term: The term of the nominated members shall be three years.

Meetings: The meeting may be scheduled as and when necessary, but at least twice a year.

Functions of DAC

The DAC of a department in the college shall

- (a). Formulate a process to review post implementation effects of curriculum.
- (b). Suggest measures to ensure academic standard and excellence of the course offered by the department.
- (c). Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction.
- (d). Identify and recommend the record of new programme.
- (e). Review target set for attainment of course outcomes and programme outcomes.
- (f). Guide and provide support to department for enhancing interaction withoutside world.
- (g). Plan strategically to enhance the academic quality of department.
- (h). Resolve the address issues express by the stake holders through feedback.
- (i). Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- (j). Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

Board of Examinations (BoE)

Composition

1. Director (Chairperson)
2. Dean Academics
3. Controller of Examination(COE): Member Secretary
4. One expert possessing ten years of industrial/ field experience nominated by the Chairperson
5. Coordinators (Examinations, Assessment, Results and Tabulation)

Functions of BoE

- (a). The BoE shall
 - i. Ensure proper performance of the various duties in conducting examinations viz. paper

- setting, time table preparation, assessment and declaration of results.
- ii. Recommend examination reforms and shall implement after the approval of academic council.
 - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- (b). Chairperson, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
 - (c). The recommendations of the CRC shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
 - (d). The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.

Department Consultative Committee (DCC)

Composition

1. Head of Department (Chairperson)
2. Five faculty members (at least one from each specialization) nominated by HOD
3. Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

Functions of DCC

- (a). Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a programme prepared by programme teacher/s and forward the curriculum to BOS for further recommendations.
- (b). Check appropriateness of programme objectives, programme outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- (c). Monitor the academic progress throughout the year, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery.
- (d). Review academic performance of students.
- (e). Counsel the concerned programme teachers for improvement based on student feedback, academic and question paper audit reports.
- (f). Verify the attainment level of course outcomes and programme outcomes.
- (g). Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC.
- (h). Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction.
- (i). Suggest open and professional electives considering societal needs.
- (j). Recommend methodologies for innovative teaching and evaluation techniques to BOS.
- (k). Coordinate research, teaching, extension and other academic activities in the department/college.
- (l). Carry out preparatory work for defining /redefining the Programme Educational

Objectives (PEOs) and Programme Outcomes (POs) periodically.

- (m). Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BOS.

Programme Academic Coordinator (PAC)

The functions and duties of PAC are:

- (a). Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BOS meeting, re-registration of course/s, display and submission of attendance status.
- (b). Conducting internal academic audit and departmental advisory committee meeting as a member secretary.
- (c). Monitoring the academic activities and conduct of classes.
- (d). Extending necessary help to departmental academic and evaluation committee.
- (e). Recording and forwarding all academic related documents to Dean Academics.
- (f). Working in association with Dean Academics.

Departmental Evaluation Coordinator (DEC)

The functions and duties of DEC are:

- (a). Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- (b). Monitor the assessment of programme outcome.
- (c). Compute / assess / evaluate the achievement of PEOs and POs as per NBA/NAAC requirements.
- (d). Compile the information required for the preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- (e). Extend necessary help to departmental academic and evaluation committee.

Class Advisor

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- i. To motivate and closely monitor the performance of the students.
- ii. To build a strong alumni base for the institution by maintaining a possible rapport with students and parents.
- iii. To maintain all important documents of the students for reference/inspection by all committees.
- iv. To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference.

Student Counselor (Mentor)

By guiding and counseling students, faculty can create a greater sense of belongingness amongst the student community. To help the students in planning their programme and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as student counselor throughout the period of study.

The student counselor will guide / monitor the programme chosen by the students,

check attendance and progress of the students and counsel them periodically. The student counselors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students can select and work for career choices of their interest. The student counselors shall update and maintain the student counselor record of each student under his guidance attached to them. The student counselors shall also help the class advisors to update the students details attached to them.

The student counselor may also discuss with the class advisor, HoD and parents about the progress of the students.

Quality Circle Meeting (QCM)

Every class will have a class committee constituted by the HoD to discuss about the various Academic activities through Quality Circle Meeting (QCM). The members of the class committee will be as follows:

1. Chairperson (a senior faculty who is preferably not teaching any course for the class)
2. All the course handling staff of the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

Functions

The functions of the QCM shall include the following: -

- (a). Clarify the regulations of the programme and the details of rules therein.
- (b). Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- (c). Inform the student representatives about the details of Regulations regarding marks assigned for each assessment. In the case of practical courses (laboratory/ drawing / project work / seminar etc.) the breakup marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- (d). Analyze the performance of the students of the class after each assessment test and initiate steps for improvement.
- (e). Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- (f). Discuss and sort out problems experienced by students in the classroom and in the laboratories.
- (g). The class committee shall be constituted within the first week of the commencement of any semester.
- (h). The chairperson of the class committee may invite the class advisor / student counselor and the Head of the Department to the meeting of the class committee.
- (i). The Head of the Institution may participate in any class committee meeting.
- (j). The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and faculty concerned. Points requiring action by the management shall be brought to the notice of the management by the Principal.

Meetings

Quality Circle Meeting (QCM) are to be conducted as scheduled below.

Meeting 1	One week before the 1 st assessment test
Meeting 2	One week before the 2 nd assessment test
Meeting 3	One week before the 3 rd assessment test

During the first meeting of the class committee, the students are to be informed about the assessment procedure as per the framework of the Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching- learning process.

Course Committee for Common Courses

Each common theory / laboratory course offered to more than one class / branch shall have a Course Committee, comprising all the faculties who are teaching the common courses and one of them is nominated as a Course Coordinator.

Sl. No	Nature of common courses	Person Responsible for Forming Course Committee and Nominating Course Coordinator
1	For common courses handled in a particular department	Respective HoD
2	For common courses handled in more than one department	Controller of Examinations (CoE) inform the course committee details to the Principal to get approval for the same and intimate to the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams and uniform evaluation is to be carried out. The Course committee will meet a minimum of 3 times in each semester. The schedule for the course committee to meet is as follows.

Meeting 1	One week before the beginning of the semester
Meeting 2	One week before the 1 st assessment test
Meeting 3	One week before the 2 nd assessment test

17 REVISION OF REGULATIONS AND CURRICULUM

The college may revise, amend or change the regulations of curriculum and syllabi from time to time as and when found necessary