മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

സംഗ്രഹം

ഡയറക്ടറേറ്റ് ഫോർ അപ്ലൈഡ് ഷോർ ട്ട്‌ടേം പ്രോഗ്രാമുകളുടെ (DASTP) റഗുലേഷൻ അംഗീകരിച്ചുകൊണ്ട് - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

അക്കാദമിക് എ 9 സെക്ഷൻ

നമ്പർ. 1362/AC A 9/2019/എം.ജി.യു   പ്രിയദർശിനി ഹിൽസ്,തീയതി: 01.04.2019

പരാമർശം:-1 . 16 .02 .2019 ന് കൂടിയ അക്കാദമിക് കൗൺസിൽ യോഗത്തിന്റെ മിനിട്സ്

2 . 18 .03 .2019 ന് കൂടിയ സിൻഡിക്കേറ്റ് യോഗത്തിൽ (19 .02) ഇനം നമ്പർ 01 / 19 .02 / 190182 ആയി

സമർപ്പിച്ച ശിപാർശ .

ഉത്തരവ്

യു .ഒ .നം . 3257 / പി & ഡി 1 / 1 / ഭരണവിഭാഗം   തീയതി 11 .04 .2018 പ്രകാരം ഡയറക്ടറേറ്റ് ഫോർ അപ്ലൈഡ് ഷോർട്ട് ടേം പ്രോഗ്രാംസ് നിലവിൽ വരികയും അതിന്റെ പ്രവർത്തനങ്ങളെ സംബന്ധിച്ച് ഒരു റഗുലേഷൻ അംഗീകരിക്കപ്പെടുകയും ചെയ്തിട്ടുണ്ട് .പിന്നീട് DASTP യിൽ നടത്തുന്ന പ്രോഗ്രാമുകളുടെ നടത്തിപ്പിനായി അക്കാദമിക് റഗുലേഷൻസ് രൂപപ്പെടുത്തുന്നതിന് ഒരു കമ്മിറ്റിയെ തിരഞ്ഞെടുക്കുകയുണ്ടായി .ടി കമ്മിറ്റി തയ്യാറാക്കിയ ഡ്രാഫ്റ്റ് റഗുലേഷൻ അംഗീകാരത്തിനും തുടർനടപടികൾക്കുമായി വൈസ്‌ചാൻസലറുടെ 05 .01 .2019 ലെ ഉത്തരവിൻ പ്രകാരം അക്കാദമിക് കൗൺസിലിലേക്ക് സമർപ്പിച്ചിരുന്നു.

പരാമർശം (1) പ്രകാരം 16 .02 .2019 ന് കൂടിയ അക്കാദമിക് കൗൺസിൽ യോഗം ,DASTP പ്രോഗ്രാമുകളുടെ റഗുലേഷൻ അംഗീകരിക്കുന്നതിന് തീരുമാനിച്ചു.

മേൽ തീരുമാനം പരാമർശം (2) പ്രകാരം 18 .03 .2019 ന് കൂടിയ സിൻഡിക്കേറ്റ് യോഗത്തിൽ സമർപ്പിച്ചു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ദിലീപ് കുമാർ ആർ

അസിസ്റ്റന്റ് രജിസ്ട്രാർ 3 (അക്കാദമിക്)
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്

1 ഡോ . റോബിനെറ്റ് ജേക്കബ് , അസോസിയേറ്റ് പ്രഫസർ - ഇൻ ചാർജ് , DASTP

2 .വി.സി. യുടെ പി.എസ്

3 .രജിസ്ട്രാർ / പരീക്ഷ കൺട്രോളറുടെ പി.എ

4 .ജെ.ആർ II / ഡി.ആർ II / എ .ആർ III (അക്കാദമിക്)

5 .ജെ.ആര്‍ I / ഡി.ആര്‍ IV / എ.ആര്‍ XIV / XV /XIX (പരീക്ഷ)

6 . കണ്ടന്റ് മാനേജ്മെന്റ് സെക്ഷന്‍ / ACC 2

7 . സ്റ്റോക്ക് ഫയല്‍ /ഫയല്‍ കോപ്പി

MAHATHMA GANDHI UNIVERSITY

REGULAR PART TIME SHORT TERM ACADEMIC PROGRAMMES 2018

CONDUCTED BY DIRECTORATE FOR APPLIED SHORT TERM PROGRAMMES (DASTP)

ACADEMIC REGULATIONS

1. PREAMBLE

Whereas knowledge had been esoteric some decades ago, it is currently widely distributed among populace, thanks to the giant leaps made by Science and Technology. If the great scientific inventions of the late 19th century and early 20th century had taken place in fits and starts, and were largely serendipitous, they are now occurring with greater frequency and with greater premeditation. Admittedly, a great deal of research is being carried out in pure science, but it is in the domain of technology that mankind is making giant strides. Vast advances in technology by the day is rendering the earlier ones obsolete and outmoded. With the advent of the Internet and the proliferation of information, mankind in groaning under information overload.

To keep pace with the vicissitudes of a dynamic world and the ever expanding frontiers of knowledge, the need of the day is the development of scientific laboratories and research centers in such a way that they are made accessible to a vast section of the academia in their relentless pursuit of knowledge. To realize this dream and to blaze a train in this area, it is proposed to launch state of the art learning centers in Mahatma Gandhi University. The initial focus could be on the development of such centers in the university with the help of teaching departments where part time regular programs will be conducted to impart technical knowledge and skills to aspirants to enable them to meet the technological challenges and fill- in the skills mismatch. The takers will have ample opportunities of making use of the superior infrastructure of the collaborating departments and also being the end users of quality teaching. The programmes are proposed to be extended to affiliated colleges subsequently.

2. TITLE

These regulations shall be called 'MAHATMA GANDHI UNIVERSITY REGULATIONS FOR REGULAR PART TIME SHORT TERM ACADEMIC PROGRAMMES 2018 conducted by Directorate for Applied Short Term Programmes (DASTP)'.

3. SCOPE, APPLICATIONS

3.1.   The regulations provide herein shall apply to all certificate and diploma programmes conducted under the Directorate for Applied Short Term Programmes (DASTP). Short term programmes offered by DASTP are in association with the various schools/ centre of the University, affiliated Colleges, training and research institutions and Non- Government Organisations (herein referred as 'Academic partners of DASTP'). These programmes are meant for ongoing UG and PG students, employees, teachers and all the aspirants of knowledge from various realms of society. The programmes offered can be availed by UG/PG students along with their regular studies subject to the eligibility criteria prescribed for each programmes. Besides the programmes developed by DASTP, affiliated colleges will also be given opportunity to submit programmes of their choice to be approved by the University.

3.2. Medium of Instruction

Medium of instruction is English except for the language programmes and the programmes otherwise stated therein.

4. DEFINITIONS

4.1 Academic Partners

Schools and Centers of Mahatma Gandhi University, Affiliated Colleges, Training and Research Institutions and Non -Government Organisations (NGOs) are considered as 'Academic Partners'.

4.2. Credit

Credit is the unit by which a course is measured. It is a measure of the total number of hours of training received in a course during a semester; the credit number indicates the total curricular content in terms of number of teaching/learning hours in a course during a semester.

4.3. Credit Point

Credit Points for a Course is the product of grade point obtained and Credits of the Course.

4.4. Course

Course means curricular content of a subject for teaching and learning in a specific area or theme of knowledge and to be evaluated in a semester.

4.5. Course code

Each course shall have a unique course code.

4.6. Course teacher

Instructor who is teaching a course or the one who is handling the practical session of a course

4.7. Grade

Grade means a letter symbol (eg. A, B, C etc) which indicates the level of performance of a student in a course/semester/programme.

4.8. Grade Card

Grade card means the performance record of the student.

4.9. Grade Point

Grade point is an integer indicating the equivalent of the broad level of performance of a student in a course and depends upon the marks secured by the student. Grade point means points given to a grade on eight point scale.

4.10. Programmes

Academic program means the entire course of study as per the scheme and syllabus carried out in a time bound academic period.

4.11. Programme Co-ordinator

The teacher who co-ordinates a programme as per the academic calendar and works as a facilitator between DASTP and students for the implementation of the programme.

4.12. Semester

Semester means a term consisting of 140 to160 hours of class room study, approximately 200 hours of self-learning and a total of 16 credit courses within a period of six months. Classes will be arranged on Sundays and holidays or in the mornings/ evenings or as a crash course for a stipulated period of days.

4.13. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

5. PROGRAMMES

Five types of programmes are offered under DASTP

(1). Post Graduate Diploma Programmes

(2). Diploma Programmes

(3). Post Graduate Certificate Programmes

(4). Certificate Programmes

(5). Appreciation Programmes/Workshops

6. DURATION

- The duration of Diploma/Post Graduate Diploma Programme shall be one year consisting of two semesters and the duration of Certificate/ Post Graduate Certificate Programmes shall be six months.
- Diploma/Post Graduate Diploma students shall complete the programme within three years and Certificate/ Post Graduate Certificate students shall complete the programme within two year.
- The maximum number of students to be admitted to a programme shall be limited to the number of seats decided by the Executive Committee of DASTP.

7. ADMISSION

The eligibility criteria for admission for each programme shall be as decided by the University. Admission to the programme will be done by the DASTP through a common procedure for all the programmes. Candidates are eligible for admission irrespective of age. The programmes offered can also be availed of by UG and PG students along with their regular studies. Foreign/NRI candidates can also apply for the programmes. The existing rules of Govt. of India will prevail in this regard.

8. ATTENDANCE

Programmes will be offered in either of the two modes of teaching
1   Classes held during Sundays and holidays or morning and evenings.
2   Continuous classes for the required number of hours preferably during vacation.
    In addition to this, classes for the appreciation programme/ workshop will be conducted during a continuous period up to 15 days.
    The minimum requirement of attendance for appearing at each semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 % for each semester may be granted by the DASTP. Candidates with shortage of attendance beyond the condonable limits will have to repeat along with the junior batch. (Subsequent batch)

Registration for examination
    The students having required attendance shall be allowed to register for the end semester examinations and those who have registered for the first semester examination will be eligible for promotion to the second semester. However, if a student could not register for first semester examination even having attendance, may be allowed to apply for notional registration to the examination concerned, enabling him/her to get promoted to the second semester.

Re- tracking

    A student having required attendance, but could not apply for the end semester examination, may be allowed to apply for re- tracking. The student, after getting permission from DASTP, can apply for the end semester examination along with the subsequent batches.

9. STUDY MATERIALS

The study materials will be delivered by the DASTP either online or by printed materials/soft copy.

10. <u>INSTRUCTIONAL DESIGN:</u>

10.1). P G Diploma Programme

The programme is of one year duration (two semesters) with a total of 32 credits. There are adequate hours of teaching and assessment involving both internal as well as external components. There is a flexibility in the number of credits for courses within the total maximum limit of 32 credits for the programme. The basic qualification for PG Diploma programmes is graduation from a University recognized by UGC.

10.2). Diploma Programmes

The programme is of one year duration (two semester) comprising a total of 32 credits. There are adequate hours of teaching and assessment involving both internal as well as external components. There is a flexibility in the number of credits for courses within the total maximum limit of 32 credits for the programme. The basic qualification for Diploma programmes is a pass in higher secondary examination (10+2)/ equivalent.

10.3). Post Graduate Certificate programme

The programme is of six months duration (one semester) comprising with a total of 16 credits. There are adequate hours of teaching and assessment involving both internal as well as external components. There is a flexibility in the number of credits for courses within the total maximum limit of 16 credits for the programme. The basic qualification for Post Graduate Certificate programmes is graduation from a university recognized by UGC.

10.4). Certificate Programme

The programme is of six months duration (one semester) comprising a total of 16 credits. There are adequate hours of teaching and assessment involving both internal as well as external components. There is a flexibility in the number of credits for courses within the total maximum limit of 16 credits for the programme. The basic qualification for Certificate programmes is 10th / 12th or equivalent as specified for the particular programme.

10.5) Appreciation programme /workshop

The main objective of this programme is to impart short duration training in different areas which will help to create awareness of concept and best practices. These programmes are designed in such a way to train or to familiarise the participants to meet the programme targets. Scheme and syllabus of these programmes are to be approved by the Executive Committee.

10.6) Students of certain programmes will have an additional facility (optional) to undergo summer school training with a duration of up to four weeks in reputed national/ international Universities/ institutes with whom Mahatma Gandhi University is having a Memorandum of Understanding (MoU).

11. <u>EVALUATION PROCESS</u>

11.1) INTERNAL EVALUATION

To ensure transparency of the evaluation process, internal assessment marks awarded to the students for each course in a semester shall be published on the notice board at least one week before the commencement of external examinations. The marks awarded for various components of internal assessment shall not be rounded off, if it has a decimal part. The total marks of the internal assessment shall be rounded off to the nearest whole number.

The Course Teacher and the Programme Coordinator shall maintain the academic record of each student registered for the programme which shall be forwarded to the Director. A copy should kept in the Directorate for at least two years for verification.

11.1. 1). <u>COMPONENTS OF INTERNAL EVALUATION</u>

All the components of the internal evaluation are mandatory

<u>11.1. 1 a) For theory</u>

	Component	Maximum Marks
1	Assignment/Book Reviews	12
2	Attendance	6
3	Test paper	12
	Total	**30**

Evaluation of,

<u>11.1. 1 a.1) Assignment</u>

Components	Maximum Marks
Punctuality	2
Content	6
Conclusion	2
Reference/Review	2
Total	12

<u>11.1. 1 a. 2) Attendance</u>

% of attendance	Maximum Mark (%)
Above 95	100
Between 85 - 95	90
Between 80 - 85	80
Between 75 - 80	70

6

Less than 75	Nil

11.1. 1 b) For Practical

Component	Maximum Marks
Laboratory Involvement	5
Written/Lab test	10
Record*	5
Viva	10
Total	**30**

*Marks awarded for Record should be related to number of experiments recorded

11. 2). COMPONENTS OF PROJECT EVALUATION

All the components of the project evaluation are mandatory and are to be done externally.

11. 2.1) For Project (With Practical)

Component	Maximum Marks
Topic/Area selected	10
Experimentation/Data collection	20
Content	20
Compilation	10
Presentation	10
Total	**70**

11. 2. 2) For Project (Without Practical)

Component	Maximu

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	m Marks
Topic/Area selected	10
Experimentation/Data collection	20
Punctuality	10
Compilation	20
Content	20
Presentation	20
Total	**100**

11. 3). <u>EXTERNAL EVALUATION</u>

The external examination will be conducted by the University as the Term End examinations. The examination scheme comprises of objective questions. The evaluation of the answer scripts shall be done by examiners based on well-defined scheme of valuation given by the question paper setters. There shall be no provision for revaluation

12). <u>GRADING SYSTEM</u>

Grading system will be for the evaluation on a eight point scale. The detail of the grading system are given in the following table.

Percentage Equivalence of Grade:

Range of % of Marks	Grade Letter	Performance	Grade point
95 and above	S	Outstanding	10
85 to below 95	A+	Excellent	9
75 to below 85	A	Very Good	8
65 to below 75	B+	Good	7
55 to below 65	B	Above Average	6
45 to below 55	C	Average	5
40 to below 45	P	Pass	4
Below 40	F	Fail	0

A minimum of 40% marks (P grade) is required for a pass for both internal evaluation and external evaluation separately for every course.

A student who has not secured minimum marks/credits in internal examination can re-do the same registering along with the University examination for the same semester, subsequently.

A student who fails to secure minimum marks/grade for a pass in a course will be permitted to reappear for the examination along with the next batch

Calculation of Grade Point Average (GPA)

Credit Points for the Course= (No. of Credits assigned for the course **x** Grade Point secured for that Course).

GPA indicates the performance of a student in the programme. GPA is based on the total **credit points** earned by a student in all the courses divided by the total number of credits assigned to the courses required in the programme.

Note: GPA is computed only if the student passes in all the required courses (gets a minimum required grade for a pass in all the required course as per the curriculum).

GPA= <u>Total credit points earned by the student from all the required courses of the programme</u>
        Total credits of all courses required in the programme

This formula shall be included in the Grade card.

Conversion of GPA to Grade

GPA	Grade
9.5-<10	S
8.5 - < 9.5	A +
7.5 - < 8.5	A
6.5 - < 7.5	B +
5.5 - < 6.5	B
4.5 - < 5.5	C
4.0 - < 4.5	P
< 4	F

Semester Grade Point Average (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is the value obtained by dividing the sum of credit points (CP) obtained by a student in the various courses taken in the semester by the total number of credits for that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester

Cumulative Grade Point Average (CGPA)

CGPA refers to the overall performance of the student for the programme. CGPA is the weighted average of SGPA earned by a student for all semesters of the programme.

Conversion of grades to Percentage of Marks

Grade Points (GPA, SGPA, CGPA) can be converted to percentage by multiplying it with ten.

13. GRADE CARD

The University shall issue to the students, a grade card on completion of each semester/programme which shall contain the following information

- **a** Name of the University
- **b** Title of the programme
- **c** Name of the Semester (P.G. Diploma courses only)
- **d** Name and Register Number of the student
- **e** Date of publication of result
- **f** Code, Title, Credits and Maximum Marks (Internal, External and Total) of each course (theory /practical) in the semester/programme
- **g** Internal/External and total marks awarded. grade, grade point and credit point in each course in the semester/programme
- **h** The total Credits, total Marks (Max and Awarded) and total credits points in the semester/programme
- **i** Grade point Average/Semester Grade point Average and corresponding Grade
- **j** Cumulative Grade point Average (P.G. Diploma Programmes)
- **k** The final Mark Cum Grade Card issued at the end of the final semester shall contain the details of all courses (Theory and Practical) taken during the final semester examination and shall include the final Grade/ Marks scored by the student in first semester and the overall Grade/ Marks for total the Programme.
- **l** Digitally signed grade card will be available online and the students can download a copy of the same. The authenticity of the score card can be checked in the website.

14. AWARD OF CERTIFICATE

The successful completion of all the courses with 'P' grade (40 %) shall be deemed the minimum requirement for the award of the Certificate. Certificates of all programmes will be signed by the Vice-Chancellor, except for the short term appreciation programme /workshop for which certificates will be signed by the Director.

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