

Post Graduate Program regulations

Main changes

The revisions of the regulations on Post Graduate Program include the following:

1. The definition of credit is calculated based on the classroom or contact hours. 1 credit in a course is defined as 15 hour of interaction between student and instructor OR it is considered equivalent to 30 hours of classroom or laboratory or field activity.
2. The credit distribution is redefined as:

Program courses (30 credits)		University courses (20 credits)		Final year Projects	Additional credits beyond mandatory course work and project		
Program Core (Mandatory)	Program electives (Mandatory)	University Core (Mandatory)	Open electives (Mandatory)	Capstone Project/ Thesis (Mandatory)	Activity credits (Mandatory)	Activity credits (Optional)	Additional courses (Optional)
15 credits	15 credits	5 credits	15 credits	15 credits	5 credits	5 credits	5 credits

3. Minimum of 65 credits for total courses and 5 credits for activities are included. Maximum a program allows students to take 80 credits to be included in the program.
4. Open electives are now mandatory to be allowed in every program to promote cross disciplinary choices. Programs are allowed to have MAJOR and/or MINOR specializations.
5. Group projects and internships are encouraged in the new program structure
6. Credits are awarded for various activities beyond classroom which may span publications, competitions, etc
7. The zero year which was earlier allowed in the program is continued and includes options for taking a year out for building startups.
8. The relative marking is uniformly adopted as the common form of assessment irrespective of the level of the course or type of program.
9. The current structure also allows for dual specialization and also allows to include minor or major specialization. At least 30 credits are required for a major specialization (equivalent to 10 three credit courses or equivalent) and 9 credits for minor specialization (equivalent to three 3 credit courses or equivalent). The specialization credits consist of projects, core or elective courses, activities etc.
10. For a 100% lab based course, the exams can be conducted in a variety of means including viva, and/or written exams with at least two examiners approved by the school exam board with an intimation of the examiner list to the COE.

REGULATIONS

For the Post Graduate Programs of Teaching Schools of the University

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These regulations shall be called “Kerala University of Digital Sciences, Innovation and Technology Post Graduate Regulations,2023 (KUDSIT-PG Regulations).
- 1.2. These regulations shall come into force from the Academic year 2023-2024 onwards.

2. SCOPE

- 2.1. The regulations provided herein shall apply to all regular Post Graduate programmes except professional courses conducted by the Teaching Schools of the University w.e.f. the academic Year 2023-2024.

3. DEFINITIONS

- 3.1 Course – is a subject that the student study as part of a degree program. The course is normally offered in a semester and can include lectures, tutorials, laboratories, seminars, project & viva voce etc.
- 3.2 Credit – is a measure of the weekly unit of work assigned for that course in a semester . One credit is defined as 1 hr contact (lectures/tutorials) per week, or 2 hrs of student workload (labs, projects, homework) per week. As there will be 15 teaching weeks in a semester, 1 credit is equated to 15 hours of contact classes per semester, or 30 hours of student workload per semester.
- 3.3 Credit Point – is the value obtained by multiplying the grade point by the credit of the course.
- 3.4 Cumulative Credit Point Average – is the value obtained by dividing the sum of credit points of all the courses taken by the students for the entire program by the total no of credits. It shall be rounded off to two decimal point.
- 3.5 DUAT – is the Digital University Admission Test conducted by the University and its Schools for the selection of candidates for a programme
- 3.6 Letter Grade – is a letter symbol that indicates the broad level of performance of a student for a course.
- 3.7 Plagiarism is the deliberate attempt to deceive the reader, which is evidenced through the cases of (1) Submitting someone's work as their own, (2) Taking passages from their own previous work without adding citations (self-plagiarism), (3) Re-writing someone's work without properly citing sources, (4) Using quotations but not citing the source, (5) Interweaving various sources together in the work without citing, (6) Citing some, but not all, passages that should be cited (7) Melding together cited and uncited sections of the piece, (8) Providing proper citations, but failing to change the structure and wording of the borrowed ideas enough (close paraphrasing), (9) Inaccurately citing a source, (10) Relying too heavily on other people's work, failing to bring original thought into the text.
- 3.8 Program – means the entire course of study and examination.

- 3.9 Semester – is defined as 15-18 weeks of academic work.
- 3.10 Seminar – means a lecture given by the student on a selected topic and is expected to train the student in self-study, editing, document writing, presentation etc.
- 3.11 University - means the Kerala University of Digital Sciences, Innovation and Technology.
- 3.12 The words and expressions used and not defined in the regulations but defined in the University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. ACADEMIC COMMITTEE

- 4.1. There shall be an Academic Committee constituted by the Vice-Chancellor to monitor and coordinate the working of the programmes
- 4.2. The committee shall consist of
- (i) The Dean (Academic).
 - (ii) The Chairperson of the School concerned
 - (iii) The Controller of Examinations
 - (iv) One professor of the School concerned
- 4.3. The term of the Academic Committee shall be two years
- 4.4. The Academic Committee shall meet twice in a semester
- 4.5. The committee shall manage all the activities starting from the Admission of a student to the issue of the final score sheet at end of the course.

5. BOARD OF STUDIES

- 5.1 There shall be an BOARD OF STUDIES constituted by the School Board to monitor and coordinate the working of the programmes
- 5.2 The committee shall consist of
- (i) The Dean (Academic)
 - (ii) The Chairperson of the School concerned
 - (iii) At least 5 external members with no more than 10 external members. External member means those who work outside the school, and can be a person from other university or industry. Where possible, it is encouraged to have a diversified group of members from different industries and universities from within and around the world.
 - (iv) All faculty of the School concerned
- 5.3 The committee shall be chaired by a professor of the school or a senior person from academia or industry in the area relevant to the school.
- 5.4 The school chair shall act as the convenor for the committee.
- 5.5 The Dean academic shall act as the chair in case no suitable subject specific chair is available in the school.
- 5.6 All recommendations and decisions of the BoS will be submitted to the Dean Academic for the relevant approvals and submission to the Academic Council.

6. ADMISSION AND ELIGIBILITY

- 6.1. The eligibility criteria for admission to a course of study shall be announced by the University from time to time
- 6.2. Programmes and eligibility criteria are detailed below.

Sl No	Program	Eligibility
1	Masters (MSc, MS, M.Tech, MA, MBA)	3-year/4-year Graduation in the relevant stream(s) fixed by the School

- 6.3. The individual schools shall prescribe the minimum cut-off marks for admissions on an yearly basis for each of its PG programs subject to meeting the minimum requirement specified in the UGC regulations and as adopted by the university from time to time.

7. SELECTION PROCESS

- 7.1. The selection to all Masters programmes irrespective of the mode of study will be through a common admission process. Admission to a program can be offered twice a year, which will be up to the individual School to decide
- 7.2. The students will have an option to clear the Digital University Aptitude Test (DUAT) which will be offered twice a year. The cut off for the DUAT score for shortlisting is decided by the individual School on yearly basis and can vary from one school to another.
- 7.3. The student with a qualified and approved national exam score by the school will be eligible to seek admission under that category and are exempted from taking DUAT. Their cut off for the approved national exam for shortlisting is decided by the individual Schools on yearly basis and can vary from one year to another
- 7.4. The short-listed students may be interviewed by the school admission committee and selected based on their cumulative performance in the interview and the qualifying test scores. The weightage for the qualification score and interview shall be defined by the individual Schools based on the needs of the programme.
- 7.5. Separate rank lists shall be drawn up for reserved seats.
- 7.6. A school level admission committee shall be responsible for the admissions to Master Programs following the university regulations as amended from time to time.

8. REGISTRATION

- 8.1. A student shall be permitted to register for the programme after the admission process is completed. The students who are provisionally admitted are also eligible to register in the course. Where the provisional admission stand cancelled they are automatically withdrawn from the enrolled courses.

- 8.2. A student registered for the programme shall complete the programme within 4 years from the date of commencement of the programme. This can include a zero year approved by the dean academic, for the students under special circumstances such as hospitalization, or study abroad programs, engaging in start-up etc. The zero year shall not count towards the total duration of study.
- 8.3. No student shall be allowed to formally take up full-time internships in the middle of the semester while violating the attendance requirements and in such event the registration will stand cancelled.
- 8.4. On admission /registration, a student shall be assigned an admission number/register number which consists of three components. School offering the Degree, year of admission and serial no of the student in the Admission Register of the year.
- 8.5. The student shall register to the electives in a semester at least one week before the commencement of the classes or as specified in the academic calendar.

9. PROGRAMME STRUCTURE

- MSc or MS - A postgraduate degree program with a minimum 70 credits that can be completed in a minimum period of 24 months and a maximum period of 48 months.
- M.Tech - A postgraduate degree program with a minimum 70 credits that can be completed in a minimum period of 24 months and a maximum period of 48 months.
- M.A - A postgraduate degree program with a minimum 70 credits that can be completed in a minimum period of 24 months and a maximum period of 48 months.
- MBA - A postgraduate degree program with a minimum 70 credits that can be completed in a minimum period of 24 months and a maximum period of 48 months.

- 9.1 On average, each master's program is expected to have a maximum of 80 credits and a minimum of 65 credits for total courses and 5 credits for activities.
- 9.2 One credit is equated to 1 hour of contact classes (lectures or tutorial) per week or 2 hours of student workload (project or labs or self-study) per week. Given there will be 15 teaching weeks, 1 hour of contact hour per week counting for 15 hours in semester or on average 2 hour of self-learning hours or coursework activities counting for 30 hours activities in a semester.
- 9.3 The normal duration to complete the master program shall be 24 months, which is divided into 4 semesters. However, the student may be allowed to complete the program in 48 months. Zero year is allowed for medical reasons or for engaging in startups. For availing zero year as part of the startups, the student must be a founder in the director board in a company registered as a startup. Any other reasons given for availing a zero year will be accessed on a case to case basis by the school committee for consideration of approval by dean academic. The zero year does not count towards the total duration of the program.
- 9.4 The master programs of the university will have the following credit distribution:

Program courses (30 credits)		University courses (20 credits)		Final year Projects	Additional credits beyond mandatory course work and project		
Program Core (Mandatory)	Program electives (Mandatory)	University Core (Mandatory)	Open electives (Mandatory)	Capstone Project/ Thesis (Mandatory)	Activity credits (Mandatory)	Activity credits (Optional)	Additional courses (Optional)
15 credits	15 credits	5 credits	15 credits	15 credits	5 credits	5 credits	5 credits

- Upto 15 credits can be through online/swayam
- Group Projects have to be incorporated within the allowed program elective/open program electives
- Activity credits include a wide range of activities approved by the school. The list of activities and certifications that qualify for credits are subjective to the specific school.

9.5 Every master program will have a university core that will have a single course called - **Digital Access for Community Empowerment - DACE (Level 300)** that covers 4 components:

- 2 credit module called **Community Empowerment (DE)**. This is a 5 days outbound program where students get exposed to problems facing society and explore ways to use digital technologies to find solutions. At the end of the program, the students are expected to work and report their finding through a short dissertation.
- 1 credit module called **Digital Experience Laboratory (DEL)**, where they get exposed to various digital technologies through a set of hands-on lab projects. Each school may have their curriculum for this course.
- 1 credit module called **Design Thinking and Innovation (DTI)**, where students will be exposed to the idea of applying innovative thinking in digital sciences.
- 1 credit module on **Personal Development and Scientific Communication (PDSC)**.
- The students will complete this course through an interdisciplinary group project that covers all four modules. Each project group will have faculty mentors who will guide the students. The mentors will be allocated by the academic office. Every faculty will be responsible for at most 10 students every year for mentorship. Each faculty will also have a teaching assistant, who could be selected by the faculty for the day to day administration of the mentoring program.

- f. DACE will be run across two semesters - 3 credits in semester 1 and 2 credits in semester 2.

9.6 Every course needs to have a detailed course outline addressing the following components: (1) Objectives and expectations from the course, (2) Why is this course important and relevance to industry/research, (3) learning outcomes and mapping with program outcomes, assessments and teaching methods, and (4) a detailed teaching and learning plan.

9.7 The courses within the master program can be classified into the following categories:

- a. 100 Level courses that are intended to fill gaps in Undergraduate level studies. This level of course is expected to cover, remember and understand levels in Bloom's taxonomy.
- b. 200 Level courses that are intended to fill gaps in Undergraduate level studies. They usually are equivalent to advanced level courses in undergraduate programs. This level of course is expected to cover, understand and apply levels in Bloom's taxonomy.
- c. 300 Level courses that are intended to be Postgraduate level instruction based courses. This level of course is expected to cover apply and analyze levels in Bloom's taxonomy
- d. 400 Level courses that are intended to be Postgraduate level seminars or research-based courses. This level of course is expected to cover, analyze and evaluate levels in Bloom's taxonomy.
- e. 500 Level courses that are intended to be research-based. This level of course is expected to cover, evaluate and create levels in Bloom's taxonomy.

9.8 It is expected that Masters programs with 3 year undergraduate degree as the minimum admission requirement will have the following limits on credits and distribution of courses within the program.

Course level	Credits
100 Level course	2-6 Credits
200 Level course	3-15 credits
300 Level courses	15-45 Credits
400 Level courses	6-20 Credits
500 Level courses	0-3 Credits

- 9.9 It is expected that Masters programs with 4 year undergraduate degree as the minimum admission requirement will have the following limits on credits and distribution of courses within the program.

Course level	Credits
100 Level course	0-3 Credits
200 Level course	0-9 credits
300 Level courses	15-45 Credits
400 Level courses	15-30 Credits
500 Level courses	0-6 Credits

- 9.10 The common courses will be limited within the following levels:

Course type	Course level
University Core/Open Electives	100/200/ 300/400 Level
Mini-Project	300/400/500 Level
Final Project	400/500 Level

- 9.11 The minimum semester-wise distribution of credits expected in the masters program are:

Minimum 70 credits Maximum 80 credits

Semester 1

- 3 credits for university core
- 15 credits for program core/program electives
- Optional: 3 credits for projects/internship/inter-departmental courses/approved online courses/extra curricular credits/bridge courses

Semester 2

- 2 credits for university core
- 15 credits for program core/program electives/Open electives
- Optional: 3 credits for projects/internship/inter-departmental courses/approved online courses/extra curricular credits/bridge courses

Semester 3

- 15 credits for program electives/Open electives
- Optional: 3 credits for projects/internship/inter-departmental courses/approved online courses/extra curricular credits/bridge courses

Semester 4

- 15 credits for master thesis/Capstone project/internship
- Optional: 3 credits for projects/internship/inter-departmental courses/approved online courses/extra curricular credits/bridge courses

Notes:

- Elective courses can include group projects or mini-projects or research projects
- The total contact hours will be as per the credit requirements. However, the delivery of lectures can be in a variety of modes including practice based sessions, laboratory sessions, hands-on experimentations, project discussions, gamified content delivery etc.
- To incorporate and encourage hands-on learning, flexibility in scheduling of classes and labs can be given to the program coordinators to enable learning.
- It is recommended to include at least one industry mentor while delivering the course, who can give lectures or guide the students to a problem or validate the nature of the problems and solutions.
- It is recommended that when designing the curriculum, at least 10% of credit in the course in a semester is to be allocated for developing and analysing critical thinking of students.
- Inter-departmental courses are those courses that jointly offered between the schools.

10 . PROGRAMME PLANNING

School Level Approval

- 10.1. School decides on the list of Program Core courses that are compulsorily taken by students for completion of the program. These courses can be from the school or from outside.
- 10.2 School board of studies approves Program Elective courses that will be an extensive list of courses, which student can take to earn credits for completion of the program

School Level Plan

- 10.3 The school will offer all core courses which can be taught by one or more faculty (in one or more semesters).
- 10.4. Schools will plan the electives offered by one or more faculty in the same or different semesters.

Faculty Level Plan

- 10.5. Faculty offer courses which are of their choice (fixed by themselves or by the school).
- 10.6. Faculty fixes the time slots, classroom and prerequisite
- 10.7. A faculty shall offer a core course at least once in 2 years if required by the school

Student Level Plan

- 10.8. A student along with the course coordinator and mentor will:
 - a. Decide on the core courses to be taken.
 - b. Decide on the elective courses to be taken.
 - c. Decide on out-of-the school courses to be taken

- d. Opt for Challenge examination and audit courses. The challenge exams allow students to complete the credit requirements attending a challenge examination within the first two weeks of starting the course.

10.9. It will be the responsibility of the student to comply with the program level requirements. The semester wise limits for the courses are:

Semester	University Core	Program Core	Program Elective	Open Elective	Project/thesis
Semester 1 (Range 15-18 credits)	3-5 credits	9-15 credits	0-6 credits	0 credits	0 credits
Semester 2 (Range 15-18 credits)	0-5 credits	0-6 credits	0-15 credits	0-15 credits	0 credits
Semester 3 (Range 15-18 credits)	0-5 credits	0 credits	0-15 credits	0-15 credits	0 credits
Semester 4 (Range 15-18 credits)	0 credits	0 credits	0 credits	0-3 credits	15 credits

11. CREDIT REQUIREMENTS FOR THE MASTER PROGRAM:

- 11.1 Students are required to comply with the following credit limits for successfully completing a master program.
- Complete a minimum of 70 Credits, with an upper limit of 80 credits.
 - The students are allowed to take a maximum of 18 Credits in a semester((excluding activity credits))
 - The students are allowed to take a maximum of 12 Credits through audit courses. These credits do not count towards total credits requirements for the program and are not included in SGPA/CGPA calculations.
 - The students are allowed to obtain a maximum of 12 Credits through challenge exams. These credits count towards the total credits requirements for the program but are not included in SGPA/CGPA calculations

12. MODE OF INSTRUCTION

- 12.1 A wide variety of modern teaching and learning methods are expected to be used in the delivery of the courses.

Course level	Teaching	Evaluations
100-200 level	It is expected that there shall be a maximum of 120 students in a class. There shall be a tutor for every 15 students with 3 hours/week of the tutorial.	The evaluation is expected to be consisting of Examination/ Project Work/ Exercises. It is expected that 40% of the assessment is formative and 60% summative which will be a written exam in closed-book or open-book format. Lab exams can be conducted in a variety of means including viva, and/or written exam.
300-400 level	It is expected that there shall be a maximum of 60 students in a course.	In a 300 Level course, the evaluation is expected to have Examination/ Projects. It is expected that 60% of the assessment is formative and 40% as a summative which will be a written exam in the closed book or open-book format. The formative evaluations can also include 30-60% collaborative components. Lab exams can be conducted in a variety of means including viva, and/or written exam.
		The 400 Level courses are expected to be more flexible in assessments, with a majority focus on Presentations/ Projects/ Research Output. It is expected that 60-80% of the assessment is formative and 20-40% summative which will be an open book format. The evaluations can also include 30-60% collaborative components. In case the 400 level course is a final year project with research only assessment, it needs to be evaluated by an external examiner outside the School/ University. Lab exams can be conducted in a variety of means including viva, and/or written exam.
500 level	It is expected that there shall be a maximum of 20 students in a course.	The 500 Level courses are research-based, with a majority focus on Presentations/ Projects/ Research Output. It is expected that 100% of the assessment is formative and are externally reviewed. However, the

		course instructor has the flexibility of keeping a maximum of 20% in a summative mode. Lab exams can be conducted in a variety of means including viva, and/or written exam.
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13. PASS CRITERIA

- 13.1 There shall be no barrier between Year 1 and Year 2 of study
- 13.2 The student shall obtain a minimum D grade in all core courses and C grade in the project.
- 13.3 Minimum CGPA of 5 is required for the award of the master's degree.
- 13.4 All challenge examination courses, audit and MOOC courses will not be counted for CGPA computation. However, passing in such courses will enable them to be counted towards the total credits earned.
- 13.5 Project grade will be included in the CGPA calculations.

14. EXAMINATIONS

- 14.1 The meaning of examination is considered broad and includes all forms of formative and summative assessments including quizzes, projects, lab work, practical design, the product developed, creative arts, fieldwork, etc.
- 14.2. A student will get a fail grade if she/he fails to complete a summative or formative assessment. If a student getting a fail in a core course needs to repeat the same course as and when it is offered or an alternate course has to be fixed by the school in case the core course is not offered within the next 18 months.
- 14.3 Each course level would have a different type of examination, the responsibility of which is divided between the Controller of Examination, Dean or Course instructor as outlined below:

Course level	Remarks
100-300 Level	The Controller of Examinations (COE) will be in charge of the conduct of the summative examination for 100-300 Level courses.
	There shall be single evaluation of the answer sheets, and shall be evaluated by course instructor or an external examiner from the school or outside, fixed by COE.
	For a 100% lab based course, the exams can be conducted in a variety of means including viva, and/or written exams with at least two examiners approved by the school exam board with an intimation of the examiner list to the COE.

400 Level	The instructor and/or graduate studies committee of the school shall be in charge of the conduct of the summative examination for 400 Level courses.
	The valuation shall be conducted by a committee of two faculty members.
	The valuation shall be based on an open seminar and term report submitted by the student.
	For a 100% lab based course, the exams can be conducted in a variety of means including viva, and/or written exams with at least two examiners approved by the school exam board with an intimation of the examiner list to the COE.
500 Level	The instructor and/or graduate studies committee of the school shall be in charge of the conduct of the formative examination for 500 Level courses.
	The valuation shall be conducted by a committee of two faculty members and an external examiner.
	The valuation shall be based on the open seminar and research output submitted by the student.
	It is expected that research output is having a quality suitable to be published in a journal or leading conference. For a 100% lab based course, the exams can be conducted in a variety of means including viva, and/or written exams with at least two examiners approved by the school exam board with an intimation of the examiner list to the COE.

- 14.4 All courses will have a detailed course outline with the syllabus, and learning outcomes that can be mapped to formative and summative assessments.
- 14.5 The preparation of examination questions is the responsibility of the Professor(s) teaching that course. *All questions are peer-reviewed*
- 14.6 The assessment of the examination answers is done by the Professor(s) teaching that course. All answers will be peer-reviewed.
- 14.7 Course may or may not have a summative assessment in the form of a written exam.
- 14.8 All courses need to have a formative assessment and feedback to the students, which shall be defined in the course outline.
- 14.9 The university allows for different ways of conducting summative assessments including online, written, viva-voice, and open book. This will be defined in the course outline. There will be at least 3 distinct assessment components.

- 14.10 In summative assessments, 10% of the questions will go beyond the prescribed syllabus but within the broad scope of the subject.
- 14.11 Examinations and assignment deadlines should be scheduled in such a manner that students have a reasonable time for preparation and recuperation allowing them to demonstrate their knowledge of course materials.
- 14.12 Students have the right to appeal against the marks obtained once to the controller of the examiner or his representative in the school. Where the appeal is considered to be genuine it will be scrutinized/re-evaluated by another professor or external expert and new marks assigned.
- 14.13 Academic misconduct of any forms in exams will lead to disciplinary action of various degrees and categories as defined in the additional regulations of Student Discipline.
- 14.14 Any changes to the course outline and assessment methods defined requires the prior approval of the Board of Studies.
- 14.15 The controller of the examiner will be responsible to organise the conduct of the examinations as mandated in the course outline. He/she will have the authority to reschedule the exam or arrange for a re-visit or reassessment under any unforeseen circumstances.
- 14.16 There will be an Exam Board within each school, that audits and finalises the marks for each course.
- 14.17 The Exam Board members are nominated by the Dean (Academic), and reports to the Controller of Examinations and Board of Studies.
- 14.18 Schools designated faculty/officers may use anti-plagiarism software to check the originality and authenticity of theses, dissertations, exam papers and other written assignments. Students acknowledge this in the process of their enrolment and matriculation.
- 14.19 The minimum aggregate of attendance during a semester shall be 75%. This is not applicable for project based courses, field work based courses, and research works done outside the university. Any exemptions shall be defined by the course lecturers in the course description document.
- 14.20 All examinations of the university will be relative graded. A relative grading policy is framed separately.
- 14.21 The feedback to course assessment and grades should be provided to students within 2 weeks of the submission date.
- 14.22 Where possible, formative assessment should provide immediate feedback by means of solutions sheets or sample answers.
- 14.23 The lecturer should discuss the assessment outcome and how they can improve the outcome in or outside the classroom. Where there are learning issues, they need to be reported to the academic office for arranging counseling sessions.
- 14.24 Monthly reporting of formative assessment grades to academic office is mandatory.
- 14.25 If a student is unable to attend a summative evaluation due to a valid reason, they may be granted another opportunity within a 15-day period. The final decision will be made by the Dean of Academics.
- 14.26 At least 30 credits are required for a major specialization (equivalent to 10 three credit courses or equivalent) and 9 credits for minor specialization (equivalent to three 3

credit courses or equivalent). The specialization credits consist of projects, courses, activities etc.

- 14.27 Dual degrees, multiple majors or minor specializations are all allowed. The students can take up multiple degrees at the same time meeting the requirements of each degree separately.

15. GRADE CARD

- 15.1 The University under the seal shall issue to the students a consolidated grade card in completion of the programmes which shall contain

- (i) Name of the University
- (ii) Name of the School
- (iii) Title of the PG Programme
- (iv) Name of the Semester's
- (v) Name and Register Number of the Student
- (vi) GPA calculation formula and meaning of letter Grades

16. AWARD OF DEGREE

The successful completion of all the courses with a “C” Grade within the stipulated period shall be the minimum requirement for the award of the Degree. The degree certificate shall be signed by the Vice-Chancellor

17. RANK CERTIFICATE

- 17.1 The university shall publish the list of the top 10 candidates for each programme after the publication of the results of the examination. The rank certificate shall be issued to candidate's who secure position 1st to 3rd in the list. The rank certificate will be issued to students at their requests
- 17.2 A student shall be ranked in the order of merit base on the CGPA secured by them. Grace grade points awarded to the students shall be counted for fixing rank/position. Rank certificate and position certificate shall be signed by the Controller of Examination.

18. GRADE POINT CALCULATION

- 18.1 A letter grade system is used to evaluate individual items of work, according to the requirements of the University's Policies and Procedures.
- 18.2 The university follows grade point system with a scale of 10 defined as:

Grade	Percentage of Marks	Grade Points	Remarks
S	95% and above	10	Outstanding
A+	90% to less than 95%	9	Excellent
A	80% to less than 90%	8	Very Good
B+	70% to less than 80%	7	Good
B	60% to less than 70%	6	Above Average
C	50% to less than 60%	5	Average
D	40% to less than 50%	4	Pass
E	30% to less than 40%	2	Low Pass
F	Below 30%	0	Fail

- AB will be represented for Absent and its GP is considered as 0
- “ I “ will represent incomplete

18.3 The minimum grade point requires for passing a course is 4

18.4 The cumulative grade point averages (CGPA) are calculated by weighing grade points by the corresponding credit numbers. The thesis grade counts toward the GP by using the same formula, that is, it is weighed by the credit number assigned to the thesis. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is calculated using the standard formula and is given in Appendix 1.

19. CREDIT TRANSFERS

19.1 The university offers a flexible system of credit transfers between its programs and between partner institutions.

19.2 The request for credit transfers of a course undertaken outside the normal curriculum of the program should require approval of the graduate studies committee or equivalent within the school.

19.3 The student will be responsible for requesting the credit transfers in concurrence with the approval of the faculty advisor.

19.4 In any Master or PhD program, at most 24 credits may be transferred to the program of study

19.5 The request for credit transfer does not guarantee the approval, and thereby the students are required to get prior approval from the faculty advisor on the course plans to avoid rejections.

20 QUALITY ASSURANCE

- 20.1 The PG programs shall comply with the regulations on Quality Assurance and Monitoring for Post graduate programs.
- 20.2 All PG programs shall be subjected to annual review.

21 ROLES AND RESPONSIBILITIES

- 21.1 Board of Studies (BoS) - All PG programs must get approval from the Board of Studies. Any subsequent revisions, modifications and amendments to the program shall need the approval of the Board of Studies. The chair of BoS shall inform Dean and Associate Dean Academic on these changes.
- 21.2 Academic Council - All matters relating to the Master's program shall be approved by the Academic Council and placed for information to the senate. Dean Academic and Associate Dean Academic shall regularly update the overall status of the Master's programs to the Academic Council and Senate.
- 21.3 School committee - The BoS within the school shall monitor the progress of the Master's program from time to time. The chair of the school shall be the representative of all the school committees, who shall liaise with the Dean and Associate Dean Academic on all matters of the quality assurance and monitoring of the Master's program.
- 21.4 Dean Academic - Dean Academic serves to monitor, allocate and approve various committees constituted for Masters studies. Also, the dean academic is responsible to make decisions on the recommendations of the various Master's committees.
- 21.5 Associate Dean Academic - Any program revisions, monitoring and quality enhancement of the Master's program shall be initiated with the concurrence of Associate Dean Academic. Associate Dean Academic may from time to time take any roles assigned by the Dean Academic or Vice- Chancellor for ensuring the high quality and standards of the Master's program.
- 21.6 Vice-Chancellor - The Vice-Chancellor is the final approving authority of the Masters' thesis. He/she shall act on behalf of the University Senate, as the chair of the Senate to deliberate or initiate any proceedings required for ensuring the high standing of the Master's program in consultation with the Academic Council, from time to time.

22 STUDENT DISCIPLINE

- 22.1 Every scholar is required to observe disciplined and decorous behaviour both inside and outside the campus and should not indulge in any activity, which will bring down the prestige of DUK.
- 22.2 The students shall adhere to the student code of conduct
- 22.3 Any act of indiscipline of a scholar reported to the Dean of Academic will be referred to a Discipline and Welfare Committee nominated by the Senate. The committee will investigate and recommend suitable punishment if it finds the charges substantiated. The recommendation of the Committee will be considered by the Academic Council, which will authorize the Dean of Academic to take appropriate action. The Dean (Academic) will report the action taken at the next meeting of the Senate.

***Appeal:** The scholar may appeal to the Chair, Senate whose decision will be final.*

23 GRIEVANCE REDRESSAL COMMITTEE

There shall be a Student Grievance Redressal Committee with the Dean Academic as the Chairman, The Chair Person the School, One Senior Teacher and the Course Teacher as members to address all grievance relating to the internal assessment of grades of the students

24 TRANSITORY PROVISIONS

Notwithstanding anything contained in these Regulations, The VC shall for 3 years from the date of coming into force of these regulations have the power to provide by an order necessary modification as may be necessary
