



**Academic Guidelines
&
Curriculum Development**

College Developmental Council

YOGI VEMANA UNIVERSITY

ACADEMIC GUIDELINES

1. Preamble

To make Andhra Pradesh as a Knowledge Hub, Government has initiated several measures such as enhancement of academic standards and quality in higher education through innovation and improvement in curriculum, teaching–learning process, and examination and evaluation process. Consequently, Yogi Vemana University was adopted the Choice Based Credit System (CBCS) for undergraduate (UG) programs such as B.A./ B.Sc./ B.Com., etc., as per the recommendations of Core Committee (Annexure-I) and Board of Studies (Composition-Annexure-II & Functions of BOS- Annexure-III) to benefit the students and the society. The implementation of CBCS may lead to effective utilization of local resources, creation of opportunities and enhancement of desirable competencies of UG students in the local, regional and global contexts.

2. Title:

In short, these Academic Guidelines shall be called as ‘Choice Bases Credit System Academic Guidelines of YVU’.

3. Choice Based Credit System:

CBCS provides a cafeteria type approach in which the students can choose courses of their interest, learn at their own pace, undergo additional courses as audit courses and acquire more skills and adopt an interdisciplinary approach in learning. This approach suits the needs of students to keep pace with the development in higher education and quality assurance in the light of globalization in higher education.

4. Program:

Programme means a set of require number of Semesters for the award of a degree of UG programme in Yogi Vemana University in Andhra Pradesh. The duration of CBCS based UG program consist of three academic years with six semesters.

5. Semester:

Semester means a term consisting of 90 instructional days in 16 weeks for teaching and another additional 5 weeks are utilized for conduct of examination and evaluation purpose. Per week 36 working periods spread over to 6 days in a week. An academic year is divided into two semesters. The first academic year shall comprise the first and second semesters, the second academic year consists of the third and the fourth semesters and the third academic year comprises the fifth and the sixth semesters. Semesters will be known as either ODD Semester of EVEN semester. The Semester from June/July to October/ November will be called as ODD Semesters of I,III and V and similarly the semester from November/ December to March/April will be called as EVEN Semesters of II, IV and VI.

6. Course Duration:

The maximum of THREE YEARS duration permitted to any student to successfully complete the UG course in affiliated colleges of YVU. In case, if any one paper or papers are pending, then the student must and should complete within stipulated period of SIX CONSECUTIVE ACADEMIC Years from the year of admission for a student admitted into the first year of Programme.

7. Credit:

A credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of practical work field work per week.

7.1 In each of the courses, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required for completing the course contents in maximum 16week schedule.

7.2 The instructional days as worked out by the UGC for one academic year are 180 working days and 90 days per semester.

7.3 UG Programmes have minimum seven theory Papers and three labs (IN THE CASE OF Science courses).

8. Program Structure:

A course is a component (a paper) of a programme that may be designed to involve lectures/ tutorials/ laboratory work/ seminar/ project work/ practical training/ report writing/ Viva- voce. etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably. The UG programme or curriculum structure for B.A./B.Com/B.Sc. was shown in Annexure-IV. The programme will consists of following pattern in accordance with CBCS:

8.1. Part-I: Languages (Compulsory)

First language-English,

Second Language: Telugu/Urdu/Hindi/Sanskrit

Syllabus for languages was shown in Annexure-V

8.2. Part-II: Foundation Courses & Skill Based Courses (Compulsory)

Coursed, in this category, are aimed at enhancing the professional competency of students and increasing their employment prospects.

Syllabus for Foundation courses and skill based courses was shown in Annexure-VI

8.3. Part-III: Core Courses & Elective Courses (Choice)

Core courses are those, knowledge of which is deemed. Essential for students registered for a particular programme. A student shall have to choose the required courses from the list of core courses identified by the concerned Faculty. Core courses shall be spread over all the semesters.

Elective courses: A student shall choose the elective depending upon his interest and choice. These courses are restricted to semesters V/VI of Third year only.

Syllabus for core courses and elective courses was shown in Annexure-VII

9.0 Internal Assessment:

9.1 The performance of the students in each semester shall be evaluated paper wise. The Scheme of instruction and Examinations shown below shall be followed;

Paper category	Internal Assessment Marks	University Exam. Marks
Theory	25	75
Practical's	0	50

9.2. In Theory papers two tests to be conducted for the internal Assessment and the best of two tests to be taken. First test shall be conducted in the middle of the Semester and second test shall be conducted at the end of the Semester. The following procedure is adopted for internal assessment:

Written Test for 1 hour duration	: 10 Marks
Swacch Bharat/NCC/NSS/other Extracurricular Activities	: 5 Marks
Seminar	: 5 Marks
Attendance	: 5 Marks

	25 Marks

These marks are to be communicated to the Controller of Examinations Office on or before the commencement of the end Semester examination, by the soft and hard copies.

9.3. In practical papers, the sessional (Internal Assessment Marks) marks shall be awarded based on day-today class work and tests, if any. The procedure shall be decided and announced by the department at the beginning of the semester.

9.4. In case of Minor Project work/Major Project work/ Major work, the sessional (Internal Assessment Marks) shall be awarded based on the work turned out and presented in project mid- seminar and submitted in the form of project report.

10. University Examination:

Evaluation will be done on a continuous basis. End semester practical examinations shall normally be held before the theory examinations.

10.1 For each theory subject there shall be a comprehensive University Examination of three hours duration. Setting of Question papers shall be done by external examiners from the panels recommended by the list of panel of paper setters available with Controller of Examinations/ recommended by the Board of Studies.

10.2 (a) The examiners for Practical examinations and Viva-voce examinations shall be appointed from among the panels submitted by the Chairperson/ Chairman of the Board of Studies.

10.2. (b) The examiners for Project report evaluation for Minor/ Major Project Works and Viva-voce examination for Minor/Major Project Works shall be appointed from among the panels submitted by the Controller of Examinations/Chairperson/ Chairman of the Board of Studies.

10.3. For each practical subject, the University Examination shall be conducted by one internal examiner and one external examiner for EVEN semesters only. In the case of ODD semesters the College authorities shall conduct the practical's with two internal examiners as per the University norms.

10.4. Viva-voce Examination in Minor/Major Project work shall be conducted by one internal examiner and one external examiner.

10.5. The internal examiners for major project work shall have at least five years of teaching experience. The appointments of the teaching faculty working in the colleges should have been approved by duly constituted committee of the University.

10.6. The internal examiners for Practical/Minor/ Major Project work Viva-voce examinations shall be appointed on the recommendations of the Head of the Department duly forwarded

by the Principal of the respective institution to the Chairperson of the Board of Studies.

11. Question Paper Setting:

The Question papers shall be set by the University for 75 Marks for Semester-end examinations as per the CBCS. The model question papers for languages (Annexure-VIII), foundation courses (Annexure-IX), core courses and elective courses (Annexure-X) were provided. The question papers shall be sent to the respective Principals by the Controller of Examinations.

12. Grading System:

It is a numerical weight allotted to each letter grade on a 10 point scale. After adding the internal marks [maximum 25 marks] to external marks [maximum 75 marks], the marks secured by a student from maximum 100 will be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the 10 points scale.

The Grades Classification is as follows.

Marks	Grades	Performance Classification	Grade Point
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
50-59	B	Above Average	6
40-49	C	Average	5
35-39	P	Pass	4
<35	F	Fail	0
----	AB	Absent	0

13. Award Of Class:

13.1. After a candidate has satisfied all requirements for the award of the degree as specified in clause 15, he/she shall be placed in one of the following classification after the regular period of study of six semesters. CGPA shall be calculated separately for the following: Part-I, Part-II and Part-III.

14. Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA):

Cumulative performance of all the semesters/ semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average(SGPA), Cumulative Grade Point Average (CGPA) respectively. Thus SGPA/CGPA are the real indicators of a student's performance of the programme. CGPA is computed as the ratio of total credit points secured by a student in various courses in all semesters and sum of the total credits of all courses in all the semesters. SGP A, CGP A may be computed up to two decimal places. The formulas for calculation of SGPA,CGPA are given below:

$$SGPA = \frac{\sum(C_i G_i)}{\sum C_i},$$

Where C_i G_i , are credits and grade points of i^{th} course, respectively

$$CGPA = \frac{\sum(C_i S_i)}{\sum C_i},$$

Where C_i S_i are credits and Semester grade points of i^{th} course, respectively

15: Attendance Requirement:

Attendance in all the components is compulsory, while pursuing studies in any Semester and shall reckon as.

15.1. A candidate shall be eligible to appear for End semester examination if he/she acquires a minimum of 75% attendance in aggregate in all he subjects during a semester.

15.2. No consideration whatsoever in attendance will be shown to any student for late admission due to any reason.

15.3. Consideration of shortage of attendance may be recommended provided a student puts in at least 62.5% attendance in all the papers put together, and the Principal is satisfied with the reason for shortage of attendance.

15.4. A student who could not satisfy these requirements of attendance as given in clauses above, in any semester, shall have to repeat that semester.

15.5. Further a student is required to complete the course of study satisfying the attendance requirements in all the six semesters from the time of admission, failing which he/she shall forfeit his/her seat.

16. Academic Requirements:

16.1 A candidate shall be declared to have passed whole examination of a semester of he/she secures a minimum 40% out of 25 (i.e, 10 marks) of internal marks and 40% out of 75 (i.e. 30 marks) of end semester examination in each theory/practical's.

16.2. If, the candidate is Absent/Failed to secure 40% out of 25(i.e 10 Marks) of internal Assessment Examinations shall invariably secure 40 Marks out of 75 Marks in the end Semester Examinations otherwise such candidate be declared as failed in the Particular Semester.

16.3. SGPA for part-I, part-II and PART-III shall be shown separately, for classification in the Cumulative Grade Point Average to be given in the Pass Certificates.

16.4. Provision of Grace Marks for Moderation necessarily be maintained, if any candidate fails with one mark in anyone paper, one mark may be added as grace mark to declare a candidate pass in that paper by subtracting one mark from the other paper, if there is any excess marks over and above in any other paper.

17. Award Of Degree:

The UG Degree shall be conferred on a candidate who has satisfied the following:

17.1. The candidate must have satisfied minimum attendance requirements as stipulated in clause 13 and minimum attendance requirements as stipulated in clause 13 and minimum academic requirements as prescribed I clause 14 in each of the six semesters of the UG Programme.

17.2. The programme of study for the UG (B.A/B.SC./ B.Com., etc) Degree shall cover normally a period of three academic years, comprising of 6 semesters and

17.3. No student shall be permitted to complete the course of study of UG Degree earlier than six semesters (3 years) or to take not more than twelve consecutive semesters, failing which he/she shall forfeit his/her seat, w.e.f date of admission.

18. Extra Curricular Activities:

All the students have equal opportunity to utilize extra-curricular activities in the affiliated college of the University by enrolling themselves in Swachh Bharat/NSS / NCC / Sports & games / Cultural Activities or any other service organization. In order to develop knowledge and skills in students the affiliated college conducts other Extra - Curricular Activities viz. Essay writing, Elocution, Group Discussion, Quiz Programme, Seminars in each department. These will improve communication skills, enhance subject knowledge, current affairs and competitive spirit to compete with other students in competitive exams. In addition to this, Awareness Programmes on Census Population, Enrolment of Voters, Vanam – Manam, Field Trips, Industrial Visits, Swachh Bharath Campaign, Medical Camps like Blood donation / Blood Grouping Camps, HIV/ AIDS Awareness, Youth Convention, Demonitization and Cashless Transactions, Participation in Janmabhumi Programmes, Krishna Pushkaralu and Navanirman Deeksha Programme will be conducted in College Premises as per the directions of the Commissioner of Collegiate Education, A.P., Govt. of India and other officials

19. Certain Concessions for HI/OH/Visually Challenged students:

The following concessions to be implemented for Hearing Impaired/Orthopedically handicapped/Visually challenged students in affiliated colleges.

19.1. Exemption from payments of examination fee

19.2. Reduction of pass marks in each subject by 10%

19.3. The exemption to deaf students to study only one language

19.4. Half-an-hour extra time each subject be extended to write examination papers and have to necessarily use scribe.

20. Amendments Of Regulation/guidelines:

The University may, from time to time, revise, amend, or change the Regulations Scheme of Examinations and Syllabi, Academic regulations, Curricula and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., whenever necessary.