

**SREENARAYANAGURU OPEN UNIVERSITY  
KOLLAM**

(Abstract)

Sreenarayanaguru Open University -Academic- Regulation for Four Year Under Graduate Programme (FYUGP)- approved -Orders issued.

U.O.No.1657/AcA1/1/2024/SOU

AcA1 Section

Kollam, 19.12.2024

Ref: 1. Item No. 2.14 of the minutes of meeting of the Academic Council held on 16.12.2024.

2. Order of the Hon'ble Vice Chancellor dtd 19.12.2024

**ORDER**

The Academic Council of the University made detailed discussion on the Regulations of Four Year Under Graduate Programme(FYUGP) submitted by the Heads of Schools and resolved to approve the FYUGP Regulations vide reference (1) cited on above.

Having considered the matter, the Honorable Vice Chancellor has accorded permission for the implementation of the above resolution, and to approve the“ Regulations for FYUGP” appended along with this order.

These Regulations shall come into force with effect from 2024-2025 academic year.

Orders are issued accordingly.

  
**REGISTRAR**

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Ref. AcA1/1/147/SOU/2023

# **SREENARAYANAGURU OPEN UNIVERSITY KOLLAM**



## **CURRICULUM FRAMEWORK AND REGULATIONS FOR 4 YEAR UG PROGRAMMES, 2024**

# **SREENARAYANAGURU OPEN UNIVERSITY**

## **Regulations for Four Year Under Graduate Programmes (FYUGP) under the Credit and Semester System, 2024**

**WHEREAS** the University Grants Commission has issued the Curriculum and Credit Framework for Undergraduate Programmes (CCFUGP), which would provide a flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options, and establish two Broad Pathways, (a) 3-year UG Degree, and (b) 4-year UG Degree (Honours).

**AND WHEREAS** the Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the academic year 2023-24 with the adoption of the 4-year undergraduate Programmes, which will bring undergraduate education in Kerala at par with the universities abroad;

**AND WHEREAS**, the Academic Council of the Sreenarayanaguru Open University at its meeting held on 16/12/2024, has resolved to introduce the **Four-Year Undergraduate Programmes under the Credit and Semester System**. Wef; 2024-2025 academic year onwards.

**NOW, THEREFORE**, in exercise of the powers conferred under section 32 of the Sreenarayanaguru Open University Act 2021, the Academic Council of the Sreenarayanaguru Open University at this moment makes the following Regulations, namely: -

<b>1. Preamble</b>	
1.1	The University has the right to modify the regulations from time to time subject to the provisions of the UGC (ODL Programmes & OL Programmes) Regulations, 2020 and Amendments and Sreenarayanaguru Open University Acts, the statutes and ordinances if any issued in the subject from time to time.
1.2	If any question arises relating to the interpretation of these regulations, the decision of the University shall be final and binding.
1.3	The University shall follow the learner-centred instruction model and Outcome Based Education (OBE) that focus on measuring learners' performance through outcomes

1.4	The University shall have a set of approved institutional attributes and a separate Programme specific attribute.
1.5	There shall be an Academic Calendar prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the Academic calendar is strictly followed.
1.6	There shall be a Prospectus/Learners' handbook, whether in print or digital form, issued for providing fair and transparent information, relating to the University and its Programmes.
1.7	The syllabus of each course shall be prepared block wise. The Programme Specific Outcome and institutional attribute specific outcomes are to be clearly stated in the syllabus of all courses including laboratory courses, the number of instructional/contact/counselling hours and reference materials are also to be mentioned against each block. Since a semester contains 14 instructional weeks, the same may be considered in the preparation of syllabi.
1.8	These Regulations may be called the Four Year Under Graduate Programmes (SGOU FYUGP) Regulations,2024.
1.9	These Regulations shall apply to all Four-Year Undergraduate Programmes under various Schools conducted by the University and Higher Education institutions for admissions commencing from the academic year 2024-2025.
<b>2. Definitions &amp; Abbreviations</b>  In these regulations, unless the context otherwise requires	
2.1	<b>University</b> means Sreenarayanaguru Open University
2.2	<b>Higher Educational Institution</b> means Sreenarayanaguru Open University
2.3	<b>Academic Year</b> consists of two consecutive (one odd and one even) semesters.
2.4	<b>Academic Calendar</b> means publication mentioning period of admission process along with the academic session, dates of continuous and End Semester examinations, dates of publication of results etc.
2.5	<b>Programme</b> means the entire course of study and examinations for the award of a degree.
2.6	<b>Duration of Programme</b> means the time period required for the conduct of the Programme.
2.7	<b>Semester</b> means a term consisting of 18 weeks.

2.8	<b>Course</b> means a segment of subject matter of a programme to be covered in a semester.
2.9	<b>Choice-Based Credit System (CBCS):</b> This system allows learners to select courses from a prescribed list. To award the degree, a specified number of credits must be earned.
2.10	<b>Credit (C)</b> means the unit of award gained by a learner with study efforts of minimum number of hours required to acquire the prescribed level of learning in respect of that unit.
2.11	<b>Letter Grade or Grade</b> means a letter symbol (O, A+, A, B+, B, C, P, F, I and Ab). Grade shall mean the prescribed alphabetical grade awarded to a learner based on his/her performance in various examinations.
2.12	<b>Grade Point (GP)</b> means an integer indicating the numerical equivalent of the broad level of performance of a learner in a course. Grade Point means point given to a letter grade on 10-point scale.
2.13	<b>Credit Point (CP)</b> means the value obtained by multiplying the grade point (GP) by the credit (C) of the course: $CP = GP \times C$
2.14	<b>Semester Grade Point Average (SGPA)</b> means the value obtained by dividing the sum of credit points obtained by a learner in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a learner at the end of a semester.
2.15	<b>Cumulative Grade Point Average (CGPA)</b> means the value obtained by dividing the sum of credit points in all the semesters taken by the learner for the entire Programme by the total number of credits in the entire Programme and shall be rounded off to three decimal places.
2.16	<b>Academic Bank of Credits (ABC):</b> An academic service mechanism as a digital/ virtual/ online entity established and managed by the Government of India to facilitate learners to become its academic account holders and facilitate seamless learner mobility between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible process of teaching and learning. <b>Credit accumulation:</b> ABC created the facility in the Academic Bank Account opened by learners nationwide to transfer and consolidate their credits earned by undergoing courses in any eligible HEIs.

2.17	<b>Academic Bank Account:</b> An individual account with the Academic Bank of Credits opened and operated by a learner, to which all academic credits earned by the learner from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated, or redeemed to award a degree.
2.18	<b>Credit redemption:</b> The process of commuting the accrued credits in the Academic Bank credits of the learners to fulfil the credit requirements for the award of various Degrees. Total credits necessary to achieve the criteria to get a degree shall be debited and deleted from the account concerned upon collecting a degree by a candidate.
2.19	<b>Credit recognition:</b> The credits earned through eligible/ partnering HEIs are transferred directly to the ABC by the HEIs concerned
2.20	<b>Credit Transfer</b> is the mechanism by which eligible HEIs registered with ABC can receive or provide prescribed credits to the individual registered ABC accounts in adherence to the UGC credit norms for the course(s) registered by the desirous learners in any HEI.
2.21	<b>Credit Cap:</b> The maximum number of credits a learner can acquire per semester is 24.
2.22	<b>Major Discipline Core Course (MC)</b> means a segment of the main discipline that qualifies the programme and the degree will be awarded in the discipline.
2.23	<b>Major Discipline Specific Elective Course (ME)</b> means a segment of the derivative of the main discipline that qualifies the programme. Learners may choose one from the spread offered by the University.
2.24	<b>Minor Discipline Course (MI)</b> means a segment that supports the learner to gain a broader awareness and knowledge beyond the major domain. These minor courses are mandatory for the learners.
2.25	<b>Ability Enhancement Course (AC)</b> means a mandatory segment of study for capability building and the learners are expected to gain proficiency in English and a modern Indian Language with focus on Communicative Skills. A learner has to take two courses each of two disciplines viz. English (AC- E) and one of the Modern Indian Languages (MIL).
2.26	<b>Value Added Course (VC)</b> means a mandatory segment of study that orients the learner to gain awareness of India, our motherland, and values required for sustainable management of environment; The learners have to take three courses of 2 credits each, and two compulsory courses of 4 credits each:  VC-I will be one among the four courses offered;

	<p>VC-2 – Indian Knowledge System;</p> <p>VC -3 Environment, Climate Change and Sustainable Development, compulsory segments of 4 credits.</p>
2.27	<p><b>Skill Enhancement Course (SE)</b> means a mandatory segment of study for up-skilling. The skill enhancement courses for the UG programme and courses in cutting edge areas that are fast gaining prominence such as Data Analytics, Python for All etc.</p> <p>The First is drawn up from <i>Computer and Digital Science</i>, <b>OR</b> <i>Humanism and Logic</i> which is considered to be the University Core Course; <b>OR</b> a course from the bundle of MOOC courses with the approval of the university.</p> <p>The Second course is drawn from two course of Discipline Specific Skill Enhancement or MOOC. However, the minimum doesn't set a limit and therefore the learners can opt courses of higher credits in case they desire so. The excess in credit of SWAYAM or MOOC will not be reflected in the university transcript and it doesn't entitle learner to put forth any claim for the higher credits in the CGPA of the university.</p>
2.28	<p><b>Multi-Disciplinary Courses (MD)</b> a segment of study that provides a holistic and multidisciplinary approach in addition to the thrust on majors and minors of learning. The learners can choose any one course of four credits each from the spread of three courses offered in each of the first three semesters.</p>
2.29	<p><b>Advanced Discipline Specific Courses (AM)</b> means a segment of advanced study in the major discipline to be taken in the fourth year of the programme by learners pursuing the programme for the title B.A./B.Sc./B.Com. Honours or B.A./B.Sc./B. Com Honours with Research as the case may be.</p>
2.30	<p><b>Internship (I)</b> means a segment of engagement on an entity external to the institution by the learners providing experiences to engage in onsite experiential learning such as involvement with local/government/private business organisations. They are structured and time bound-tasks or projects in an organisation for developing the skills of the learners by practice and training. The Internship Policy of the University tries to identify the best practices for the same.</p> <p>The University shall have a course of Internship for the Sem 7 of the FYUGP</p> <p><b>See (Appendix I)</b></p>
2.31	<p><b>Vocational Engagement (VE)</b> means a segment of engagement on a vocational training at the centres approved by the university to fulfil the requirements of the programme.</p>

2.32	<b>Community Engagement (CE)</b> means a segment of engagement by the learner that gives exposure to the socio-economic issues in society, whereby the theoretical learnings can be supplemented by actual life experiences to generate solutions to real life problems
2.33	<b>Project- means</b> a segment of study requiring learners to participate in field-based learning or projects generally under the supervision of an expert. It is a structured enquiry into a research topic/a well-defined task mutually agreed by the learner and the University leading to the submission of a project and appearance for a viva-voce examination in the fourth year of the programme.  (See Appendix II)
2.34	<b>Research Methodology (RM)</b> means a segment of study to be completed in the fourth year of the programme by learners. The University offers <i>Foundation Skills in Research and Writing</i> , a mandatory course, the purpose of which is to introduce the learner to the basics of critical thinking and inquiry.
2.35	<b>Discipline Specific Courses</b> mean a segment of study closely related to the major course of study
2.36	<b>Additional Advanced Major Discipline Specific Courses (AA)</b> means a segment of study in the major subject to be taken in the fourth year of the programme by learners pursuing the programme for the title B.A./B.Sc./B.Com. Honours as the case may be.
2.37	<b>Learner Support Centre</b> means Study Centre/Programme Centre/Work Centre, a centre established or recognised by the University for advising, counselling, providing interface between the teachers and the learners, rendering any academic and any other related service and assistance required for successful delivery of Programmes.
2.38	<b>Regional Centre</b> means a centre established or maintained by the University for the purpose of coordinating and supervising the work of the Learner Support Centres and for performing such other functions as may be conferred on such Centre by the University
2.39	<b>Examination Centre</b> means a place where examinations are conducted for assessment of the learners pursuing Programmes and is having the requisite infrastructure including adequate manpower for smooth conduct of examinations and adhering to such minimum standards as specified by the University.
2.40	<b>Centre for Internal Quality Assurance (CIQA)</b> means a centre established by the University for ensuring the quality of Programmes being offered.



2.41	<b>Prospectus/Learners' Hand Book</b> means any publication of the University, whether in print or digital form, issued for providing fair and transparent information, relating to the University and its Programmes.
2.42	<b>OBE</b> means Outcome Based Education.
2.43	<b>PSO</b> means Programme Specific Outcomes
2.44	<b>CO</b> means Course Outcome
2.45	<b>GA</b> means Institutional Graduate Attributes
2.46	Words and expressions used and not defined in this regulation, but defined in the University Act, Statutes shall have the meaning assigned to them in the Act and Statutes.

### 3. Admission

3.1	Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.
3.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the University may cancel the admission of the candidate.
3.3	No learner shall be, under normal circumstances permitted, to change the branch/stream to which he/she is admitted by the University for an Academic Programme. However, the University reserves its right to consider submission of requests on special and genuine ground subject to the rules in force.

### 4. Programme Structure

4.1	The duration of the UG Programme shall be 4 academic years spanning 8 semesters with the provision for exit on the successful completion of the 3 consecutive years of study.
4.2	The maximum duration shall <b>be 8 academic years spanning 16 semesters.</b>

	4.2.1	The learner is permitted to complete the courses at his/her convenience in a maximum period of six years. If he/she is not able to complete the Programme in 6 years, there is a provision for re-admission following the procedure as below:	
	4.2.1.1	Take re-admission to the Programme like other learners by fulfilling the admission criteria and paying the requisite fee.	
	4.2.1.2	Apply to the University for transfer of credits earned under the old enrolment with applicable fee.	
	4.2.1.3	Credit transfer may be allowed subject to the rules in force at the time of readmission.	
4.3	Every academic year shall have two semesters. The Academic calendar for each year shall be notified separately.		
4.4	The UG Programme shall have a curriculum and syllabus for the courses approved by the competent authority of the University. Syllabus for any course shall be normally modified / updated once in four years. However, innovative elective courses can be included as and when required, on the recommendations of the respective School Board of Studies/Academic Council and subject to the approval of the University.		
4.5	The Academic Programmes of the University shall follow the Choice Based Credit and Semester System.		
4.6	The University offers 4-year curriculum of UG programmes with option for 2 titles as shown below:		
	4.6.1	Bachelor Degree on exit after having successfully completed the first 3 consecutive years of study. (B.A., B.Sc., B.Com. as the case may be)	Total 132 Credits
	4.6.2	Bachelor Honours (B.A./B.Sc./B.Com. - Honours as the case may be) on successful completion of 4 year of study of UG programme as per the university regulation	Total 176 Credits
4.7	Every course of the UG Programme shall be placed in one of the eleven categories as listed in the table below.		
	S. No	Category	Code
	1	Major Discipline Core Courses	MC
	2	Major Discipline Specific Elective Courses	ME

	3	Minor Discipline Course	MI
	4	Ability Enhancement Course	AC
	5	Skill Enhancement Course	SE
	6	Value Added Courses	VC

	7	Multi-Disciplinary Courses	MD
	8	Advanced Discipline Specific Courses	AM
	9	Internship- Vocational/Skill/Community Engagement	IC
	10	Project	PROJ
	11	Research Methodology	RM
	10	Discipline Specific Courses	
	11	Additional Advanced Major Discipline Specific Courses	AA

4. 8		<b>Credit Distribution for the First Three Years</b>			
	4.8.1	<b>B.A. / B.Sc. / B. Com / BCA/ BBA – Curriculum</b>			
		<b>Name of the Course</b>	<b>No of Courses</b>	<b>Credit per Course</b>	<b>Total Credits</b>
	1	<b>MC</b> <b>Major Course</b>	08	6	48
	2	<b>ME</b> <b>Major Discipline Specific Elective Courses</b>  Learner is to choose 3 courses from a bundle of 6 courses of the subject of study for major.	03	6	18
	3	<b>MI (1)</b> <b>Minor Course</b>  The learner has to study two Minor Courses related / supportive to the major course of study.	02	6	12
		<b>MI (2)</b>	02	6	12

			<b>Minor Course</b> The other of the two Minor Courses related / supportive to the major course of study.			
		4	<b>AC (1)</b> <b>Ability Enhancement Course</b> Ability in English language is a compulsory subject of study under this head.	02	4	08
			<b>AC (2)</b> <b>Ability Enhancement Course</b> Ability in one of the Modern Indian Language of the choice of the learner is a compulsory subject of study under this head.	02	4	08
		5	<b>Value Added Course (1)</b> The learner has to learn one Value Added Course from a choice of four	01	02	02
			<b>Value Added Course (2)</b> <i>Indian Knowledge System</i>	01	02	02
			<b>Value Added Course (3)</b> <i>Environment, Climate Change and Sustainable Development</i>	01	02	02
		6	<b>Skill Enhancement Course SE (1)</b> <b>The learner has to choose any one from four courses offered</b>	01	04	04
			<b>Skill Enhancement Course SE (2)</b> <b>Digital Science</b> Learners have to choose a course offered by the university <b>OR</b> MOOC portals subject to the approval by the university.	01	04	04
		7	<b>Multi-Disciplinary Courses MD 1</b>	01	04	04

			Learners are to choose a course from three courses offered by the university.				
		8	<b>Multi-Disciplinary Courses MD 2</b>  Learners have to choose a course from three courses offered by the university.	01	04	04	
		9	<b>Multi-Disciplinary Courses MD 3</b>  Learners have to choose a course from three courses offered by the university.	01	04	04	
		<b>TOTAL</b>		<b>27</b>	<b>58</b>	<b>132</b>	
	4.8.2	<b>CREDIT DISTRIBUTION FOR THE 4<sup>th</sup> YEAR FOR BACHELOR DEGREE HONOURS</b>					
		<b>Sl. No.</b>	<b>Course</b>	<b>No. of Course</b>	<b>Credit per Course</b>	<b>Total Credits</b>	
		1	<b>Advanced Discipline Specific Course AM</b>  Advanced Major Specific Courses (AM)	3	6	18	
		2	Internship/ Vocational/ Skill Engagement/ Community Engagement <b>OR</b> Project	1	6	6	
		3	Research Methodology Foundation Skills in Research and Writing (FR)	1	4	4	
		4	Discipline Specific Courses	1	4	4	
		5	Additional Advanced Major Discipline Specific Courses (AA)	2	6	12	
		<b>TOTAL</b>					<b>44</b>
		<b>GRAND TOTAL</b>					<b>176</b>

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4.9	Credit per semester shall not be less than 18 or greater than 28.	
4.10	The medium of instruction shall be in English. Learners are permitted to write the End Semester Examination in English/Malayalam for the programmes other than the languages. Certain Courses in Sanskrit language may be allowed to be written in Malayalam or English also.	
5. Quality Assurance		
5	The University shall have a Centre for Internal Quality Assurance policy and procedures as defined in the approved Quality Assurance Manual.	
6. Learner Support Centre		
6	The University shall have a set of designated Learner Support Centres as per the policies and procedures approved by the University/UGC.	
7. Learner Support Services		
7	The University shall have well defined provisions for Learner Support Services as per the policies and procedures as defined in the Learner Support Service Manual of the University.	
8. Assessment and Evaluation		
	8.1	The assessment shall combine a Continuous Internal Evaluation (CIE) and an End Semester Examination (ESE)
	8.2	The End Semester Examinations (ESE) shall be held for even semesters and odd semesters.
		8.2.1 The duration for the End Semester Examinations will be proportional to the number of Credits. i) A Course with 6 Credits will have ESE (Written Examination) for 3 hrs ii) A Course with 4 Credits will have ESE (Written Examination) for 2 hrs iii) A Course with 2 Credits will have ESE (Written Examination) for 1 hr <b>(Format of the Question Paper Appendix III)</b>
	8.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The Continuous Internal Evaluation carries 30% marks and the End Semester Examinations carries 70% marks unless otherwise specified in the curriculum.  The total marks for CIE and ESE shall be apportioned in the ratio of 30:70 in the case of theory and 40:60 in the case of practical.

	8.4	<p>Continuous Internal Evaluation (CIE):</p> <p><b>School of Languages</b> - The Continuous Internal Evaluation consists of two assignments, 15 marks for each assignment.</p> <p><b>School of Humanities &amp; Social Sciences-</b> The Continuous Internal Evaluation consists of two assignments, 15 marks for each assignment.</p> <p>Courses with Lab/Practical components shall carry 50% of Continuous Internal Evaluation (CIE) for Lab/Practical's</p> <p>CIE is to be carried out by using any one or combination of the following tools as suggested by the SBoS;</p> <p>a. Practical Assignment</p> <p>b. Observation of</p>	
	8.5	<p>Learners, who have completed a course but could not write the end semester examination, shall be awarded 'I' grade, provided they meet other eligibility criteria. They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credit without having to register (course registration) for the course again.</p>	
	8.6	<p>A learner is permitted to appear for the End Semester Examination subject to the following conditions:</p>	
		8.6.1	Registration for the courses is done by the due date and is valid.
		8.6.2	The assignment in the course is submitted by the due date.
		8.6.3	Minimum time to pursue the courses as per the provision of the Programme is completed.
		8.6.4	Minimum required percentage of attendance as per clause 10.1 of these regulations will be applied for the eligibility for End Semester Examinations.
		8.6.5	Examination fee is paid for all the courses for which the learner is appearing for the examination as per the notification.
		8.6.6	Learners who do not meet these eligibility criteria are awarded an FE grade.

	8.7	The learners with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the fifth and sixth semester FE grade learners can register for the courses in the next chance permitted by the University.
	8.8	A learner who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enrol for the next higher semester.
	8.9	<p>A learner will be eligible for the award of the Degree on satisfying the following requirements:</p> <ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the course.</li> <li>2. Earned the required minimum credits as specified in the curriculum for the stream of study.</li> <li>3. No pending disciplinary actions.</li> </ol>
	8.10	Learners registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
	8.11	An aggregate of P grade or better (after external and internal put together) and minimum of 30% marks in End Semester Examination is required in each course for a pass. Letter grade 'F' will be awarded to the learner for a course if either his/her mark for the End Semester Examination (ESE) is below 30% or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below P grade.
	8.12	Learners who received F grade in an End Semester Examination shall have to appear for the next End Semester Examination and earn the credits.



	8.13	<b>REVALUATION</b>		
		If a learner applies for revaluation of a course, then the marks on revaluation and the internal marks together shall be reckoned for finalising the revaluation results. Aggregate grade shall be displayed in the revaluation results. The change in the grade obtained on revaluation, will be awarded to the candidate.		
	8.14	Grading is based on the overall % marks obtained by the learner in a course, as given in 8.15. The grade card shall only give the grades against the courses the learner has registered. Semester grade cards shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).		
	8.15	<b>Grade and Grade Points</b>		
		<b>Letter Grade</b>	<b>Grade Point (GP)</b>	<b>% of Total Marks obtained</b>
		O(Outstanding)	10	95% and above
		A+ (Excellent)	9	80% and above but less than 95%
		A (Very Good)	8	70% and above but less than 80%
		B+ (Good)	7	60% and above but less than 70%
		B(Above average)	6	50% and above but less than 60%
		C (Average)	5	40% and above but less than 50%
		P (Pass)	4	35% and above but less than 40%. Having 30% or above for ESE is a necessary and sufficient condition for a pass.
		F (Fail)	0	Below 35% (CIE + ESE) or Below 30 % for ESE
		I	0	Could not register for the end semester examination but fulfils the eligibility criteria or cancellation of the examination.
		Ab	0	Absent
		FE	0	Failed due to lack of eligibility criteria

		Equivalent percentage mark shall be = $10 * \text{CGPA}$
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8.16	Improvement of a particular End Semester Examination can be done only once. The learner shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The learners can improve all courses in a particular semester. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously.
8.17	There is provision for cancelling an already appeared examination. Applications for cancelling an examination should be submitted within 5 days after the date of examination. However; the examination fee paid at the time of registration will not be refunded on cancellation. The grade "I" will be awarded to the learners when he/she cancels the examination.
8.18	Learners can apply for softcopies of answer scripts of End Semester Examinations. Applications for softcopies/revaluation should be submitted within 30 days of publication of results. The fee for this shall be as decided by the University.
8.19	The learners can apply for revaluation of the answer books of the End Semester Examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the learner or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.
8.20	Grade cards shall be made available in the learner login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the Programme including CGPA.

	8.21	<p><b>Calculation of SGPA/CGPA</b></p> <p>The Semester Grade Point Average (SGPA) of a learner is the sum of the credit points of all courses in a semester divided by total credits in that semester.</p> <p>The Cumulative Grade Point Average (CGPA) is the sum of the credit points obtained in six semesters divided by total credit requirement of the Programme.</p>
	8.22	<p>Any act of violation of the University directions, indiscipline, misbehaviour, or unfair practices in examinations from the part of learners, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Examination Centre in charge and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the Examination Manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the University. The University shall in turn conduct a preliminary enquiry giving the learner concerned a chance to explain his/her case. The case shall then with the preliminary enquiry report and remarks, forward to the Controller of Examinations, along with all related documents and evidence. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.</p>
	8.23	<p>A learner shall earn activity points by involving in co-curricular and extra-curricular activities as per the guidelines issued by the University from time to time. On getting minimum 100 activity points the learner becomes eligible for the award of the Degree. The learners are required to keep a file containing documentary proofs of activities done by him/her attested by the University.</p>
	8.24	<p>There is no provision for internal marks improvement.</p>
	8.25	<p>Learners registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examination (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.</p> <ul style="list-style-type: none"> <li>• A learner who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enrol for the next higher semester.</li> </ul>

		<b>The university shall have well defined strategies of assessment and evaluation as approved by the Academic Council of the university.</b>
<b>9. BREAK OF STUDY</b>		
9.1	<p>A learner is permitted to avail of the break of study:</p> <ul style="list-style-type: none"><li>i. In case of accident or serious illness needing prolonged hospitalization and rest.</li><li>ii. In case the learner has a bright idea and would like to initiate a start-up venture or develop a product.</li><li>iii. In case of any personal reasons that need a break in study.</li><li>iv. For break of study due to illness, learner shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the learner should submit the fitness certificate from the doctor who treated him.</li><li>v. Learners who require a break in the study due to personal reasons shall convince the University on the genuine need for it by giving authentic evidence for the same.</li><li>vi. The learner can avail of the break of study only with the prior approval of the University.</li><li>vii. The learner shall upload the request with all relevant documents to the University portal for the approval sufficiently in advance.</li><li>viii. Learners shall have to re-join on the first working day of the same semester on which he/she had started availing the break of study.</li><li>ix. Learners are permitted to appear for subsequent end semester examination by following the procedures examination registration against relevant notifications provided the candidate satisfactorily meets other eligibility criteria.</li></ul>	
<b>10. Attendance</b>		
10.1	<p>The following clause mentioned in the UGC-DEB Regulation 2020 Part IV 15(3) ii, that “For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/ Regional Centre/ Higher Educational Institution,” as the eligibility for attending end semester examinations.</p>	
11	<b>11 Credit transfer facility to accommodate learners from other Universities</b>	

	11.1	<p>The Credit transfer facility to Academic Bank of Credits as per UGC directives.</p> <p>ABC opened by learners makes it possible to transfer and consolidate the credits earned by learners in any UGC recognized HEIs. An individual account opened and operated by the learner will serve as a repository for depositing, accumulating, transferring and validating the credits to award a degree.</p> <p>The Credits earned by the learner are transferred to the ABC by the HEI in which the learners pursue their studies. The HEIs shall resort to a Credit Cap for limiting the number of credits per Semester.</p>
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	11.2	The learners shall be admitted to any of the academic Programmes (UG, PG, Diploma, PG Diploma, Certificate course etc.) of his/her choice, if they fulfil the admission eligibility criterion prescribed by the University for the Programme concerned.
	11.3	The credits earned by the candidate from their parent University shall be transferred to equivalent credits by mapping the respective courses offered by the University and the parent University.
	11.4	The School Board of Studies or any other competent authority of the University shall verify the credit sheets and other documents produced by the candidate and submit its recommendations.
	11.5	Based on the recommendations of the SBoS or the competent authority, the Vice Chancellor shall admit the candidate to the Programme of his/her choice, subject to the conditions prescribed by the SBoS regarding the remaining courses to be undergone by the learner in the curriculum and report to the academic council/any other competent authority subsequently.
	11.6	The academic certification of the candidate shall be awarded to him/her, only if the candidate fulfils all the requirements prescribed by the successful completion of the Programme concerned.
	11.7	The duration of study shall be as per the recommendations and approval of the SBoS, Academic Council and Vice Chancellor respectively based on the proportion of credits earned by the candidate from his/her prior learning / parent University.
	11.8	There shall be provision to consider the industry experience (pre-learning) of employed candidates for awarding the skill credits subject to the approval of the concerned board of studies.
12	<b>12. Grace Marks for winners of Sports /Arts Competitions.</b>	

12.1	Only bona-fide learners with live registration are eligible for the award of Grace Marks for the accomplishments during their study.
12.2	The criterion for the award of Grace Marks will be based on the performance of the learner in University/Inter University/State/National level tournaments/championships /competitions. The learner shall get official prior permission from the University for representing the University.
12.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum marks of all courses appeared by the candidate for the examination during the semester.
12.4	The maximum grace marks that can be awarded to a learner for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
12.5	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
12.6	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
12.7	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.

12.8	Grace Marks shall not be redistributed from one semester to another semester.
12.9	If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective board, if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
12.10	Eligible Grace Marks shall be awarded for the examination of the performing semester only.
12.11	The request for Grace Marks shall be submitted to the Controller of Examinations with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.

	12.12	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
13	<b>13. Grace Marks for Persons with Disability (PWD)</b>	
	13.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the University at the time of admission.
	13.2	The maximum grace marks that can be awarded to a PWD candidate in a particular semester shall be maximum of 25% of the aggregate maximum marks of all courses appeared by the candidate for the examination during the semester.
	13.3	The maximum grace marks that can be awarded to a learner for a course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
	13.4	Eligible Grace Marks shall be distributed equally on all courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
	13.5	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
	13.6	Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
	13.7	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
	13.8	If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective board, if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.

	13.9	The request for Grace Marks shall be submitted to the Controller of Examinations along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
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14	<b>14. Transitory provision.</b>	
	14.1	Notwithstanding anything contained in these regulations, the Vice Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied to any UG Programmes with such modifications as may be necessary.
15	<b>Roles of University and School Boards of Studies</b>	
	15.1	All programmes and courses shall be designed to reflect the integral system of education based on learner-centric pedagogy.
	15.2	The design system of Degrees across disciplines shall be followed in alignment with the international pattern. There shall be no bar or restriction on the subjects/courses from different disciplines. Accordingly, all degrees shall be developed based on the choices of the individual learner.
	15.3	A School Board of Studies Network (SBoSN) represented by the Heads of Schools within the University shall be established.
	15.4	The SBoSN shall recommend academic roadmap, design, and required course
	15.5	The University shall provide maximum flexibility in terms of the choice of disciplines of study and allow learners to move from one discipline to another.
	15.6	The University shall ensure the availability of options for developing various academic pathways through creative combinations of disciplines of study.
	15.7	The University shall empower learners to determine their semester-wise academic load and facilitate learning at their preferred pace to the extent possible.



	15.8	The University shall increase the number of available choices of Courses for learners and ensure flexibility to choose the courses of their interest from all Disciplines.
	15.9	The University shall provide multidisciplinary and holistic education emphasising research, skill development, higher-order thinking, innovation, and learner's employability.
	15.10	The SBoS shall determine the required knowledge, skills, ability, attributes, capstone projects, and vocational training under each Programme as Programme learning outcomes.
	15.11	Based on the criteria, the number of Courses, hours of Courses per week, etc. shall be determined within the prescribed limits, and the credits for each Course shall be predetermined.

## **Appendix I**

### **SREENARAYANAGURU OPEN UNIVERSITY, KOLLAM**

#### **Internship Guidelines**

The University shall have a course of Internship for the Sem 7 of the FYUGP

#### **Policy Document for Internship**

This policy brief tries to identify the best practices for the selection process and maintenance and development of connections that enable both the academia/industry and Sreenarayanaguru Open University to benefit from collaboration.

#### **Preface**

Globalization has mandated inevitable relationship between education, skills and employability. Employability of Higher Education Graduates is becoming a rising concern across the nation.

Sreenarayanaguru Open University feels that the greatest challenge for the Higher Education sector is the employability quotient; and hence the imperative for internships ensuring industry academia linkage with higher education.

Internships have become an integral part of higher education. Sreenarayanaguru Open University has envisaged internship as an integral component of academic curricula. The learners can opt for internship considering the curriculum of the Programme and bag academic credits. Internships provide academic and career opportunities as they are structured and time-bound tasks or projects in an organization.

The internship allows the learners to undertake an assignment in an organization to gain hands-on experience and to integrate knowledge and skills. It opens a window for organizational exposure and serves as a platform for placements.

The University believes in a win-win situation where-in both the stakeholders, viz., the academic institution or the industrial unit from where the learner hails and the University, co-operatively work together to achieve the varied goals of both parties.

The Hon'ble Vice Chancellor of Sreenarayanaguru Open University has accorded sanction to initiate and integrate internship with the curricula so as to privilege the learners in ODL mode for real time organizational experience and exposure, and for exploring career opportunities.

### **Aims and Objectives**

- To provide exposure to learners through first-hand experience of industry or academia OR on a job profile in an organisation through a well-defined format of professional engagement.
- To provide an ecosystem conducive for potential growth of education, industry and academia.
- To develop the skills of the learners by practice and training.
- To acquaint the learners with the environment of the industry, organization, or institution.
- To serve as academia- industry- institution linkage.
- To enhance life-long learning.
- To enable the learners for “learning to do” and “learning to be”

### **Guidelines**

- The university/LSC shall allot a supervisor/mentor for internship to the applicant.
- The intern shall report to the internship provider on the 1st day as per the internship schedule.
- The intern shall maintain an internship diary/notebook, and shall update the same on a day-to-day basis.
- The intern shall make sure that his daily task is recorded and verified by mentor/supervisor.

- Intern is expected to learn about the organisation, its structure, performance, working philosophy etc.
- The intern shall abide by the rules and regulations, and practices and procedures of the University.
- In case of unavoidable circumstances, the intern may avail leave with prior permission from the concerned training supervisor of the respective internship provider.
- In case of a breach of the regulations or damage to any property or equipment of the university, the Intern is liable to pay the losses incurred and his internship will be cancelled with immediate effect.
- Proper documentation of the intern's work in the university shall be systematically recorded and must be produced to the authorities on demand.
- The intern shall be made competent for tangible accomplishments; and shall submit a copy of the internship report to the University via the mentor/supervisor assigned by the University.
- After completion of the internship in order to avail the Internship Experience Certificate the intern has to submit the NOC from the concerned section where he/she has worked.
- All the details pertaining to the internship shall be properly documented and maintained in the concerned section or department in which internship is carried out.
- The administrative control of the Interns is vested upon the Registrar.

## **Content**

The course prescribes two calendar weeks of engagement in an organisation for a dedicated task related to any of the job profiles defined by the organisation. The internship envisages enhancing the learners' employability and developing research aptitude.

## **Length of the Course**

- The course of the Internship requires the engagement of the learner at least for a period of 2 weeks for this purpose.
- The engagement shall be in an approved institution outside the ambit of the University or it can be a normal field centric enquiry carried under supervision.

## **Internship Coordinators**

Internship coordinators could act as the primary managers of the program, overseeing learners selection, project assignments and day to day management. They may serve as the main point of contact for learners, stakeholders and professionals, ensuring that communication flows smoothly.

### Identification of the centre for engagement

- Learners are encouraged to identify the institution where they wish to undergo internship.
- Learners shall use their relationship with the institution and seek for approval.
- Learners shall obtain formal permission from the institution and the University shall facilitate this process through individual recommendation to the institution on the request of the learner.
- Learners shall notify the coordinator of the respective Learner Support centres, their interest in pursuing Internship as a course of study.
- Subsequent to the permission, the learner shall in consultation with the Head of the Institute/Company develop a time table for the engagement.
- The time table duly signed by the Head of the Institute/Company in the prescribed format must be produced to the coordinator of the respective Learner Support Centre for onward transmission to the Regional Centre/ University as the case may be.
- The learners shall prepare a work plan in the prescribed format for each hour of engagement with the details of the engagement in advance, and that will be submitted to the Learner Support Centre at the end of the internship with the signature of the Head of the Institute/Company.
- The learner is to develop a personal introspection in the prescribed format on the engagement in English/ Malayalam in an A4 bond paper limited to a maximum of 5 sheets.
- The learners at the end of the course shall be required to submit the following document to the Coordinator Learner Support Centre.
  1. Letter of permission of the Head of the Institute/Company
  2. Time table duly signed by the Head of the Institute/Company.
  3. Work plan signed by the Head of the Institute/Company.
  4. Personal introspection note on work experience
  5. Attendance sheet in the prescribed format
  6. Performance appraisal in prescribed format

### **Assessment**

The course shall have 2 components of assessment, internal and external in the ratio of 30:70.

## **Internal Assessment**

The learners for this course shall continuously be evaluated by the Head of the Institute/Company of the Institution and the mark list shall be submitted in the prescribed format in a sealed cover to the Learner Support Centre/Regional Centre as the case may be. Internship shall consider promptness, aptitude, discipline and personal management.

### **Criteria for Assessment:**

Professional Attitude – (10 Marks)

Vocational Knowledge - (10 Marks)

Critical thinking ability - (10 Marks)

## **External Assessment**

The documents submitted by the learners known as internship diaries shall be tagged for external evaluation. The marks awarded under this head shall be added to the internal marks making a total for the whole course.

### **Criteria of Assessment**

Relevance of the study - (10 Marks)

Novelty of the concept - (10 Marks)

Presentation – Analysis of Experience and Outcome (30 Marks)

Quality of the Content - (10 Marks)

Outcome (10 Marks)

## **Evaluation of Internship**

**During the internship, evaluations should take place at various levels to ensure comprehensive assessment and feedback.**

### **1. Level 1-Performance based on Academic Criteria**

2. **Level 2-Involves stakeholder evaluation, where the focus should be on how well the learner meets the practical needs and expectations of the stakeholders.**
3. **Level 3- Third party evaluation by a panel of experts. (The panel will include a diverse group of professionals such as academics, freelancers, entrepreneurs, working professionals and industrialists.**

### **Grievances**

Learners shall lodge their complaints, if any, to the respective LSC Coordinator and it shall be processed as per the general rules of the grievances redressed mechanism.

### **Performance appraisal in prescribed format**

### **Assessment**

### **Sreenarayanaguru Open University**

### **Time Table**

Name of the Learner :

Enrollment No. :

Programme :

Name of the Course :

Name of the Institution:

Engagement Details

Day & Time

Date:

Signature of the Reporting Officer

## **Sreenarayanaguru Open University**

### **Work Plan**

Name of the Learner :

Enrollment No. :

Programme :

Name of the Course :

Name of the Institution :

Date Details of work

Date:

Signature of the Learner

Counter Signature of the Reporting officer

**Sreenarayanaguru Open University**  
**Attendance Certificate**

Name of the Learner :

Enrollment No. :

Programme :

Name of the Course :

Name of the Institution:

Details of attendance

This is to certify that the learner attended the office/ work station, the details of which are given below and his/her conduct and character were good.

Date

Time of engagement

Date:

Signature of the Reporting Officer



**Sreenarayanaguru Open University**  
**Performance Appraisal**

Name of the Learner :

Enrollment No. :

Programme :

Name of the Course :

Name of the Institute/ Company:

Performance indices

Please write your reflection in sentences against each index shown below. You need not enter marks in the performance sheet.

Promptness:

Aptitude:

Discipline:

Personal management:

I certify that the particulars given above are my reflections on the engagements of  
..... (Name of the learner who worked under my supervision).

Date:

Signature of the Reporting Officer

**Face Sheet for Work Diary**

**Sreenarayanaguru Open University, Kollam**

Internship Diary submitted in partial fulfilment of the requirements of the Post  
Graduate programme in Malayalam/ English

By

Name of the learner.....

Enrollment No.....

Submitted in the month of .....

## **Inside Sheet**

### **Sreenarayanaguru Open University, Kollam**

#### **Declaration**

I....., Learner with Enrolment No..... declare that the report presented is the outcome of my introspection on the engagement for the course on internship in partial fulfilment of the requirements of the Post Graduate programme in Malayalam/ English. It is also informed that the text in the report has been written by me without any external support.

Date

Signature of the learner

I ..... of ..... (Name of the Institute/Company) endorse the above declaration.

Date

Name and Signature of the Reporting Officer

## Guidelines for Internship Programme- Commerce and Management

The internship programme consists of the following components.

### **A.Vocational Training**

Learner should complete a training programme with a duration of at least 10 days organized by the designated agencies (List of Agencies will be published later) and should submit a detailed report on the concerned training course.

### **B.Skill Engagement**

Learner should undergo an internship with a duration of at least 2 weeks in a business unit -preferably in a unit located near to the residence of the learner and submit a certificate issued by such units attesting to the participation of the learner along with a detailed report covering the entire activities of the unit.

### **C.Community Engagement**

Contact at least 2 different types of enterprises engaged in the respective field of your interest.

A. Prepare a detailed report based on the interaction with the entrepreneurs. The report should cover- License and clearance, Registration procedure, Compliance with the laws applicable, financial assistance received, Management of human resources, marketing of the product and accounting system adopted.

B. Based on your experience, identify a business idea considering the geographical advantage and growth potential of the business

C. The learner should successfully complete a hands-on training programme (related to the identified area of business) organized by the University.

### **D.Project Report**

- Every learner shall work on a project related to Commerce and more closely associated to the area of specialization. Identifying a topic which is live from the environment/industry is possible through establishing linkages with industry/ policy making bodies.

- Project Report to be submitted at the end of seventh semester
- Project work can do under the supervision and guidance of academic counsellors/Faculty members of Aided/Government/Self Financing colleges
- learners who submit a project shall justify the following:

Research Problem

Relevance of the study

Objectives and the Methodology

Analysis and interpretation

- Two copies of the project report in English (Printed in A4 size paper) should be submitted as per latest APA format.

### **Structure of the Report**

- Preliminary section

Title Page- Name of the learners, Name and Designation of the supervising Teacher

Certificate from the guide (Academic counsellors)

Acknowledgements

Contents

List of tables

List of figures

Chapterisation

- Main content

Chapter I

Introduction

Review of Literature

Research problem

Research gap

Significance of the study

Scope of the study

Objectives of the study

Methodology (stating the variables associated with the objectives)

Sample design and technique

Chapter II

Theoretical/Conceptual framework

Chapter III

Data Analysis and interpretation

Chapter IV

Findings, Conclusion and Suggestions

- End Section

Bibliography- as per latest APA format

Appendix (Questionnaire, Specimen copies of forms, other exhibits etc.)- include only those materials which is referred in the report

## **Project Evaluation**

The project report shall be subject to internal and external evaluation followed by a Viva-voce.

Internal Evaluation is to be done by the supervising teacher and external evaluation is to be done by an examiner appointed by the University.

The maximum marks shall be 100 -project assessment 70 per cent viva voce 30 per cent.

A viva voce related to the project work will be conducted by the external evaluation Board and learners have to attend the viva voce.

Total Marks for the Project is 100 in two components

A - Project assessment -70

B -Viva Voce- 30

Project assessment valuation would have the e following break up:

Relevance of the study-10

Problem identification -10

Methodology-25

Findings-10

Reporting-5

Linkage in the study-5

Outcome achieved -5

The learners should get a minimum of 35 in project report. If the learners fail to get a minimum in project report, he or she shall submit the project report after modifying it on the basis of the recommendations of the examiners.

## **Appendix II**

### **SREENARAYANAGURU OPEN UNIVERSITY SCHOOL OF LANGUAGES**

**The University shall have a course of Project for the Sem 7 of the FYUGP**

#### **Policy Document for Project**

The University shall have a course of Internship for the Sem 5 of the FYUGP. Project means a segment of study requiring learners to participate in field-based learning or projects generally under the supervision of an expert. It is a structured enquiry into a research topic/a well-defined task mutually agreed by the learner and the University leading to the submission of a project and appearance for a viva-voce examination in the fourth year of the programme.

This policy brief tries to identify the best practices for the selection process and maintenance and development of connections that enable both the academia/industry and Sreenarayanaguru Open University to benefit from collaboration.

#### **Preface**

Sreenarayanaguru Open University aims to foster learners in the advanced fields of preparation of project with a view to equipping the learners with the the with competencies inevitable for the 21 st Century world.

#### **Aims and Objectives**

- To provide exposure to learners in the latest fields of knowledge supplemented with applications
- To provide an ecosystem conducive for potential growth of education, industry and academia.
- To develop the skills of the learners by practice and training.



## **GENERAL GUIDELINES OF PROJECT**

1. Learners shall identify a topic/problem from their discipline. However, they can have the freedom to pursue an interdisciplinary/ transdisciplinary approach.
2. The project shall be undertaken under the guidance of a supervising teacher.
3. The topic shall be selected after discussion with the supervising teacher.
4. The learner must submit a brief synopsis to the supervisor.
5. The synopsis shall provide a brief description of the topic/problem, objectives, scope, relevance of the topic, methodology and limitations of the study.
6. The synopsis shall not be more than 2 pages.
7. The synopsis shall be attached with the final project.
8. The project shall be either handwritten or typed. If handwritten, the specific guidelines pertaining to handwritten projects shall be followed.
9. The learners must keep the supervising faculty updated on the progress of the research work.
10. The project must fulfil all the requirements specified in the project guidelines.
11. The project must be submitted on or before the last date notified for submission.
12. The learner must attend a viva voce of the project for the completion of the course.
13. The project will be evaluated on the basis of the following criteria:
  - a. Relevance and novelty of the topic
  - b. Originality
  - c. Structure and style
  - d. Ability to present and defend project (Viva)
  - e. Use of relevant research methodology (including literature review, hypotheses, research questions, and findings)

## **Format**

The Learners should abide by the specific guidelines.

### **I. The project should be written in the respective languages**

### **II. Recommended Structure:**

1. Title Page (Refer Sample Page)
  - a. Name of the University
  - b. Project Title
  - c. Full name of the Learner
  - d. Learner Registration Number
  - e. Name of the programme
  - f. Year of Study
  - g. Name of the Supervising Faculty
  - h. Learner Support Centre
  - i. Month & Year of Submission
2. Cover Page (Refer Sample Page)
  - a. Name of the University
  - b. project Title
  - c. Full name of the Learner
  - d. Learner Registration Number
  - e. Name of the programme
  - f. Year of Study
  - g. Learner Support Centre
  - h. Signature of the Learner
  - i. Name and designation of the Supervising Faculty
  - j. Signature of the Supervising Faculty
  - k. Learner Support Centre
- 3 Declaration and Certificate
- 4.Table of Contents (Refer Sample Page)
- 5.Acknowledgement Page
- 6.Project Title page
7. Content (5 chapters, including Introduction and Conclusion)
  - a. Chapter I: Introduction
  - b. Chapter II
  - c. Chapter III
  - d. Chapter IV
  - e. Chapter V: Conclusion
- 8.References/bibliography/works cited
- 9.Appendices (if necessary)

### III. Recommended Total Pages:

A minimum of 40 pages

**Handwritten project:** A minimum of 50 pages

Place all page numbers to the left of the page, 1" from the left bottom edge.

The pagination on the first page should be hidden.

### IV. Layout, Formatting, and Printing:

Chapter Headings: Times New Roman, Size 16, Bold, Double Spacing, Centre of Page

Sub-headings: Times New Roman, Size 14, Bold, 1.5 Spacing, Justified alignment

Body: Times New Roman, Size 12, 1.5 Spacing, Justified alignment

Page Margins of 2.5 cm on each side

Spiral bound, double-sided printing

### V. Citation and Reference:

Latest edition of the MLA Handbook should be followed.

Book:

(Single author) **Author's Last Name, First Name. *Title of Book*. Publisher, Year.**

Example: Shelley, Mary. *Frankenstein*. Lackington, Hughes, Harding, Mavor & Jones, 1818.

(Two authors) **First Author's Last Name, First Name, and Second Author's First Name Last Name. *Title of Book*. Publisher, Year.**

Example: Hawkins, Stan, and Sarah Niblock. *Prince: the Making of a Pop Music Phenomenon*. Ashgate, 2011.

Articles from Journals:

**Author Last Name, First Name. "Capitalized Title of Article." *Capitalized and Italicized Journal Title*, vol. #, no. #, season or month + year, page numbers. *Capitalized, Italicized Name of Database if Applicable*, URL OR DOI (in URL form).**

Example: Hannah, Daniel K. "The Private Life, the Public Stage: Henry James in Recent Fiction." *Journal of Modern Literature*, vol.30, no. 3, 2007\*, pp. 70-94. *JSTOR*, [www.jstor.org.ezproxy.lib.uwf.edu/stable/30053134](http://www.jstor.org.ezproxy.lib.uwf.edu/stable/30053134).

Website:

**Author(s). "Title of Article." Title of Website in Italics, Website Publisher (if different than title), Date of Publication, URL. Access date.**

Example: Farkas, Meredith. "Tips for Being a Great Blogger (and a Good Person)." *Information Wants to Be Free*, 19 July 2011

### VI. Plagiarism

Plagiarised works are strictly discouraged by the University.

## **Template I**

### **Appendix III**

#### **Format of the Question Paper**

**I Sem BA/B.COM/BBA Degree Examinations**

**Title of the Course - with Code**

**Major Course/Minor Course/Major Discipline Specific Elective**

**Credits 6**

**Max Marks 70**

**Time 3 hrs**

#### **Section A**

**(Answer any eight Questions )**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**(1x8= 8Marks).**

#### **Section B**

**(Answer any six Questions )**

- 11.
- 12.

- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

(2x6= 12 Marks)

### **Section C**

**(Answer any six Questions )**

- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.

(5x6= 30 Marks)

### **Section D**

**(Write essays on any two Question)**

- 27.
- 28.
- 29.
- 30.

(10x2 =20 Marks)

## **Template II**

### **Format of the Question Paper**

#### **I Sem BA/B.COM/BBA Degree Examinations**

Title of the Course - with Code

Ability Enhancement /Skill Enhancement/Multi Disciplinary

**Credits 4**

**Max Marks 45**

**Time 2 hrs**

#### **Section A**

**(Answer any five Questions)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(1x5=5Marks).

#### **Section B**

**(Answer any five Questions)**

- 9.
- 10.
- 11.
- 12.
- 13.

- 14.
- 15.
- 16.

(2x5= 10 Marks)

**Section C**

**(Answer any four Questions )**

- 17.
- 18.
- 19.
- 20.
- 21.
- 22.

( 5x4= 20 Marks )

**Section D**

**(Write an essay on any one Question)**

- 23.
- 24.

( 10x1= 10 Marks )

## **Template III**

### **Format of the Question Paper**

#### **I Sem BA/B.COM/BBA Degree Examinations**

Title of the Course - with Code

Value Added Course

**Credits 2**

**Max Marks 23**

**Time 1 hr**

#### **Section A**

**(Answer any five Questions)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(1x5=5Marks).

#### **Section B**

**(Answer any four Questions)**

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

(2x4= 8 Marks)



**Section C**

**(Answer any two Questions )**

15.

16.

17.

( 5x2= 10 Marks )

## Format of Question Paper and Mark Distribution Table

**Total Credit :6**

**Duration of Examination: 3 Hours**

Section of Questions	Number of Questions	Questions to be answered	Mark for each question	Total marks	Cognitive Levels	Level of Difficulty & Number of Questions**
A	10	8	1	8	Remember/Understand	Easy-7 Moderate-2 Difficult-1
B	8	6	2	12	Remember/Understand	Easy-3 Moderate-3 Difficult-2
C	8	6	5	30	Understand/Apply.	Easy-3 Moderate-4 Difficult-1
D	4	2	10	20	Apply/Analyse	Easy-1 Moderate-2 Difficult-1
Total	30	22	18	70		

**Total Credit :4**

**Duration of Examination: 2 Hours**

Section of Questions	Number of Questions	Questions to be answered	Mark for each question	Total marks	Cognitive Levels	Level of Difficulty & Number of Questions**
A	8	5	1	5	Remember/Understand	Easy-5 Moderate-2 Difficult-1
B	8	5	2	10	Remember/Understand	Easy-3 Moderate-3 Difficult-2
C	6	4	5	20	Understand/Apply.	Easy-2 Moderate-3 Difficult-2
D	2	1	10	10	Apply/Analyse	Easy-Nil Moderate-2 Difficult-Nil
Total	24	15	18	45		

**Total Credit :2**

**Duration of Examination: 1 Hour**

Section of Questions	Number of Questions	Questions to be answered	Mark for each question	Total marks	Cognitive Levels	Level of Difficulty & Number of Questions**
A	8	5	1	5	Remember/Understand	Easy-5 Moderate-2 Difficult-1
B	6	4	2	8	Remember/Understand	Easy-Nil Moderate-3 Difficult-1
C	3	2	5	10	Apply/Analyse	Easy-1 Moderate-1 Difficult-1
Total	17	11	8	23		