



PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

Periyar Nagar, Vallam, Thanjavur - 613403
Tamil Nadu, INDIA.

Periyar Maniammai Institute of Science & Technology is committed to imparting quality education, emphasizing the integration of proficiency and human values, along with the ongoing enhancement of educational quality.

Vision Statement:

To be a university of global dynamism with excellence in knowledge and innovation, ensuring social responsibility for creating an egalitarian society.

Mission:

- Offering well-balanced programs with scholarly faculty and state-of-the-art facilities to impart a high level of knowledge.
- Providing student-centered education and fostering their growth in critical thinking, creativity, entrepreneurship, problem-solving, and collaborative work.
- Engaging in progressive and meaningful research with a focus on sustainable development.
- Empowering students to acquire the skills necessary for global competencies.
- Instilling universal values, self-respect, gender equality, dignity, and ethics.

Quality Policy:

To be a leading institution of excellence in education and research, providing professional competence to meet academic, scholastic, and societal needs

Objectives:

- To provide value-based education with social responsibility and ethics to both urban and underserved rural students.
- To achieve excellence in education and empower students to attain global competence.
- To promote a culture of research and innovation in young minds, fostering academic excellence, and encouraging lifelong learning.
- To engage in specialized areas with a proven ability to make distinctive contributions to the objectives of the higher education system across diverse disciplines.
- To engage in extramural studies, extension programmes, and field outreach activities to contribute to the development of society.

The Motto:

THINK – INNOVATE – TRANSFORM

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

REGULATIONS: R-2024

CHOICE BASED CREDIT SYSTEM (CBCS)

B.Ed. Full-Time Programme (4 Semesters)

(with effect from the Academic year 2024 - 2025)

R1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

- i. **“Institute”** means Periyar Maniammai Institute of Science & Technology (Institute Deemed to be University).
- ii. **“Department”** means the Department of Education.
- iii. **“Degree”** means that academic award conferred upon a student-teacher on successful completion of a programme designed to achieve the defined attributes. It is referred to an Undergraduate (UG) Degree that is B.Ed.
- iv. **“Discipline”** means branch of an qualifying Under Graduate / Post Graduate degree programme like B.Sc. Mathematics, B.A. Tamil, M.Com., B.Tech. CSE, etc.
- v. **“Programme”** means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to awarding of a degree.
- vi. **“Course”** means a theory / practice / laboratory subjects studied in a semester, like Educational Psychology, Language across the Curriculum, Pedagogy of Mathematics: Part - I, etc.
- vii. **“Dean (Academic Courses)”** means the authority of the Institution who is responsible for all the academic activities of the departments for implementation of relevant rules and regulations.

- viii. **“Controller of Examinations”** means the authority of the Institution who is responsible for all the activities of the examinations.
- ix. **“Dean (FSH)”** means Dean of the Faculty of Science and Humanities.
- x. **“HoD”** means the Head of the Department of Education.
- xi. **“Student-teacher”** means the student pursuing B.Ed. programme in the Department of Education.
- xii. **“MoU”** means the agreement signed between two parties either in India or Abroad to improve academic standards.
- xiii. **“Chairperson, BoS”** means Chairperson of Board of Studies of the Department of Education.
- xiv. **“Department Advisory Committee”** means the committee constituted by the Institution for approving academic matters of the department.
- xv. **“E-Resources”** means learning materials saved electronically in online storage or cloud platform, which shall be accessed from anywhere and anytime online or shall be accessed offline by downloading the relevant materials.
- xvi. **“MOOCs”** means Massive Open Online Courses available at both introductory and advanced levels accessible from “E-Resources”.
- xvii. **“NCTE”** means National Council for Teacher Education established at New Delhi.
- xviii. **“UGC”** means University Grants Commission established at New Delhi.
- xix. **“Academic Council”** means the approval granting authority for all academic related activities like framing of academic policies, approval of regulations, courses, syllabus etc.
- xx. **“Bonafide Student-teacher”** means one who has enrolled for at least one course in the curriculum as per regulations and has paid the tuition fee for the same.

R2. ADMISSION PROCEDURE

Candidates seeking admission to B.Ed. degree programme shall satisfy the eligibility criteria as prescribed by the NCTE and Institution from time to time.

R2.1 Candidates with at least 50% of marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences / Social Sciences / Humanities and Bachelor's Degree in Engineering or Technology with specialization in Science and Mathematics with 55% marks are also eligible for admission to B.Ed. Degree programme. However, the reservation of seats and relaxation in percentage of marks obtained in the qualifying examination for admission shall be followed as per the rules of Central / State Government whichever is applicable.

R2.2 Transfer of Candidates from Other Institutions

A candidate can join from any other University / Institution in the beginning of academic year, subject to the recommendation of the Equivalence Committee and approval of the Dean (Academic Courses).

R2.2.1 Such candidates should not have any standing arrears at the time of admission and they should undergo additional courses, if necessary, as recommended by the Equivalence Committee. The candidates should submit the Transfer Certificate (TC) obtained from the institution last studied.

R2.3 The eligibility criteria such as discipline, minimum marks required, number of attempts, age limit, and physical fitness shall be as described by the Academic Council of the Institution from time to time.

R2.4 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institution, the Dean (Academic

Courses) may revoke the admission of the candidate and report the matter to the Registrar for further action.

R3. PROGRAMMES OF STUDY

A student-teacher may be given admission to B.Ed. degree programme of study approved by NCTE and offered at the Institution.

R4. STRUCTURE OF THE PROGRAMME

R4.1 Categorization of Courses

The B.Ed. degree programme shall have a curriculum with syllabus comprising of Theory, Practicum / Laboratory courses with well-defined Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), and Programme Outcomes (POs) as per the Outcome Based Education (OBE). The content of each course is designed based on the Course Outcomes (COs). The programme shall cover the following categories of courses with some as envisioned in the NCTE regulations:

- a. **Perspectives in Education** include the courses on educational psychology, contemporary India and education, teaching and learning, understanding disciplines and subjects, assessment for learning, theoretical foundations of knowledge and curriculum, gender in school and society, creating an inclusive school, yoga, health, physical education etc. and certain electives on emerging technologies in education, guidance and counselling, action research, life skills education, values and peace education with field engagement activities through tasks and projects. These activities will connect theoretical frameworks studied in teacher education with practical field experiences.

- b. **Curriculum and Pedagogic Studies** include the courses on language and communication across the curriculum, understanding disciplines, the social history and pedagogical foundations of school subjects with a learner-focused approach, and theoretical perspectives on assessment for learning. Curriculum and Pedagogic Studies shall also include the field engagement activities.
- c. **Engagement with the Field** shall provide the field experience through interactions with students, teachers, parents, schools, and the broader community. This includes School Attachment Programme (SAP) and Community Living Camp. At the program's end, student teachers will prepare a detailed report individually or in groups.
- d. **School Attachment Programme (SAP)** shall ensure ongoing engagement with the Self, the Child, the Community, and the School by closely connecting various curricular areas. These connections will link the two main curricular areas Perspectives in Education and Curriculum and Pedagogic Studies through three components: Tasks and Assignments integrated across all courses, School Internship and courses on Enhancing Professional Capacities.
- e. **Community Living Camp (CLC)** shall enable the student-teachers to engage with the community service initiatives and understand the social context of education, service-learning projects, and outreach programmes. Student-teachers shall spend at least two weeks in community life and working on school development plans, sharing cultural practices, and understanding community views on formal education. A committee of faculty, student teachers, and community / School Management Committee

(SMC) members shall oversee the program. At the end, student-teachers will prepare detailed reports individually or in groups.

- f. **Enhancing Professional Capacities (EPC)** include some special courses that equip student teachers with essential skills and professional abilities.
- g. **School Internship** provides practical teaching experience in schools under the supervision of experienced teachers resulting in reflective teaching practice and classroom observation.
- h. **Value Added Courses** are common pool of courses offered and aimed towards personality building; embedding ethical and social responsibilities, Indian Knowledge Systems, communication skills, creative writing, presentation skills, environmental studies which will help in all round development of student-teachers.
- i. **Audit Courses** expose the student-teachers to Constitution of India, Essence of Indian Traditional Knowledge, Life Enlightenment Skills, Cyber Security, etc. This category of courses is mandatory non-credit courses for the student-teachers.

There should be enough elective courses available for student-teachers to choose from. The combination of various courses should be designed in a way that, by the end of the programme, student-teachers are not only well-prepared for their specific professional fields but also have developed a sense of social consciousness.

R4.2 B.Ed. degree programme will have a balanced curriculum as per the UGC / NCTE guidelines and syllabus for the courses with required outcomes approved by the Academic Council.

R4.3 The curriculum of B.Ed. degree programme is designed to include a minimum of 100 credits for the award of the degree. The credit requirements for each category of courses are outlined in **Table 1**.

Table 1: Credit Requirement for B.Ed. Programme

Sl. No.	Category of the Course	Credits
1	Perspectives in Education (PE)	24
2	Curriculum and Pedagogic Studies (CPS)	32
3	Engagement with the Field (SAP and CLC)	6
4	Enhancing Professional Capacities (EPC)	12
5	School Internship (SI)	20
6	Value Added Courses (VAC)	6
7	Audit Courses (AUC)	--
Total Credits		100

R4.4 The curriculum of a semester normally shall have a blend of 6 to 9 lecture-based courses, which may include up to 2 practice / laboratory courses. Semester IV includes only the School Internship. However, the total number of courses per semester shall not exceed 9 including audit course(s). Each course may have credits assigned as per **Clause R4.5**.

R4.5 Credit Assignment

Each course is assigned a certain number of credits based on the details provided in **Table 2**.

Table 2: Credit Assignment

Contact Period per Week	Credits
One Lecture Period	1
One Tutorial Period	1
Two Practice / Laboratory Periods	1
One week of SAP / CLC / School Internship	1

The contact periods per week for practice / laboratory courses shall be in multiples of 2.

R4.6 Personality and Character Development

All student-teachers shall enroll, on admission, in any one of the personality and character development programmes (NCC / NSS / NSO / YRC / RRC) and undergo training for about 80 hours and attend a camp for about seven days. The training shall include classes on first-aid, health and hygiene awareness.

R4.6.1 National Cadet Corps (NCC) will have about 20 parades.

R4.6.2 National Service Scheme (NSS) will have social service activities in and around the Institution. The activities will include practical projects on recycling and reusing of biodegradable and dry / solid waste towards sustainable development.

R4.6.3 National Sports Organization (NSO) will have activities related to sports, games, drills, yoga and any physical exercises.

R4.6.4 Youth Red Cross (YRC) will have activities related to health and hygiene awareness and social services in and around the Institution.

R4.6.5 Red Ribbon Club (RRC) will have activities related to social services such as health awareness, blood donation camps etc., in and around the Institution.

R4.6.6 While the training activities will normally happen during weekends and the camp will be conducted during the vacation period.

R4.6.7 Every student-teacher shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid

reasons, the Dean (Academic Courses) may permit a student-teacher to complete this requirement in the second year.

R4.7 Students Induction Programme

All first-year student-teachers should undergo one week mandatory induction programme at the beginning of the first semester. The programme comprises the activities such as:

- i. Orientation programme on different aspects of the teaching, learning, assessment, required courses and credit requirements.
- ii. Physical activities like team sports and physical training / exercise sessions designed to inculcate team spirit, group cohesion and bonding as well as physical and mental health.
- iii. Participation in creative expression activities relating to visual and performing arts like painting, sculpture, pottery, music, dance etc. to develop aesthetic sensibility and creativity.
- iv. Motivational lectures by eminent people in the society, visits to local areas of cultural and historical importance and institutions such as Balvatikas / Anganwadi Centres, schools and higher education institutions, hospitals, local artisans, adult and lifelong education activities to develop an understanding of the functioning of various institutions, community and society.
- v. Familiarizing student-teachers with the different Departments / Units within the institution and their roles, including visits to laboratories, workshops, facilities for sports etc. in order to acquaint student-teachers with the various facilities available in the institution.

R4.8 Assigning Course Codes

UG / PG 1 character	Regulation 2 characters	Category of Courses / Programmes 2 characters	Classification 1 character	Course Sequence Number 2 characters
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The course code consists of 8 characters, and it is divided into 5 parts.

Part 1: One character (Alphabet) - U or P represents UG or PG programme.

Part 2: Two characters (Numerals) represent Regulations.

Part 3: Two characters (Alphabets) represent the Category of Courses / Programme Core Courses, Programme Elective Courses, and additional courses (open electives / online courses).

Value Added Courses (VA): Courses related to programme specific, domain specific, skill based, and courses related to thrust areas and industrial requirements and courses offered towards personality building, embedding ethical and social responsibilities, Indian Knowledge Systems, and environmental studies which will help in all round development of student-teachers.

Audit Courses (AU): Non-credit courses related to general skills, life skills, language skills, visionary skills, managerial skills, cyber security, entrepreneurship development, understanding historical events, understanding the successful stories of philanthropists, Indian constitution, etc.

Part 4: One character (single numeral) – 1 to 9 represents the classification of the courses related to the specific programme.

Classification Code (6th character)	Purpose
1 - 2	Year of Study
7	Open Elective Courses
8	Online Courses
9	Programme Elective Courses

Part 5: Two characters (Numerals) represent the sequence number of the courses in each category, further, to represent the courses to be offered in the odd and even semesters.

Sequence 01 to 49 represents courses in the odd semester.

Sequence 51 to 99 represents courses in the even semester.

The codes for the Value Added and Audit courses will be general, applied to all programmes offered at the Institution. Although there are only four segments in the codes assigned to these courses, they consist of eight characters in total. Part 4 and Part 5 are combined to create a sequential number ranging from 001 to 999.

The two alphabetical characters (Part 3) used to represent various programmes and categories of courses offered in all B.Ed. degree programmes are listed below in **Table 3**.

Table 3: Two Character Representation of Category of Programme / Courses

Sl. No.	Name of the Programme / Course	Code
1.	B.Ed.	BE
2.	Value Added Courses	VA
3.	Audit Courses	AU

R4.9 Medium of Instruction

The medium of instruction is Tamil / English for all B.Ed. courses.

R4.10 Student Attachment Programme / Community Living Camp

R4.10.1 Every student-teacher shall visit at least one institution to fulfill the requirements for the Student Attachment Programme (SAP) and Community Living Camp (CLC) with the approval of the Head of the Department and the Dean (FSH). The Head of the Department shall ensure that necessary arrangements are made in this regard. The credits are distributed in **Table 4** as follows:

Table 4: Assigned Credits for Institution Visit

Duration	Credits
1 week	1
> = 2 weeks	2

R4.10.2 The student-teacher is expected to submit a report after the completion of Student Attachment Programme (SAP) / Community Living Camp (CLC) and it shall be evaluated by a team of faculty members nominated by the Head of the Department. Based on the recommendations, the he / she will be awarded credits, and the results will be sent to the Controller of Examinations for further processing.

R4.11 School Internship

R4.11.1 The student-teachers may undergo School Internship for a period of 20 weeks as specified in the curriculum in Semester IV. The School Internship includes Pre-Internship Practice, School Observation, School-based Project, Creating Teaching Learning Material, Internship in Teaching, and Post-Internship. In this case, the training must be undergone continuously in the same institution for the entire period. The student-

teachers may undergo School Experience after due approval from the Head of the Department and Dean (FSH). The credits assigned for School Internship for the entire period of 20 weeks in Semester IV is fixed as 20.

R4.11.2 The student-teacher is expected to submit a report after the completion of School Internship and it shall be evaluated by a team of faculty members nominated by the Head of the Department and an external examiner appointed by the Controller of Examinations. Based on the recommendations, the he / she will be awarded credits, and the results will be sent to the Controller of Examinations for further processing.

R4.12 Value Added Courses

R4.12.1 Student-teachers may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. However, the credits earned through these courses will not be considered for GPA / CGPA calculation. Courses with two / three credits shall be offered by the Department every year with the prior approval from the Dean (Academic Courses).

R4.12.2 The details of the syllabus, time table and faculty shall be sent to the Office of the Dean (Academic Courses) after approval from the Department Advisory Committee.

R4.12.3 Student-teachers shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student-teacher, Head of the Department offering the course, and the Deans of concerned faculties.

R4.12.4 Courses once approved shall be made available in the Institution's website with the information to Dean (Academic Courses).

R4.12.5 A student-teacher shall register for additional Value Added courses by paying the prescribed fee.

R4.13 Off Campus Courses and Transfer of Credits

R4.13.1 Student-teachers are permitted to optionally enroll and study a maximum of three off-campus courses in physical / online / hybrid mode under B.Ed. degree programme with the approval of Dean (Academic Courses) as per the Regulations. The successful completion of these courses through any of the above modes shall be considered in lieu of programme elective / open elective courses as approved by the Department Advisory Committee / Equivalence Committee.

R4.13.2 Student-teachers are permitted to optionally enroll and study online courses through SWAYAM / NPTEL / other online courses offered by premier institutions. The credit transfer is to be done based on the marks and certificate provided by them. The number of credits and transfer of credits are based on the procedure explained in **Table 5** and the mapping of the marks with the grades is explained in **Table 6**. The mapping of marks with grades is applicable, only if the student-teacher passes the course as per the guidelines of the Institutions offering the courses.

The credits earned by the student-teacher shall be added if the same course is offered at different levels and at different times.

Table 5: Duration of the Course and Number of Credits

Sl. No.	No. of Weeks	Credits
1	4 weeks	1
2	8 weeks	2
3	≥ 12 weeks	3

Table 6: Mapping of Marks Scored in Online Course and Letter Grades

Sl. No.	Letter Grade	Marks
1	O	90 - 100
2	A+	80 - 89
3	A	70 - 79
4	B+	60 - 69
5	B	50 - 59
6	C	40 - 49

R4.13.3 Student-teachers are also permitted to enroll and undergo courses in online mode at Universities in India / Abroad. Further, the student-teachers are permitted to study courses of a particular semester in a University / Institution based on MoU.

The marks / credits earned by the student-teacher shall be transferred based on the decision of the Credit Equivalence Committee constituted by Dean (Academic Courses) and approved by the Institution.

R5. DURATION OF THE PROGRAMME

R5.1 A student-teacher of 2-year B.Ed. degree programme is expected to complete in 4 semesters (two academic years) but in any case, not more than 6 semesters (three academic years).

R5.2 Each semester shall normally consist of 96 working days including the days during which the continuous assessments are conducted. The Dean (Academic Courses) shall ensure that every teacher imparts instruction as per the number of periods / hours specified in syllabus and that the teacher

delivers the full content of the specified syllabus for the course being taught.

R5.3 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clauses R5.1** and **R5.2** irrespective of the period of Break of Study (**vide Clause R17**) or prevention (**vide Clause R7.7**) in order that he / she may be eligible for the award of the degree (**vide Clause R16.1**).

R6. COURSE ENROLLMENT AND REGISTRATION

The courses that a student-teacher registers in a semester include:

- a. Courses of the current semester including mandatory non-credit courses.
- b. Course(s) in which he / she has not been permitted to appear for the end semester examination(s) for want of the minimum required attendance if such courses are offered in that semester.
- c. Programme Elective / Open elective course(s) opted by the student-teachers in lieu of the same category of courses in which he / she has failed, if the courses are offered in the semester.
- d. Any other course(s) the student-teacher wishes to register (**vide Clause R4**) with the approval of the Dean (Academic Courses).

R6.1 Each student-teacher, on admission, shall be assigned to a Mentor (**vide Clause R9**), who shall advice and counsel the student-teacher about the details of the academic programme and the choice of courses, considering the student-teachers' academic background and career objectives.

- R6.2** Each student-teacher shall register for all the courses prescribed in the curriculum of the first semester of study.
- R6.3** After registering for a course, the student-teacher should attend classes, satisfy the attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examinations.
- R6.4** Enrollment for all the courses listed in the curriculum from the semesters II to IV will commence five working days prior to the commencement of the succeeding semester. The candidate makes the choice of programme electives / open electives in consultation with his / her Mentor.
- R6.5** Late registration will be permitted with a fine amount as prescribed by the Institution up to two weeks from the last date specified for registration.
- R6.6** The student-teacher shall enroll for the courses with the guidance of the Mentor. If the student-teacher wishes, he / she may drop or add courses (**vide Clause R6.9**) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor / Mentor.
- R6.7** The list of student-teachers approved by the respective Course Instructor as discussed in the Class Committee (**vide Clause R10**) shall be final and would be considered for attendance, grades, and calculation of CGPA and no changes shall be made thereafter.
- R6.8** The student-teacher will be eligible for enrollment only if he / she has cleared all the dues to the Institution such as Hostel fee, Library dues, Laboratory breakages etc., of the previous semester and paid all required prescribed fee for the current semester, provided he / she is not debarred from the Institution on account of any disciplinary matters.

R6.9 Flexibility to Add or Drop Courses

R6.9.1 A student-teacher must earn the total number of credits specified in the curriculum of the chosen programme of study to be eligible to obtain the degree. However, the student-teacher is permitted to earn more than the total number of credits prescribed in the curriculum of the programme. In such cases, the minimum number of credits required for the completion of the programme would be considered for CGPA calculation.

R6.9.2 From third semester onwards, each student-teacher has to register all courses in the curriculum of a respective semester (with the facility to drop courses to a maximum of 8 credits). The dropping of courses shall be decided as per prerequisite requirements in consultation with the Mentor.

R6.9.3 The student-teacher can also register for courses in which he / she failed in the earlier semesters. In such cases the student-teacher shall do reappearance registration for those courses or redo the courses when they are offered.

R6.9.4 In case, the student-teacher fails to secure pass in an elective course, he / she shall be allowed to opt for a change in elective and register for the same and do attend the classes to meet the criteria stated in **Clause R7** and the failed elective shall not be listed in the Grade Sheet.

R6.9.5 In any case, adding / dropping / redoing of courses, total number of credits that a student-teacher is allowed to register per semester cannot exceed 30.

R6.9.6 For an elective to be offered, the department shall specify the minimum number of student-teachers required.

R6.10 Reappearance Registration

R6.10.1 If a student-teacher fails in a Theory / Practice / Laboratory course, he / she shall do reappearance registration for that course in the subsequent

semester, and appear for the end semester examination. However, the continuous assessment marks obtained by the student-teacher will be retained for the subsequent arrear attempts.

R6.10.2 If the course in which the student-teacher has failed is a programme elective or an open elective, he / she shall be permitted to register for the same in the subsequent semesters and shall appear for the end semester examination. If a student-teacher registers for the same programme elective / open elective, then the **Clause R6.10.1** is applicable. If a student-teacher registers for any other programme elective / open elective, he / she must attend the classes and fulfill the attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examination.

R6.10.3 The student-teacher who does not fulfil the requirements as per regulations with regard to School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship shall register for the same in the subsequent semester, when offered next, and repeat the course.

In this case, the student-teacher must satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks and appear for the end semester examination.

R6.10.4 Student-teachers are not eligible to reappear for the courses that they have already passed in a semester for improvement of Grade / Marks.

R6.11 Redoing a Course

Redoing a course means re-registering for a course, attending all classes, fulfilling the attendance requirements as per **Clause R7**, earning fresh continuous assessment marks and appearing for the end semester examination.

A student-teacher must redo a course in the following conditions:

- R6.11.1** If a student-teacher is prevented from writing the end semester examination of any core course due to lack of attendance, he / she has to register for that course again when offered next and redo the course.
- R6.11.2** If a student-teacher is prevented from writing the end semester examination of any programme elective / open elective course due to lack of attendance, he / she can opt to register for the same course again when offered next and redo the course, or he / she can opt to register for a different programme elective / open elective course when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for the end semester examination.
- R6.11.3** If a student-teacher fails to secure a pass in any Theory / Laboratory / Practice (including Elective / Value Added Courses), he / she is given a maximum of three arrear attempts to complete the course as per **Clause R14.3**. If the student-teacher still fails to secure a pass, he / she shall register for the same when offered next and redo the course.
- R6.11.4** If the course in which the student-teacher fails to secure a pass even after three arrear attempts is a programme elective / open elective course, then he / she can opt for a different programme elective / open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for end semester examination.
- R6.11.5** The student-teacher who does not fulfil the requirements in any School Experience shall redo it again, when offered next. In this case, he / she shall attend the reviews and fulfill the attendance requirements as per **Clause R7**.

R6.11.6 The student-teacher who does not fulfil the requirements for School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship shall register for the same in the subsequent semester and redo the course. In this case, he / she shall attend the classes and fulfill the attendance requirements as per **Clause R7**.

R7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATIONS

A student-teacher who has fulfilled the conditions, vide **Clause R7.3** and **Clause R7.4** shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

R7.1 All student-teachers must attend every lecture, tutorial, and laboratory / practice classes.

R7.2 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial, and practical class. The Class Advisor shall maintain and consolidate the attendance record for all the courses (lectures, tutorials, and practical together, as applicable).

R7.3 Ideally every student-teacher is expected to attend all periods and earn 100 percent attendance. However, the he / she shall secure not less than 75 percent attendance, course wise, considering the number of periods required for that course, as specified in the curriculum.

R7.4 If a student-teacher secures attendance between 65 percent and less than 75 percent in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Head of the Department and Dean (FSH).

The student-teacher shall be given exemption from the prescribed attendance requirement and he /she shall be permitted to appear for the end semester examination of that course. In all such cases, he /she should submit the required documents on joining after the absence to the Head of the Department through the Mentor.

R7.5 A student-teacher shall normally be permitted to appear for the End Semester Examination of the course if he / she has satisfied the attendance requirements (**Clauses R7.3** and **R7.4**) and has registered for the examination in those courses of that semester by paying the prescribed fee.

R7.6 A student-teacher who has an attendance of less than 75 percent will not be permitted to appear for the end semester examination in the course in which the shortage exists. His / her registration for that course will be treated as cancelled and he / she shall be awarded ‘SA’ grade (“Shortage of Attendance” i.e., registration is cancelled due to lack of attendance) in that course. This grade shall appear in the Result Sheet. The student-teacher should register and repeat the course as and when it is offered next.

R7.7 Student-teachers who do not satisfy **Clauses R7.3** and **R7.4** or who secure less than 65 percent attendance in a course will not be permitted to write the end semester examination of that course (**vide Clause R7**). The student-teacher must register and redo the course when it is offered next as per **Clause R6.11**. If the course in which the student-teacher has been prevented is a programme elective / open elective, the student-teacher can opt to redo the same course or opt for different programme elective / open elective course as per **Clause R6.11.2**.

R7.8 If a student-teacher has shortage of attendance in all the registered courses, he / she would not be permitted to move to the higher semester and must repeat the current semester in the subsequent year.

- R7.9** In the case of reappearance registration for a course, the attendance requirement as mentioned in **Clauses R7.3** and **R7.4** is not applicable. However, he / she must register for the examination in that course by paying the prescribed fee.
- R7.10** If the student-teacher needs leave for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating the reasons for the leave requested along with supporting documents and such leave may be granted.
- R7.11** Absence for the period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the given explanation is acceptable.
- R7.12** If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted to the Dean (Academic Courses) with supporting documents. In such case the decision to grant leave shall be taken by the Dean (Academic Courses) on the recommendation of the Head of the Department and Dean (FSH).
- R7.13** A student-teacher who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Class Advisor / Course Coordinator / Course Instructor for assignments and laboratory work.
- R7.14** In case, the period of absence on medical grounds is more than 20 working days during the semester, the student-teacher may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester.
- R7.15** If a student-teacher is continuously absent from the Institution for more than four weeks without any notification to the Dean (Academic Courses),

his / her name will be removed from the Institution rolls and the same should be informed to his / her parents immediately.

R8. CLASS ADVISOR

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the Head of the Department concerned. The Class Advisor is the ex-officio member and the Convener of the class committee.

The responsibilities of the Class Advisor shall be:

- a. To act as the channel of communication between the Head of the Department and the student-teachers of the respective class.
- b. To collect and maintain various details such as attendance, assessment marks and long leave particulars.
- c. To help the Chairperson of the class committee in planning and conducting the class committee meetings.
- d. To monitor the academic performance of the student-teachers including attendance and to inform the class committee.
- e. To coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO attainment.
- f. To attend to the student-teachers' welfare activities like awards, medals, scholarships, and industrial visits.

R9. MENTOR

To help the student-teachers in planning their courses of study and for general advice on the academic programme, the Head of the Department

will attach a certain number of student-teachers to a teacher of the Department, who shall function as Mentor for those student-teachers throughout their period of study. The Mentor shall advise the student-teachers in registering and reappearances registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the student-teachers concerned. The number of student-teachers assigned to a Mentor will be decided by the Head of the Department. However, the strength shall not exceed 20 student-teachers per Mentor. The responsibilities of the Mentor shall be:

- a. To inform the interpretation of Regulations to the student-teachers and their rights and duties.
- b. To inform the code of conduct to be maintained in the campus and disciplinary actions.
- c. To inform the student-teachers about the various facilities and activities available to enhance the student-teachers' curricular and co-curricular activities.
- d. To guide in the process of enrollment and registration of the courses.
- e. To authorize the final registration of the courses at the beginning of each semester.
- f. To monitor the academic and general performance of the student-teachers including attendance and to counsel them accordingly.
- g. To collect and maintain the student-teachers' academic and co-curricular records.

- h. To facilitate and collect student-teachers' feedback about the course and course instructor.
- i. To facilitate and collect the course exit survey and programme exit survey.
- j. To provide all the details of the academic, including feedback, training, scholarship, placement, co-curricular, and extracurricular activities of the student-teachers to the Dean (Academic Courses).

R10. CLASS COMMITTEE

A class committee consists of all teachers of the class concerned, student-teacher representatives and a chairperson who does not handle any course for the class. It is like the "Quality Circle" (more commonly used in industries), with the overall goal of improving the teaching-learning process. The class committee shall be constituted by the Head of the Department within 7 days from the commencement of classes. The Class Advisor and the Head of the Department will attend the meeting. The Dean (Academic Courses), Dean (FSH) and the Mentor(s) shall be called to attend the meeting as special invitees if required.

The functions of the class committee include:

- a. Solving problems experienced by student-teachers in the classroom and in the laboratories in consultation with the Head of the Department, Dean (FSH) and Dean (Academic Courses).
- b. Clarifying the Regulations of the degree programme and the details of rules therein.
- c. Informing the student-teacher representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

- d. Informing the student-teacher representatives, the details of Regulations regarding weightage used for each assessment.
- e. Discussing in the class committee meeting the breakup of marks for each experiment / exercise / module of work, in case of practical courses (laboratory / practice / institution visit / seminar, etc.) and informing the student-teachers.
- f. Analyzing the performance of the student-teachers of the class after each assessment and finding ways and means of improving their performance.
- g. Identifying the student-teachers who are low achievers or weak in their courses if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such student-teachers.

The class committee is normally constituted by the Head of the Department. However, if the student-teachers of different programmes are mixed in each class, the class committee is to be constituted by the Dean (Academic Courses). At least 4 student-teacher representatives from the respective class (usually 2 boys and 2 girls) shall be included in the class committee.

The Chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate the same among student-teachers concerned and teachers. A copy of the minutes shall be displayed in the notice board. If there are some points in the minutes requiring action by the Institution, the same shall be brought to the notice of the Registrar through Dean (FSH) and Dean (Academic Courses). The first meeting of the class committee shall be held within 10 days from the date of

commencement of the semester. The enrollment of courses including add and drop of the courses will be finalized.

The nature and weightage of continuous assessments shall be decided in the first meeting, within the framework of the Regulations and the same shall be communicated to the student-teachers. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings the student-teacher members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the class student-teachers to improve the effectiveness of the teaching-learning process.

In each meeting, the action taken report based on the minutes of the previous meeting is to be presented and discussed by the Chairperson of the class committee. After the completion of the end semester examination and evaluation process, the course instructor shall keep the record of marks and grades earned by the student-teachers for the computation of CO and PO attainments.

R11. COMMON COURSE COMMITTEE

A theory course handled by more than one teacher, or each common theory course offered to more than one discipline or group of disciplines, shall have a “Common Course Committee” comprising of all the instructors teaching that common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean (Academic Courses) in consultation with the Dean of the concerned Faculty and the Heads of the Departments, from among the instructors teaching the common course either from a single department or several departments. The committee shall be constituted by the Dean (Academic Courses) within 5 days from the commencement of the semester. The first meeting of the Common Course Committee shall be

held within 5 days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. The “Common Course Committee” shall meet as often as possible and ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (**vide Clause R13**). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests, objective type test and end semester examination. The question paper for the end semester examination shall be set by the Course Coordinator, in consultation with all the teachers. The common course committee shall meet to decide the multiplication factor for the respective batch of student-teachers, if required. The minutes in this regard shall be sent to all the concerned Head of the Departments and the Controller of Examinations.

R12. PERFORMANCE ANALYSIS COMMITTEE

The Performance Analysis Committee will consist of the same members as the class committee but including the Dean (Academic Courses), Director (IQAC), Dean (FSH), and the Head of the Department and excluding the student-teacher members.

An external member from an allied department shall be nominated by the Dean (Academic Courses) in consultation with the Vice-Chancellor to the Performance Analysis Committee. The meeting of the Performance Analysis Committee is to be held within 10 days from the last day of the end semester examinations to analyze the performance of the student-teachers in all courses of study by estimating the CO - PO attainment levels and finalize the grade ranges for each course and forward the statement of grades to Dean (Academic Courses) immediately. The Performance Analysis Committee, by collective wisdom, should ensure that the clustering / grading / pass–fail decisions have been reasonably balanced. The attendance registers of all the courses with all the continuous

assessment marks, end semester marks, tabulation register, grades, and grade-ranges entered in the register are also to be sent to Dean (Academic Courses) immediately for forwarding to the Controller of Examinations.

R13. SYSTEM OF EXAMINATION

The end semester examinations for Theory, Laboratory / Practice courses will be of 3 hours' duration. These examinations shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. For Laboratory / Practice / School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship courses, the end semester examination will be conducted with an external examiner appointed by the Controller of Examinations.

R13.1 Assessment Procedures for Awarding Marks

The B.Ed. programme consists of Theory, Laboratory / Practice, School Attachment Programme (SAP), Community Living Camp (CLC), School Internship, Value Added Courses, and Audit Courses. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory / Practice, School Attachment Programme (SAP), Community Living Camp (CLC) and School Internship.

Performance in each course of study shall be evaluated based on:

- i. Continuous Assessments throughout the semester and
- ii. End Semester Examination

The evaluation shall be based on Outcome Based Education by following the relevant rubrics.

R13.2 Each course shall be evaluated for a maximum of 100 marks. The weightage for continuous assessment marks and end semester examination marks are given in **Table 7**.

R13.3 Some domain specific value added courses are evaluated by continuous internal assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirements as per **Clause R7** shall be satisfied.

Table 7: Weightage of Marks

Sl. No.	Category of Courses	Marks Weightage (%)	
		Continuous Assessment	End Semester Examination
1.	Theory Courses	40	60
2.	Laboratory / Practice Courses	75	25
3.	School Attachment Programme (SAP) / Community Living Camp (CLC)	75	25
4.	School Internship	75	25

R.13.4 Every teacher is required to maintain an “**Attendance and Assessment Record**” for every semester, which consists of attendance marked in each class of Theory / Laboratory / Practice / School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship, the assessment marks, and the record of class work (topics covered), separately for each course handled by the teacher.

The attendance book completed in all respects should be submitted to the Head of the Department periodically (three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department and Dean (FSH) will affix signature and date after due verification. At the end of the semester, the

record should be verified by the Dean (Academic Courses) who shall keep this document in safe custody for 5 years. The records of attendance and assessment of both current and previous semesters should be available for auditing.

R13.5 Assessment for Theory Courses

R13.5.1 The End Semester Examinations for theory courses will be 3-hours duration for 100 marks and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. The marks obtained by the student shall be converted to weightage of 60 percent.

R13.5.2 Continuous Assessment Evaluation for Theory Courses

- i. The mode(s) of internal evaluation is / are to be decided for each course in the class committee.
- ii. The handwritten notes taken by student-teachers while attending classes are to be regularly monitored by the Course Instructor. 10 marks shall be awarded for the best handwritten notes, while other handwritten notes will be evaluated comparatively with the marks of 2, 4, 6, and 8.
- iii. There should be objective type assessment to evaluate the student-teachers for all courses exactly from 45 days to 60 days after commencement of classes in a semester and the weightage is 20 marks. There shall be 20, 40 or 50 questions based on the course. The duration of the assessment shall be 60 minutes for each course.
- iv. There shall be assignment / tutorial / quiz / case study / seminar / mini- project type of assessment for each course as decided in the

class committee and the faculty must evaluate fairly for all the student-teachers relatively for 20 marks.

- v. All regular assessment tests are to be conducted for 100 marks and the marks obtained by the student-teachers are converted in to 40 marks while evaluating continuous assessment marks. Three assessment tests are to be conducted for each course.
- vi. The question paper is to be set considering the appropriate Bloom's Taxonomy levels and to cope with the prescribed course outcomes.
- vii. The regular first assessment test is to be conducted between 30 and 35 days from the commencement of classes for the semester with the portion of syllabus covered up to 4 weeks. The test duration shall be a minimum of 1 hour. The marks obtained in the regular first assessment test (written for 100 marks) is converted to 90 percent to which the marks obtained for handwritten notes (maximum 10) is to be added to make it 100 (Continuous Assessment 1).
- viii. The second assessment test, termed as Mid-term test is to be conducted between 60 and 65 days from the commencement of classes for the semester with the portion of syllabus covered up to 8 weeks. The test duration shall be 2 hours. The question paper should have 5 questions in Part A and 3 questions in Part B. Marks obtained in the Mid-term assessment test (written for 100 marks) is converted to 70 percent to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the objective type of assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 2).

- ix. The third assessment test, termed as Model Examination is to be conducted between 80 and 85 days from the commencement of classes for the semester with the portion of syllabus covered up to 11 weeks. The test duration shall be 3 hours. The pattern of the question paper is as per the end semester regular examination. Marks obtained in the Model Examination (written for 100 marks) is converted to 70 % to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the Quiz / Seminar / Mini-project assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 3).
- x. The continuous assessment mark is calculated either using Method 1 or Method 2 as follows:

Method 1:

(Marks in (Continuous Assessment 1+ Continuous Assessment 2 + Continuous Assessment 3) / 300) X 40

Method 2:

Handwritten notes (10) + Objective Type test (20) + Quiz / Seminar (10) + First assessment test (20) + Mid-term test (20) + Model Examination (20) = 100 marks. Reduce the marks obtained by each candidate to 40 percent and shall be submitted as continuous assessment marks.

The commencement date of assessments and the number of weeks to be considered for syllabus coverage shall be fixed or modified as per the academic schedule prescribed by the Dean (Academic Courses) and Controller of Examinations.

R13.5.3 In case, a student-teacher misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Competitions /

NSS / NCC camps / Internships with prior permission from the Dean (FSH), only one re-assessment may be given at the end of the semester after getting approval from the Dean (Academic Courses).

R13.6 Assessment for Laboratory / Practice Courses

R13.6.1 Every Laboratory / Practice exercise / experiment shall be evaluated based on the student-teacher's performance during the laboratory class and the maintenance of laboratory records.

R13.6.2 There shall be at least one assessment test for Laboratory / Practice courses.

R13.6.3 The criteria for arriving at the continuous assessment marks of 75 will be as per the following scheme: for successful completion of all the prescribed experiments / exercises done in the laboratory including observation and record work, 75 percent of marks shall be awarded, and 25 percent marks shall be awarded for the assessment test. The total marks earned by the student-teacher in continuous assessments shall be converted into a maximum of 75 marks and rounded to the nearest integer.

R13.6.4 The end semester examination for laboratory / practice courses shall be for 25 marks and shall include Viva-voce also as a part of it. The Viva-voce examination shall be conducted by an external examiner appointed by the Controller of Examinations.

R13.6.5 The end semester examination for Laboratory / Practical / Practice exercise courses will be of 3 hours' duration and shall normally be conducted before the start of the theory examinations for that semester.

R13.7 Assessment for School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship

R13.7.1 For School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship and Service out of 100 marks, the maximum marks for continuous assessment is fixed as 75 and the end semester examination evaluation carries 25 marks. This work shall be assigned to a single student-teacher.

R13.7.2 There shall be two reviews (each 25 marks) during the semester by a review committee. The Head of the Department shall constitute a review committee with a minimum of three members consisting of the supervisor (guide), SAP / CLC / School Internship coordinator and domain expert from the concerned discipline of the institution where the training was undergone. The student-teacher shall make a presentation and submit a brief report about the training before the review committee. The total marks obtained in the two reviews shall be a maximum of 50 marks. There shall be a continuous assessment for every student-teacher after successful completion of SAP / CLC / School Internship, which carries 25 marks and hence the continuous assessment shall be awarded for a total of 75 marks.

R13.7.3 The student-teacher is expected to submit the certificates, reports and records on or before the last working day of the semester. The end semester examination for the SAP / CLC / School Internship work shall include the evaluation of the final reports, records and certificates submitted by the student-teacher by an external examiner, followed by a Viva-voce examination conducted separately for each student-teacher by a committee consisting of the external examiner and an internal examiner (other than supervisor / guide). The SAP / CLC / School Internship coordinator shall be the internal examiner. The Head of the Department with the approval of the Controller of Examinations shall appoint the external examiner for

the end semester examination. The total marks obtained in the end semester Viva-voce examination shall be added to 25 marks.

R13.7.4 Certificate of completion for the SAP / CLC / School Internship shall be certified by the head of the institution where the training undergone.

R13.7.5 The continuous assessment and Viva-voce examination marks for School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship work shall be distributed as indicated below in **Table 8**.

Table 8: Continuous Assessment and End Semester Examination Marks for SAP / CLC / School Internship

Continuous Assessment (75 Marks)			End Semester Examinations (25 Marks)		
Review I	Review II	Assessment Test	Reports, Records and Certificates	Viva-voce Examination	
25	25	25	10	Internal	External
				5	10

R13.7.6 The continuous assessment and the end semester examination evaluation shall be conducted separately for Pre-Internship Practice, School Observation, School-based Project, Creating Teaching Learning Material, Internship in Teaching, and Post-Internship with regard to School Experience.

R13.7.7 The reviews may also be conducted in online mode with the approval of the Dean (Academic Courses), and such reviews must be recorded. However, the end semester examination must be conducted in physical mode.

R13.7.8 If any difficulty is encountered in fulfilling the norms as per the **Clause R13.7**, the Head of the Department in consultation with the Dean (FSH) can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean (Academic courses) for the same.

R13.7.9 If the School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship, records and certificates are not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission with due approval obtained from the Dean (Academic Courses) and the same needs to be communicated to Controller of Examinations. If the required documents are not submitted even beyond the extended time, then the student-teacher is deemed to have failed in the SAP / CLC / School Internship work and he /she must redo the course again. In the above two cases, double the amount of prescribed examination fee shall be collected from the students.

R13.8 Assessment for Value Added Courses

This one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. One or two assessments shall be conducted during the semester by the department concerned. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the student-teachers by the above committee based on their relative performance. Certificates issued by the industry if any along with the student-teacher's mark / grade statement should be submitted to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester. A three credit value added course shall be evaluated as per the **Clauses R13.5 and R13.6.**

R13.9 Assessment for Online Courses

Student-teachers may be permitted to credit online courses (NPTEL / SWAYAM / other online platforms) with the approval of the Head of the

Department, Dean (FSH) and Dean (Academic Courses), subject to a maximum of three credits.

R.13.9.1 On successful completion of the online course, the candidate must submit the copy of the certificate and the grade card (if applicable) to the Head of the Department.

R.13.9.2 The Head of the Department shall form a team of faculty members to recommend the credit and grade to be awarded to the candidate by mapping the score earned by the student-teacher and results shall be submitted to the Office of Dean (Academic Courses) through Dean of respective Faculty which in turn should be submitted to Controller of Examinations for further processing with due approval from Dean (Academic Courses).

R13.9.3 If the grade card is not submitted by the student-teacher, the Head of the Department and Dean (FSH) shall intimate the same to the Controller of Examination through Dean (Academic Courses) to conduct end semester examination for the online course.

R13.10 Continuous assessment marks approved by the Dean (Academic Courses) shall be notified to the student-teachers by the respective Head of the Department within 5 days from the last working day.

R14. PASSING REQUIREMENTS

R14.1 A student-teacher who secures not less than 40 percent of total marks prescribed for the course [Continuous Assessment + End Semester Examination] with a minimum of 35 percent of the marks prescribed for the end semester examination, shall be declared to have passed the course and acquired the relevant number of credits.

R14.2 If the student-teacher gets less than 40 percent of total marks, then the student-teacher will be awarded 'RA' (Reappearance) grade.

R14.3 If a student-teacher fails to secure a pass in a course, he / she shall register and appear for the end semester examination in the subsequent semester or appear for the supplementary examination vide **Clause R15.7**. In such a case, the Continuous Assessment marks obtained by the student-teacher in the first appearance shall be retained and considered valid for one subsequent arrear attempt. However, from the third attempt onwards, to pass the course, the candidate should secure either 40 percent of marks and above considering the sum of 40 percent of marks acquired in continuous assessment and 60 percent of marks earned in end semester examination (satisfying the passing requirement) or 40 percent of marks and above earned in end semester examination alone.

R14.4 The student-teachers are allowed to write arrear examination as per **Clause R6.10.1**.

R14.5 If a student-teacher has submitted the required documents with regard to School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship but absent in the end semester examination, he / she is deemed to be failed.

If he / she attends and fails in the End Semester examination, he / she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent Viva-voce examination will be considered as reappearance with payment of examination fee. In case the student-teacher fails in the subsequent Viva-voce examination also, he / she shall redo the course again.

R14.6 The passing requirement for the courses which are assessed only through continuous assessment (value-added courses, online courses with one

credit, and internship) shall be fixed as minimum 40 percent and the rest of the grades are decided.

R15. AWARD OF LETTER GRADES

R15.1 All assessments will be done based on marks. However, for the purpose of reporting the performance of a student-teacher, letter grades, each carrying certain number of points will be awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below in **Table 9**. The letter grades and the associated grade points are shown in **Table 10**.

Table 9: Grade Distribution with Range of Marks

O	A+	A	B+	B	C+	C	RA
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 - 55	40 - 49	< 40

An absolute grading system is followed in assigning grades to student-teachers for each course registered.

Table 10: Letter Grades with Grade Points

Letter Grade	Grade Significance	Grade Points
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C+	Average	5
C	Satisfactory	4
RA	Reappearance Registration	0
SA	Shortage of Attendance	0
W	Withdrawal	0

- i. “RA” denotes Reappearance required for the examination in the course and “W” denotes withdrawal from the course.
- ii. The Grade “SA” denotes inadequate attendance (**as per Clause R7**) and hence prevented from writing the end semester examination.
- iii. The Grade “SA” and “W” will figure only in the Result Sheets.

R15.2 For the Extra-curricular activities such as NCC / NSS / NSO / YRC / RRC / Community Engagement and Service, 2 credits are assigned in the curriculum. This shall appear in the grade sheet. In the NCC / NSS, every student-teacher shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. A satisfactory grade in the above extra-curricular activities is compulsory for the award of a degree.

R15.3 The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Department may permit a student-teacher to complete the requirement in the second year.

R15.4 The grades obtained for the one / two credit value added courses shall figure in the grade sheet under the title “Value Added Courses / Online Courses”. The other grades ‘W’ and ‘SA’ will not figure in the grade sheet.

R15.5 Grade Sheets

R15.5.1 After the results are declared, Grade Sheets will be issued to each student-teacher, which will contain the following details:

- List of courses enrolled for that semester and the grades obtained by the student-teacher.
- The Grade Point Average (GPA) for the semester considering only the courses listed in the curriculum (not the additional courses).

- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses listed in the curriculum (not the additional courses).

R15.5.2 The Grade Point Average (GPA) for each semester will be calculated only for the student-teachers who have passed all the courses of that semester.

$$GPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for the student-teachers who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the number of credits of curricular courses (C_i) registered and the grade points scored in those courses (GP_i), taken for all the courses, to the sum of the number of credits of all the courses successfully cleared (n) during the particular semester.

On successful completion of the programme, the CGPA will be calculated in a similar manner as follows, considering all the curricular courses (not the additional courses) enrolled from the first semester.

$$CGPA = \frac{\sum_{i=1}^N C_i \times GP_i}{\sum_{i=0}^N C_i}$$

where N is the total number of courses for the entire programme. “RA” and “SA” grades will be excluded for calculating GPA and CGPA.

R15.5.3 If a student-teacher studies more number of programme electives and open electives than required, the calculation of the final CGPA shall be as per **Clause R15.6.1**.

R15.5.4 In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = CGPA \times 10$$

R15.5.5 The Grade Point Average (GPA) for each semester will be included in the grade card or sheet, even if a student fails in one or more courses within the semester. In such cases, the GPA will be calculated based on the grades obtained in the courses the student has passed. Similarly, the Cumulative Grade Point Average (CGPA) will also be calculated based on the grades obtained in all the courses the student has passed up to and including the current semester.

R15.6 Revaluation of Answer Scripts

A candidate can apply for photocopy of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Department. Student-teachers can see the valued answer scripts of the semester examinations and can get it retailed / revalued by the faculty concerned. Based on the recommendation of the faculty concerned and approval of the Head of the Department and Dean (FSH), the candidate can register for the revaluation through proper application to the Controller of Examinations. The answer sheets will be revaluated and the results will be intimated to the student-teacher concerned through the Head of the Department. Revaluation is only applicable for theory courses.

R15.7 Supplementary Examination

R15.7.1 Only those student-teachers who obtained “RA” grade and have prescribed attendance and above in a course are eligible to apply for Supplementary Examination.

R15.7.2 Registration shall be made for supplementary examination within the stipulated period from the date of notification and the examination fee to

be paid is double the amount of fee prescribed for the regular end semester examination.

R15.7.3 A student-teacher is eligible for only one Supplementary Examination for any course. No second chance will be given. In case a student-teacher fails in the Supplementary Examination, he / she must rewrite the examination along with the regular stream in the subsequent semesters, as and when it is conducted.

R15.7.4 Student-teachers who miss the end-semester examination due to valid medical or some other reasons may be permitted with the consent of the Dean (Academic Courses) to appear for the supplementary examination(s) subject to fulfilling of attendance requirement (**vide Clause R7**).

R15.7.5 Supplementary Examinations will be conducted during the first two weeks after the commencement of the next semester.

R15.7.6 Supplementary examination will be considered as an alternative to the end-semester examination only. The continuous assessment marks already secured by the student-teachers will be considered for finalizing the grade.

R15.7.7 A minimum of 40 percent of marks prescribed for the end semester examination should be scored in the supplementary examination(s) to declare the result as have passed the course and acquired the relevant number of credits.

R16. ELIGIBILITY FOR THE AWARD OF DEGREE

R16.1 A student-teacher shall be declared to be eligible for the award of B.Ed. degree provided the he /she has:

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the programme within the duration.

- ii. Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses prescribed in all the 4 semesters within a maximum duration of 3 years reckoned from the commencement of the first semester.
- iii. Successfully passed any additional courses prescribed by the Dean (Academic Courses).
- iv. Successfully completed the School Attachment Programme (SAP) / Community Living Camp (CLC) / School Internship requirements.
- v. No disciplinary action is pending against the student-teacher.
- vi. The award of Degree must have been approved by the Academic Council of the Institution.

R16.2 Classification of the Degree Awarded

R16.2.1 First Class with Distinction

A student-teacher who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- i. Should have passed the examination in all the courses of all the six semesters in first appearance within four years, which includes authorized break of study of one year. Withdrawal from examination (**vide Clause R18**) will not be construed as an appearance.
- ii. Should have secured a CGPA of not less than 7.5.
- iii. Should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

R16.2.2 First Class

A student-teacher who satisfies the following conditions shall be declared to have passed the examination in First class:

- i. Should have passed the examination in all the courses of all six semesters within seven years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- ii. Should have secured a CGPA of not less than 6.0

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

R16.2.3 Second Class

All other student-teachers (not covered in **Clauses R16.2.1 and R16.2.2**) who qualify for the award of the degree (**vide Clause R16**) and have secured a CGPA of $6 < \text{CGPA} \leq 5.0$ shall be awarded Second Class.

R16.2.4 Third Class

All other student-teachers (not covered in **Clauses R16.2.1, R16.2.2 and R16.2.3**) who qualify for the award of the degree (**vide Clause R16**) and have secured a CGPA < 5.0 shall be awarded Third Class.

R16.2.5 A student-teacher who is absent in the end semester examination in a course / Institution Visit / School Experience / Community Engagement and Service after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end

semester examinations as per **Clause R18**) for the purpose of classification.

R17. PROVISION FOR AUTHORISED BREAK OF STUDY

R17.1 Break of Study shall be granted by the Dean (Academic Courses) only once for valid reasons for a period of maximum one year during the entire period of study of the degree programme.

R17.2 Prescribed fee to the Institution should be paid during the “Break of Study” period.

R17.3 The student-teacher permitted to re-join after the break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. If the Regulation is changed, then, those student-teachers may have to take up additional courses as prescribed by the Dean (Academic Courses).

R17.4 Total number of credits to be earned by the student-teacher shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for LTP of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

R17.5 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification (**vide Clause R16.2**).

R17.6 The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5** irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.

R17.7 If any student-teacher is detained for lack of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted “Break of Study” or “Withdrawal” (**Clause R18**) is not applicable for this case.

R17.8 In case there is any period of break of study more than the permitted duration of break of study, the student-teacher shall be permitted to continue the programme only if the approval is obtained from the Dean (Academic Courses) before the end of the semester in which the student-teacher has taken break of study.

R17.9 If the student has not reported back to the department, after the break of study, his / her name shall be deleted permanently from the Institution enrollment and the same should be informed to his / her parents immediately. Such students are entitled to seek permission from the Executive Council to continue the programme.

R17.10 If a student in Full Time mode wants to take up job / start-up / entrepreneur-ship during the period of study, she / he shall apply for authorized break of study for one year. The student shall take up the assignment only after getting approval of the same by the Dean (Academic Courses).

R18. PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS

R18.1 A student-teacher may, for valid reasons (medically unfit / unexpected family situation / Sports approved by the Director, Sports and Head of the Department) and on prior application, be granted permission to withdraw from appearing for one examination of one course / two or more consecutive examinations of different courses in the end semester

examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

- R18.2** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- R18.3** Withdrawal application is valid only if the student-teacher is otherwise eligible to write the examination (**vide Clause R7**) and if it is made within 10 days prior to the commencement of end-semester examination approved by the Dean (Academic Courses).
- R18.4** Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- R18.5** Withdrawal shall not be construed as an appearance for the eligibility of a student-teacher for First Class with Distinction. This provision is not applicable to those who seek withdrawal during final semester.
- R18.6** Withdrawal from the end semester examination is NOT applicable to arrear courses of previous semesters.
- R18.7** The student-teacher shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester / supplementary examination in the same semester and need not re-appear for the continuous assessment examination.
- R18.8** Withdrawal from the continuous assessment examination is not permitted.
- R18.9** Withdrawal is not permitted to the student-teacher who has not satisfied the conditions prescribed in **Clause R7** as requirements for appearing in the end semester examination.

R19. DISCIPLINE

The Institution reserves the right to cancel the admission of any student-teacher and ask him / her to discontinue his / her studies at any stage of his / her career on the grounds of unsatisfactory academic performance or misbehaviour and conduct.

R19.1 Every student-teacher is required to observe discipline and decorous behaviour both inside and outside the Institution and not to indulge in any activity which will tend to bring down the prestige of the institution.

R19.2 Any act of indiscipline of a student-teacher reported to the Dean (Academic Courses) will be referred to a Discipline and Welfare Committee constituted by the Vice-Chancellor.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Vice Chancellor will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

R19.3 If a student-teacher indulges in malpractice in any of the end semester examination / continuous assessment tests, he / she shall be liable for punitive action as prescribed by the institution from time to time.

R19.4 Ragging of any dimension is a criminal and nonbailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student-teacher is established in ragging, the offending student-teacher will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment if individual cannot be identified in this inhuman act. Every student-teacher of the Institution, along with the parent, shall give an undertaking every year in this regard.

R20. REVISION OF REGULATIONS AND CURRICULUM

The Academic Council of the Institution reserves the right to revise, amend or change the regulations, the curriculum, syllabus and the scheme of examinations from time to time if found necessary and shall send the recommendations to the Executive Council for approval.

R21. SPECIAL CASES

In the event of any clarification in the interpretation of the above regulations, they shall be referred to the Standing Committee (Internal members of the Academic Council). The Standing Committee will offer suitable interpretation / clarification required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.