PARUL UNIVERSITY

Office of the Registrar

R/Notification - 1393/2024-25 December 16, 2024

NOTIFICATION

Sub: Addition of 12 Diploma Programs (Each of One Year Duration) which shall be offered as dual degree programs to the students from AY 2024-25

Ref: (i) Proceedings of the Eighteenth Meeting of the Governing Body held on December 2, 2024

(ii) Orders of the Provost

PREAMBLE:

Director, CDOE proposed 12 Diploma Programs (Each of One Year Duration) which shall be offered to students in the university under dual degree provision notified by UGC, New Delhi from AY 2024-25 during the Eighteenth Meeting of the Governing Body held on December 2, 2024. The Governing Body approved the proposal. Hence, the Order.

ORDER:

Details of 12 Diploma Programs (Each of One Year Duration) which shall be offered as dual to the students in the university under dual degree provision notified by UGC, New Delhi from AY 2024-25 are enclosed in the annexure.

By Order

Registrar

To,

1) Deans of Faculties
2) Principals of Colleges
3) Director, CDOE
4) The Controller of Examinations
5) Dean, Students' Welfare
6) Director (Marketing)
7) Director (IQAC)
8) PUMIS Coordinator

Submitted to,

1) The President
2) Dr.Parul Patel, Vice President (Student Affairs and General Administration) and Chairperson, Admissions Committee, Parul University
3) Dr.Geetika Madan Patel, Vice President (Quality, Research and Health Sciences), Parul University
4) Dr.Komal Patel, Vice President (Medical and Paramedical Sciences), Parul University
5) The Provost

ANNEXURE

(A) List of One Year Diploma Programs

Sr. No.	One Year Diploma Programs
1	Diploma in Business Analytics (Program Code: 2275918)
2	Diploma in Drum Set (Program Code: 2275919)
3	Diploma in Folk Dance (Program Code: 2275920)
4	Diploma in Guitar (Program Code: 2275921)
5	Diploma in Harmonium (Program Code: 2275922)
6	Diploma in Kathak (Program Code: 2275923)
7	Diploma in Indian Classical Music (Vocal) (Program Code: 2275924)
8	Diploma in Keyboard (Program Code: 2275925)
9	Diploma in Sitar (Program Code: 2275926)
10	Diploma in Tabla (Program Code: 2275927)
11	Diploma in Western Dance (Program Code: 2275928)
12	Diploma in Journalism (Program Code: 2275929)

Diploma Program in Business Analytics (Program Code: 2275918)

Program Name: Diploma Program in Business Analytics

Program Type: Diploma

Program Duration: 1 year

For Whom: Individuals with 10+2 education or relevant education

Program Objectives	Program Outcomes
List out data to discover novel links and patterns.	Define organizational needs, extract, modify, and exploit data sets from diverse sources.
Classify the relationships between the various decision making variables.	Describe business intelligence and analytics technologies as part of workflow to help, make evidence based decisions.

Execute the possibility of default and generate customer records.	Demonstrate data mining approaches, create statistical models that are tailored to a particular business process.
Differentiate business-related issues.	Organize data visualizations to stakeholders through a variety of communication channels.
Select tools and open sources to interpret data.	Weigh software programs to work with data collections, link information, and generate reports.
Develop analytics to address business issues.	Investigate business solution recommendations using research (findings) and analytical abilities for a range of business disciplines.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Business Analytics	4
2	Advance Excel	4
3	Business Intelligence using Power BI	4
4	Forecasting using E-views	4
5	Fundamentals of R-Studio	4
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Marketing Analytics	4
2	Statistical Package for Social Sciences	4
3	Data Visualization using Tableau	4
4	Data Science using Python	4
5	Project	4
	TOTAL	**20**

Diploma Program in Drum Set (Program Code: 2275919)

Program Name: Diploma Program in Drum Set

Program Type: Diploma

Program Duration: 1 Year

For whom: Individuals with 10+2 education or equivalent

Program Objective	Program Outcomes
Develop a high level of technical proficiency on the drum set, covering a wide range of styles and musical genres.	Exhibit a deep understanding of musical expression, using dynamics, tempo, and articulation to convey emotion and enhance musical storytelling through drumming.
Foster a deep sense of musicality, allowing students to express themselves creatively within the context of various musical styles.	Showcase competence in a diverse range of musical genres, from jazz and rock to Latin and electronic music, reflecting adaptability and versatility as a drummer.
Cultivate the ability to collaborate effectively with other musicians, understanding the role of the drummer within different ensemble settings.	Collaborate seamlessly with other musicians, understanding and fulfilling the drumming role within different ensemble settings.
Train students to critically analyze and appreciate diverse musical genres, enhancing their ability to adapt and contribute meaningfully in a variety of musical contexts.	Display confidence and stage presence in live performances, whether in small venues or large concert settings.
Provide opportunities for students to showcase their skills through regular performances, both within the institution and in professional settings.	Possess a solid foundation in music theory, enabling effective communication with other musicians, composers, and producers.
Equip students with the knowledge and skills necessary for a successful career as a professional drummer, including studio work, live performances, and teaching.	Demonstrate the ability to effectively teach drum set performance, conveying concepts clearly and fostering a positive and productive learning environment.

Semester – I		
Sr. No.	Subject Name	Credit Assigned

1	Music Theory for Drummers	4
2	Drum Set Technique	2
3	Basic Rhythmic Patterns and Exercises	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Genre Studies	4
2	Practical Application of Drumming Techniques within Different Genres	2
3	Ensemble Playing	4
4	Stage Performance: II	10
	TOTAL	**20**

Diploma Program in Folk Dance (Program Code: 2275920)

Program Name: Diploma in Folk Dances of India (One Year Program).

Program Type: Diploma

Program Duration: 1 Year

For Whom: Individuals with 10+2 education or equivalent

Program Objective	Program Outcomes
Comprehensive training in the techniques and movements of Folk dances of India dance, including Basic steps and movement in particular states folk dance (basic dance steps),	Match the need for fundamental theories of Folk dances of India to be a professional dancer.
Ability to express emotions, stories, and concepts through the medium of Folk dances of India, emphasizing the importance of conveying meaning and depth in their performances.	Repertoire with confidence, charisma, and stage presence, effectively conveying emotions, stories, and concepts to audiences.
Develop proficiency in understanding and executing complex rhythmic patterns, including both basic rhythmic cycles and advanced rhythmic improvisation.	Deeper understanding and appreciation of the cultural and historical context of Folk dances of India dance, recognizing its significance as a traditional Indian art form and its contributions to the country's cultural heritage.

Diploma Program in Guitar (Program Code: 2275921)

Program Name: Diploma Program in Guitar

Program Type: Diploma

Program Duration: 1 Year

For whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
Cultivate a deep understanding of music theory, including harmony, melody, rhythm, and form, equipping students with the knowledge to analyze, interpret, and create music compositions and arrangements.	Students will exhibit a deep understanding of music theory concepts such as harmony, melody, rhythm, form, and improvisation, allowing them to analyze, interpret, and create music with sophistication and nuance.

Explore a diverse repertoire of guitar music, spanning classical, jazz, rock, blues, folk, and world music traditions, broadening students' musical horizons and fostering stylistic versatility.	Graduates will have acquired a diverse repertoire of guitar music, showcasing proficiency in performing solo pieces, ensemble works, and arrangements spanning classical, jazz, rock, blues, folk, and world music genres
Encourage students to develop their unique musical voice and artistic identity, fostering creativity, interpretation, and improvisation skills essential for expressive performance and composition.	Students will develop a distinct artistic voice and expressive interpretation, demonstrating creativity, musicality, and emotional depth in their performances, compositions, and improvisations.
Provide opportunities for students to showcase their musical abilities through solo performances, ensemble collaborations, recitals, and public concerts, fostering stage presence, confidence, and professionalism.	Graduates will exhibit confident and polished performance skills, including stage presence, communication with audiences, and effective management of technical challenges, earning recognition as compelling and engaging performers.
Foster teamwork, communication, and ensemble skills through group rehearsals, chamber music, and ensemble playing, promoting musical interaction, mutual respect, and shared artistic vision.	Graduates will demonstrate strong teamwork, communication, and ensemble skills, fostering productive musical interactions, mutual respect, and shared artistic vision in ensemble settings and collaborative projects.
Equip students with essential professional skills, including self-promotion, networking, entrepreneurship, and business acumen, preparing them for success in a variety of music-related career paths.	Graduates will embrace a commitment to lifelong learning and musical growth, continuing to expand their musical horizons, pursue further education, engage in artistic development, and contribute to the global music community as passionate and informed musicians.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Music Theory	4
2	Fundamental Techniques (Fingerpicking, Strumming, Picking)	2
3	Understanding Scales and Modes for Improvisation	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Stage Presence and Performance Techniques	4
2	Arranging Music for Solo Guitar or Ensemble	2
3	Collaborative Playing with Other Musicians	4
4	Stage Performance: II	10
	TOTAL	**20**

Diploma Program in Harmonium (Program Code: 2275922)

Program Name: Diploma Program in Harmonium

Program Type: Diploma

Program Duration: 1 Year

For Whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
Define fundamental concepts and principles of harmonium,	Match the need for fundamental comprehension skills in harmonium.
Illustrate and elaborate upon the basic finger exercises	Recognize various procedural stages involved in development of the skillset.
Apply the knowledge and skills to identify the method of presentation on stage.	Demonstrate and experiment with the skill sets related to on-stage experiences.
Analyse the various aspects associated with learning, practicing, and performing, and examine them in depth.	Discover the various dimensions with reference to constraints and the need of the performing spaces and opportunities.
Assess the role of music and performing arts in daily lives, and prioritize daily practice for refinement of the skillset	Justify and value the importance of routine practice, and deduce the role of performing arts in daily lives.

Design and compose exercises, and develop simple note-patterns into more elaborate, complex patterns by oneself.	Create fundamental improvisatory pieces for elaboration and spontaneous presentation.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Introduction to Harmonium	4
2	Basic Music Theory	4
3	Finger Exercises	1
4	Sargam (Indian solfège) Practice	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Chords and Accompaniment	2
2	Popular Songs and Melodies	2
3	Rhythmic Patterns (Taal), Composition and Improvisation	6
4	Stage Performance	10
	TOTAL	**20**

Diploma Program in Kathak (Program Code: 2275923)

Program Name: Diploma Program in Kathak

Program Type: Diploma

Program Duration: 1 Year

For Whom: Individuals with 10+2 education or relevant education

Program Objectives	Program Outcomes
Comprehensive training in the techniques and movements of Kathak dance, including footwork (Tatkar), hand gestures (Hastak), spins (Chakkar), and facial expressions (Abhinaya).	Match the need for fundamental theories of Kathak to be a professional classical dancer.
Ability to express emotions, stories, and concepts through the medium of Kathak dance, emphasizing the importance of conveying meaning and depth in their performances.	Repertoire with confidence, charisma, and stage presence, effectively conveying emotions, stories, and concepts to audiences.
Develop proficiency in understanding and executing complex rhythmic patterns (Talas), including both basic rhythmic cycles (Taal) and advanced rhythmic improvisations (Layakari).	Deeper understanding and appreciation of the cultural and historical context of Kathak dance, recognizing its significance as a traditional Indian art form and its contributions to the country's cultural heritage.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Evolution of Indian classical dance	4
2	Taal and Layakari	2
3	Adavus and Footwork (Tatkar)	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Fundamentals and Aesthetics of dance, music & theatre	4
2	Hastak and Mudras	2

3	Abhinaya, Bols and Rhythmic Vocabulary	4
4	Stage Performance: II	10
	TOTAL	**20**

Diploma Program in Indian Classical Music (Vocal) (Program Code: 2275924)

Program Name: Diploma Program in Indian Classical Music (Vocal)

Program Type: Diploma

Program Duration: 1 Year

For Whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
Define fundamental concepts and principles of Indian Classical Music,	Match the need for fundamental comprehension skills in Music.
Illustrate and elaborate upon the basic vocal exercises	Recognize various procedural stages involved in development of the skillset.
Apply the knowledge and skills to identify the method of presentation on stage.	Demonstrate and experiment with the skill sets related to on-stage experiences.
Analyse the various aspects associated with learning, practicing, and performing, and examine them in depth.	Discover the various dimensions with reference to constraints and the need of the performing spaces and opportunities.
Assess the role of music and performing arts in daily lives, and prioritize daily practice for refinement of the skillset	Justify and value the importance of routine practice, and deduce the role of performing arts in daily lives.
Design and compose exercises, and develop simple note-patterns into more elaborate, complex patterns by oneself.	Create fundamental improvisatory pieces for elaboration and spontaneous presentation.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned

1	Introduction to Indian Performing Arts	4
2	Introduction to Indian Classical Music	4
3	Analytical Study of Raga-s and Taal-s	2
4	Stage Performance - I	10
	TOTAL	**20**

Semester – II

Sr. No.	Subject Name	Credit Assigned
1	Historical Study of Indian Music	2
2	Introduction to the various forms of Hindustani Classical Music	2
3	Analytical Study of Raga-s and Taal-s	6
4	Stage Performance - II	10
	TOTAL	**20**

Diploma Program in Keyboard (Program Code: 2275925)

Program Name: Diploma Program in Keyboard

Program Type: Diploma

Program Duration: 1 Year

Program Objective	Program Outcomes
Develop advanced proficiency in keyboard playing, covering classical, jazz, and popular music genres.	Demonstrate advanced proficiency in playing the keyboard, encompassing various genres and styles.
Explore a wide range of repertoire, including solo and ensemble pieces, fostering versatility and artistic expression.	Possess a strong understanding of music theory, harmony, and notation specific to keyboard playing.
Cultivate the ability to collaborate with other musicians, vocalists, and electronic artists, creating	Cultivate collaborative skills by effectively participating in ensemble playing, accompanying other

interdisciplinary projects and performances.	musicians, and engaging in interdisciplinary projects.
Gain foundational knowledge in teaching techniques and mentorship, preparing for potential roles as educators in the field.	Acquire foundational skills in teaching and mentorship, preparing for potential roles as educators or mentors in the field.
Develop stage presence, improvisation, and effective communication skills through regular public performances.	Demonstrate confidence, stage presence, and effective communication skills during live performances.
Acquire practical knowledge relevant to the music industry, including self-promotion, digital marketing, and navigating the evolving landscape of music distribution.	Develop an understanding of the music industry, including marketing, self-promotion, and digital distribution.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Music Theory	4
2	Fundamental Techniques	2
3	Understanding Scales and Modes for Improvisation	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Stage Presence and Performance Techniques	4
2	Arranging music for solo keyboard or ensemble	2
3	Collaborative playing with other musicians	4
4	Stage Performance: II	10

	TOTAL	20

Diploma Program in Sitar (Program Code: 2275926)

Program Name: Diploma Program in Sitar

Program Type: Diploma

Program Duration: 1 Year

For whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
Develop technical proficiency in playing the sitar, including mastery of hand positioning, finger techniques, and correct posture.	Demonstrate advanced technical proficiency in playing the sitar, including accurate hand movements, precise finger placement, and effective use of playing techniques
Gain a deep understanding of the theoretical aspects of Indian classical music, including knowledge of ragas, talas, and musical forms.	Exhibit a deep understanding of the theoretical foundations of Indian classical music, including the ability to identify and articulate the characteristics of various ragas and talas.
Learn and perform a diverse repertoire of traditional sitar compositions, showcasing proficiency in different ragas and talas.	Perform a diverse repertoire of sitar compositions with fluency, showcasing proficiency in both traditional and contemporary pieces.
Cultivate the ability to improvise within the structure of Indian classical music, expressing creativity and individual style.	Demonstrate confidence, stage presence, and effective communication skills during public performances and recitals.
Develop stage presence, confidence, and effective communication skills through public performances and recitals.	Collaborate seamlessly with other musicians, both within the domain of Indian classical music and in interdisciplinary collaborations, showcasing adaptability and teamwork.
Gain an appreciation for the cultural and historical context of the sitar, as	Exhibit a deep appreciation for the cultural and historical context of the sitar and Indian classical music,

well as the broader traditions of Indian classical music.	demonstrating cultural sensitivity and respect.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Theoretical Foundations of Indian Classical Music	4
2	Practical Training in Playing the Sitar (Covering Basic to Advanced Techniques)	2
3	Practically Study of Ragas, Talas, and Musical forms	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Understanding The Cultural and Historical Context of Indian Classical Music	4
2	Exploration of Improvisational Techniques within the Framework of Indian Classical Music	2
3	Development of Creative Expression and Individual Style	4
4	Stage Performance: II	10
	TOTAL	**20**

Diploma Program in Tabla (Program Code: 2275927)

Program Name: Diploma in Tabla

Program Type: Diploma

Program Duration: 1 Year

For Whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
Define fundamental concepts and principles of tabla,	Match the need for fundamental comprehension skills in Tabla.
Illustrate and elaborate upon the basic finger exercises	Recognize various procedural stages involved in development of the skillset.
Apply the knowledge and skills to identify the method of presentation on stage.	Demonstrate and experiment with the skill sets related to on-stage experiences.
Analyse the various aspects associated with learning, practicing, and performing, and examine them in depth.	Discover the various dimensions with reference to constraints and the need of the performing spaces and opportunities.
Assess the role of music and performing arts in daily lives, and prioritize daily practice for refinement of the skillset	Justify and value the importance of routine practice, and deduce the role of performing arts in daily lives.
Design and compose exercises, and develop simple note-patterns into more elaborate, complex patterns by oneself.	Create fundamental improvisatory pieces for elaboration and spontaneous presentation.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Structure of Tabla	4
2	Theka and Variations	4
3	Layakari	2
4	Stage Performance	10
	TOTAL	**20**

Semester – II		
Sr. No.	Name of the Paper	Credit Assigned
1	Rhythmic Compositions	4
2	Tabla Repertoire	4
3	Tabla Pedagogy	2
4	Stage Performance II	10
	TOTAL	**20**

Diploma Program in Western Dance (Program Code: 2275928)

Program Name: Diploma Program in Western Dance

Program Type: Diploma Certificate

Program Duration: 1 year

For whom: Individuals with 10+2 education or relevant education

Program Objective	Program Outcomes
The course is designed improve the dance skills in various style and understand basic hip hop steps.	Match the need for fundamental theories of Indian Folk Style to be a professional Western Dancer.
The objective of the course is to familiar students to perform dance based on historical.	Recognize various approachable stages involved at State, National & International dance events done by Government of Bharat.
Apply the knowledge and skills to generate ideas for creating functional and innovative dance choreographies/ productions.	Demonstrate necessary skills related to choreographic works for generating innovative conceptual dance drama productions.
Analyse problems to offer appropriate solutions looking to the needs and considering the various situations.	Examine various problems to propose different solutions for creative dance productions.

Appraise the intricacies of the art form, to increase flexibility and endurance level of the body and mind.	Value the basics, intermediate and advanced levels of Western Dance.
Create innovative steps of Indian Folk Dance art form.	Develop creative skills to perform on stage for maximum number of artist on stage and choreograph dance pieces by own.

Course Curriculum:

Semester – I		
Sr. No.	Subject Name	Credit Assigned
1	Introduction of Dance	4
2	Dance Forms (National & International)	2
3	World Dance Africa	4
4	Stage Performance: I	10
	TOTAL	**20**

Semester – II		
Sr. No.	Subject Name	Credit Assigned
1	Contemporary Dance Forms	4
2	Hip Hops Dance Forms	2
3	Bollywood Dance Forms	4
4	Stage Performance: II	10
	TOTAL	**20**

Diploma Program in Journalism (Program Code: 2275929)

Program Name: Diploma in Journalism

Program Type: Diploma

Program Duration: 1 Year

For whom: individuals with 10+2 education or relevant education.

Program Objective	Program Outcomes
Recall key concepts of Print media, including its historical significance, evolutions, and impact on society.	State the need for fundamental functions of print media to repeat the importance of media in a democratic society.
Explain the process of News writing, Headline, Lead, the body of news story to identify the news values and newsworthiness.	Recognize various practical stages involved in News preparations for the final copy.
Apply new technologies and innovative methods into News patterns.	Execute the skills in news writing, layout designing, and photography to prepare news for Print media, Broadcast, and Digital platforms.
Analyze the facts in News, Editorials, Columns, Feature articles, and Reviews for various media platforms.	Differentiate the News story writings, Editorials, columnist opinions, and Reviewer points.
Evaluate news articles in depth in terms of language, fact-checking, accuracy, and credibility of news reports.	Appraise impacts of news on society, politics, entertainment, education, and information.
Create an engaging news story with a fresh and innovative approach captivates a mass audience.	Build a portfolio to showcase skills and abilities as a journalist.

Course Curriculum:

Semester – I		
Sr. No.	**Subject Name**	**Credit Assigned**
1	History of Print Media	4
2	Writing and Editing for Media	4
3	Media Ethics and Laws	4

4	Professional Photography	4
5	Audio and Video Editing	4
	TOTAL	**20**

Semester – II

Sr. No.	Name of the Paper	Credit Assigned
1	Basics of Public Relations	4
2	Fundamentals of Advertising	4
3	Development for Journalism	4
4	Social Media Use and Effects	4
5	Project	4
	TOTAL	**20**

Academic Rules and Regulations for One Year Diploma Programs

Under Parul University

Effective from Academic Year 2023-24

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1. SHORT TITLE AND COMMENCEMENT:

1.1. These regulations may be called Academic Regulations for One Year Diploma Programs.

1.2. They shall come into effect from the Academic Year 2023-24.

2. DEFINITIONS OF KEY WORDS:

a) **Academic Year:** Consists of two consecutive (one odd + one even) semesters

b) **Course:** Also referred to, as 'papers/ subjects' is a component of the programs. The courses should define learning objectives and learning outcomes which are in turn to include all six levels of learning from revised Bloom's Taxonomy. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work / vocational Training/ viva/ seminars/ assignments/ presentations/ self-study/ rural camps/ Study Tours etc. or a combination of some of these.

c) **Credit Based Semester System (CBSS):** The system of awarding a degree in terms of the number of credits to be completed by the students.

d) **Programs:** An educational programs leading to award of one year Diploma.

e) **Semester:** The semester consists of 15-18 weeks of academic work.

f) **Regular Students:** Any student who has registered for any semester of the programs.

g) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture) or one credits are equivalent to two hours of practical work per week.

i) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

j) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, P & F.

k) **Credit Point:** It is the product of grade point and number of credits for a course.

l) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

m) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

n) **Grade Card:** Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3. ADMISSIONS:

3.1. Admission to One Year Diploma Programs:

A candidate to be eligible for admission in One Year Diploma Programs should have passed 10+2 examination of any stream conducted by the recognized examining authority.

4. DURATION OF THE ACADEMIC PROGRAMS:

4.1. The minimum period required to complete the program is 1 year (2 semesters).

4.2. The maximum duration allowed to complete the course is 1 year after completion of the minimum prescribed duration. However, if the student has successfully completed at least 75% of the prescribed coursework and has secured a CGPA of not less than 4.75 out of 10, such candidates may be allowed another additional year for completion of the course.

4.3 The classes of the course will be conducted in the evenings and weekends (before and/ or after regular academic hours or without overlapping the academic sessions of constituent institutions of the university) through hybrid mode.

5. EXAMINATION SYSTEM & EVALUATION:

Each course in the program shall be evaluated for a total of 100 marks for theory and 50 marks for practical (wherever is applicable) as follows:

(i) The grades obtained by the students shall be finalized as follows.

% of Marks	Description	Letter Grade	Grade Point
90 – 100	Outstanding	O	10.00
80 – 89	Excellent	A+	9.00
70 – 79	Very Good	A	8.00
60 – 69	Good	B+	7.00
50 – 59	Above Average	B	6.00
40 – 49	Pass	P	5.00
< 40	Fail	F	0.00
Absent	Fail	F	0.00
	F1 = Fail due to low attendance F2 = Fail due to obtaining lower marks than the minimum required for passing in Theory Examination F3 = Fail due to obtaining lower marks than the minimum required for passing in Practical Examination F2, F3 = Fail in both Theory and Practical Examination		

(ii) **Evaluation of Theory Courses/ Subjects:** The evaluation of theory courses/ subjects shall be based on End Semester Examination (ESE) for 60 marks and the Continuous Evaluation during the ongoing term/ semester for 40 marks of the course/ subject as mentioned below.

Particulars	Continuous Evaluation (CE)			End Semester Evaluation (ESE)	Total
	Attendance	Assignment: I	Assignment: II		
Marks	10	15	15	60	100

(iii) **Evaluation of Practical Courses/ Subjects:** The evaluation of practical courses/ subjects shall be based on End Semester Examination (ESE) for 30 marks and the Continuous Evaluation during the ongoing term/ semester for 20 marks of the course/ subject as mentioned below.

Particulars	Continuous Evaluation (CE)		End Semester Evaluation (ESE)	Total
	Regularity & Involvement	Term Work Submission		
Marks	10	10	30	50

(iv) A student who fails to secure a minimum of 40% after combining the results of the continuous evaluation and end semester evaluation for theory courses, will be declared as fail.

(v) A student who fails to secure a minimum of 50% after combining the results of the continuous evaluation and end semester for practical courses, will be declared as fail (wherever is applicable).

6. EVALUATION OF PROJECT:

The evaluation for Project work shall be out of 100 marks and based on the midterm review presentation, submission of Project Report and End Semester Examination. The Continuous Evaluation of the Project is for 40 marks based on the midterm review presentation & submission of the Project Report and End Semester Examination for 60 marks based on the presentation skills, viva voce & communication skills at the end of the semester. A student who

fails to secure a minimum of 50% after combining the results of the continuous evaluation and end semester for project, will be declared as fail. The evaluation of the project work will be done as follows:

Particulars	Continuous Evaluation		End Term Evaluation		Total
	Midterm Review	Report Submission	Presentation Skills	Viva-Voce	
Marks	20	20	20	40	100

7. GRADE POINT AVERAGE:

Computation of SGPA and CGPA:

As per The UGC recommendation, the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) has been adopted.

7.1. The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

7.1.1. SGPA (Si) = $\Sigma(Ci \times Gi) / \Sigma Ci$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

7.2. The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

7.2.2. CGPA = $\Sigma(Ci \times Si) / \Sigma Ci$

where Si is the SGPA of the ith semester and Ci is the total number of credits in ith semester.

7.3. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

8. ELIGIBILITY FOR AWARD OF ONE YEAR DIPLOMA:

A student shall be eligible for the award of the One Year Diploma if he/ she fulfills all the following conditions;

a) Registered and successfully completed all the components prescribed for one year Diploma Program.

b) Obtained CGPA greater than or equal to 5.0 (Minimum requirements for Pass),

c) All students must attend the classes regularly and must obtain minimum attendance of 75% for each course/subject to be eligible for appearing in the examination.

d) The student must pass in each course/subject separately to be declared to have completed the diploma program successfully.

e) Candidate need to fill the admission cancellation form and submit in case of discontinuation of any Diploma Program by the candidate.

f) Candidate failing to comply with the academic regulations defined by the university may get punished or terminated.

g) Has no dues to the Institute, hostels, Libraries, NCC/NSS etc., and

h) No disciplinary action is pending against him/her.

9. AWARD OF CLASS:

A candidate who becomes eligible for the award of one year Diploma shall be placed in one of the following Classes based on CGPA.

Sr. No.	CGPA	Class
1	5.00 – 5.49	Pass
2	5.50 – 5.99	Second
3	6.00 -7.49	First
4	≥ 7.5	First Class with Distinction

Formula for CGPA to % Marks conversion

% Marks = (CGPA – 0.5) x 10%

9.1. Grade Sheet: A grade sheet will be issued to each student indicating his performance in all courses taken in that semester and also indicating the Grades and SGPA.

9.2. Transcripts: After successful completion of the entire Program of study, a Transcript containing performance of all academic years will be issued as a final record. The Grade Sheet shall indicate full information on the grades obtained in all courses including those in first and subsequent attempts. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

9.3. The Centre for Distance and Online Education shall approve and recommend to the Academic Council the list of candidates for the award of degree.

10. AMENDMENTS TO REGULATIONS:

The Academic Council reserves all rights to revise, amend or change the Regulations, Schemes of Examinations, and/or Syllabi or any other matter pertaining to the course as deemed fit from time to time.