VSM COLLEGE

(Autonomous)

Re-accredited by NAAC, Recognised under 2(F) & 12(B) of UGC, Certified by ISO 9001:2015
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

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7.1.8 Admission Policy

ADMISSION POLICY AND ACADEMIC REGULATIONS

Regulations governing the Choice Based Credit System (Semester Scheme) in the under graduate & Post Graduate in the Faculties of Arts, Science and Commerce

Preamble:

New challenges in higher education have led to a paradigm shift in reconceptualising this sector in terms of what constitutes Higher Education and what the goals of this education ought to be. Traditional educational systems rely on information based knowledge. However the shortcomings in collapsing the task of knowledge acquisition to largely an exercise in imparting information are increasingly felt in society with profound consequences. The need of the hour is to move towards a more holistic approach that integrates providing of skills and specialized training with the values necessary to make a student into a better human being and a useful member of society. Thus the role of Universities and colleges in the 21st Century extends far beyond traditional knowledge creation and dissemination to encompass new expectations for innovations that will have broader social and economic benefits. V.S.M. College wishes to initiate qualitative and substantial changes in its programmes, to cater to the needs of students with diverse talents, aspirations and professional requirements. It wishes bring in flexibility into system by allowing degrees.

The Restructured Choice Based Credit System makes the product of V.S.M. College on par with the global practices in terms of academic standards and evaluation strategies, retaining the structures of the present undergraduate programmes. In the emerging scenario of Internationalization of Indian Higher Education, it is imperative that the Universities/Institutions in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence the V.S.M. College thought it fit to introduce Choice Based Credit System in all the Undergraduate & post graduate Programmes in the Faculties of Arts, Science and Commerce, effective from the academic year 2015-16.

For multifaceted development of students, curriculum emphasizes on wide variety of courses to enhance their knowledge in several core courses including those in languages and subjects in Arts, Science and Commerce, and value-based and skill development courses.

The University Grants Commission has asked all the universities/institutions in the country to implement the Choice Based Credit System (CBCS) in all the under-graduate and postgraduate programmes. The State Higher Education Council has also communicated general guidelines in this regard.

The Salient Features of the Credit Based Semester Scheme:

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as the number of contact hours, the course content, teaching methodology, learning expectations, maximum marks etc. In the proposed programs, generally 2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 25 to 50 marks in a semester.

The general features of the Credit Based Semester Scheme are

a) The relative importance of subjects of study is quantified in terms of credits.
b) The subjects of study include Foundation Courses (FC), Core Courses and Elective Courses
c) The programme permits horizontal mobility in course selections.
d) The students shall take part in co-curricular and extra-curricular activities.
e) The declaration of result is based on the Cumulative Grade Point Average (CGPA) earned.
f)

Choice Based Credit System coupled with grading, an innovative method of curriculum design and evaluation:

1.1) A credit is a numerical weightage given to a course depending on the depth of the teaching – learning process. A course is a paper prescribed in the curriculum of a programme.

1.2) On passing a course, the student will earn the credits assigned to it. Credits shall be counted as "weights" for calculating the Cumulative Grade Point Average (CGPA)

1.3) The Academic Council shall allocate credits for different parts of an undergraduate programme and for their constituent subjects. The Academic Council shall be chaired by the Principal and shall include, Heads of the departments, Controller of Examinations, Four teachers of the college representing different categories of senior teaching staff in the college, four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body, Three nominees of the university not less than Professors, a faculty member nominated by the Principal (Member Secretary). Credits for different courses of a subject shall be recommended by the respective Boards of Studies, subject to the approval of the Academic Council.

2. TITLE AND COMMENCEMENT:

a) These regulations shall be called "The Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Postgraduate in the Faculties of Arts, Science and Commerce".

b) These regulations come into force from the academic Year 2019-20.

c) The regulations of adopting CBCS and the allotment of teaching hours per paper were all approved in the Academic Council of 2019-20.

2.1 SCOPE:

a) The regulations provided herein shall apply to all regular Undergraduate and Postgraduate Programmes offered by all the Faculties of VSM College.

b) These regulations are quite comprehensive and include definitions of key terms, critical concepts, and mechanics of calculations, role of various boards and committees and the evaluation system.

2.2 COMMENCEMENT:

a) These regulations came into force with effect from the admissions commencing from 2019-20 & onwards.

b) Provisions under these regulations hereby supersede all the existing regulations for the regular UG & PG programmes of VSM College to the extent prescribed herein.

3. DURATION :

The academic year shall comprise of two semester viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and Even Semesters shall be from November / December to April / May. Each semester shall have normally consists of minimum 90 instructional days. There shall be a minimum of 30 hours maximum of 36 hours of teaching per week excluding the assessment hours.

Regular Undergraduate and Postgraduate programmes are of three or two years duration.

An academic progression for the students in vocational stream is illustrated below:

Award	Duration	Corresponding NSQF level
Diploma	1 Year	Level 5
Advanced Diploma	2 Year	Level 6
B.Voc. Degree	3 Year	Level 7

PROGRAMMES:

4.1 FACULTY OF ARTS:

   a) Bachelor of Arts with History, Economics and Political Science.
   b) Master of Arts in HISTORY

4.2 FACULTY OF SCIENCE:

   a) Bachelor of Science with Mathematics, Physics and Chemistry (TM & EM).
   b) Bachelor of Science with Botany, Zoology and Chemistry (TM & EM).
   c) Bachelor of Science with Mathematics, Physics and Computer Science (EM)
   d) Bachelor of Computer Applications (EM) (BCA)
   e) Bachelor of Science with Aqua Culture, Zoology and Chemistry (EM).
   f) Bachelor of Vocational in Commercial Aqua Culture (EM)
   g) Master of Science in Physics.
   h) Master of Science in Organic Chemistry.
   i) Master of Science in Analytical Chemistry.
   j) Master of Science in Botany.
   k) Master of Science in Zoology
   l) Master of Computer Applications (MCA)

4.3 FACULTY OF COMMERCE & MANAGEMENT:

    a) Bachelor of Commerce, General (TM & EM).

    b) Bachelor of Commerce with Computer Applications (EM).

    c) Bachelor of Business Administration (EM) (BBA)

    d) Master of Commerce.

    e) Master of Business Administration (MBA)

4. ADMISSION PROCEDURE AND ELIGIBILITY

UG Courses:

➤ The notification for issue and receipt of applications for admission into UG Courses shall be notified in the college notice board and in the local news papers.

➤ Admissions are made on the basis of merit at the qualifying examination and following the rules of reservation as prescribed by the Govt. of Andhra Pradesh from time to time.

➤ The 'Admissions Committee' Constituted by the Principal for the purpose shall make the admissions for UG programmes.

5.1 Bachelor of Arts (B.A.):

Candidates for the Degree of Bachelor of Arts (B.A.) shall be required:

(i)   to have passed the two year Intermediate Examination conducted by the Board of Intermediate Education in Andhra Pradesh or any equivalent examination recognized by the Board of Intermediate Examination or equivalent, with Science, Arts or Commerce subjects are eligible to apply for B.A. courses.

5.2 Bachelor of Science (B.Sc.):

Candidates for the Degree of Bachelor of Science (B.Sc.) shall be required:

i)   For admission into I semester of B.Sc. (MPC) and B.Sc. (MPCs) the candidate should have passed the Intermediate Examination of B.I.E AP. with Mathematics, Physics and Chemistry as optional subjects or any other equivalent Examination.

ii)   For admission into I semester of B.Sc. (BZC) and B.Sc. (AZC) the candidate should have passed the Intermediate Examination of B.I.E AP. with Biological Sciences, Physics & Chemistry as optional subjects or any other equivalent Examination.

5.3 Bachelor of Vocational (B. Voc.)

Candidates for the Degree of Bachelor of Vocational (B. Voc.) shall be required:

i)   For admission into I semester of B. Voc. the candidate should have students who have passed 10+2 examination or equivalent, in any stream without any background of vocational training.

5.4 Bachelor of Commerce (B.Com.):

Candidates for the Degree of Bachelor of Commerce (B.Com) shall be required:

i)   For admission into I semester of B.Com.(General), B.Com (Computer Applications) the candidate should have passed the Intermediate Examination of B.I.E AP. or any other equivalent Examination. Weightage may be given to the candidates who have passed with CEC and MEC Combination.

5.5 Bachelor of Business Administration (B.B.A):

Candidates for the Degree of Bachelor of Business Administration (B.B.A) shall be required:

(i)   to have passed the two year Intermediate Examination conducted by the Board of Intermediate Education in Andhra Pradesh or any equivalent examination recognized by the Board of Intermediate Examination or +2 examination recognized by the Academic Senate as equivalent thereto;

5.6 Bachelor of Computer Applications (B.C.A):

Candidates for the Degree of Bachelor of Computer Applications (B.C.A) shall be required:

(i)   to have passed the two year Intermediate Examination (any combination including vocational) conducted by the Board of Intermediate Education, in Andhra Pradesh or any equivalent examination recognized by the Board of Intermediate Examination or +2 examination recognized by the Academic Senate as equivalent thereto;

5.7 LATERAL ENTRIES:

(i) Diploma (3 years/3½years) passed students be given admission on lateral entry into II year of BA/B.Com (G&CA)/BSc/BBA/BCA in regular with the condition that the students should pass the subjects /papers of I year (I&II Semesters) BA/B.Com (G&CA)/BSc/BBA/BCA not covered in their Diploma courses before completion of the BA/B.Com (G&CA)/BSc/BBA/BCA degree course to become eligible for the award of the degree.

(ii) In case of Intermediate Vocational and other diploma holders stipulations of Bridge Courses existing be followed in admissions for UG Courses. The eligibility criteria for admissions for the above such courses are attached herewith as **Annexure - I.**

PG Courses:

➢ Students are admitted into M.B.A & M.C.A. programmes through central counselling by the Convener, ICET on the basis rank obtained in ICET (Integrated Common Entrance Test) Exam conducted by Govt. of A.P. and as per guidelines given by APSCHE from time to time.

➢ The candidate seeking admission in to M.B.A. programme shall have passed the prescribed qualifying Examinations with not less than 50% of the marks in aggregate of all the years /semesters of the Bachelor's Degree (other than B.F.A. & B.A., Oriental Languages) of any recognized University.

➢ The candidate seeking admission in to M.C.A. programme should have passed a Bachelor's Degree examination of not less than three years duration in any discipline with mathematics at 10+2 level or should have passed Bachelor's Degree Examination of not less than three years duration in any discipline with mathematics as one of the subjects.

➢ The candidate seeking admission in to M.C.A. (lateral entry) programme should have passed BCA or B.Sc.(IT) or B.Sc.(Computer Science) with Mathematics at 10+2 or Degree level are eligible for direct admission into 2nd year MCA through ICET

➢ Students are admitted into M.Com, M.Sc. and M.A. through central counselling by the Convener, AKNU on the basis rank obtained in AKNUCET (AdikaviNannaya University Common Entrance Test) conducted by AdikaviNannaya University, Rajamahendravaram.

Dissemination of information

College Rules & Regulations, which are applicable to UG & PG students, will be published in the College Website and Hand Book given to the students at the beginning of academic year. Students should also follow the Students' Notice Board. General information and important announcements may also be made available through the College Website. The Rules & Regulations may be amended from time to time and the students will be informed of that through notice boards or Website www.vsmcollege.org or both.

6 Courses in Programmes:

The UG programme consists of number courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of Courses suggested for the UG programmes.

6.1 Core Course:-

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

6.2 Elective Course:-

Generally a course which can be chosen from a pool of courses andwhich may be very specific **or** specialized **or** advanced **or** supportive to the discipline/ subject of study **or** which provides an extended scope **or** which enables an exposure to some other discipline/subject/domain **or** nurtures the candidate's proficiency/skill is called an Elective Course. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

a) **Discipline Specific Elective (DSE) Course**:

Elective courses may be offered by themain discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

b) **Dissertation/Project**:

An elective course designed to acquire special/advancedknowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

c) **Generic Elective (GE) Course**:

An elective course chosen generally from anunrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

d) **Foundation Courses (FC):**

As a part of curriculum up gradation, Semester and CBCS systems were introduced from 2015-16. As an effective part of the overall curriculum, Foundation Courses were introduced with an aim to prepare students in the required basic skills and values in diverse areas. Hence, courses covering a broad spectrum were introduced. The following are the revised syllabi of the ten Foundation Courses, each with 30 teaching hours per semester and worth 2 credits. They were spread in the first four semesters.

S.No	Foundation Course	Sem	Hrs/Week	Total Hrs.	Credits	Marks
1.	Human Values and Professional Ethics	I	2	30	2	50
2.	Environmental Studies	I	2	30	2	50
3.	Information and Communication Technology (ICT) -1	II	2	30	2	50
4.	Communication and Soft Skills (CSS) – 1	II	2	30	2	50
5.	Information and Communication Technology (ICT) -1	III	2	30	2	50
6.	Communication and Soft Skills (CSS) – 2	III	2	30	2	50
7.	Communication and Soft Skills (CSS) – 3	IV	2	30	2	50
8.	Analytical Skills	IV	2	30	2	50
9.	Entrepreneurship	IV	2	30	2	50
10.	Leadership Education	IV	2	30	2	50

e) Certificate courses:

Each and every student is mandated to register for at least one certificate course of 45 to 90 duration conducted by VSM College during the period of his/her study.

1. Electrical wiring
2. DTP - Desk Top Publishing
3. Beautician Course for women
4. Tally with GST
5. Sarala and Sugama in Sanskrit.
6. Improvement of Vocabulary &Writing skills

7. BOARD OF STUDIES, COURSES & SYLLABI:

a. The Academic Council on the recommendation of the concerned Faculty shall prescribe the various courses in the respective discipline, subject to the general regulations of the University/Institution.

b. The Boards of Studies shall prepare the syllabi of each course shall be prepared module-wise and include the Course Code, course title, objectives, learning out comes, module wise content, credits assigned, prescribed instructional hours, scheme of examination, model question paper, blue print and prepare panels of paper setters and recommended to the Academic Council for consideration and approval.

c. The Academic Council shall lay down the evaluation system.

8. Medium of Instruction :

UG Courses:

The medium of instruction and examination shall be English or Telugu

PG Courses:

The medium of instruction and examination shall be English

9. Credits :

9.1 The minimum required credits for UG courses:

i) For BA programme with a minimum total number of 134 credits to the entire programme, for B.Com. and BBA programme with a minimum total number of 138 credits to the entire programme, for B.Sc. programme with a minimum total number of 158 credits to the entire programme, for BCA programme with a minimum total number of 141 credits to the entire programme. (Annexure – II)

9.2 The minimum required credits for PG courses:

i) For all 2-year PG science courses with 4 semesters i.e., each semester minimum 16 credits are allotted to theory papers and minimum 8 credits for practical papers. PG science programme with a minimum total of 100 credits to the entire programme.

ii) For MCA programme with 6 semesters have a minimum total 136 credits to the entire programme, for MCA programme (lateral entry) with 4 semesters have a minimum total 84 credits to the entire programme.

iii) For all 2-year PG Arts/Commerce courses except MBA with 4 semesters i.e., each semester minimum 25 credits are allocated to theory papers and, with a minimum total number of 100 credits to the entire course.

iv) For MBA programme with 4 semesters have a minimum total 120 credits to the entire programme. (Annexure – III)

9.3 Extra Credits:

The college offers **22** extra credits to the students to be awarded at the end of the three year degree course. These should be carried out outside the class hours. A student shall opt for one of the following activities offered in the college. The activity carries a credit each and will be internally assessed. They are as follows:

1) NCC (Total – 5):

> ➢ 'B' Certificate – 1,
> ➢ 'C' Certificate – 1.
> ➢ State IDC/RDC/NSC/TSR – 1,
> ➢ National IDC/ RDC – 1,
> ➢ YEP – 1

2) NSS (Total – 3):

> ➢ NSS 2 Camps participation – 1,
> ➢ State IDC/RDC – 1,
> ➢ YEP – 1,

3) Blood donation twice – 1

4) Sports & Games (Total – 4):
   - University Level – 1,
   - State Level – 1,
   - National – 1,
   - Inter-collegiate Winners & Runners – 1,

5) Cultural Activities (Total – 4):
   - University Level – 1,
   - State Level – 1,
   - National – 1,
   - Inter-collegiate Winners & Runners – 1

6) More than 90% attendance in all the three years – 1

7) Project work (other than course work) – 2 Credits

8) Certificate course – 2 Credits

- *A student can gain a maximum of 7 Extra Credits only.*

10. Change of Subject/Language:

An option to change a language/subject may be exercised only once within two weeks from the date of commencement of the I Semester.

In the PG courses regarding Chemistry the ANALYTICAL & ORGANIC both has the same in Ist & IInd Semesters. If any of the candidates want to have a change in the course in the second year (Semester – III) there is a provision to change basing on mutual grounds. Prior approval for change the course to be obtained from the Legal Section, AdikaviNannaya University.

11. Attendance

a) A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects.

b) If the candidate is detained due to lack of required attendance, he/she has to repeat the course. He/she will not be permitted to the subsequent semester unless he/she complete the detained semester. Condonation for the shortage of attendance may be granted on the recommendation of the Principal of the College concerned provided, that no condonation shall be recommended in the case of candidates who have not put in attendance at the college for at least 65% of the total number of working days.

c) If a candidate represents his/her institution/University/State/ Nation in Sports/ NCC/ NSS/ Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the head of the Institution concerned.

d) The Principal is authorized to condone the shortage of attendance in theory & practical courses in deserving cases, by collecting prescribed fee. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked in theory or practical courses for that programme.

e) Any student of II – VI semesters who fail to satisfy rules attendance shall be required to repeat the semester, in the next academic year. However, a student of I semester in the event of detention or discontinuation should seek fresh admission.

f) All the students who have registered for Semester-end Examinations and satisfy rules of attendance are eligible for promotion irrespective of their Pass or Fail.

12. Readmission / Transfer admission

1. The candidate who was detained earlier under old scheme of curriculum and seeking readmission/admission on transfer shall be admitted under NEWLY revised curriculum of semester schemes only. The student so admitted shall have to appear and pass the papers which are not studied, as decided by the Legal section of University.

2. The candidate who was detained for not putting up required percentage of attendance (i.e. 75%) in a particular semester his however eligible to seek readmission in the same semester.

3. The student who has put up required % of attendance and not applied for the examinations or not appeared for any of the papers is also eligible to seek readmission in the same semester.

4. The student who after completing a year of the course but taken TC to join some other course and, come back to continue the earlier course is also eligible for readmission.

5. The student is eligible for readmission on break-up for one time only, with a maximum period of break-up for two years.

6. The eligible student should apply through the concerned principal to the Dean-CDC for readmission well in advance as per the schedule released by the university, getting admission as well as for getting exemption of papers or extra papers to be passed in the beginning of academic year with all marks lists, fee, TC, NOC letter from both the principals etc.,

7. The readmission is to be within the stipulated period as per UGC guidelines (i.e. UGC DO No.F.12-1/2015 (CPP-II) dated 15th October 2015) for completing the course i.e., course period +2 years for all the courses.

8. In case of extra papers to be written by the readmitted/lateral entry students as per the equivalency order, the semester end exam marks obtained may be scaled up according to maximum marks, since the internal marks would not be available in those respective papers.