



K. K. UNIVERSITY

Office of the Registrar

AT: Berauti, P. O. – Nepura, P. S. – Deep Nagar, Biharsharif, Nalanda-803115 (Bihar)

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Date: 16th August, 2023

Minutes of the 7th meeting of the Board of Management held on 16th August, 2023 at 10:30 AM at Board Room, K. K. University, Nalanda, Bihar.

The following members were present in the meeting

Sl. No.	Name & Designation	Status
01.	Prof. (Dr.) Babulal Arya, Vice Chancellor	Chairperson
02.	Er. Richee Ravi, Nominee Sponsoring Body	Member
03.	Er. Kumar Saroj Singh, Nominee Sponsoring Body	Member
04.	Ms. Rashi Ravi, Nominee Sponsoring Body	Member
05.	Mr. Puskar Prakash, Nominee Sponsoring Body	Member
06.	Mr. Rupam Anand, Nominee Sponsoring Body	Member
07.	Prof. (Dr.) Suryakanta Swain, Dean, School of Pharmacy and Paramedical Sciences	Member
08.	Prof. (Dr.) Abhay Kumar Sharma, Principal, School of Engineering and Technology (Diploma Programmes)	Member
09.	Dr. Satish Kumar Singh, Dean, School of Education, Training & Research, K. K. University	Member
10.	Mr. Sumant Kumar, Assistant Professor, School of Library & Information Sciences, K. K. University	Member
11.	Prof. (Dr) Rumki Bandyopadhyay, Pro Vice Chancellor & Registrar	Member Secretary

The Hon'ble Vice Chancellor of the Board of Management extended a warm welcome to the members. After initial introduction of the Board, the following agenda items were taken up for discussion and resolution;

BoM 7.1	To approve the 7 th Minutes of the Academic Council meeting held on 14 th August, 2023
BoM 7.2	To approve the 6 th Minutes of the Board of Management meeting held on 16 th August 2022
BoM 7.3	To approve the Academic Regulations 2024
BoM 7.4	To approve the intake of the students for various academic programmes of the University for the session 2024.
BoM 7.5	Approval of teaching positions
BoM 7.6	To report the appointment of Non-Teaching Staff
BoM 7.7	To constitute various applicable committees at the university level to support various functions.
BoM 7.8	To approve the fee structure for the session 2024-25
BoM 7.9	To approve the academic calendar 2024-25

BoM 7.1 To approve the 7th Minutes of the Academic Council meeting held on 14th August,2023.

The BoM members confirmed the 7th Minutes of the Academic Council meeting held on 14th August, 2023.

BoM 7.2 To approve the 6th Minutes of the Board of Management (BoM) meeting held on 16th August, 2022.

The BoM members confirmed the 6th minutes of the meeting held on 16th August 16th August, 2022.

BoM 7.3 To approve the Academic Regulations, 2024-2025 of the university.

The BoM members confirmed and approved the Academic Regulations, 2024-2025 of the university (Annexure -I).

BoM 7.4 To approve the intake of the students for various academic programmes of the university for the session 2024.

The Board approved the programmes / courses with the following intake for the session 2024-25

STUDENT INTAKE SUMMARY AY: 2024-25

S.No	NAME OF THE SCHOOL	PROGRAMME	INTAKE
1	School of Engineering and Technology	M.Tech Power System	6
		M.Tech Computer Sc. Engg.	6
		M.Tech Structural Engg.	6
		M.Tech Transportation Engg.	6
		M.Tech Manufacturing System Engg.	6
		B.Tech Civil Engg.	60
		B.Tech Electrical Engg.	30
		B.Tech Mechanical Engg.	60
		B.Tech Computer Sc. Engineering	60
		Diploma Civil Engg.	120
		Diploma Electrical Engg.	60
		Diploma Mechanical Engg.	60
		MCA	30
		BCA	30
2	School of Commerce and Management	BBA	30
		MBA	30
		B. Com	30
		M.Com	20
3	School of Law and Legal Sciences	LLM	20
		LLB	120
		B.Com LLB	120
4	School of Education	B.Ed	200
		D.ELED	200
5	School of Agricultural Science	B.Sc. (Hons.) Agriculture	120
6	School of Pharmacy and Paramedical Science	D. Pharm	60
		B. Pharm	100
		B. Pharm (LE)	
7	School of Applied Science	M.Sc Physics	90
		M.Sc Chemistry	80
		M.Sc Mathematics	90
		M.Sc Botany	30
		M.Sc Zoology	60
		B.Sc Physics	30
		B.Sc Chemistry	
		B.Sc Mathematics	
		B.Sc Zoology	
B.Sc Botany			
8	School of Arts and Culture	M.A History	30
		M.A Geography	60
		M.A English	20
		B.A History	30

		B.A Geography	
		B.A English	
9	School of Library and Information Sciences	M.Lib.I.Sc	60
		B.Lib.I.Sc	120

BoM 7.5 Approval of teaching positions

The university believes excellence in teaching and learning thus it entrusts the leadership team in accelerating quality team in teaching and learning. The Chairperson deliberated to focus not only in statutory council-based programmes but also to strengthen the teaching quality in regular programmes viz., Applied Sciences, Engineering and Education programmes.

The Board agreed on the view and thus recommended to have the talent pool from different corners of the country especially teachers from renowned universities/professional institutions across the country with vivid research experience. The Sanctioned intake of teaching positions cadre for all UGC and Council led Programs will be as per the norms.

Name of the School	Professor	Asso. Professor	Asst. Professor
	Sanctioned Intake	Sanctioned Intake	Sanctioned Intake
School of Engineering & Technology	6	16	72
School of Commerce & Management	2	4	6
School of Arts & Culture	3	5	12
School of Applied Sciences	5	10	24
School of Library & Information Sciences	1	2	6
School of Education	3	8	21
School of Law & Legal Science	3	7	15
School of Agriculture Sciences	3	8	20
School of Pharmacy and Paramedical Sciences	4	8	19

The Board approves the sanctioned intake of the teaching positions;

BoM 7.6 Approval and Appointment of Non-Teaching Staff

In order to support the function of teaching and learning at the University, it must be ensured to have proper staffing as a support role for all administrative functions of the University. The Chairperson indicated the vision and the mission of the University and also emphasized the primary role of the support function. In respect to substantiate this motive, the Chairperson recommended to hire the resources from the local community from the nearby villages of the University. This will enable to upskill the local community and employability.

The Board approves the following non-teaching positions for important administrative functions amongst other functions at the university;

1. Dy. Registrar (Academics)
2. Dy. Controller of Examinations
3. Asst. Controller of Examinations
4. Hostel Wardens (Girls & Boys)

BoM 7.7 To constitute various applicable committees at university level to support various functions.

The Chairperson mentioned the importance of constituting various committees at the University level to establish and review of various administrative functions especially on the well-being of the students through unbiased decisions.

The Board agreed on this and thus mentioned that the University will have the following committees in order to achieve the milestones in a judicious manner in support of excellence in teaching and learning. The committees will be constituted by the Hon'ble Vice Chancellor with recommendation from the Pro Vice Chancellor of the University.

1. Mess Committee
2. Sports Committee
3. Anti Ragging Committee
4. Anti Ragging Squad
5. Anti-Discrimination Committee
6. Student Disciplinary Committee

BoM 7.8 To approve the fee structure for the session 2024-25

The BoM members confirmed and approved the fee structure for the session 2024-25 (Annexure -II).

BoM 7.9 To approve the academic calendar 2024-25

The BoM members confirmed and approved the academic calendar 2024-25 (Annexure -III).

The meeting was concluded with vote of thanks to the Chair.



Runko
Member Secretary

Academic Framework Regulations 2024-25

*Academic excellence is the fruit of dedication,
integrity, and continuous pursuit of knowledge*



K.K. UNIVERSITY
Biharsharif, Nalanda

*These regulations apply to programmes of study offered by K. K. University
Biharsharif where delivery of the programme of study commences in the year 2024*

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1. K. K. University- The legacy of K.K. University is built upon a commitment to academic excellence, innovation, and holistic student development.

K.K. University, located in Bihar Sharif, Nalanda, is a private university in the state of Bihar, India. The university is located in Bihar Sharif, which is the district headquarters of Nalanda district in Bihar, India. The objective of K.K University is to provide education to the state of Bihar in an affordable mode in various fields like Engineering, Education, Pharmacy, Law, Agriculture, Arts, Sciences, Library Science and Management. The university provides state of the art laboratories for Pharmacy, Agriculture, Engineering, Law and Education.

2. Introduction to the Academic Framework

2.1 The purpose of the Academic Framework and Regulation is to ensure academic excellence and uphold the quality standards of the University through the standardization of academic systems and processes and also to ensure equity, transparency, and choice for students and staff.

2.2 The University operates on a credit-based academic framework. Under this, the students can register for courses and alter the pace of learning within the broad framework of academic programmes and credit requirements.

2.3 The University may make changes to the Academic framework and regulations with the due approval of the Academic Council. These modifications may be necessitated from time to time due to reasons which include changes enabling new research to be brought into the curriculum, due to technological advancement, changes agreed in response to feedback received from stakeholders, and those initiated by professional, statutory, and regulatory bodies.

2.4 The academic framework has been created taking into consideration the UGC regulations.

2.5 Definitions

2.5.1 **Semester-** All Programmes shall adopt a semester system except for the programmes that are regulated through yearly programmes of council bodies. There will be two semesters in an academic year. The Odd Semester will be from July to December and the Even Semester from January to June. Each semester will consist of 15-18 weeks of academic work.

2.5.2 **Summer Semester (Provision):** A summer semester is offered under a fast-track mode, considering the smaller number of days available during the summer vacation. Unless otherwise specified explicitly, all rules and regulations applicable to a course offered during a regular semester apply to the course/ certification courses/ workshops offered during the summer semester. Like Odd and Even semesters, a separate semester Grade Sheet will be issued for the courses registered during the summer semester. Though courses will be offered during the summer semester to help students clear their backlog, it is not binding on the University to offer courses during the summer.

2.5.3 **Academic Program-** This refers to a sequence of study i.e. a combination of courses leading to the award of a qualification such as an undergraduate degree or diploma

postgraduate.

2.5.4 Blended Learning Approach- A blended learning approach combines online digital media with traditional learning methods for the teaching-learning process.

2.5.5 Massive Open Online Courses (MOOCs)- These are online courses available for anyone to enroll with the object of providing an affordable and flexible way to acquire knowledge.

2.5.6 Course- A distinct unit of study within a program (also referred to as subject) that is evaluated and credits are earned. Each course is completed in a semester and is identified by a unique code. A course can have one or more of the following components associated with the teaching-learning process.

(i) Lecture-L

(ii) Tutorial-T-Tutorial sessions will primarily involve participatory discussion, doubt clearing, flipped classroom, student-led seminars, lecture demonstration, blended learning pedagogy in the classroom, and problem-solving or any other method that facilitates the student to absorb more effectively the contents delivered in the lecture session.

(iii) Practical-P-Practical session consists of hands-on experience/ Laboratory experiments that equip the students to acquire the skill component.

2.6 Different courses of study can be labeled as follows

2.6.1 Core Course- A course which should compulsorily be studied by every candidate, who is enrolled for a particular academic program, is referred to as a core course.

2.6.2 Elective- These are courses that can be chosen from a pool of courses in related areas which give the student an in-depth understanding of his core area. These courses can also be referred to as depth courses. These may also include discipline-specific workshops, projects, or certification courses.

2.6.3 Self-Study Courses- These are courses that a student studies on his own with advisory support from a teacher. These courses generally support or supplement the other courses by helping the student acquire special or advanced knowledge. These courses include projects, term papers, readings, etc.

2.7 Syllabus - A course syllabus is a detailed course descriptor that explains what a student is going to study in that course. Each course will have a course code, course title, LTP (Lecture, Tutorials, Practical), course prerequisites (if any), course objectives, suggested text and reference books, and the mode of evaluation adopted.

2.8 Course Manual- A course manual consists of a list of lectures/ experiments carried out in each instructional class/ lab by the course teacher during the semester as per the LTP of the course, with details like course objective, learning outcome, mode of delivery, reference material used, and the detailed session plans, etc.

2.9 Programme Duration- The minimum duration of a programme generally students are expected to take is given in Annexure II. All programmes come to an end when the student earns the minimum course and credit requirements as specified by the programme curriculum concerned. However, the degree will be awarded only upon the completion of the minimum duration of the programme.

2.10 Credits- These are numeric values of individual courses that contribute to the total credit requirement of an academic program. One credit represents at least 12 study hours with a student. e.g. a student enrolled in 3 credits will spend a minimum of 36 hours for this course in a semester.

2.10.1 Credits for a course can be calculated as follows:

- (i) One lecture (L) hour per week should be counted as 1 credit per semester
- (ii) One tutorial (T) hour per week should be counted as 1 credit per semester
- (iii) Two practical/laboratory/workshop/ field work (P) per week should be counted as 1 credit per semester

3.

3.1 Industry Integration and Research Orientation

3.7.1 Keeping in line with our philosophy of being an **industry integrated and research-oriented university** the curriculum is so designed that the students are exposed to an industry and research environment through live projects, summer internships, field visits, and dissertations. These form an integral part of the curriculum.

3.7.2 Summer/ Industrial Internship- During their tenure in the University, students get exposure to academic environment which is different from the environment at the industry, wherein they are expected to be placed. To get this exposure, all students should undergo four/six/eight weeks of industrial internship for UG and six to eight weeks for PG in a reputed industry in their respective branch. During the training, the student is expected to maintain a log of their activity and learning. At the end of the training, a report along with a completion certificate from the industry where he/she had received the training is to be submitted to the Faculty Coordinator of his/her programme for evaluation.

3.7.3 Student Project - Students are expected to carry out an innovative project work in or related to the specialization of the programme by applying the knowledge they have gained in the courses/labs. Depending on the nature of the project work, an individual student or a group of students may carry out the project within the University or outside, viz. in an industry, private/ government organization, or academic/ research institution. Each student will be assigned a faculty member as mentor within their School. In suitable cases, with the permission of Programme Coordinator, the student may opt for a guide outside their School also. The final project report will be evaluated by a panel of examiners consisting of Faculty Mentor, Industry Mentor (in case applicable) and two faculty experts.

3.7.4 Dissertation- Dissertation forms a part of the curricula of the final semester for most of the programmes. However, to further promote a research culture resulting in meaningful research outcomes it is proposed to commence work on the dissertation at the end of the first semester under the guidance of a mentor. Also, for **all Masters level programmes** it would be mandatory to have the dissertation resulting in at least **one research publication which would form a part of the evaluation scheme (Up to a maximum of 10 weightage marks can be allotted to research publication).**

3.7.5 Interaction with industry experts to be integrated with curricula- The enclosed

strengthens the student's orientation towards research and industry with an objective of to make them more employable it is important that the students interact with experts from the industry on a regular basis. Experts from industry and academia can interact with the students during Guest lectures and Corporate Connect. Also, the **assessment of learning** from this interaction has to form a part of the overall internal evaluation. This interaction has been formalized by integrating it with the curricula.

3.2 Credit Requirements

The credit requirement for the various programs is as follows:

Credit Requirements

Programme	Credit requirement
3 Years UG programme (L.L.B.)	128 credits
4 Years B.Tech programme	186.5 credits
5 Years integrated UG programme (B. Com L.L.B.)	232 credits
2 Years MBA programme	110 credits
2 Years LL.M Programme	88 Credits
4 Years B.Sc (Hons.) Agriculture Programme	169 Credits
4 Years Bachelor of Pharmacy Programme	213 Credits
3 Years Bachelor of Science Programme	98 Credits
2 Years Master of Science Programme	80 Credits
3 Years Bachelor of Arts Programme	96 Credits
2 Years Master of Arts Programme	80 Credits
2 Years M.Tech Programme	95 Credits
2 Years Master of Computer Application Programme	92 Credits
3 Years Bachelor of Computer Application Programme	134 Credits
2 Years MBA Programme	100 Credits
3 Years BBA Programme	146 Credits
2 Years M.Com Programme	80 Credits
3 Years B.Com Programme	120 Credits
2 Years Bachelor of Education (B.Ed) Programme	52 Credits
2 Years Diploma in Elementary Education (D.El.Ed) Programme	80 Credits
3 Years Diploma in Engineering Programme	171 Credits

3.9.2 Introducing New Courses/Revising Existing Courses

The courses are designed as per the needs of the industry and other organizations offering employment to the students of the University. The new courses are created based on the feedback received from various stakeholders including faculty, students, academic experts, and industry. A committee at the level of the department is constituted to propose new courses or propose revisions to the existing curriculum.

The new course/revised course is discussed by the area experts and a preliminary draft is prepared. The preliminary draft of the course is placed in the meeting of the **Board of Studies** for discussion and modification. The curriculum finally approved by the board of studies is sent for approval to the academic office where after approval the course is allotted the code.

The new/revised course duly assigned code is placed before the **Academic Council** for final approval.

3.9.3 Constitution of the Board of Studies

The Board of Studies is to be constituted at the school/institute level. However, in some cases, the board of studies may be constituted at the **faculty** level. The board of studies is required to have the following composition:

Dean/Asso. Dean/Asst. Dean	Chairperson
All Professors	Members
1 Associate Professor	Member
1 Subject Expert	Member
1/2 External Expert	Member

3.9.4 Introducing new discipline descriptors

Whenever a school needs to introduce a new discipline descriptor approval has to be sought from the Pro Vice Chancellor. The following information must be included in the submission:

- (i) proposed alpha code;
- (ii) statement of justification;
- (iii) academic organization (school or organizational unit that will be responsible for administration of the courses under this discipline.

3.3 Grading System

The level of student's academic performance as the aggregate of continuous evaluation and end-term examination shall be reflected by letter grades on a ten-point scale according to connotation as given below

Connotation		
Grade	Qualitative meaning	Grade Point Attached
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5

P	Pass	4
F	Fail / Absent	0

The semester performance of a student will be indicated as –Semester Grade Point Average (SGPA). The SGPA will be weighed an average of Grade Points of all letter grades received by a student for all the course units in the semester. The formula for computing SGPA is given below

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U_1, U_2, U_3 denote credits associated with courses taken by the student and G_1, G_2, G_3 are the Grade Point of the letter grades awarded in the respective Course.

CGPA is not applicable in first semester. CGPA is calculated on the basis of SGPA.

For example in II Semester the formula for CGPA is

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I \& II Sem}}{\text{Cumulative Associated Credit Units in I \& II semesters}}$$

The successful candidates shall be placed in Divisions as below:

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
9.0 & above	First Division with Certificate of Merit
8.0 but less than 9.0	First Division with Distinction
6.5 but less than 8.0	First Division
5.5 to 6.5	Second Division

4. ICT Enabled Learning

4.1 Under the digital initiatives of K. K. University Biharsharif, the teaching –learning processes of the University focus on the use of ICT. This is done with an objective of shifting the focus from a **teacher centric learning** process to a **student/ learner centric** learning process. Such an approach caters to the diverse needs of students allowing the students to engage in

- Choice*
- Collaboration*
- Communication*
- Critical thinking*
- Creativity*

4.2 Blended Learning Approach

4.2.1 A blended learning approach combines e-learning through online digital media with traditional classroom methods and independent study to create a new hybrid teaching methodology

with an objective of increasing the student engagement and bringing in flexibility in the teaching learning process. It represents, in many cases, a fundamental change in the way teachers and students approach the learning experience

4.2.2 The introduction and use of **digital platforms** provides a flexible approach to teaching and learning. Digital learning platforms include personalized learning technologies embedded around a digital text book and can be customized by faculty to suit the needs of a specific class. They can be used on any device and involve quizzes, problems and games to keep students interested in the topic.

4.2.3 Through this interface the students are **more engaged**, get **immediate feedback**, have better **retention** and are easily able to build a foundation of knowledge by learning new concepts. An additional innovative feature of these platforms is the use of **adaptive learning technology** wherein the lessons are individualized to assess the students knowledge and assess them with concepts they need help with.

4.2.4 A course created in a blended learning model uses the classroom time for activities that benefit the most from direct interaction. Traditional education (especially at the college level) tends to place an emphasis on delivering material by way of a lecture, while in a blended learning model lectures can be videotaped ahead of time so the student can watch on their own time. The classroom time is more likely to be for structured exercises that emphasize the application of the curriculum to solve problems or work through tasks.

4.2.5 During the blended learning session the teacher has to play the role of a facilitator of student learning by stimulating and challenging the students towards meaningful learning.

Facilitators focus on the following key areas:

- (i) Development and compilation of online and offline course content.
- (ii) Guiding the learning experience of individual students, and customizing material wherever possible to strengthen the learning experience.
- (iii) Assessment

4.3 Blended Learning and other Student Centric Pedagogical Tools

Blended learning has three primary components:

- (i) In-person classroom activities facilitated by a trained educator.
- (ii) Online learning materials, often including pre-recorded lectures
- (iii) Structured independent study time guided by the material in the lectures and skills developed during the classroom experience.

Following are some the blended learning and student centric pedagogical tools which faculty can choose from to include in their teaching pedagogy

4.3.1 **MOOCs**– Massive Open Online Courses -. These are online courses available for anyone to enroll with an objective of providing an affordable and flexible way to acquire knowledge. In addition to traditional course materials such as filmed lectures, readings, and assessment material, many MOOCs provide interactive user forums to support community interactions among students and the faculty.

Through MOOCs students have access to the expertise of eminent faculty from across the world resulting in enhanced academic rigour.

4.3.2 Flipped Classrooms – It reverses the traditional approach to learning. Students watch the learners videos in their own time and space, giving them opportunity to work at their own pace. It also allows time in the classroom to be used in critical thinking

It is an activity that allows learners to occupy center stage in the learning process. Also, this technique better utilizes the time of faculty-learner interaction. The learners become aware of the basic concepts through introductory videos and in the classroom they are able to participate and finally discover outcomes by giving a meaning to their experience.

4.3.3 Teach-back/ Student led Seminar

Teach Back means ‘_Learn by explaining to other people what we think we know’. Teach back is a method of instruction in which learners make an oral presentation followed by discussion on a specific topic. Such seminars are more interactive than a lecture. For this mode of instruction to be effective, it is suggested that the faculty makes it as interactive as possible.

Overall Objectives of Learner Led Seminar Techniques/ Teach Back

- (i) To facilitate learners to understand the method of studying a topic/subject.
- (ii) To encourage learners to think about practical problems that may come up with a particular topic..
- (iii) To encourage learners to become independent and autonomous learners.

4.3.4 Simulation – These techniques can be used to teach many topics in engineering and social sciences. Simulation help in replicating real life situations to help the students experience the actual situation they would be facing.

4.3.5 Brainstorming/Problem solving – Brain storming is a technique used to generate large number of ideas. The technique was devised by Alex Faickney Osborn and was widely used by business managers to generate ideas and to find out creative ways of resolving management crisis around 1930s. Now the technique is also being used for teaching/learning, with certain modifications.

There are two types of brain storming (based on the number of participants):

4.3.6 Case Study – A Case Study is an open-ended actual story. It brings chunks of reality into the classroom.

- (i) This method is used for solving a difficult problem or in case of a dilemma without an obvious solution.
- (ii) It forces us to deal with a real life situation where we have to answer:–What do we do now?!
- (iii) The case study should be:
- (iv) Context-based, relevant and involve relatively realistic scenario or situation or problem.
- (v) Challenging but not too frustrating a problem, task, or situation.
- (vi) An open-ended problem or situation that requires careful formulation (one should definitely be able to find a solution).
- (vii) A problem or situation that motivates the learner to explore, investigate, and study.
- (viii) A problem or situation that encourages interaction: among learners, learners and facilitator, between learner and the outside resources.

Overall Objective of Case Study Method

- To offer a less instructive approach to teaching
- To stress on the development of learners' communication and higher order thinking skills
- To encourage learners to engage in critical analysis and ensure active learner participation

4.3.7 **Mini Survey/ Projects** – Survey research is one of the most important areas of measurement in applied social research. The broad area of survey research encompasses any measurement procedures that involve asking questions of respondents. A –surveyll can be anything from a short paper-and-pencil feedback form to an intensive one-on-one in-depth interview. Similarly small projects with the industry support can help students understand the application of the concept.

4.44. Integrating blended learning in the teaching learning process

4.4.1 Faculty need to ensure that blended learning forms an integral part of the teaching learning process

4.4.2 The part of the course delivery to be done in blended learning / hybrid teaching learning approach should be reflected in the session plan being prepared by the faculty.

4.4.3 The faculty can decide on the **blended learning techniques** to be used in the class based on their suitability to help students understand a particular topic. For example, for a course in commerce and management the students may be required to take up a related MOOC course. However, the technique to be used has to be pre-decided and clearly mentioned in the session plan. Also, availability of necessary resources in the form of relevant material required like videos, case studies etc should be ensured.

4.5 **Assessment Process**- Every faculty needs to design a well thought of **Assessment / Evaluation Process** which takes into consideration all the pedagogical components. The assessment should be such that the student performance is evaluated against the learning outcomes. For example if a student goes through a MOOC to study a specified topic, a quiz or a problem solving exercise can be conducted by the faculty to assess the learning outcome.

4.6 **Pedagogical Training**- Faculty development programmes need to be conducted in the innovative pedagogical techniques, preparation of course manual and student assessment under the blended learning approach.

4.7 MOOCs Resources

A comprehensive list of MOOC resources will be available with the respective institutions. These include the UGC approved MOOCs courses June 2017 available on the Swayam Platform in the UGC website. Faculty can recommend these courses to the students and also included them in the course manual. Credits earned through these MOOC courses can contributed of the related course offered under the programme by the University. (**Annexure-5**)

5.1 Guidelines for preparing the Course Manual

5.1.1 Course Manual needs to be prepared for all **theory and practical courses**. However, this excludes all NTCC (Non teaching credit courses) viz. Term paper, Dissertation, Summer Training Evaluation, Project, Workshop, Research Paper, Study Abroad Programme.

5.1.2 **For blended learning and student centric approach** faculty may use one or more from the various techniques like MOOCS, Day with expert, Case Study, Teach Back, Quiz, Mini-Survey, Simulations/Games, Brain-Storming/Argumentation, Flipped classroom. However, this list is not exhaustive. Faculty may use any other suitable pedagogical technique to ensure optimal learning.

5.1.3 Keeping in line with philosophy of AUH of being an **industry integrated university** it is important that the students interact with experts from the industry on a regular basis. As previously stated in 3.7.5 **two sessions per course be taught by experts from the industry**. The topics have to be identified and clearly specified in the course manual. Also the **assessment of learning** from this interaction has to form a part of the overall internal evaluation.

5.1.4 The course manual should contain relevant study and reference material including cases, additional readings, as an annexure, URLs etc

6. Course Registration

6.1 All students are required to fill the Student Profile Sheet as given in **Annexure-7** at beginning of the Programme. It is also mandatory for all students to register every semester till the end of his/her study, for courses that he/she is going to study in the semester through a Course Registration process.

6.2 The Course Registration will be carried out on a specific day as declared by the University in advance. Students having any outstanding dues to the University shall not be permitted to register. For valid reasons, late registration for a maximum of two weeks from the commencement of the semester may be permitted only with the approval of the School Director concerned and on payment of a late Registration fee as specified by the University. Approval of Faculty Mentor is necessary for a student to undergo Course Registration.

6.3 Depending on academic and non-academic resources available to each programme, courses offered may vary. Upon joining the University, each student will be assigned a Mentor by the School concerned to support him in making the right choice of courses. The Mentor will discuss with the student on his/her academic performance in previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum. Students having backlogs or under probation may get advice for pacing the programme.

6.4 Process of selection of Electives

6.4.1 For first semester students at the time of orientation the student is asked to give his choice of electives. The student also fills out a profile sheet which gives an overall perspective of the programme structure in terms of the credits he will be required to earn each semester through his core courses and electives. For open electives the student gives three choices. These choices are then verified by the programme coordinators, course is allocated to the student and from the Heads of the School on account the course is entered onto the university ERP. These courses are then visible to the student in their respective ERP account.

6.4.2 For students of semesters other than the first semester the choices are taken from the students before they leave for the term break. This helps in finalizing the faculty allocation and time tables before the commencement of the new semester

6.4.3 The student has the **option of changing his elective within three weeks of the commencement of the classes**. The attendance of the student is also transferred from the previously selected course to the new choice of course to prevent the likelihood of shortage of attendance.

7. Attendance

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students. A student whose attendance is less than 75%, **whatever may be the reason for shortfall**, will not be permitted to appear in the End Semester Examination (ESE) for the subject in which the shortfall exists.

Under extreme special circumstances, Vice Chancellor through the recommendation of the Pro Vice Chancellor may condone attendance up to 5% below 75% on the request of the student and the recommendation of the Heads of the Schools. Such students will fall under the B+ cap category, i.e., the student beyond B+ grade will be able to score a maximum of B+ grade in the said course for which he/she has been given the waiver.

The attendance will be marked in the attendance register as well. It is important that the attendance be marked by the concerned faculty within 48 hours of holding the class.

Every teaching faculty handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the Heads of the Schools for issue of Admit Cards.

If a student is continuously absent for a period of one week without permission by the Heads, a notice will be sent to the student and to his parents / guardian with intimation to Registrar. If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The Heads of the school will examine his performance in all semesters and back log of papers and forward recommendations to Pro VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated from the commencement date of the semester and not from the date of re-admission.

7.1 Attendance Shortfall

A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded DE'(F) grade in that paper and treated as Fail in that subject. DE'(F)/F grade students (Debarred due to shortage of attendance or Fail in a course unit) are required to repeat the course unit in the next corresponding semester and reappear in the normal schedule of ESE of that paper i.e.

F' grade student of 3rd semester may reappear in that course unit in the 5th semester. The final year students who have obtained DE'(F) grade may apply to re-appear in those Courses of final two semesters only in the Special Supplementary Examinations to be held within 30 days of the declaration of Results.

8.1 Official Class Waiver (OCW)

8.1.1 Definition- A student will be given an OCW (ie, he/she will be marked present) during teaching hours under the following conditions:

- (i) Participation in conferences/seminars/workshops.
- (ii) Participating in fests/competitions/ sports/cultural both within and outside the University.
- (iii) Practice for fests/sports/cultural events etc.
- (iv) Project and related activities.
- (v) Any other activity deemed fit by Heads of the School

8.1.2 OCW will be approved under the following guidelines:

- (i) For 3 & 4 credit course a maximum of 3 classes can be waived off in a semester.
- (ii) For 1 & 2 credit course a maximum of 2 classes can be waived off in a semester.
- (iii) Five and more than five a maximum of 4 classes can be waived off in a semester

8.1.3 Exception:

In case of an emergency, if approval cannot be taken after advance submission of OCW slip or wherever submission of OCW could not happen, the approval may be taken within a maximum of 5 days from the availing of OCW from the Head of Institution. **No OCW request should be entertained subsequently.**

8.1.4 Recommendation & Approval of OCW:

- (i) In all above-mentioned Official Class Waivers, the student has to fill-up the prescribed format for recommendation by the faculty deputing for the activity for final approval by Head of Institution.
- (ii) The under-mentioned persons are authorized to recommend the OCWs for the approval of Head of Institution.
 - (a) Programme Coordinator
 - (b) Head Training & Placement Centre
 - (c) Faculty members acting as Event Coordinator
 - (d) Any other person nominated by the Vice Chancellor and Or Pro Vice Chancellor

The authorities mentioned above will ensure that all sanctions are obtained before the date of commencement of an event (barring exceptions).

8.1.5 Process for approval of OCW:

- (i) The procedure to be followed for sanctioning of the OCWs will be as under:

- (a) The OCW request will be initiated by student through faculty in-charge in advance before the activity takes place as per prescribed format.
- (b) The student will submit the OCW Form to the person concerned who has assigned the work.
- (c) Authorized person(s) upon checking the validity of the credits and no of classes allowed to be waived off, will recommend to Head of Institution for approval.
- (d) The attendance related to OCW should be uploaded on Amizone from HOI's a/c within 24 hours of the class or within five days in case of an exception.

8. Examination

8.1 Eligibility for Examinations

All students who have registered for a particular course are eligible to write the exam, provided he/she is not debarred from writing the exam due to one or more of reasons listed below.

- (i) Shortage of attendance
- (ii) Acts of indiscipline
- (iii) Withdrawal of a registered course

8.2 Disciplinary Control of Students In Relation To University Examinations

9.2.1 During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor through the Pro Vice Chancellor.

9.2.2 The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

8.3 Duration of Academic Programmes

- 8.3.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

8.4 Award of Degrees, Diplomas, Certificates and other Academic Distinctions

8.4.1 The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree and Diploma. Shall be same as specified by the UGC, AICTE, BCI, PCI and NCTE councils of India and such other Statutory Bodies.

8.4.2 The degrees, diplomas, certificates, citations, and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Pro Vice Chancellor and Vice Chancellor. Provisional Certificates shall be signed by the Controller of Examinations.

8.4.3 A student shall be awarded a degree/diploma, if:

8.4.3.1 He has registered himself, undergone the course of studies, completed the project report/dissertation/training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for the award of the concerned degree/diploma/certificate;

8.4.3.2 No dues are outstanding in his/her name to the University/Department/Constituent Unit; and

8.4.3.3 No disciplinary action is pending against him.

8.4.4 The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.

8.4.5 Approval accorded by the Academic Council for the award of the respective degrees, diplomas, certificates etc. Shall be placed before the Executive Council for its concurrence. On being concurred by the Executive Council, the degree shall be awarded to the successful candidates at the convocation

8.4.6 In an extreme emergency, the degrees, diplomas, and certificates shall be awarded to the successful students before the Convocation with the approval of the Vice Chancellor recommended by t and the matter be reported to the Academic Council.

Annexure-1

K. K. UNIVERSITY BIHARSHARIF
LIST OF SCHOOLS

List of Schools in 2024-25	
SR.No	SCHOOLS
1	School of Engineering and Technology
2	School of Commerce and Management
3	School of Law and Legal Sciences
4	School of Library & Information Science
5	School of Education Training and Research
6	School of Agriculture Sciences
7	School of Pharmacy and Paramedical Sciences
8	School of Applied Science
9	School of Arts and Culture

LIST OF PROGRAMMES : 2024-25		
S.No	NAME OF THE SCHOOL	PROGRAMME
1	School of Engineering and Technology	M.Tech Power System
		M.Tech Computer Sc. Engg.
		M.Tech Structural Engg.
		M.Tech Transportation Engg.
		M.Tech Manufacturing System Engg.
		B.Tech Civil Engg.
		B.Tech Electrical Engg.
		B.Tech Mechanical Engg.
		B.Tech Computer Sc. Engineering
		Diploma Civil Engg.
		Diploma Electrical Engg.
		Diploma Mechanical Engg.
		MCA
		BCA
2	School of Commerce and Management	BBA
		MBA
		B. Com
		M.Com
3	School of Law and Legal Sciences	LLM
		LLB
		B.Com LLB
4	School of Education	B.Ed
		D.ELED
5	School of Agricultural Science	B.Sc. (Hons.) Agriculture
6	School of Pharmacy and Paramedical Science	D. Pharm
		B. Pharm
		B. Pharm (LE)
7	School of Applied Science	M.Sc Physics
		M.Sc Chemistry
		M.Sc Mathematics
		M.Sc Botany
		M.Sc Zoology
		B.Sc Physics
		B.Sc Chemistry
		B.Sc Mathematics
		B.Sc Zoology
		B.Sc Botany
8	School of Arts and Culture	M.A History
		M.A Geography
		M.A English
		B.A History
		B.A Geography

		B.A English
9	School of Library and Information Sciences	M.Lib.I.Sc
		B.Lib.I.Sc

K. K. UNIVERSITY

FEE STRUCTURE 2024 - 25

Name of School	Courses	Eligibility	Duration	Annual/ Sem	Tution Fee	Admission Fee	Registratio n Fee	Examination s (Each Sem/ Year)	Fee Payable 1st / 3rd Sem/ Year	Total Course Fee
School of Engineering & Technology	Diploma in Engineering	10 th / 10+2 (PCM)/ ITI	3 Y / 2 Y	Sem	20000	5000	1000	2000	28000	138000
	B. Tech	10+2 (PCM) minimum 45% / Diploma / Bsc	4 Y / 3 Y	Sem	35000	5000	1000	2000	43000	302000
	M. Tech	B.Tech	2 Y	Sem	25000	5000	1000	2000	33000	114000
	BCA	10+ 2(PCM)	3 Y	Sem	10000	5000	1000	2000	18000	78000
	MCA	Graduationwith Math in 12th	2 Y	Sem	25000	5000	1000	2000	33000	114000
School of Agriculture	B. Sc (AG)	10+2 (PCB/M)	4 Y	Sem	30000	5000	1000	2000	38000	262000
School of Library and Information Science	BLIS	Any graduate	1 Y	Sem	8600	3500	1000	1500	14600	24700
	MLIS	BLIS	1Y	Sem	14300	3500	1000	1500	20300	36100
School of Commerce & Management	MBA	Any graduate	2 Y	Sem	25000	5000	1000	2000	33000	114000
	BBA	10+2 any	3 Y	Sem	10000	5000	1000	2000	18000	78000
	B. Com	10+2	3 Y	Sem	2000	1500	500	500	4500	22000
	M. Com	B. Com	2Y	Sem	6750	2000	1000	1000	10750	34000
School of Law and Legal Science	B.Com + LLB	10+2 (Sc, Com)	5 Y	sem	10000	5000	1000	2000	18000	126000
	LLB	Any graduate	3 Y	Sem	10000	5000	1000	2000	18000	78000
	LLM	LLB	2Y	Sem	25000	5000	1000	2000	33000	114000
School of Pharmacy and Paramedical Science	D. Pharm	10+2 (PCB / M) Min. 45%	2Y	Annual	90000	5000	1000	2000	98000	190000
	B. Pharm	10+2 (PCB / M) Min. - 50%	4Y	Sem.	55000	5000	1000	2000	63000	462000
School of Arts & Culture	BA	10+2	3 Y	Sem	2000	1500	500	500	4500	22000
	MA	BA	2Y	Sem	6750	2000	1000	1000	10750	34000
School of Appied Science	B. Sc	10+2	3 Y	Sem	2000	1500	500	500	4500	22000
	M. Sc.	B. Sc	2Y	Sem	7500	2000	1000	1000	11500	37000
School of Education	B. Ed	Any graduate	2 Y	Annual	105000	5000	1000	2000	113000	220000
	D. EL. Ed	12th	2 Y	Annual	70000	5000	1000	2000	78000	150000

Note :

Lesson Plan - 1500/ Year for B.Ed. & D. El.Ed.

*In case the student wants to change his/ her course/ branch, the transfer processing charge will be Rs.2,000/-.

*Re-Admission Fees- Rs. 3,000.00 along with current Sem/annual fees

**Migration Certificate :- Rs. 1,000.00 (Same Day) & Rs. 500.00 (after 3 working Days)

***Provisional Certificate :- Rs. 1,000.00

****Convocation Fees :- Rs. 1,500.00 (By Hand) & Rs. 1,000.00 (By Speed Post)

K.K. UNIVERSITY, NALANDA



Academic Calendar AY 2024-2025 (August 2024 - December 2024)

Month	Activities/Events/Holiday's	Date
August	Commencement of Classes all Semesters and Induction of New Students	05-08-2024
August	Holiday (Independence Day)	15-08-2024
August	Holiday (Raksha Bandhan)	19-08-2024
August	Holiday (Shree Krishna Janmasthan)	26-08-2024
August	Number of Teaching Days	24
September	Holiday (Ganesh Chaturthi)	07-09-2024
September	Holiday (Milad-ud Nabi)	16-09-2024
September	Holiday (Vishwakarma Puja)	17-09-2024
September	Commencement of First Internal Examination	23-09-2024 - 30-09-2024
September	Number of Teaching Days	22
October	Holiday (Gandhi Jayanti)	02-10-2024
October	Declaration of Result of First Internal Examination	On or before 07.10.2024
October	Holiday (Durga Puja)	08-10-2024 - 12-10-2024
October	Holiday (Deepawali/Bhaiya Dooj/Chittaragupta Puja)	30-10-2024 - 02-11-2024
October	Number of Teaching Days	19
November	Holiday (Chhath Puja)	06-11-2024 - 09-11-2024
November	Holiday (Guru Nanak Jayanti)	15-11-2024
November	Commencement of Second Internal Examination	25-11-2024 - 02-12-2024
November	End Semester Examination Form Submission	25-11-2024 - 04-12-2024
November	Number of Teaching Days	19
December	Declaration of Result of Second Internal Examination	On or before 09.12.2024
December	Closure of Classes	09-12-2024
December	Issue of Admit Cards	09-12-2024 - 11-12-2024
December	Commencement of End Semester Examination	12-12-2024
December	Submission of Internal Marks	19-12-2024
December	End Date of End Semester Examination	24-12-2024
December	Holiday (Christmas)	25-12-2024
December	Winter Break	26-12-2024 - 31-12-2024
December	Number of Teaching Days	6
Total Number of Teaching Days		90