



**ACADEMIC REGULATIONS, CURRICULUM & SYLLABI
FOR
BACHELOR OF OPTOMETRY (B. OPTOM) DEGREE PROGRAMME**

**Duration: 4 Years
Choice Based Credit System (CBCS)**

(Applicable for the students admitted from 2023-24)

**DEPARTMENT OF OPTOMETRY
SCHOOL OF ALLIED HEALTH SCIENCES
HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE.
“To Make Every Man A Success and No Man A Failure”**

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1. Preamble

As per the recommendations of UGC, the Hindustan Institute of Technology and Science (HITS) - Deemed to be university under section 3 of UGC Act has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. This revision of regulations, curriculum and syllabi has been carried out further to make it more flexible and adaptive to the technology advancements and industry expectations aiming at a holistic career development. The system permits a student to:

- i. Learn at their own pace through flexible registration process.
- ii. Choose electives from a wide range of courses offered within and outside their departments.
- iii. Undergo additional courses in their special areas of interest and earn additional credits to obtain B. Optom.
- iv. Adopt an interdisciplinary approach in learning.
- v. Avail transfer of Credits.
- vi. Gain Non – CGPA credits to enhance skill / employability by taking up additional project work, entrepreneurship, co-curricular and vocational training.
- vii. Make the best use of the expertise of faculty and educational resources.
- viii. Learn and earn credits through MOOC and Project Based Learning.
- ix. Enhance domain Knowledge, Skill and Attitude through participation in innovative Curriculum Design, Delivery, Continuous Assessments, Industry Internships and Projects.

The Curriculum is designed based on Choice Based Credit System (CBCS) with focus on Project Based Learning and Industrial Training, enabling the students to become eligible and fully equipped for employment in industries, higher studies or entrepreneurship.

2. Definitions and Nomenclature

In these Regulations, unless the context otherwise requires:

1. “Programme” means Degree Programme like B.Optom Degree Programme.
2. “Discipline” means specialization or branch of B.Optom Degree Programme, (e.g., Visual Optics, Ocular Disease).
3. “Course” means a theory or practical subject that is normally studied in a semester, (e.g., Anatomy, Physiology, etc.).
4. “Vice – Chancellor of HITS” means the Head of the Institution.
5. “Registrar” is the Head of all Academic and General Administration of the Institution.
6. “Dean” means the authority of the institution who is responsible for all academic activities and implementation of relevant rules of these Regulations pertaining to their respective Academic programmes.
7. “Controller of Examinations” means the authority of the institution who is responsible for all activities related to the Examinations conducted by the Institution, publication of results, award of grade sheets and degrees.
8. “Head Student Affairs” is responsible for all student related activities including student discipline, extra and co – curricular activities, attendance and meetings with class representatives, Student Council and parent – teacher meet.
9. “HoD” means the Head of the Department concerned.
10. “Institution” means Hindustan Institute of Technology and Science (HITS), Chennai.
11. “TCH” means Total Contact Hours – refer to teaching – learning engagement.
12. “DEC” means Department Examination Committee.
13. “BoS” means Board of Studies.
14. “BoM” means Board of Management.
15. “ACM” means Academic Council meeting the highest authoritative body for approval for all Academic Policies.
16. “Class Teacher” is a faculty of the class who takes care of the attendance, academic performance and the general conduct of the students of that class.
17. “CIA” is Continuous Internal Assessment, which is assessed for every student for every course during the semester.
18. “ESE” is End Semester Examination conducted by the Institution at the End of the Semester for all the courses of that semester.
19. “AICTE” means All India Council for Technical Education.
20. “UGC” means University Grants Commission.
21. “MHRD” means Ministry of Human Resource Development, Govt. of India.
22. “MHFW” means Ministry of Health and Family Welfare, Govt. of India.

3. HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE

3.1. Motto

- *To Make Every Man a Success and No Man a Failure.*

3.2. Vision

- To be an International Institute of Excellence, providing a conducive environment for education with a strong emphasis on innovation, quality, research and strategic partnership blended with values and commitment to society.

3.3. Mission

- To create an ecosystem that promotes learning and world class research.
- To nurture creativity and innovation.
- To instil highest ethical standards and values.
- To pursue activities for the development of the Society.
- To develop national and international collaborations with institutes and industries of eminence.
- To enable graduates to become future leaders and innovators.

3.4. Value Statement

- Integrity, Innovation, Internationalization.

3.5. Further, the Institution always strives

- To train our graduates with the latest and the best in the rapidly changing fields of Architecture, Engineering, Technology, Management studies, Allied Health Sciences and Humanities, Laws and Liberal Arts.
- To develop graduates, with a global outlook, possessing Knowledge, Skills and Attitude and capable of taking up challenging responsibilities in the respective fields.
- To mould our graduates as citizens with moral, ethical and social values so as to fulfil their obligations to the nation and the society.
- To promote research in the field of Architecture, Engineering, Technology, Management studies, Health Science, Law, Design, Allied Health Sciences and Humanities, Liberal Arts and Allied disciplines.

3.6. Aims and Objectives of the Institution are focused on

- Providing state of the art education in Architecture, Engineering, Technology, Applied Sciences, Law, Health Sciences, Design, Liberal Arts, and Management studies.
- Keeping pace with the ever – changing technological scenario and help the graduates to emerge as competent professionals, fully aware of their commitment to the society and the nation.
- To inculcate a flair for Research, Development and Entrepreneurship.

4. DEPARTMENT OF OPTOMETRY

4.2. Vision:

- The Department of Optometry at Hindustan Institute of Technology and Science aims to proactively address the evolving challenges of the medical community through continuous innovation, unwavering commitment to quality, and impactful research initiatives.
- The Department of Optometry seeks to be a beacon of change, influencing advancements and meeting the ever-growing demands of the eye and vision care. We aim to be at the forefront of positive transformation to the betterment of eye care services.

4.3. Mission:

- To train competent, compassionate, and ethical Allied Health professionals through student-centered programs.
- To address primary and specialized healthcare needs of the region and nation.
- To foster biomedical research contributing to scientific advancement and public health improvement.

4.4. Programme's Educational Objectives (PEO'S)

- **PEO 1** - Acquire the knowledge and skills for providing comprehensive patient care assistance in the Allied Health/Paramedics and Healthcare sector/industry.
- **PEO 2** - Inculcate the inter-disciplinary approach for diagnosing and management of patient's health problems.
- **PEO 3** - Improve the clinical, social and communication skills by providing hands on training in medical colleges and district hospitals.

4.5. Programme's Outcomes (PO's)

1. **Independent professional:** Prepare students to work as independent optometrist or as part of a multidisciplinary team to assess, evaluate, diagnose, plan, treat, and document it in accordance with red and yellow flags.
2. **Practice ethically:** To instil in students a strong sense of ethical responsibility and professionalism, ensuring they adhere to the highest standards of patient care, confidentiality, and ethical conduct.
3. **Refractive error:** To equip students with the proficiency to accurately diagnose refractive errors, prescribe appropriate corrective measures, and dispense optical solutions, ensuring optimal visual correction and patient satisfaction.

4. **Minimize Blindness:** To empower students with the knowledge and skills to actively contribute to the prevention of blindness by identifying early signs of ocular diseases, offering timely interventions, and promoting awareness of vision care.
5. **Diagnosis and Investigations:** To enable students to conduct comprehensive ocular examinations, utilize advanced diagnostic techniques, and interpret investigative findings, facilitating precise and timely diagnoses for effective patient management.
6. **Contact Lens:** To develop students' proficiency in fitting, prescribing, and managing contact lenses, enabling them to provide effective visual correction and enhance patients' quality of life.
7. **Pharmaceutical Management:** To educate students on the effective utilization of pharmaceutical agents in treating ocular conditions, enabling them to make well-informed decisions for optimal patient care.
8. **Binocular vision and Vision therapy:** To educate students in assessing and managing binocular vision anomalies through evidence-based vision therapy techniques, enabling them to enhance patients' visual comfort, coordination, and overall binocular function.
9. **The Psychosocial dynamics:** To enhance students' understanding of psychosocial factors (for example: cultural influences, emotional well-being, and socio-economic contexts) influencing patients' eye health and well-being, enabling them to provide empathetic and patient-centered care.
10. **Community Optometry:** To prepare students to actively engage in community-based optometric practices, promoting eye health, conducting vision screenings, and addressing the visual needs of diverse populations.
11. **Research:** To foster students' research acumen, encouraging them to engage in scientific inquiry, critically analyze findings, and contribute to the advancement of optometry and visual science.
12. **Communicative skills:** To develop students' effective communication skills, enabling them to establish rapport with patients, explain diagnoses and treatment plans, and ensure clear and empathetic patient interactions.

4.6. Programme's specific outcomes (PSO's)

PSO-1: Apply fundamental knowledge of basic and advanced health science courses to develop core competency in Optometry in the areas of Refraction, diagnosing eye diseases, Contact lens, Low vision care, Nutrition, Community care, dispensing optics & management of patient's needs

PSO-2: Work professionally or to take-up career in healthcare sectors in hospitals for patient care management as an optometrist or to pursue higher studies in Vision science or take up

short term clinical speciality fellowships for specialisation in a particular field and other interdisciplinary programs by applying the principles of management, ethics, environment and social issues

PSO-3: Develop Entrepreneurship skills for setting up a private optical outlet

4.7. Competency Statements:

1. Consults with the client to learn about his or her health, past medical history, previous health interventions, and outcomes.
2. Gathers information on the client's requirements and be competent to conduct a condition-based patient evaluation and assessment.
3. Analyse the results of the assessment, develop an Optometry diagnosis, prognosis, and recommend a strategy for intervention.
4. Ability to physically and emotionally prepare the patient, as well as the equipment to be utilised, according to the treatment plan, and implement intervention.
5. Ability to clearly describe treatment programmes, as well as show and teach self-exercises.
6. Examine the efficacy of therapies and also establish a thorough treatment record.
7. The effective communication and inter professional connections, will initiate, develop, strengthen, and promotes rapport, trust, and ethical professional relationships, which facilitate greater client-centered cooperation.
8. Understand the concepts of continuous quality improvement and be able to perform Quality Control (QC) checks on a daily and weekly basis.
9. Review the literature, make recommendations for research implementation, and come up with new research ideas for Optometry.
10. As a part of the professional's team, an optometrist must be able to understand, apply, and distribute knowledge.

ACADEMIC REGULATIONS FOR**Bachelors of Optometry**

Under Choice Based Credit System (CBCS)

(Effective from Academic year 2023-24)

5. Admission

The admission policy and procedure shall be decided from time to time by the Board of Management (BoM) of the Institution, based on the guidelines issued by the UGC / Ministry of Human Resource Development (MHRD) / Ministry of Health and Family Welfare (MHFW), Government of India. The number of seats in each of the B. Optom degree programme will be decided by the Board of Management / Statutory authorities of the Government like AICTE / UGC / MHFW / MHRD etc., taking into account of market demands. Seats are also made available up to 20% of the sanctioned intake for Non – Resident Indians and foreign nationals, who satisfy the admission eligibility norms of the Institution.

5.2. Eligibility for Admission

- 5.1.1. The students entering Optometry program should have completed the recognized secondary school studies, as the qualification stipulated for Optometry (degree) is 10 + 2 or equivalent examination with Biology subject from a recognized university or board which would provide the foundation and prepare the students for higher education studies.
- 5.1.2. The candidate has to fulfil the prescribed admission requirements / norms of the Institution.
- 5.1.3. In all matters relating to admission to the Optometry degree programme, the decision of the Board of Management (BoM) of the Institution shall be final.
- 5.1.4. At any time after admission, if found that a candidate has not fulfilled one or many of the requirements stipulated by the Institution, or submitted forged certificates, the Institution has the right to revoke the admission and forfeit the fee paid. In addition, legal action may be taken against the candidate as decided by the Board of Management.

6. Student Discipline

- 6.1. Every student is required to observe utmost discipline and decorum both inside and outside the campus and do not indulge in any activity which may affect adversely the prestige / reputation of the Institution.
- 6.2. Any act of indiscipline of a student reported to the Head (Student affairs) and Head of the Department will be referred to a Discipline Committee constituted for the purpose. The Committee will enquire into the charges and decide on a suitable punishment if the charges are substantiated. The committee will also authorize the Head (Student Affairs) to recommend to the Vice-Chancellor for the implementation of the decision. The student concerned can appeal to the Vice-Chancellor, whose decision will be final.
- 6.3. Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the

involvement of a student(s) is established in ragging, offending fellow students / staff, harassment of any nature to the fellow students / staff etc. the student(s) will be liable to be dismissed from the Institution, as per the laid down procedures of the UGC / Govt. / Institution. Every senior student of the Institution, along with their parent, shall give an undertaking at the beginning of every academic year in this regard and the same should be submitted at the time of registration for the academic year.

7. Structure of the Optometry Degree Programme

7.1. Optometry degree programme will have the curriculum and syllabi (for 4 years) as approved by the respective Board of Studies and Academic Council of the Institution.

7.2. Credits are the weightages, assigned to the courses based on the following general pattern:

One Lecture / Tutorial period per week	: 1 credit
Up to three periods of practical classes per week	: 1 credit
Four periods of practical classes per week	: 2 credits
Total weeks per semester	: 15

7.3. The curriculum for Optometry programme is designed to have a minimum of 150 credits including 3 Non CGPA credits that are distributed across eight semesters of study and one semester of internship for the award of degree. Choice Based Credit System (CBCS) is followed to provide the students, a balanced approach to their educational endeavour. Under CBCS, the degree programme will consist of the following categories of courses:

- i. Core foundation (CF): Mandatory courses comprising of Basic Sciences (BS) courses & Basic medical science (BMS).
- ii. Compulsory Courses (CC): Mandatory courses consisting of the Professional Core (PC) courses. These courses expose the students to the foundation of Optometry topics comprising of theory and practical / field work / project.
- iii. Non-Departmental Electives (NE): These open courses are offered by the departments other than their parent department (Optometry).
- iv. Indexed Journal / Conference Publications: If a student publishes a research paper as main author in any indexed Journal / Conference, the same will be considered as equivalent to two credits course under Non-CGPA (NCGPA), once in the duration of the programme.
- v. Non-CGPA courses: These courses offered in certain semesters are compulsory, but not used for calculation of GPA and CGPA. However, the credits will be mentioned in the grade sheet.
- vi. Online / MOOC Courses under Swayam, NPTEL, Edx, Coursera will be considered as NCGPA with the prior approval of Dean / HoD.

7.4. Non – CGPA courses: The student shall select any two courses / activity listed in Table 1 during the course of study, apart from the compulsory NCGPA offered in certain semesters. The student has to make his / her own efforts for earning the credits. The grades given will be Pass / Fail (P/F). The respective class teachers have to encourage, monitor and record the relevant activities of the students, based on the rules issued from time to time by the Institution and submit the End semester report to the Head of the Department.

Table 1: Non CGPA Courses

No.	Course / Activity	Credits
1.	Start ups	2
2.	Industrial Training	2
3.	Technical conference, seminar, competitions, Professional Societies	2
4.	Management courses	2
5.	Technical Certification Course	2
6.	Sports	2
7.	NCC	2
8.	NSS	2
9.	YRC	2
10.	Art and Cultural activities	2
11.	English Proficiency Certification	2
12.	Aptitude Proficiency Certification	2
13.	Foreign Languages Level II and above	2
14.	Publication in Conferences / Seminar	2
15.	Swatch Baharat Internship Scheme	2
16.	Indexed Journal Publications	4

7.5. A student must earn compulsorily, the credits mentioned under each category shown in Table 2 and also a minimum total of 160 credits

7.6. The medium of instruction is English for all courses, examinations, seminar presentations and project reports.

Table 2: Distribution of Credits

No.	Category	Courses	Credits	Percentage (%)
1	Basic Medical Science	5	12	15 %
2	Humanities & Social Science	10	19	17 %
3	Basic Science	5	10	8 %
4	Professional Core	31	116	56 %
5	Value Added	1	1	2 %
6	Departmental Elective	1	2	2 %
Total		53	160	

8. Faculty Advisor

Faculty Advisors are assigned by the respective department to a certain number of students to help the students in planning their selection of courses and programme of study and for getting general advice on the academic programme, Such Faculty Advisor will continue to mentor the students assigned to him for the entire duration of the programme.

8.1. Class Committee

Every section / batch of the Optometry degree programme will have a Class Committee consisting of Faculty and students. The constitution of the Class Committee will be as follows:

- Senior Faculty not associated with teaching a course for the particular class shall be nominated by the Head of the Department to act as the Chairman of the Class Committee as approved by the Dean.
- Course coordinator of each of the lecture – based courses (for common courses).
- Class teacher of the class.
- All Faculty handling the courses for that class in the semester.
- Workshop Superintendent (for first two semesters); as applicable.
- Four students from the respective class nominated by Head of the Department.
- Faculty Advisors of the respective class.

8.2. Course committee

A course committee shall be constituted by the HOD for all the common courses, with the faculty who are teaching the courses and with a Professor of the core department as the Chairman. The Course committee shall meet periodically to ensure the quality of progression of the course in the semester.

8.3. HoDs meeting with the students

- a) The HoD shall convene a closed meeting prior to each class committee and course committee meeting with the following members.
 - i. HoD
 - ii. Senior Faculty not associated with teaching a course for the class
 - iii. Class Teacher
 - iv. Five student representatives nominated by the class teacher / HoD
- b) The above committee shall discuss the academic and other issue, if any, and obtain independent feedback on all faculties on the Teaching Learning Processes, in order to take necessary action. The minutes of the meeting along with student representation and the corrective actions shall be forwarded to the Dean by the HoD.

8.4. Basic Responsibilities of Class Committee and Course committee

- a) The points of discussion during the above HoDs meeting shall be discussed in the Class committee and Course Committee meetings.
- b) To review periodically the progress of the students.
- c) To discuss issues concerning curriculum and syllabi and the conduct of the classes.
- d) To inform the students about the method of assessment as recommended by the Department Examination Committee (“DEC”) at the beginning of the semester. Each class committee / course committee will communicate its recommendations and the minutes of the meetings to the Head of the Department, Dean and the Head (Student Affairs).
- e) To conduct meetings at least thrice in a semester as per the Academic Plan issued by the Dean.
- f) To review the academic performance of the students including attendance, internal assessment and other issues like discipline, maintenance etc.

9. Registration for courses in a Semester

A student will be eligible for registration of courses only if student satisfies the regulation clause 13.0 (Progression) and clause 14.0 (Maximum duration), and has cleared all dues to the Institution,

Hostel and Library up to the end of the previous semester provided that student is not debarred from enrolment on disciplinary grounds or for any other reasons.

- 9.1 The institution follows a Choice Based Credit System. Accordingly, the students shall be given the option for selecting their NE courses, and credits. The student is given the option of selecting the number of credits to undergo in a semester, subject to the curriculum requirements of minimum and maximum credits prescribed.
- 9.2 Except for the first year, registration for a semester shall be done during a specified week before the start of the semester as per the Academic Schedule.
- 9.3 Late registration/enrolment will be permitted by the respective Dean for genuine cases, on recommendation by the Head of the respective department, with a late fee as decided from time to time.
- 9.4 The student shall make the choice of course in consultation with the Faculty Advisor.
- 9.5 Students shall have to pay additional fee as prescribed, for registering in certain elective courses under Non - Departmental Electives courses offered by certain specific Departments and for higher level Foreign Languages, as decided from time to time.

10. Attendance

The faculty handling a course must finalise the attendance, 3 calendar days before the last instructional day of the course and submit to the HoD through the class teacher.

- a) A student with less than 75% attendance in TCH (Total Contact Hours) in any course, will not be permitted to appear for the end-semester examination in that particular course, irrespective of the reason for the shortfall of the attendance. The student is however permitted to avail additional Academic Leave up to 10% towards special OD for attending academic related activities like, Industrial Visits, Seminars, Conferences, Competitions etc., with the prior approval of the HoD or on genuine medical reasons. On reporting back, the student shall submit the relevant documents for proof to the HoD for approval of the additional academic leave.
- b) The remaining 25% attendance is given as allowance to account for activities under NCC / NSS / Cultural / Sports / Medical exigencies etc.
- c) A student with an attendance ("TCH" – Total Contact Hours) below 75% (65% for genuine medical conditions / Special On Duty leave) in any course will fall under the category "RA", which means Repeat the Course for want of attendance. Students under "RA" category will not be permitted to attend the Regular End Semester Examinations for that course and Continuous Internal Assessment (CIA) marks obtained in the respective course will be treated as null and void.

- d) The list of such students under “RA” will be notified by the respective Departments at the end of the course work for each semester. The students with RA courses shall repeat the course as per the procedure vide Clause 10.3.

10.1. Additional condonation may be considered for specific and genuine cases which includes approved leave for attending select NCC / Sports Camps or for cases requiring prolonged medical treatment or critical illness involving prolonged hospitalization.

10.2. For such select NCC / Sports Camps prior permission for leave shall be obtained by the respective faculty coordinator / Director of sports from the designated authority, before deputing the students. For medical cases requiring prolonged medical treatment / critical illness, submission of complete medical history and records with prior intimation from the parent / guardian regarding the health condition, progress of treatment, etc., to Head (Student Affairs) is mandatory. The assessment of such cases will be done by the attendance sub – committee based on the merit of the case and put up their recommendation to the Vice – Chancellor / designated authority. Such additional condonation is permitted only twice for a student in the entire duration of the programme. The Vice-Chancellor based on the recommendation of the attendance sub - committee may then accord additional condonation of attendance, only if the Vice Chancellor/Designated deems it fit and deserving. But in any case, the additional condonation cannot exceed 10% of TCH.

10.3. Repeat Classes Procedure for RA

- a) The students shall register for the RA courses at the beginning of every semester by paying the requisite fee and attend the repeat classes for RA course during the last period of the time table or by attending special classes with the course faculty or by attending any other special schedule as approved by the Dean / HoD and shall gain the requisite eligibility to attend the End Semester Examination (ESE). The odd semester courses will be offered in the Odd semester and the Even semester courses will be offered in the even semester. The student is permitted to register for a maximum of 5 RA courses under this option.
- b) The Continuous Internal Assessment Marks obtained by the student during their regular semester for the course in which they have been categorized as RA will become null and void. The students shall attend the RA classes and take up fresh Continuous Internal Assessments during the repeat classes and gain required attendance and CIA marks.
- c) The students under “RA” category, who have secured the requisite attendance as applicable vide clause 10.0 and obtained internal assessment marks, by successfully completing the End of day courses or by attending special classes with the course faculty during the semester, are eligible to register for the End Semester Examinations for that course whenever the examination is conducted. This examination will be treated as arrear (supplementary) examination.

- d) **Detention:** A student who secures RA in all the Theory / Elective / Theory with Practical component courses excluding Non – Department Elective (NE) prescribed in a semester shall repeat the semester by re-registering for the respective semester in the next academic year. However, student is permitted to appear for arrear (supplementary) examinations, if any, as per eligibility.
- e) **Summer Semester:** With the specific approval of the Vice – Chancellor / Designated Authority and as per the requirements / availability of the required time slot and other resources, the Institution may conduct a special Summer Semester after the regular ESE in April / May usually, for students having RA courses in both Even and Odd semesters and conduct the summer semester examinations for the eligible students. However, it is the sole discretion of the vice chancellor to permit such summer semester schedules.

11. Assessment Procedure

Every course shall have two components for assessment namely:

- a) **Continuous Internal Assessment “CIA”:** This assessment will be carried out throughout the semester as per the Academic Schedule.
- b) **End Semester Examination “ESE”:** This assessment will be carried out at the end of the Semester as per the Academic Schedule. In the End Semester Examination (“ESE”) the student should secure the prescribed minimum mark in each course in the ESE as given in the Table 3 for passing.
- c) There are no separate minimum marks prescribed for CIA for any course. The weightages for the various categories of the courses for CIA and ESE is given in Table 3.

Table 3: Weightage of the CIA and ESE for various categories of the courses

No.	Category of Courses	CIA weightage	Minimum CIA marks (out of 100)	ESE Weightage	Minimum ESE marks (out of 100)	Minimum ESE marks to be obtained	Passing minimum (CIA + ESE) (out of 100)
1.	Theory Course	50%	50	50%	50	25	50%
2.	Theory Course with Practical Components	50%	50	30%	50	25	50%
				20%			
3.	Practical	20%	50	80%	50	25	50%

4.	Project and Viva Voce	50%	50	50%	50	25	50%
5.	Internship	100%	50	NA	NA	NA	50%

- d) **Improvement of CIA Marks:** The students who fail in a course (“U” Grade) due to less CIA marks but having required attendance and other eligibility to appear for ESE is allowed to improve his / her CIA marks by undergoing the fresh internal evaluation procedure and appear for ESE whenever it is offered in the subsequent semester(s) as detailed in clause 12.d.
- e) **Procedure for improvement in CIA Marks:** Students who wish to improve their CIA marks in a particular course shall register for the same with the respective HoD / Course faculty whenever the course is offered in the subsequent semester(s). The student has to remit the prescribed fee at the time of registration and undergo the internal assessment improvement procedure as prescribed by the course faculty with the approval of HoD. Student can write the ESE in the subsequent semester(s) and the revised internal assessment mark (CIA) will be considered for processing the results. This will be considered as arrear (supplementary) examinations. The improved CIA mark in the subsequent attempt(s) is limited to a maximum of 30 marks out of 50 (60%) only. The number of courses for which a student can register for internal improvement scheme at a time is restricted to a maximum of 5. The student, if so desire, will be allowed to attend repeat classes for RA as mentioned in clause 10.3 with the approval of course faculty.
- f) Each faculty shall maintain separate Academic assessment record for all courses handled by him/her and the same shall be submitted to the HoD for periodical verification. The faculty shall deposit the Assessment records with the HoD at the end of each semester for safe custody.

11.1. Theory Course Assessment Weightages

The general guidelines for the assessment of Theory Courses shall be done on a continuous basis is given in Table 4.

Table 4: Weightage for Assessment

No.		Assessment	Weightage Theory, DE,	Duration
1.	CIA	First Periodical Assessment	15%	2 periods
2.		Second Periodical Assessment	15%	2 Periods

3.		Seminar / Assignments / Project	15%	--
4.		Attendance*	5%	--
		TOTAL	50%	--
5.	ESE	End Semester Examination	50%	2 to 3 hours

*Attendance:

>= 95 to <= 100 – 5 Marks

>= 90 to < 95 – 4 Marks

>= 85 to < 90 – 3 Marks

>= 80 to < 85 – 2 Marks

>= 75 to < 80 – 1 Mark

< 75 – 0 Mark

11.2. Theory Courses with Practical Component

For theory courses with practical component, the assessment method mentioned in Table.5 is followed. The end semester examination includes both the theory and practical and viva voce.

For pure Practical courses, the weightage for assessment is as mentioned in Table.3.

Table 5: Weightage for Assessment

No.		Assessment	Weightage Theory, DE	Duration
1.	CIA	First Periodical Assessment	15%	2 periods
2.		Second Periodical Assessment	15%	2 Periods
3.		Seminar / Assignments / Project	15%	--
4.		Attendance*	5%	--
		TOTAL	50%	--
5.	ESE	Theory - End Semester Examination	30%	2 to 3 hours
6.		Practical - End Semester Examination	20%	1.5 hours

11.3. Internship

A student has to compulsorily attend 1-year internship after completing the 6th semester. One year of Internship is divided based on specialties such as Refraction, Investigative Ophthalmology & Ophthalmology, Binocular Vision, Low Vision, Paediatric Optometry, Contact lens & Dispensing Optics each with 60 days of internship (I and II) posting. The internship will have a weightage of 24 credits as prescribed in the curriculum.

11.4. Final Year Project / Dissertation

The assessment will be done on a continuous basis as given in Table 5.

Table 6: Assessment of Project work

No.	Review / Examination scheme	Weightage
1.	First Review	20%
2.	Second Review	20%
3.	Attendance	10%
4.	Project report and Viva – Voce (ESE)	50%

* Rubrics shall be prescribed by the DEC with the approval of HOD.

In 6th semester, the student is permitted to register for undertaking case study / project work under a faculty of the institution and carry out the project for maximum period of eight months. In both the cases, the internship report in the prescribed format duly certified by the faculty in-charge shall be submitted to the HOD. The evaluation will be done through presentation and viva. For the final year project and Viva – Voce end semester examination, the student shall submit a Project Report in the prescribed format issued by the Institution. The first two reviews will be conducted by a Committee constituted by the Head of the Department. The End semester assessment will be based on the project report and a viva on the project conducted by a Committee constituted by the Registrar / Controller of examination. This may include an external expert.

11.5. Non – CGPA courses

The assessment will be graded “Satisfactory / Not Satisfactory” and grades as Pass / Fail will be awarded.

11.6. Flexibility in Assessment

The respective Departments under the approval of the Department Examination Committee (DEC) may decide the mode of assessment, based on the course requirements.

12. Repeat Examinations

- a) Students who fail to secure a pass (“U” grade) in their regular End semester examination in any course(s) may be provided with an opportunity to register and appear for the repeat Examinations conducted immediately after the announcement of results. The students shall submit the prescribed registration forms along with repeat examination fee as per the time line specified by COE.
- b) The students who fail to secure a pass on being absent in their End Semester Examination for the regular courses due to for genuine reasons are also permitted to appear for the Repeat Examinations.
- c) During the even semester, the Repeat Examinations will be conducted for even semester courses only and during the Odd semester it will be conducted for Odd semester courses only.
- d) The schedule for the Repeat Examinations will be notified through the Academic Calendar which will be published at the beginning of every academic year / semester(s) which depends on availability of available time slots in a semester and other resources. This will not be treated as arrear (supplementary) examination.
- e) However, it is the sole discretion of the Vice Chancellor to permit such repeat examinations.

13. Progression to Higher Semester

Student has to satisfy the following conditions as laid down in Table 6 for progression from one academic year to next.

Table 7: Minimum Eligibility for progression in B. Optom.

To enrol for semester	Minimum no. of credits to be earned for progression
7	136 credits from all the previous semesters.

If a student fails to satisfy the above clause in an academic year, the student has to take a break in study until they become eligible for progression.

14. Maximum Duration of the Programme

A student may complete the programme at a slower pace than the regular pace, but in any case, in not more than 5 years for Optometry, excluding the semesters withdrawn as per clause 15. A student completing the Optometry programme during the extended period than stipulated duration will not be eligible for any Institution Ranks.

15. Temporary Withdrawal from the Programme

- a) A student is permitted to take a break, up to a maximum of 2 semesters, during the entire programme to clear the backlog of arrears (supplementary).
- b) A student may be permitted by the Vice Chancellor to withdraw from the entire programme for a maximum of two semesters for reasons of ill health, Start-up venture or other valid reasons as recommended by a committee consisting of Head of Department, Dean and Head (Student Affairs).

16. Declaration of results

- 16.1. Minimum Marks** - A student shall secure the minimum marks as prescribed in Clause 11 (Table 3) in all categories of courses in all the semesters to secure a pass in that course.
- 16.2. Arrear (Supplementary) Examinations** - If a candidate secure “U” / “RA” / “DE” / “AB” in any course as applicable, due to not satisfying the minimum passing requirement – as per clause 17.1 student shall register for Arrear (supplementary) examinations by paying the prescribed examinations fee, in the subsequent semesters whenever it is offered. During the even semester, the supplementary exams will be conducted for even semester courses and during the odd semester the supplementary exams will be conducted for odd semester courses. Student need not attend the contact classes again. The Internal Assessment marks secured by the candidate will be retained for all such attempts. However, student under RA category must attend the contact classes and earn the required CIA and attendance.
- 16.3. Revaluation of Answer Scripts** - Student can apply for the revaluation of End semester examination answer script (Regular / Supplementary) in a theory / theory with practical course, after the declaration of the results, on payment of a prescribed fee.
- 16.4.** Revaluation is not permitted for Practical, Design Project / Internship / Comprehension courses. However, based on genuine grievances as approved by the Examination Grievance Committee, a student may be permitted to apply for revaluation in the above courses. Revaluation is not permitted for repeat examinations and online examinations.
- 16.5.** After 4 years, i.e., completion of one year (2 semesters) from the normal duration of the programme, the internal assessment marks obtained by the student will not be considered in calculating the passing requirement. A candidate who secures 50% in the end semester examination only will be declared to have passed the course.
- 16.6.** Student who earns required credits for the award of degree after 4 years for Optometry programme (on expiry of extended period of 2 semesters over and above normal duration of

course) will be awarded only second class (Clause 19.1) irrespective of the earned CGPA. However, the period approved under temporary withdrawal, if any, from the programme (15) will be excluded from the maximum duration as mentioned above.

- 16.7. Semester Abroad Programme: Students who are allowed to undergo internship or Training in Industries in India or abroad during their course work or attend any National / International Institution(s) under semester abroad programme (SAP) up to a maximum of 2 semesters will be granted credit transfer for the Course Work/project work done by them in the Industry /Foreign Institution as per the recommendations of the credit transfer committee. The leave period of the students for International internships / Semester Abroad programme etc., will be accounted for attendance.

17. Grading

- 17.2. A grading system as shown in Table 7 will be followed.

Table 8: Grading system

Range of Marks	Letter Grade	Grade Points	Remarks
90 - 100	S	10	Outstanding
80 - 89	A	09	Excellent
70 - 79	B	08	Very Good
60 - 69	C	07	Good
50 - 59	D	06	Average
45 - 49	E	05	Pass
<45	U	--	To Reappear for end-semester examination
--	AB	--	Absent for the End Semester Examination
--	RA	--	Repeat the course due to Lack of minimum attendance (below 75%) in regular course (Clause 10.0)
	DE	--	DETAINED (DE) “RA” in all theory courses except Non-Department Elective (NE) of a semester. The student is detained and has to repeat the entire semester as per the Clause 10.3 (d) – Detention

- 17.2. GPA and CGPA: GPA is the ratio of the sum of the product of the number of credits C_i of course “ i ” and the grade points P_i earned for that course taken over all courses “ i ” registered and successfully completed by the student to the sum of C_i for all “ i ”. That is:

$$GPA = \frac{\sum_i C_i P_i}{\sum_i C_i}$$

CGPA will be calculated in a similar manner, in any semester, considering all the courses enrolled from the first semester onwards. CGPA / GPA will be rounded of first decimal point.

- 17.3. The Grade card will not include the computation of GPA and CGPA for courses with letter grade U, RA, AB and DE until those grades are converted to the regular grades.
- 17.4. A course successfully completed cannot be repeated.

18. Grade Sheet

- 18.2. Letter grade: Based on the performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and corresponding grade points are given in Table 7.
- 18.3. Student is considered to have completed a course successfully and earned credits if student secures a letter grade other than “U”, “RA” “AB” and “DE” in that course.
- 18.4. After results are declared, grade sheet will be issued to each student which will contain the following details:
- Program and discipline for which the student has enrolled.
 - Semester of registration.
 - The course code, name of the course, category of course and the credits for each course registered in that semester.
 - The letter grade obtained in each course.
 - Semester Grade Point Average (GPA).
 - The total number of credits earned by the student up to the end of that semester in each of the course categories.
 - The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.
 - Credits earned under Non CGPA courses.
 - Additional credits earned in Optometry.

19. Class / Division

19.1. Classification is based on CGPA and is as follows:

$\text{CGPA} \geq 8.0$: First Class with distinction
$6.5 \leq \text{CGPA} < 8.0$: First Class
$5.0 \leq \text{CGPA} < 6.5$: Second Class

19.2. Further, the award of “First class with distinction” is subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses in his / her first appearance with effect from II semester, within the minimum duration of the programme.

19.3. The award of “First Class” is further subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses within 5 years.

19.4. The period of authorized break of the programme (vide clause 15.0) will not be counted for the purpose of the above classification.

20. Transfer of credits

20.1. Within the broad framework of these regulations, the Academic Council, based on the recommendation of the Credit Transfer Committee constituted for the purpose may permit students to transfer part of the credit earned in other approved Universities of repute & status in India or abroad.

20.2. The Academic Council may also approve admission of students who have completed a portion of course work in other approved Institutions of repute under lateral entry scheme based on the recommendation of the credit transfer committee on a case to case basis.

20.3. Admission norms for working Professional: Separate admission guidelines are available for working / experienced professionals for candidates with the industrial / research experience who desire to upgrade their qualification as per recommendation of Credit Transfer Committee and the Academic Council.

21. Power to modify

Notwithstanding all that has been stated above, the Academic Council is vested with powers to modify any or all of the above regulations from time to time, if required, subject to the approval by the Board of Management.