



# POORNIMA UNIVERSITY



(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)

## SYLLABUS SUBMISSION FORM

Syllabus Type (New/ Revised): \_\_\_\_\_

Scheme of all semester of related courses is already submitted:                      Yes                      No

If Yes than the syllabus is as per earlier submitted scheme:                      Yes                      No

Course: \_\_\_\_\_

Branch: \_\_\_\_\_

Batch: \_\_\_\_\_

Year& Semester: \_\_\_\_\_

Syllabus prepared by (Name of committee members): \_\_\_\_\_

\_\_\_\_\_

### For New Syllabus:

Submitted on \_\_\_\_\_ Applicable for Batch \_\_\_\_\_

### For Revised Syllabus:

Syllabus to be changed for Course: \_\_\_\_\_ Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Subject Code \_\_\_\_\_ Subject: \_\_\_\_\_ Applicable for batch: \_\_\_\_\_

Reason of Revision: \_\_\_\_\_

Name & Signature of HOD

Name & Signature of Dean

Signature of COE

Signature of Provost

Signature of President, PU

### For office use only

Submission date of Revised/ New Syllabus (Hard Copy + CD) at Registrar office \_\_\_\_\_

Receiving in Registrar Office with date: \_\_\_\_\_

Receiving in COE Office with date: \_\_\_\_\_



## POINTS TO NOTE FOR SCHEME AND SYLLABUS

1. New scheme and syllabus for any batch of students must be submitted and displayed a month prior to the start of the academic session of that batch.
2. The change in name, code, category, credits and syllabus of any subject account for major changes in scheme and syllabus.
3. New scheme and syllabus must cover all the semesters of that particular batch and should remain unchanged (no major changes) for a minimum period of three years. After a period of three years or more the scheme and syllabus can be revised.
4. However under extraordinary circumstances due to significant changes in technology/policy or due to skill enhancement of the student, already existing scheme and syllabus can be replaced even earlier to three years.
5. The scheme and syllabus thus can either be revised or replaced. Revision refers to – a new scheme and syllabus for all semesters of the upcoming batch, while replacement refers to major change in one or more subjects in the available scheme and syllabus of existing batch.
6. Each Replaced scheme and syllabus must be accompanied by a table indicating the change as shown below

S. No.	Before Replacement					After Replacement					Remark #
	Sub Code	Sub Name	Category +	Credits	Syllabus*	Sub Code	Sub Name	Category +	Credits	Syllabus*	

+ category means Theory/Practical/studio/Training/Project/other

\* mention whether changed or not if yes partly/fully

# mention it is applicable for which batches

7. Scheme and syllabus (New/Revised/Replaced) is considered approved only on its approval by academic council.
8. Each revised syllabus must have the following attached table for each semester

S. No.	Before Revision					After Revision					Remark ##
	Sub Code	Sub Name	Category ++	Credits	Syllabus**	Sub Code	Sub Name	Category ++	Credits	Syllabus**	

++ category means Theory/Practical/studio/Training/Project/other

\*\* mention whether changed or not if yes partly/fully/removed/new

## mention it is applicable for which batches