

## **Guidelines for Pursuing Two Academic Programs Simultaneously at CSJM University**

In accordance with the guidelines issued by the University Grants Commission (UGC) regarding the **simultaneous pursuit of two academic programs**, CSJM University has formed a committee (Reference No CSJMU/Acad./165/2024 dated 31/05/2024) to establish clear implementation protocols. The committee convened on 16 June 2024 at the IQAC office and reviewed the following UGC communications

1. UGC Letter No. D.O.No. 1-6/2007(CPP-II) (New) dated 13/04/2022
2. UGC Letter No. D.O.No.1-6/2007 (CPP-II) dated 30/09/2022
3. UGC Letter No. D.O.No.1-6/2007(CPP-II) (New) pt. II dated 10/01/2023

Based on these directives, the committee presents the following guidelines for students wishing to enroll in two academic programs concurrently:

1. **Mode of Study:** Students may enroll in one full-time program in physical mode at CSJM University and another program through Open and Distance Learning (ODL) or online mode, either at CSJMU or any other higher education institution (HEI). Alternatively, students may pursue up to two ODL/online programs simultaneously. However, students are not allowed to undertake two regular, full-time physical mode courses simultaneously at CSJM University.
2. **Primary and Secondary Programs:** The primary program must be pursued in regular mode at CSJMU, while the secondary program can be through ODL/online mode from any HEI. The secondary program cannot take precedence over the primary program in case of scheduling conflicts.
3. **Schedule Conflicts:** If there is a conflict between the schedules or exams of the primary and secondary programs, the primary program's schedule will take priority. Students cannot request changes to the primary program's schedule based on conflicts with the secondary program.
4. **Same Faculty Restrictions:** Students cannot pursue both the primary and secondary programs in the same faculty, unless the secondary program is a diploma or certificate course offered by the same Department within the institution. This means a student can pursue one degree or postgraduate program (primary) and one certificate/diploma program (secondary) in the same faculty, provided there is no schedule conflict.
5. **Undertaking for Non-Overlap:** Students must identify the primary program and submit an undertaking at the time of admission into the secondary program, confirming that there is no overlap in schedules. The primary program's schedule will not be adjusted for conflicts with the secondary program.

6. **Facilities Access:** Hostel accommodations, scholarship, library, and other facilities will only be available for the primary program. Students in the secondary program are not entitled to these benefits

7. **Academic Bank of Credit (ABC) ID:** At the time of registration for the primary program, students must create and declare their Academic Bank of Credit (ABC) ID, which is necessary for National Academic Depository (NAD) and credit transfer purposes. This ABC ID must also be declared when enrolling in the secondary program.

8. **Required Documentation:** Students must submit their Transfer Certificate, Migration Certificate, and other required documents when enrolling in the primary program. Copies of these documents must also be submitted to the institution offering the secondary program.

9. **Different Faculties:** A student enrolled in a regular program at CSJM University can simultaneously pursue another program through Distance/ODL/Online mode in a different faculty within the same university, provided they adhere to the specified conditions.

10. **Professional Program Restrictions:** Students cannot pursue two professional programs simultaneously. However, they may enroll in one professional and one non-professional program concurrently, following these guidelines.

11. **Cross-Institution Scheduling Conflicts:** If the primary program is at another HEI and the secondary program is at CSJM University, CSJM University will not be responsible for any schedule conflicts between the two programs.

12. **Almanac Submission:** Students must submit the primary program's almanac when applying for the secondary program.

13. **Fee and Subject Exemptions:** No tuition or examination fee concessions will be granted for the secondary program. Similarly, exemptions from subjects or papers will not be permitted, even if the same subjects are offered in both programs.

14. **Two Primary Programs Prohibition:** Students are not permitted to pursue two primary/offline programs simultaneously in regular or self-financed modes under CSJM University.

#### **Definitions for Pursuing Two Academic Programs Simultaneously at CSJM University:**

1. **Regular Programme of Study:** A course offered in person at a higher education institution or its affiliated college, conducted for at least five continuous hours daily with a half-hour recess, totalling no less than thirty hours of instructional time per week.

2. **Online Programme:** A structured academic course delivered via the Internet, utilizing both live (synchronous) and pre-recorded (asynchronous) technologies, as defined by the UGC (ODL & OL) Regulations 2020.

3. **Open and Distance Learning (ODL):** A flexible learning method that bridges the gap between teacher and student through various media formats, including print, electronic,

online, and occasional face-to-face interactions, regulated by the UGC (ODL & OL) Regulations 2020.

4. **Primary Programme:** The main course of study selected by a student, leading to a degree at the undergraduate or postgraduate level, or to a certificate, diploma, or postgraduate diploma, as designated by the student.

5. **Secondary Programme:** An additional course of study chosen by the student, supplementary to the primary course, leading to a degree at the undergraduate or postgraduate level, or to a certificate, diploma, or postgraduate diploma, as designated by the student.

6. **Professional Programmes:** Includes fields such as Engineering, Medicine, Dentistry, Pharmacy, Nursing, Architecture, Physiotherapy, Law, and other programs that statutory councils or regulatory authorities do not permit to be offered through distance learning modes. These programs must be approved by the relevant statutory councils or regulatory authorities.

7. **Academic Bank of Credits (ABC):** A digital or virtual service established and managed by the Ministry of Education (MOE) and UGC, enabling students to hold academic accounts. This system facilitates seamless mobility between or within degree-granting higher education institutions through recognized credit accumulation, transfer, and redemption processes to support flexible learning.

8. **National Academic Depository (NAD):** An online repository of academic awards (such as degrees and mark sheets) maintained by academic institutions in a digital format, allowing students to access authenticated documents directly from the original issuers at any time, from anywhere, without physical intervention.

9. **Recognition of HEIs:** Degree or diploma programs under ODL/Online modes must be pursued only with higher education institutions recognized by UGC, relevant statutory councils, or the Government of India for offering such programs.

These guidelines aim to facilitate students' ability to enhance their education by pursuing two academic programs simultaneously while maintaining the integrity and scheduling priorities of their primary program.