



Your Dreams Our Goal
POORNIMA
UNIVERSITY

E17

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

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

Program: _____

Specialization: _____

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 Pro-President

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