

## **KERALA UNIVERSITY OF HEALTH SCIENCES**

### **NOTIFICATION**

2891/AC1/GEN A2/KUHS/2017

7<sup>th</sup> October 2021

In exercise of the powers conferred by Chapter XXXVI of the First Statutes 2013 of the Kerala University of Health Sciences , the 25<sup>th</sup> Academic Council meeting held on 30.09.2020 vide item No. 25.10 has made the Regulation of Bachelor of Occupational Therapy (BOT) Course. The same was approved by the 61<sup>st</sup> Governing Council meeting held on 17.10.2020 vide item No. 61.04 and the Senate at its 8<sup>th</sup> meeting held on 20.02.2021

It is hereby notified that the Regulation of Bachelor of Occupational Therapy (BOT) Course conducted by Kerala University of Health Sciences, shall come in to force from the date 20.02.2021

Thrissur

(Sd.)  
Registrar

## **GENERAL REGULATIONS**

Name of the course which come under these Regulations include:

**“ BACHELOR OF OCCUPATIONAL THERAPY” – abbreviated as BOT**

**Course code: 022 (2020 Admission onwards)**

### **1.1 Eligibility for Admission**

Candidates for admission to the course shall have passed the Higher secondary examination conducted by Board of Higher Secondary Education, Govt. of Kerala or courses recognized equivalent there to by the Kerala University of Health Sciences with 50% marks in Physics, Chemistry and Biology put together and minimum pass mark individually for these subjects.

- Usual relaxation of marks allowed by Government of Kerala for Scheduled Castes, Scheduled Tribes and SEBC candidates.
- Students should have completed 17 years of age as on 31 December of the admission year

### **1.2 Mode of selection to the course**

The selection of students for the BOT course shall be made strictly on merit as decided by the Government of Kerala / Kerala University of Health Sciences.

The cut of date of admission to the course is as prescribed by Government of Kerala /KUHS.

### **1.3 Number of seats in one unit of admission:**

Minimum Twenty

### **1.4 Minimum Academic Requirements for conduct of Course:**

Minimum standard requirements for offering course in terms of land, infrastructure, equipment, clinical materials, teaching facility, faculty and other human resources etc. shall comply with the minimum standards specified by concerned statutory council as per the sanctioned student strength in addition to norms fixed by university and Government from time to time.

### **1.5 Registration of students to university**

- Every College/ Institution shall upload, the basic details of the admitted students on or before 12.00 midnight on the cutoff date fixed by Govt. of India/ Kerala / Kerala University of Health Sciences. In case of any technical difficulty or reasons beyond control, the college/institution fails to upload the details as stated above the details should be submitted

to the university office directly before 4PM on the next day along with a statement of the Principal showing the reasons for not uploading the details within the prescribed time. The Principal will be personally held responsible for the contents in the statements.

- A candidate on admission to the course shall apply to the KUHS for student registration through the concerned college by making a formal application in the prescribed format with the following documents within the time specified by KUHS
- Mark lists of qualifying examination.
- Transfer certificate from the previous institution.
- Allotment letter from the competent authority.
- Eligibility certificate and migration certificate (wherever necessary)
- Original certificate(s) to verify name and date of birth (SSLC/equivalent certificate).
- The fees prescribed for the registration.
- In the case of students admitted under NRI quota, as insisted by Government of Kerala, the following documents shall be produced
- Document(s) to prove willingness of the sponsor and his/her relationship with the candidate.
- Copy of passport of the sponsor attested by a gazetted officer.
- For students under Socially and Educationally Backward Community(SEBC), non-creamy layer certificate from competent authority issued within six months before the date of admission.
- Any other documents as prescribed by Government or competent authority from time to time.

#### **1.6 Fees:**

As stipulated by the Government and for KUHS from time to time.

#### **1.7 Medium of instruction**

Medium of instruction and examinations shall be English

#### **1.8 Attendance, No: of working days, Progress & Conduct during the course:**

- Number of working days is 240 per academic year (inclusive of examinations).
- Minimum 80% in theory and Minimum 80% in Practical/ clinical, in each subject separately in each year. This mandatory requirement cannot be reduced under any circumstances, including maternity/ medical leave.

- The Head of the institution should submit Attendance Performance Certificate (APC) for each candidate on the satisfactory completion of the course as per KUHS regulations.

### **1.9 Condonation of shortage of Attendance**

- For BOT Course, condonation of shortage of attendance on genuine grounds, for a subject/subjects (in theory or in practical or both) up to a maximum of 10% can be granted once during the entire course period. The Principals/ Heads of Institutions are empowered for granting condonation for shortage of attendance on recommendation by Head(s) of the Department under intimation to KUHS with the prescribed fee.
- Along with the application for Registration in the Examination, the Principal/ Heads of the Institution shall give an undertaking that the candidate has not availed this exemption previously.
- A Register showing the details of Condonation granted shall be maintained in the office of the Principal of the colleges, which shall be subjected to verification by the authorized officers of the University.

### **1.10 Leave, Holidays etc.**

Only the holidays declared by the Govt. shall be applied.

### **1.11 Monitoring Learning Progress:**

The following General guidelines are suggested for periodical assessment conducted from time to time by the Institution.

The learning outcome to be assessed may include:

- Personal Attitudes.
- Acquisition of Knowledge:
- Journal Review Meeting (Journal Club):
- Seminars / Symposia:
- Clinico–pathological conferences:
- Medical Audit
- Practical and Laboratory skills
- Day to Day work
- Teaching skills
- Periodic tests
- Work diary / Log Book
- Records

### **1.12 Transfer during course & internship.**

Transfer to other institutions within and outside the University under normal circumstances will not be allowed during the course of study / Internship. However in

exceptional cases the KUHS can apply discretion subject to KUHS rules.

### **1.13 Duration permitted for completion of the course**

The duration of the course is four years and 6 months internship. Maximum period permitted to complete the course shall be 9 years including internship. (Double the duration of course period)

### **1.14 Issuance of Mark lists, Consolidated Mark list, Provisional and Degree Certificates**

- Mark lists for each examination shall be issued after declaring the results (including re-totalling).
- The Consolidated mark lists shall be issued on request upon remittance of prescribed fee. The number of chances will be mentioned in the mark list.
- Provisional degree certificates shall be issued by KUHS on successful completion of course and passing all the examinations. This will be valid till the issue of Degree Certificate.
- The Degree Certificates shall be issued only after successful completion of course, passing all the examinations and completing the internship successfully.
- The Degree certificate shall be issued only after the KUHS convocation.

### **1.15 Internal assessment [Conducted by College]**

- There shall be a minimum of 3 periodic assessments, for theory and practical including viva separately, of which the final one will be University model examination and is mandatory to appear.
- Average of the marks of the best two periodic assessment shall be taken as internal assessment mark of the candidate.
- The class average of internal assessments mark of theory and practical should not exceed 75% of Maximum marks for regular examinations and 80% for supplementary examination.
- The class average of internal assessment for an exam shall be calculated based on the total number of candidates in a particular batch appearing for that internal assessment examination.
- The candidate must secure the minimum 50%marks for internal assessment in theory and practical separately in each subject in order to be eligible to appear in the university examination of the subject.
- In cases where the candidate is permitted to improve the internal assessment marks, the new marks will be taken as final.
- Each student should maintain a logbook and record the procedures they do and the work patterns they are undergoing. It shall be based on periodical assessment , evaluation of

student assignment, preparation for seminar, clinical case presentation, assessment of candidate's performance in the sessional examinations, routine clinical works, logbook and record keeping etc.

#### **1.16 Criteria for pass**

- A candidate shall obtain minimum 50% of marks in each subject in University theory and University practical including viva voce examinations separately.
- The candidate must secure a minimum 50%marks for internal assessment in theory and practical including viva voce separately in each subject
- A candidate shall also secure a minimum aggregate of 50% marks in theory section which includes university theory examination and internal assessment.
- In the practical section a candidate shall secure 50% aggregate marks which includes university practical, viva voce and internal assessment taken together.
- A candidate failing in one or more subject(s) shall appear for the subject(s) as a whole in the next appearance (i.e. Theory, Practical, and Viva)

#### **1.17 Moderation / Grace Mark**

- For BOT the University may grant a maximum of 5 marks or as per University regulations as moderation, either in a subject alone or distribute it among subjects (theory/practical/viva/internal assessment) so as to make the candidate eligible for a pass of a subject/subjects.
- The granting of moderation is at the discretion of the concerned pass board constituted by the Controller of Examinations and will not be the right of the candidate.

#### **1.18 Critria for promotion to next year**

- A candidate having 80% attendance in theory and practical in all the subjects and minimum required internal assessment marks and registered for examination are eligible for ***promotion*** to next higher class up to final year.
- The candidates shall be eligible to write the fourth year examination only after clearing all the papers of the first, second and third year examinations.
- The candidates shall be eligible for internship only after clearing the final year examinations.

#### **1.19 Carry over benefit**

- A candidate having 80% attendance in theory and practical in all the subjects and minimum

required internal assessment marks and registered for examination are eligible for ***promotion*** to next higher class up to third year.

- The candidate shall be eligible to write the final year examination only after clearing all the papers of the first year, second year and third year examinations.
- The candidates shall be eligible for internship only after clearing the final year examinations.

#### **1.20 Declaration of class**

The Class/Distinction will be declared based on the total marks obtained for the first, second, third and fourth BOT examination.

Below 50%	Failed
50% to below 60%	Passed with Second Class
60 % to below 75%	Passed with First Class
75 % and above	First Class with Distinction

First Class/ Distinction may be awarded irrespective of whether the candidate has appeared for regular/supplementary examinations.

#### **1.21 Declaration of rank**

- Ranks shall be on the basis of aggregate marks of all the university regular examinations of the course
- A candidate who fails in one or more subjects during the course shall not be eligible for the award of rank. The candidate should have completed the course in the prescribed minimum period.
- Students with partial appearance will not be considered for rank.

#### **1.22 Attempt/ Chance**

If a student registers for an examination and fails to attend the whole examination, that appearance will not be considered as an attempt/ chance.

#### **1.23 Partial Appearance of Examinations**

Partial appearance is permitted in all the University Examinations, provided the candidate should satisfy 80% attendance in all subjects of the respective examination, including the subjects in which the candidate is not appearing.

#### **1.24 Condonation of Break of Study**

If a candidate is not attending the course for more than 6 months, he / she, on the recommendation of the Head of the Institution should get permission from the University



for condonation of break of study to continue the course with the junior batch.  
Condonation of break of study will be considered strictly as per the KUHS regulation

**1.25 Internship**

Six months Compulsory Rotating Internship

**1.26 Transcript**

The official transcript shall be issued by the Head of the Institution in the model format approved by the University or the requesting agency. The University will endorse the same only if specifically requested.

**1.27 Stipend**

Not applicable.

**1.28 Eligibility for award of Degree**

A candidate who passes entire subjects of the course and complete internship successfully will be eligible for the award of degree during the ensuing convocation. Degree is awarded by the concerned Faculty of the University.