

ORDINANCE No. V-128-A

ORDINANCE RELATING TO CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA PROGRAMS

Animation

Chapter-1

GENERAL

1. This Ordinance may be called the "Ordinance relating to Certificate /Diploma/ Advanced Diploma Programs".
2. This ordinance shall be applicable for courses of studies of Certificate /Diploma/ Advanced Diploma Programs in the University under the Curriculum Framework-2022, based on the National Education Policy-2020 from the Academic Session 2024-25.
3. All courses prescribed for the programs shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The architecture of the programs and course contents shall be designed in a manner that suits offline (conventional mode/pen and paper) or blend of offline and online modes.
4. Course: It is a component of a program. Courses may carry different credits. These should define learning objectives and learning outcomes. A course may be designed to comprise lectures, tutorials, laboratory/practical work, field work, project work, viva, assignments, presentations, etc. or a combination of some of these.
5. Semester: Each Semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester shall be scheduled from July to December and even semester from January to June

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PROGRAM ARCHITECTURE: NOMENCLATURE, DURATION, CREDITS

6. Certificate-Duration: Six Months (one semester)-20 Credits:-Certificate Course: The course will be of 20 credits. Each credit will have 15 hrs of workload out of which 8 credits should necessarily be assigned to field work/project work/training. A Certificate Program shall be minimum of one semester duration (six months) of at least twenty credits. The duration of the semester will be 15-18 weeks. The proof of field work/project work/training should be submitted at the time of examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.
7. **Diploma-** Duration: One year (two semesters)-40 Credits:- Diploma Course: The course will be of 40 credits (inclusive of 20 credits earned during Certificate Course). Each credit will have 15 hrs of workload out of which & credits should necessarily be assigned to field work/project work/training. A Diploma Program shall be minimum of one-year

duration (two semesters) of at least forty credits (20 credits earned during Certificate program). The duration of the semester will be 15-18 weeks. Each credit will correspond to one hour of teaching. The proof of field work/project work / training should be submitted during examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.

8. **Advanced Diploma** -Duration: one and half year (three semesters)-60 Credits:- Advanced Diploma Course: The course will be of 60 credits (inclusive of 40 credits earned together during Certificate and Diploma courses respectively). Each credit will have 15 hrs. of workload out of which & credits should necessarily be assigned to field work/project work. An Advanced Diploma Program shall be minimum of one-and-a-half-year duration of at least sixty credits. The duration of the semester will be 15-18 weeks. Each credit will correspond to one hour of teaching. 08 credits should necessarily be assigned to practical/field work/project work/training/Internship. The proof of practical/ field work/project work/training/ Internship should be submitted during examination as work experience certificate/dissertation/report etc, duly issued and signed by the concerned institutional authority/coordinator/faculty member.
9. The maximum duration for completing the Program shall be double the minimum duration of the Program or as laid down by University from time to time.
10. The academic session shall be co-terminus with the odd or the even semesters every year. The course delivery shall be offline (conventional mode/pen and paper) or blend of offline and online mode. The faculty will design Program and courses in a manner that can impart skills and knowledge.
11. Following requirements shall be met with:
 - a. The content of courses shall be defined with clearly spelt out learning outcomes which students are expected to acquire at the end of the module.
 - b. Program or course architecture shall permit the teacher or instructor to add multimedia enriched and interactive content, activities and assessments to extend learning opportunities and shall be easy to navigate.
 - c. Tests and assignments to assess the competence and achievement of a student.
12. The Structure of Certificate /Diploma/ Advanced Diploma Programs is as under:

Table-1

Certificate/Diploma/Advanced Diploma Credits and Duration

Sl. No.	Program	Skill Component Credits	General Education Credits	Total Credits	Duration of Program
1.	Certificate Program	08	12	20	One Semester (6 Montsh)
2.	Diploma Program	16	24	40	Two Semester (1 year)
3.	Advanced Program	24	36	60	Three Semester (1 $\frac{1}{2}$ years)

Table-2

Course Structure of Certificate/Diploma / Advanced Diploma

	Course	Code	Semester	Credit	PROGRAM
1.	Introduction to Animation & Multimedia	DPANI101	I	4	Certificate Program
2.	Graphics and illustration	DPANI102	I	4	
3.	Script Writing & Story Board Development	DPANI103	I	4	
4.	Practical/fieldwork/Project/Training/Internship	DPANI104	I	08	
	TOTAL		I	20	
5.	Audio Visual Production	DPANI105	II	4	Diploma Program
6.	2D Digital Animation	DPANI106	II	4	
7.	Color Composition	DPANI107	II	4	
8.	Practical/fieldwork/Project/Training/Internship	DPANI108	II	08	
	TOTAL		II	20	
9.	Cinematography for VFX	DPANI109	III	4	Advanced Diploma
10.	3D Production-I	DPANI110	III	4	
11.	3D Production-II	DPANI111	III	4	
12.	Practical/fieldwork/Project/Training/Internship	DPANI112	III	08	
	TOTAL		III	20	

Animation Course Objective

- **Fundamentals of Animation:** To introduce students to the principles of animation, such as timing, spacing, squash and stretch, anticipation, and other foundational concepts.
- **Mastery of Animation Software:** To ensure students are proficient in industry-standard animation software such as Adobe Animate, Toon Boom, Autodesk Maya, Blender, etc.
- **Creative Storytelling:** To develop skills in storytelling, character development, and visual narrative techniques that enhance animated projects.
- **2D and 3D Animation:** To provide training in both 2D and 3D animation techniques, helping students understand the differences and how to apply them creatively.
- **Collaborative Projects:** To encourage teamwork and collaboration through group animation projects, mimicking real-world production pipelines.
- **Portfolio Development:** To assist students in building a professional portfolio showcasing their skills, which they can present to potential employers.
- **Industry Exposure:** To provide insights into the animation industry, its trends, and potential career paths through workshops, guest lectures, and internships.
- **Visual Effects (VFX):** To introduce students to basic visual effects and how they can enhance animated sequences.

Chapter-3

ADMISSION CRITERIA

13. The admission to Certificate / Diploma/ Advanced Diploma/Post Graduate Diploma programs shall be made in the month of July-August or from January-February every year or as notified by the University.
14. For Certificate/Diploma/Advanced Diploma the Minimum Eligibility for admission shall be decided by the concerned BOS
15. A person who has fulfilled the minimum prescribed eligibility conditions as mentioned in the Admission Brochure/Prospectus shall be eligible for admission. The detailed eligibility conditions for admission to a concerned program, c.g., percentage of marks in the qualifying examination, subject (s) combination etc. shall be notified in the Admission Brochure approved by the University from time to time.
16. The admission will be made as per the merit of qualifying examination.
17. The intake for each program along with reservation policy shall be as specified in the Prospectus.

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ASSESSMENT/EVALUATION/PROMOTION CRITERIA

18. Each course in the Program shall have a precise continuous assessment mechanism for the identified learning outcomes at each level for both formative and summative assessments.
19. Any student admitted to Undergraduate Programme and registered in the University shall be eligible to appear in the University Examination for each semester only after securing 75% attendance both in theory and practical classes separately and also passed in all CIA.
20. The University Examination of each course in all semesters shall have two components:
 21. Continuous Internal Assessment (CIA) containing 30 marks
 22. End Semester Examination (ESE) containing 70 marks.
 23. Component of CIA for theory course:

-One Mid Semester written test (1 x. 15)	= 15 Marks
- Project/Seminar/Quiz/Presentation/Assignment	= 10 Marks
- Attendance & Conduct	= 05 Marks
-Total	= 30 Marks
24. Component of CIA for practical course:

- One Mid Semester written test (1x15)	= 15 Marks
-Project/Seminar/Quiz/Presentation/Assignment	= 10 Marks

- Attendance & Conduct = 05 Marks

-- Total = 30 Marks

25. The CIA component of the examination shall be conducted by the department under the concerned teacher of the course/paper. He/She will be responsible for the submission of CIA marks after evaluation to HOD.

26. Only end semester examination shall be conducted by the University. For theory papers of 3 credits or more, there shall be a written examination of 3 hours duration. For theory papers of less than 3 credits, there shall be ESE of 2 hour duration. However, the ESE of practical and project dissertation, viva-voce shall be conducted in the respective department.

27. The evaluation of the Project Dissertation will also be based on CIA and end semester examination.

28. All such examinations shall be as per the provisions of the Examination Board.

29. The candidate's performance the examination For the Certificate/Diploma/Advanced Diploma Programme shall be evaluated following the uniform grading system (credits) formulated on the guidelines of UGC for computation of Cumulative Grade Point Average (CGPA).

30. The examination of odd semester I, III, shall generally be held in November and December and that of even semester II in the month of April-May,

31. The minimum percentage of marks to pass the examination in each semester shall be 40% in each in theory paper, 40% in each practical examination or Viva-Voce/Project report/Field report/Training report etc., wherever applicable and 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper)

32. The grading system will be followed as per Table-3

Table-3

Grading System

Letter Grade	Performance	Grade Point	Percentage of Marks Obtained
O	Outstanding	10	90.00-100.00
A+	Excellent	9	80.00-89.99
A	Very Good	8	70.00-79.99
B+	Good	7	60.00-69.99
B	Above Average	6	50.00-59.99
C	Average	5	40.00-49.99
P	Pass	4	40.00
F	Fail	0	40.00
Ab	Absent	0	-

33. Credit Point: Product of grade point and number of credits for a course.

34. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. SGPA is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

35. Cumulative Grade Point Average (CGPA): Student's performance in examinations shall be gauged from Cumulative Grade Point Average (CGPA). The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places. Grade Card: Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, marks obtained, number of credits, grade secured) along with SGPA of that semester and CGPA earned upon successful completion of the program.

36. COMPUTATION OF SCPA AND CGPA

$$SGPA (S_i) = (C_i \times S_i) / C_i$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

$$CGPA = (C_i \times S_i) / C_i$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

37. Note: One credit equals 25 marks in the Scheme of Examination for each course,

PROMOTION TO THE NEXT SEMESTER

38. Every candidate shall be examined in the course (s) as laid down in the syllabus and scheme of examination prescribed by the Academic Council from time to time. The fail/re-appear candidates will also appear in the exam as per syllabus applicable to regular students of that semester.

39. A candidate who fails to pass or having been eligible or fails to appear in any semester examination will be allowed to reappear after passing a semester examination within a period of the duration of the Program plus two years. While reappearing to pass a semester examination, the candidate will be exempted from reappearing in the theory/practical's in which he/she has secured minimum 40% pass marks.

40. The internal assessment awards as well as viva-voce awards of a candidate who fails. in any semester examination shall be carried forward to the next examination

Chapter – 5

AWARD OF FOR CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA

41. For Certificate/Diploma/Advanced Diploma Program : A student seeking admission in the Advanced Diploma Program wherein Certificate and Diploma Program is its inherent component as per its Scheme of Examination shall have the exit option after one semester for which the University shall award the Certificate and in case, a student continues the course for two semesters (1 year), he/she shall be awarded the Diploma and if he/she continues for three semesters (one and half year) will be awarded the Advanced Diploma.

42. A student seeking admission in the Diploma Program wherein Certificate Program is its inherent component as per its Scheme of Examination shall have the exit option after one semester for which the University shall award the Certificate and if he/she continues for two semesters (one year) will be awarded the Diploma.

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ADDITIONAL INFORMATION

43. The Program fee and examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time

44. Transcript (Format) : Transcript will be issued based on the Marks, Grade points (SGPA, CGPA) along with percentage of aggregate marks.