



Approved Policy for full Implementation of PITMAN English Course

Process Mapping

Step 1: The student fills the code of conduct form (via MUL email ID).

Step 2: The PITMAN-English course is allocated to the student.

Step 3: The student completes the '**Proficiency Assessment**' (to gauge his initial level).

Step 4: The student practices daily (for at least 60 minutes) in addition to spending 20 minutes on Grammar/Word-bank.

Step 5: The student completes the '**Final Assessment**' before the Final Term Examination.

Policy Guidelines

- a. A student must complete PITMAN English Course in the very first semester of the degree program.
- b. Appearing in both assessments (Proficiency as well as Final) is mandatory for the completion of the course.
- c. The student must attend at least 1 (ONE) LIVE-class (group class) per week with the instructor.
- d. The student must complete at least 20 CPD hours (out of 62 CPD hours) to complete the course.
- e. The student must achieve a higher level in the Final Assessment as compared to the Proficiency Assessment.
- f. A student getting minimum 20 CPD points, with improved assessment level, shall earn 1 Cr. Hr.

- g. Completion of the course with minimum 20 CPD-hours is mandatory requirement for the award of the degree. If a student fails to earn/complete 20 CPD-hours, shall have to repeat the course in the next semester.
- h. The student repeating the semester, but having completed the PITMAN course with all its requirements, shall NOT be liable to repeat the PITMAN course.
- i. The student giving any negative remarks/comments for the instructor(s) or found not complying with the PITMAN code of conduct shall be dealt with under the disciplinary case which may lead to rustication from the University permanently.

Criteria for the award of Certification
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To be eligible for the award of the certificate the applicant must ensure that:

- a. The student must have completed the required minimum hours of practice i.e. 20 CPD hours with higher level in Final Assessment compared to the Proficiency Assessment.
- b. The course, including all assessments, is completed before the final term examinations of the semester in which the course was registered.
- c. The student completes the course with improved assessment level compared to the proficiency assessment.