



UNIVERSITY OF CALICUT

Abstract

General and Academic - CUCBCSS UG Regulations 2014 - Choice Based Credit Semester System - Modified Regulations for all UG Programmes under CUCBCSS - Regular and SDE/Private Registration - w.e.f 2014 admission- Amendment to Clause 9.5- Implemented - Orders issued.

G & A - IV - J

U.O.No. 415/2019/Admn

Dated, Calicut University.P.O, 11.01.2019

- Read:-*1. Hridayakumari Committee Report on CBCSS
2. GO(Ms)No.507/2012/HEdn dated 16.10.2012.
3. Letter from Vice Chairman, KSHEC dated 08.11.2012.
4. U.O.No. 3797/2013/CU dated, 07.09.2013
5. U.O.No.9818/2014/Admn dated 23.10.2014.
6. Item No. a.45 in the minutes of the LXXII meeting of Academic Council held on 15.01.2015.
7. Item No. III-8 in the minutes of the Senate Meeting held on 28.03.2015.
8. U.O.No. 11850/2015/Admn Dated, Calicut University.P.O, 20.11.2015
9. U.O.No. 3304/2016/Admn Dated, Calicut University.P.O, 22.03.2016
10. U.O.No.1134/2017Admn Dated, Calicut University.P.O, 30.01.2017
11. U.O.No. 7205/2017/Admn Dated, Calicut University.P.O, 09.06.2017
12. U.O.No. 2544/2018/Admn Dated, Calicut University.P.O, 28.02.2018
13. U.O.No. 11449/2018/Admn Dated, Calicut University.P.O, 29.09.2018
14. Item No. 1 in the minutes of the meeting of the Steering Committee on CBCSS UG 2014 held on 07.11.2018
15. Item No. I.8 in the minutes of the LXXIX meeting of Academic Council held on 18.12.2018
16. Item No. I-9 in the minutes of the Special meeting of the Senate held on 29.12.2018

ORDER

Hridayakumari Committee appointed by the Govt. of Kerala, in its report submitted to the Government has suggested changes / reforms on the Choice Based Credit Semester System, in the Universities in Kerala. The Executive Council of Kerala State Higher Education Council considered Hridayakumari Committee Report and made 11 recommendations for consideration by the Universities in Kerala, as per paper read as (2).

The Kerala State Higher Education Council further requested the Vice Chancellors of the concerned Universities to consider those 11 recommendations and to start the process of reforming the Choice Based Credit Semester system with immediate effect so that the revised system can be implemented w.e.f the next academic year, vide paper read as (3).

The Modified CBCSS UG Regulations has been implemented vide paper read as (4). Modified CUCBCSS UG Regulations 2014, w.e.f 2014 admissions, for all UG programmes under CUCBCSS-

Regular and SDE in the University of Calicut has been implemented vide paper read as (5).

The LXXII meeting of Academic Council held on 15.01.2015, vide paper read as (6), ratified and the Senate, vide paper read as (7), approved the modified CUCBCSS UG Regulations 2014, for all UG Programmes under CUCBCSS - Regular and SDE, w.e.f 2014 admissions.

As per the resolutions of meetings of Steering Committee on CBCSS UG 2014, the CUCBCSS UG Regulations have been modified vide papers read as (8), (9), (10), (11), (12) & (13).

Vide paper read as (14), the Steering Committee on CBCSS UG 2014 recommended to amend Clause 9.5 in CUCBCSS UG Regulations 2014 by incorporating that - External evaluation of Even semesters (2,4,6) will be conducted in CMV (Centrally Monitored Valuation) mode also.

The Academic Council vide paper read as (15) and the Senate vide paper read as (16), approved the above modification.

Hence the CUCBCSS UG Regulations 2014, w.e.f.2014 admissions, for all UG programmes under CUCBCSS-Regular and SDE / Private Registration in the University of Calicut, has been modified to this extent.

Orders are issued accordingly.

(The Modified CUCBCSS UG Regulations 2014 is available in the University website www.uoc.ac.in)

Biju George K

Assistant Registrar

To

All the Institutions and Depts. under the University of Calicut

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Section Officer

UNIVERSITY OF CALICUT
Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum -2014

1. TITLE

1.1 These regulations shall be called “Calicut University Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2014” (CUCBCSSUG 2014).

2. SCOPE, APPLICATION & COMMENCEMENT

2.1 The regulations provided herein shall apply to all regular Under- Graduate programmes under faculties conducted by the University of Calicut for the admissions commencing from 2014, with effect from the academic year 2014-2015.

2.2 The provisions herein supersede all the existing regulations for the regular Under- Graduate programmes under faculties specified in section 4.1 conducted by University of Calicut unless otherwise specified.

2.3 These regulations are applicable to the UGC programmes under School of Distance Education/ Private Registration, University of Calicut, also.

2.4 Every programme conducted under the Choice Based Credit and Semester System in a college shall be monitored by the College Council. And;

Every UG programme conducted under CUCBCSS UG in SDE/Private Registration shall be monitored by the Director, SDE.

3. DEFINITIONS

3.1 ‘**Programme**’ means the entire course of study and examinations for the award of a degree (Traditionally referred to as course)

3.2 ‘**Duration of programme**’ means the time period required for the conduct of the programme. The duration of an under-graduate degree programme shall be six semesters distributed in a period of 3 years.

3.3 ‘**Academic Week**’ is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

3.4 ‘**Semester**’ means a term consisting of 90 working days including examination days distributed over a minimum of 18 weeks of 5 working days each.

3.5 ‘**Course**’ means a segment of subject matter to be covered in a semester (traditionally referred to as paper)

- 3.6 **‘Common course’** means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.
- 3.7 **‘Core course’** means a compulsory course in a subject related to a particular degree programme. (Traditionally called ‘Main’)
- 3.8 **‘Open course’** means a course which can be opted by a student at his/her choice.
- 3.9 **‘Complementary course’** means a course which is generally related to the core course (traditionally referred to as subsidiary paper)
- 3.10 **‘Repeat course’** is a course that is repeated by a student in a semester for want of sufficient attendance. He/she can repeat the course whenever it is offered again.
- 3.11 **‘Improvement course’** is a course registered by a student for improving his performance in that particular course.
- 3.12 **‘Audit course’** is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.
- 3.13 **‘Department’** means any Teaching Department in a college offering a course of study approved by the University as per the statutes and Act of the University.
- 3.14 **‘Department Co-ordinator’** is a teacher nominated by a Dept. Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.15 **‘Department Council’** means the body of all teachers of a department in a college.
- 3.16 **‘Parent Department’** means the Department which offers a particular degree programme
- 3.17 **‘College Co-ordinator’** is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the college level monitoring committee.
- 3.18 **‘Faculty Adviser’** means a teacher from the parent department nominated by the Department Council, who will advise the student in the academic matters and in the choice of open courses.
- 3.19 **‘Credit’(C)** is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course.
- 3.20 **‘Extra Credit’** is the additional credit awarded to a student over and above the minimum credits required in a programme, for achievements in co-curricular activities conducted outside the regular class hours, as decided by the University. For calculating CGPA Extra credits are not to be considered.

3.21 **‘Letter Grade’** or simply ‘Grade’ in a course is a letter symbol (A+, A, B,C,D,E and F) Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in (Annexure-I)

3.22 Each letter grade is assigned a **‘Grade point’** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. **“Grade Point”** means point given to a grade on 7 point scale.

3.23 **‘Semester Grade Point Average’ (SGPA)** is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off two decimal places. SGPA determines the overall performance of a student at the end of a semester.

3.24 **‘Credit Point’**(P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P = G \times C$

3.25 **Credit Point of a semester** is the product of SGPA of that semester and the total credit load of that semester.

Credit Point of a Semester = SGPA x Credit load (Total Credits) of the semester.

3.26 **‘Cumulative Grade Point Average’ (CGPA)** is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places.

3.27 **Grade Card** shall mean the printed record of student’s performance, awarded to him/her (see section 11)

3.28 **Course teacher:**A teacher nominated by the HOD shall be in charge of a particular course

3.29 Words and expressions used and not defined in this regulation, but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

3.30 **‘Dual core’** means a programme with double core subjects, traditionally known as double main.

3.31 **‘Strike off the roll’** A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

4. PROGRAMME STRUCTURE

4.1 Students shall be admitted into undergraduate programme under faculties of Science, Humanities, Language & Literature, Commerce & Management, Fine Arts, Journalism and such other faculties constituted by University from time to time.

4.2 Duration: The duration of an under graduate programme shall be 6 semesters distributed over a period of 3 academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters (2,4,6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

4.3 Courses: The under graduate programme shall include four types of courses, viz; Common Courses (Code A), Core courses (Code B), Complementary courses (Code C) and open course (Code D)

The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 40, depending on the credits assigned to different courses.

4.4 Course code : Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, the semester number (1 to 6) in which the course is offered, the code of the course (A to D) and the serial number of the course (01,02). course code will be centrally generated by the university. A particular complementary open course should have same code with same credit even though it is offered for different programmes. For example: ENG2A03 represents a common course of serial number 03 offered in the second semester and PHY2B02 representing second semester Core course 2 in Physics programme.

4.5 Common Courses: In general, every under graduate student shall undergo 10 common courses (total 38 credits) **Chosen from a group of 14 common courses listed below, for completing the programme:**

| | |
|---|--|
| 1. <i>Common English Course I</i> 2. <i>Common English Course II</i> 3. <i>Common English Course III</i> 4. <i>Common English Course IV</i> 5. <i>Common English Course V</i> 6. <i>Common English Course VI</i> | English courses I to VI- applicable to BA/BSC Regular pattern |
| 7. <i>Additional Language Course I</i> 8. <i>Additional Language Course II</i> 9. <i>Additional Language Course III</i> 10. <i>Additional Language Course IV</i> | English courses I to IV- applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc. Addl.Language courses I to IV- applicable to BA/B.Sc Regular Pattern Addl.Language courses I&II- applicable to Language Reduced Pattern (LRP) Programmes |
| 11. <i>General Course I</i> 12. <i>General Course II</i> 13. <i>General Course III</i> 14. <i>General Course IV</i> | Applicable to Language Reduced Pattern (LRP) Programmes |

Common courses 1-6 shall be taught by English teachers and 7-10 by teachers of additional languages and general courses 11-14 by teachers of departments offering core courses concerned.

General courses I,II and III are numerical skill, general informatics and entrepreneurship respectively.

General course IV shall be designed by the concerned group of boards.

The subject under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into four.

1. BBA, B.Com., Fashion Technology and Hotel Management
2. Industrial Chemistry, Polymer Chemistry and Food Science and Technology
3. Computer Science, Electronics, Multimedia, Instrumentation, Bachelor of Visual Communication, Printing Technology and Bachelor of Computer Application
4. Biotechnology, Biochemistry, Aquaculture and Plant Science.

Common Courses in various programmes

| No. | Programme | Semester I | Semester II | Semester III | Semester IV |
|-----|-------------|------------|-------------|--------------|-------------|
| 1 | B.A. & B.Sc | 1,2,7 | 3,4,8 | 5,9 | 6,10 |
| 2 | LRP | 1,2,7* | 3,4,8* | 11,12 | 13,14 |

* However the existing additional language pattern shall be continued.

The language pattern of BBA shall be the same as that of B.Com. in the college where both the programmes exist.

Common and open courses under SDE/Private Registration: Existing pattern (as in CCSS UG 2011, SDE) shall be followed under SDE/Private Registration.

Self Study facility for Common Courses for UG Programme under CUCBCSS 2014 scheme is permissible. The students may opt any common course prescribed by the University for self-study. Regarding internal component, the student will have to attend an objective type examination of 20 marks along with the external examination in SDE mode. The college may provide necessary facilities to conduct the examination for such students. The attendance component of internal marks is not mandatory for such students. **(Ref. U.O No. 5816/2017/Admn dtd.08.05.2017)**

4.6 Core courses: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department. The number of core courses varies from 10 to 18 including a project work.

4.7 Complementary Courses: Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters.

4.8 Open courses: There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University.

4.9 Credits: Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38 (22 for common (English) courses + 16 for common languages other than English) credit shall be from common courses, a minimum of 2 credits for project and 2 credits for the open course. (In the case of LRP Programmes 14 credits for common courses, 8 credits for additional language courses and 16 credits for General courses) Minimum credits required for core, complementary and open courses put together are 82. However the credits to be set apart for the Core and Complementary courses shall be decided by the faculty concerned. The maximum credits for a course shall not exceed 5. Honours and dual core programmes are having separate credit distribution.

4.10 A) Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme shall be granted by the University. However, condonation of shortage of attendance to a maximum of 18 days (double condonation) in a semester once only during the whole period of Programme also shall be granted. Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities. The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University.

If a student registered in first semester of the UG degree programme is continuously **absent from the classes for more than 14 days** at the beginning of the semester without informing

the authorities, the matter shall immediately be brought to the notice of the Registrar of the University. The names of such **students shall be removed from the rolls.**

B) Admission to repeat courses should be within the sanctioned strength

However if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Govt. service, may be permitted to repeat the course, with a written order issued by the Registrar, Calicut University (by considering his/her SGPA/CGPA and percentage of attendance). **The number of such candidates should not exceed two.**

4.11 Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. No credit shall be assigned for such activities.

In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.12 Project: Every student of a UG degree programme shall have to work on a project of not less than 2 credits under the supervision of a faculty member as per the curriculum.

5. BOARD OF STUDIES AND COURSES

5.1 The UG Boards of Studies concerned shall design all the courses offered in the undergraduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

5.2 The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

5.3 Each course have an alpha numeric code and title of the course. The code gives information on the subject, the semester number and the serial number of the course.

5.4 The syllabus of each course shall be prepared module wise. Number of instructional hours and reference materials are also to be mentioned against each module.

5.5 The scheme of examination and model question papers are to be prepared by the Board of Studies.

5.6 Board of Studies should analyse the previous examination question papers.

5.7 BOS should make the changes in the syllabi and text books in consultation with the teachers.

At least two meetings of teachers may be held in every department in every college, one in mid-year and one towards the year end. The recommendations of these meetings should be sent to the Boards of Studies.

5.8 Boards of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

6. ADMISSION

6.1 The admission to all programmes will be as per Rules and Regulations of the University.

6.2 The eligibility criteria for admission shall be as announced by the University from time to time.

6.3 Separate rank lists shall be drawn up for reserved seats as per the existing rules.

6.4 The admitted candidates shall subsequently undergo the prescribed courses of study in a college affiliated to the University for six semesters within a period of not less than three years; clear all the examinations prescribed and fulfill all such conditions as prescribed by the University from time to time.

6.5 The college shall make available to all students admitted a **prospectus** listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses. Detailed syllabi shall be made available in the University/college websites.

6.6 There shall be a uniform **calendar** prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed.

Admission notification and the academic calendar for SDE/ Private Registration will be prepared and issued by SDE.

6.7 There shall be provision for **Inter Collegiate and Inter University Transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. For the **Inter University or Intra University** transfer of a student, he/she shall have a minimum of 20 credits in the credit bank a) in the same discipline and b) within Kerala.

6.8 Complementary change at the time of college transfer is permitted in the third semester if all conditions are fulfilled. Complementary change will not be permitted in the fifth semester.

Core/Complementary change under SDE/Private Registration: Existing rule (as in CCSS UG 2011, SDE) shall be followed in Core/Complementary Change.

6.9 CUCBCSS regular students can join distance education stream/Private Registration in any semester in the same programme or different one. If core and complementary courses are different, they have to undergo them in the new stream. The marks/grace obtained for common courses will be retained.

6.10 A student registered under distance education stream/Private Registration in the CUCBCSS pattern may be permitted to join the regular college (if there is a vacancy within the sanctioned strength) in the third and fifth semester with the same programme only. If there is a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch. iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to join.

6.11 Provision for **credit transfer** is subject to common guidelines prepared by the faculty concerned.

6.12 There shall be provision for **Readmission** of students in CUCBCSS 2014 as in CCSSUG Regulations 2009 provided.

There should be a gap of at least one semester for readmission.

The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

There should not be any change in the scheme.

If there is a change in the scheme readmission can be given based on the formula created for the same

- *The conditions for readmission of regular students of 2013 and earlier admissions of semester system to the 2014 batch is detailed in U.O.No. 3197/2016/Admn Dated, Calicut University.P.O, 21.03.2016 (U.O appended).*

- *The clarifications for readmission of students of SDE of 2013 and earlier admission of semester system (CCSS stream to CUCBCSS stream) is detailed in U.O.No. 3196/2016/Admn Dated, Calicut University.P.O, 21.03.2016 (U.O appended).*
- *The clarifications for readmission of Regular students of CCSS Scheme (2013 and earlier admissions) to SDE/Private mode of CUCBCSS stream is detailed in U.O.No. 5811/2017/Admn Dated, Calicut University.P.O, 08.05.2017 (U.O appended).*

For readmission, the vacancy should be within the sanctioned strength.

Re admission shall be taken within 2 weeks from the date of commencement of the semester concerned.

If there is no vacancy in the junior batch of the parent college, re admission can be taken in another college with the junior batch if there is vacancy within the sanctioned strength in the concerned college, provided the rules of college transfer cannot be clubbed with clause for re admission. In such cases, if there is a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to take readmission.

7. REGISTRATION

7.1 Each student shall make an online registration for the courses he/she proposes to take, in consultation with the Faculty Advisor within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the semester.

It is mandatory that the students who got admission under CUCBCSS UG 2014 in SDE shall register for the examinations of the concerned semesters in the same year itself.

7.2 A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the Principal of the college to the University within two weeks of the commencement of that

semester. An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. **(Students shall make up the shortage of attendance in ‘Repeat Semester’ after completion of the programme)**

The ‘Repeat Semester’ shall be possible only once for the entire programme.(see 4.10 b)

7.3 A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.

7.4 For open courses there shall be a minimum of 10 and maximum of 75 students per batch. For other courses existing pattern will be followed.

7.5 Those students who have followed the UG courses in annual pattern or Choice based Credit & Semester System pattern can cancel their earlier registration and register afresh for CUCBCSSUG 2014 scheme in the same discipline or a different one.

7.6 The students who have attendance within the limit prescribed, but could not register for the examination have to apply for **Token registration**, within two weeks of the commencement of the next semester.

8. EXAMINATION

8.1 There shall be University examinations at the end of each semester, except complementary courses of BA programmes.

8.2 Practical examinations shall be conducted by the University at the end of fourth and sixth semester (except for music). Conduct of practical examinations in the second semester as per the syllabi is permitted for B.Sc. programmes in HMCS, B.Sc. Costume and Fashion Designing and B.Sc Printing Technology.

8.4 External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

8.5 The model of question papers may be prepared by the concerned BOS. Each question should aim at – (1) Assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

8.6 Different types of questions shall possess different marks to quantify their range. Maximum marks can vary from course to course depending on their comparative importance. But a general pattern as shown in section 8.5 may be followed by the Boards of studies.

8.7 Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

8.8 In the (CUCBCSSUG 2014 scheme) – UG pattern, the common course IV' will cover the whole aspects of the syllabi for environmental studies. So there is no need of conducting a separate examination in Environmental studies for the students of CUCBCSSUG 2014 scheme.

8.9 Improvement course: Improvement of a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained.

Improvement and supplementary examinations cannot be done simultaneously.

9. EVALUATION AND GRADING

9.1 Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per guidelines given in Annexure-1

9.2 Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

9.3 Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written test/assignments/seminars/viva and attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/Seminar/Viva 25% and Test paper 50%

For practical courses – Attendance 25%, Record 50% and lab involvement 25% as far as internal is concerned.

(if a fraction appears in internal marks, nearest whole number is to be taken)

Attendance of each course will be evaluated as below:

| | |
|----------------------|------------------------------------|
| Above 90% attendance | 100% marks allotted for attendance |
| 85 to 89% | 80% |
| 80 to 84% | 60% |
| 76 to 79% | 40% |
| 75% | 20% |

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and HOD

9.3(a) Internal Assessment for SDE/Private Registration : MCQ (Objective type) pattern shall be followed under SDE/Private Registration for internal Examinations.

9.4 Moderation: a) Moderation shall be awarded subject to a maximum of 5% of external total marks to be awarded in semester.

b) For a course concerned, the maximum of moderation awarded shall be limited to 10% of the total marks to be awarded for the external course concerned.

c) If a student fails for a single course, this limit can be enhanced to 15% of external in the course.

d) However Board of Examinations concerned, shall have the liberty to fix low percentage of marks for moderation subjected to the conditions mentioned in a), b) and c) above.

9.5 External Evaluation:

External evaluation carries 80% of marks.

External evaluation of Even (2,4,6) semesters will be conducted in Centralised Valuation Camps/Centrally Monitored Valuation Camps immediately after the examination. Answerscripts of Odd Semester (1,3, and 5) examinations will be evaluated by home/centralized valuation. All question papers shall be set by the University.

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners – one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (II,IV and VI) as per the decision of the appropriate academic bodies.

9.6 After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

9.7 Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CUCBCSS UG 2014.

9.8 Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

10. INDIRECT GRADING SYSTEM

10.1 Indirect grading System based on a 7-point scale is used to evaluate the performance of students.

10.2 Each course is evaluated by assigning marks with a letter grade (A+, A, B,C,D,E or F) to that course by the method of indirect grading.

10.3 An aggregate of E grade with 40% marks (after external and internal put together) is required in each course for a pass and also for awarding a degree.

10.4 Appearance for Internal Evaluation (IE) and End Semester Evaluation (external) are compulsory and no grade shall be awarded to a candidate if she/he is absent for IE/ESE or both.

For a pass in each course 40% marks or E grade is necessary.

10.5 A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

10.6 After the successful completion of a semester, semester Grade point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA of the student in that semester is calculated using the formula

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

10.7 The cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semesters}}{\text{Total credits acquired (120)}}$$

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA (see table I in Annexure-I)

11. GRADE CARD

11.1 The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

- a) Name of University
- b) Name of College
- c) Title of Under Graduate Programme
- d) Semester concerned
- e) Name and Register Number of student
- f) Code number, Title and Credits of each Course opted in the semester
- g) Internal marks, External marks, total marks, Grade point (G) and Letter grade in each course in the semester
- h) The total credits, total credit points and SGPA in the Semester (corrected to two decimal places)

11.2 The final Grade/mark card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. However, as already mentioned, for the computation of CGPA only the best performed courses with maximum grade points alone shall be taken subject to the minimum credits requirements (120) for passing a specific degree. The final grade card shall show CGPA (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade/mark card shall also include the grade points and letter grade of common course, core courses, complementary courses and open courses separately. This is to be done in a seven point indirect scale.

12. AWARD OF DEGREE

The successful completion of all the courses (common, core, complementary and open courses) prescribed for the degree programme with E grade (40%) shall be the minimum requirement for the award of degree.

12.1 Degree for Oriental Title courses: Those students who have passed Oriental Title courses earlier have to appear for the common courses. A 01 to A 06 in order to get POT degree. This can be done through SDE/Private Registration (SDE/Private registration along with the I semester students)

12.2 For obtaining Additional Degree: Those students who have passed UG programme under CCSS have to appear for only Core, Complementary and Open courses for acquiring additional degree. The registration for additional degree shall be done through SDE/Private Registration in the III semester.

13. GRIEVANCE REDRESSAL COMMITTEE

13.1 College level: The college shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level grievance redressal committee comprising of student advisor, two senior teachers and two staff council members (one shall be elected member) as members and Principal as Chairman.

13.2 University Level: The University shall form a Grievance Redressal Committee as per the existing norms.

14. A Steering Committee consisting of two syndicate members of whom one shall be a teacher, the Registrar of the University, Controller of Examinations, seven teachers from

different disciplines (preferably one from each faculty), two Chairpersons of Board of Studies (one UG and 1 PG), and two Deans of Faculty shall be formed to resolve the issues, arising out of the implementation of CUCBCSSUG 2013. The Syndicate member who is also a teacher shall be the Convenor of the committee. The quorum of the committee shall be six and meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice-Chancellor in exigency and this may be ratified by the Academic Council.

15. TRANSITORY PROVISION

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these Regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

16. REPEAL

The regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing Regulations and these Regulations relating the Choice-Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

Annexure-1

Method of Indirect Grading

Evaluation(both internal and external)is carried out using Mark system .The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

Indirect Grading System in 7 point scale is as below:

To find Semester Grade Point Average (SGPA) :

$$SGPA = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + \dots}{C1 + C2 + \dots}$$

Where G1, G2.....are grade points and C1,C2...are credits of different courses of the same semester

$$\text{Credit point of a semester} = SGPA \times \text{Credit load of the semester}$$

Seven Point Indirect Grading System

| Percentage of Marks (IA+ESE) | Grade | Interpretation | Grade point Average (G) | Range of grade points | Class |
|------------------------------|-------|----------------|---------------------------|-----------------------|------------------------------|
| 90 and above | A+ | Outstanding | 6 | 5.5 -6 | First class with Distinction |
| 80 to below 90 | A | Excellent | 5 | 4.5 -5.49 | |
| 70 to below 80 | B | Very good | 4 | 3.5 -4.49 | First class |
| 60 to below 70 | C | Good | 3 | 2.5 -3.49 | |
| 50 To below 60 | D | Satisfactory | 2 | 1.5 -2.49 | Second class |
| 40 to below 50 | E | Pass/Adequate | 1 | 0.5 -1.49 | Pass |
| Below 40 | F | Failure | 0 | 0 - 0.49 | Fail |

Example-1

| Course Code | Course Name | Marks Obtained | | | Max. marks of the Course | Credit C | Grade point (G) | Credit point C x G | Grade |
|-------------|-------------|-------------------|-------------------|-------|--------------------------|----------|-----------------|--------------------|-------|
| | | Internal (Max.20) | External (Max.80) | Total | | | | | |
| xxxxxxx | xxxxxxx | 16 | 64 | 80 | 100 | 4 | 5 | 20 | A |
| xxxxxxx | xxxxxxx | 10 | 40 | 50 | 100 | 3 | 2 | 6 | D |
| xxxxxxx | xxxxxxx | 18 | 70 | 88 | 100 | 4 | 5 | 20 | A |
| xxxxxxx | xxxxxxx | 14 | 56 | 70 | 100 | 3 | 4 | 12 | B |
| xxxxxxx | xxxxxxx | 18 | 58 | 76 | 100 | 3 | 4 | 12 | B |
| xxxxxxx | xxxxxxx | 12 | 36 | 48 | 100 | 4 | 1 | 4 | E |

$$SGPA = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

$$SGPA = \frac{20+6+20+12+12+4}{21} = \frac{74}{21} = 3.52 \quad \text{B grade}$$

Credit point of Semester I = 74

Percentage of marks of semester I = $(412/600) \times 100 = 68.667 \% = 68.67 \%$

Note: The percentage of marks shall be approximated up to two decimal points (ex. 66.286 % = 66.29 %)

Example: 2

| Semester I | Course Name | Marks Obtained | Max. marks of the course | Credit | Grade point (G) | Grade |
|-------------|-------------|----------------|--------------------------|--------|-----------------|-------|
| Course code | | | | | | |
| xxxxxxx | xxxxxxx | 80 | 100 | 4 | 5 | A |
| xxxxxxx | xxxxxxxxxx | 50 | 100 | 3 | 2 | D |
| xxxxxxx | xxxxxxxxxx | 88 | 100 | 4 | 5 | A |
| xxxxxxx | xxxxxxxxxx | 70 | 100 | 3 | 4 | B |
| xxxxxxx* | xxxxxxxxxx | 32 | 100 | 3 | 0 | F |
| xxxxxxx | xxxxxxxxxx | 48 | 100 | 4 | 1 | E |

*Failed course

Note : In the event a candidate fails to secure E grade (40 % marks) in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining E grade (40 % marks) in the failed Course in the subsequent appearance.

ANNEXURE II

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION

1. Evaluation of the Project Report shall be done under Mark System.
2. The evaluation of the project will be done at two stages:
 - a) Internal Assessment (supervising teachers will assess the project and award internal Marks)
 - b) External evaluation (external examiner appointed by the University)
 - c) Marks secured for the project will be awarded to candidates, combining the internal and external Marks
3. The internal to external components is to be taken in the ratio 1:4. Assessment of different components may be taken as below.

| Internal(20% of total) | | External(80% of Total) | |
|-------------------------------|------------------------------|--|------------------------------|
| Components | Percentage of internal Marks | Components | Percentage of external Marks |
| Punctuality | 20 | Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography) | 20 |
| Use of Data | 20 | Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations | 30 |
| Scheme/Organization of Report | 30 | Viva-Voce | 50 |
| Viva-Voce | 30 | | |

4. External Examiners will be appointed by the University from the list of VIth Semester Board of Examiners in consultation with the Chairperson of the Board.

5. The Chairman of the VIth semester examination should form and coordinate the evaluation teams and their work.
6. Internal Assessment should be completed 2 weeks before the last working day of VIth Semester.
7. Internal Assessment marks should be published in the Department.
8. In the case of Courses with practical examination, project evaluation shall be done along with practical examinations.
9. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

2. PASS CONDITIONS-

1. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation.
2. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE for pass in the project.
3. There shall be no improvement chance for the Marks obtained in the Project Report.
4. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through Parent Department as per the existing rule of the University Exam.

Annexure-III

Scheme of Examinations:

1-6 **Common Course English:** Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

7-10 **Additional languages:** Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

11-14 **General Courses:** Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

Core Courses: Duration of each external examination is 3 Hrs. The maximum marks for the theory shall be equal. The division of marks between theory and practicals shall be stipulated by the Board of studies concerned.

For example, if the total marks for the core courses of the science faculty is 900, out of the 900 marks, 720marks (80%) shall be awarded through external evaluation and 180 marks (20%) through internal assessment.

Complementary Courses: Duration of each external examination is 3 Hrs. The division of marks between theory and practical shall be stipulated by the Board of studies concerned.

Open Courses: Duration of each external examination is 2 Hrs with 50 marks.

The division of marks between theory and practical and question paper pattern shall be stipulated by the Board of studies concerned

The **maximum marks** of different programmes in same faculty shall be same.

Annexure-IV

-Some useful examples

Credit & Mark Distribution For Programmes Without practical
(eg, B.A HINDI)

| Subject | Sem. | Common Course | | | Core Course | | | Complementary Course** | | | | Open Course | Total | |
|-----------------------------|-------|------------------------|---|------------------------|-----------------------------|---|---|------------------------|----|---------------------|-------------|-------------|-------|-----|
| | | English | | Additional language | Hindi language & Literature | | | Course I | | Course II | | | | |
| Hindi Language & Literature | I | 4 | 3 | | 4 | 5 | | | 2 | }4 | 2 | }4 | | 16 |
| | II | 4 | 3 | 4 | 5 | | | 2 | 2 | | | | 24 | |
| | III | 4 | | 4 | 4 | 4 | | 2 | }4 | 2 | }4 | | 16 | |
| | IV | 4 | | 4 | 4 | 4 | | 2 | | 2 | | | 24 | |
| | V | - | | - | 4 | 4 | 4 | 4 | 4 | | | 2 | 22 | |
| | VI | | | | 4 | 4 | 4 | 4 | 2* | | | | 18 | |
| | Total | 22 credits (600 Marks) | | 16 credits (400 Marks) | 64 credits (1550 Marks) | | | 8 | 8 | | 2 | 120 | | |
| | | | | | | | | 16 credits (400 Marks) | | 2credits (50 Marks) | | | | |
| | | 38credits (1000 Marks) | | | 82 credits (2000 Marks) | | | | | | | | | 120 |
| | | | | | | | | | | | Total Marks | | 3000 | |

* Project

** Examinations for the Complementary Courses will be conducted at the end of even semester II & IV

B.A. Mark distribution

| | | | |
|-------------------------|----------|------|-------------|
| Common: English | 6 x 100 | 600 | 1000 |
| Additional: Mal/Hindi.. | 4 x 100 | 400 | |
| Core : History | 15 x 100 | 1500 | 1550 |
| Project | | 50 | |
| Open | | 50 | 50 |
| Complementary: | 4 x 100 | 400 | 400 |
| Total Marks | | | 3000 |

Credit & Mark Distribution For Dual Core Programmes**Example: BA Malayalam and Sociology**

| Subject | Sem. | Common course | | | Dual Core courses | | Open Course | Total |
|-----------------------------|-------|------------------------|---------------------|---------------------------|---------------------------|------------------------|--------------|-------|
| | | English | Additional language | Core Course A (Malayalam) | Core Course B (Sociology) | | | |
| Hindi Language & Literature | I | 4 | 3 | 4 | 5 | 5 | | 21 |
| | II | 4 | 3 | 4 | 5 | 5 | | 21 |
| | III | 4 | | 4 | 4+4 | 4 | | 20 |
| | IV | 4 | | 4 | 4 | 4+4 | | 20 |
| | V | - | | - | 4+4 | 4+4 | 2 | 20 |
| | VI | | | | 4+4+2* | 4+4+2* | | 18 |
| | Total | 22 credits (600 Marks) | | 16 credits (400 Marks) | 40 credits (975 Marks) | 40 credits (975 Marks) | 2 (50 marks) | 120 |
| | | 38credits (1000 Marks) | | | 82 credits (2000 Marks) | | | 120 |
| | | | | | Total Marks | | | 3000 |

* Project carries 75 marks in lieu of 50 for other programmes.

Credit and Mark distribution for Programmes with Practical (B.Sc. Physics)

| Sem. | Common Course Credits | | | Core Course-Physics | | | | | Complementary Courses credits | | Open | Total credits |
|-------|-------------------------|---|------------------------|-------------------------|---|---|----|---|-------------------------------|------------------------|----------------------|---------------|
| | English | | Additional Language | | | | | | Maths | Chem | | |
| I | 4 | 3 | 4 | 2 | | | | | 3 | 2 | | 18 |
| II | 4 | 3 | 4 | 2 | | | | | 3 | 2 | | 18 |
| III | 4 | | 4 | 3 | | | | | 3 | 2 | | 16 |
| IV | 4 | | 4 | 3 | | | 4* | | 3 | 2 | 4* | 24 |
| V | | | | 3 | 3 | 3 | 3 | 3 | | | 2 | 17 |
| VI | | | | 3 | 3 | 3 | 3 | 3 | 5* | 5* | 2** | 27 |
| Total | 22 Credits (600 Marks) | | 16 Credits (400 Marks) | 56 credits (1750 Marks) | | | | | 12 Credits (400 Marks) | 12 credits (400 Marks) | 2 Credits (50 Marks) | 120 |
| | 38 Credits (1000 Marks) | | | | | | | | Total marks = 3600 | | | |

* Practicals ** Project

B.Sc. Mark distribution

| | | | | |
|-------------------------|---------------|----------|------|------|
| Common: English | | 6 x 100 | 600 | 1000 |
| Additional: Mal/Hindi.. | | 5 x 100 | 400 | |
| Core : Physics | | 17 x 100 | 1700 | 1750 |
| Project | | | 50 | |
| Open | | | 50 | 50 |
| Complementary: | Mathematics | 4 x 100 | 400 | 800 |
| | Chemistry (T) | 4 x 80 | 320 | |
| | Chem. (P) | 1 x 80 | 80 | |
| Total Marks | | | | 3600 |

Credit and Mark distribution for LRP Programme with practical and two Complementary Courses

Example: B.Sc. Polymer Chemistry

| Sem. | Common Course | | | General | Core Course | | | | | | Complementary Course | | Open Course | Total | |
|--------------------|-------------------------|---|-----------------------|------------------------|-------------|---|---|---|---|---|----------------------|-----------------------|-----------------------|----------------------|-----|
| | English | | Additional Language | | | | | | | | Maths | Comp. Science | | | |
| | | | | | I | II | | | | | | | | | |
| I | 4 | 3 | 4 | | | 3 | | | | | | 3 | 2 | | 19 |
| II | 4 | 3 | 4 | | | 3 | | | | | | 3 | 2 | | 19 |
| III | | | | 4 | 4 | 3 | 3 | | | | | 3 | 2 | | 19 |
| IV | | | | 4 | 4 | 3 | 4 | | | | | 3 | 2+4* | | 24 |
| V | | | | | | 3 | 3 | 3 | 4 | 4 | 2 | | | 2 | 21 |
| VI | | | | | | 3 | 3 | 3 | 3 | 4 | 2** | | | | 18 |
| Total | 14 Credits (400 Marks) | | 8 Credits (200 Marks) | 16 credits (400 Marks) | | 56 credits (1750Marks) (including project 50 marks) | | | | | | 12 Credit (400 Marks) | 12 Credit (400 Marks) | 2 Credits (50 Marks) | 120 |
| | 38 Credits (1000 Marks) | | | | | 82 Credits (2600 Marks) | | | | | | | | | |
| Total marks = 3600 | | | | | | | | | | | | | | | |

* Practicals ** Project

Mark distribution

| | | | | |
|-------------------------|----------------------|----------|-------------|-------------|
| Common: English | | 4 x 100 | 400 | 600 |
| Additional: Mal/Hindi.. | | 2 x 100 | 200 | |
| General | | 4 x100 | 400 | 400 |
| Core | | 17 x 100 | 1700 | 1750 |
| Project | | | 50 | |
| Open | | | 50 | 50 |
| Complementary: | Mathematics | 4 x 100 | 400 | 400 |
| | Computer Science (P) | 5 x 80 | 400 | 400 |
| Total Marks | | | 3600 | 3600 |

Credit and Mark distribution for B.Com.

| Sem. | Common Course | | | General | Core Course | | | | | Comple mentary Course | Open Course | Total | |
|--------------------|---------------------------------|-----------------------------|------------------------|---------------------------------|-------------|---------------------------|---|---|---|-----------------------------|--------------------------------|-------------------------------|-----|
| | English | | Additional Language | | | | | | | | | | |
| I | 4 | 3 | 4 | | | 4 | | | | 4 | | 19 | |
| II | 4 | 3 | 4 | | | 4 | | | | 4 | | 19 | |
| III | | | | 4 | 4 | 4 | 4 | | | 4 | | 20 | |
| IV | | | | 4 | 4 | 4 | 4 | | | 4 | | 20 | |
| V | | | | | | 4 | 4 | 4 | 4 | 4 | 2 | 22 | |
| VI | | | | | | 4 | 4 | 5 | 5 | 2* | | 20 | |
| Total | 14 Credits (400 Marks) | 8 Credits (200 Marks) | | 16 credits (400 Marks) | | 64 credits (1550Marks) | | | | | 16 Credit (400 Marks) | 2 Credits (50 Marks) | 120 |
| | 38 Credits (1000 Marks) | | | | | 82 Credits (2000 Marks) | | | | | 120 | | |
| Total marks = 3000 | | | | | | | | | | | | | |

B.Com. Mark distribution

| | | | |
|---------------------------|----------|------|-------------|
| Common English | 4 x 100 | 400 | 600 |
| Additional: Mal/Hindi.... | 2 x 100 | 200 | |
| General | 4 x 100 | 400 | 400 |
| Core | 15 x 100 | 1500 | 1550 |
| Project | | 50 | |
| Open | | 50 | 50 |
| Complementary | 4 x 100 | 400 | 400 |
| Total Marks | | | 3000 |

Credit and marks distribution for BBA (With only one Complementary Course)

| Sem. | Common Course | | | General | Core Course | | | | | Complementary Course | Open Course | Total | |
|-------|-------------------------|---|-----------------------|------------------------|-------------|-------------------------|---|---|---|----------------------|-----------------------|----------------------|-----|
| | English | | Additional Language | | | | | | | | | | |
| I | 4 | 3 | 4 | | | 5 | | | | | 4 | | 20 |
| II | 4 | 3 | 4 | | | 5 | | | | | 4 | | 20 |
| III | | | | 4 | 4 | 4 | | 4 | | 4 | | 20 | |
| IV | | | | 4 | 4 | 4 | | 4 | | 4 | | 20 | |
| V | | | | | | 4 | 4 | 4 | 4 | 4 | | 2 | 22 |
| VI | | | | | | 4 | 4 | 4 | 4 | 2 | | | 18 |
| Total | 14 Credits (400 Marks) | | 8 Credits (200 Marks) | 16 credits (400 Marks) | | 64 credit (1550Marks) | | | | | 16 Credit (400 Marks) | 2 Credits (50 Marks) | 120 |
| | 38 Credits (1000 Marks) | | | | | 82 Credits (2000 Marks) | | | | | | | 120 |
| | Total marks = 3000 | | | | | | | | | | | | |

BBA Mark distribution

| | | | |
|---------------------------|----------|------|-------------|
| Common English | 4 x 100 | 400 | 600 |
| Additional: Mal/Hindi.... | 2 x 100 | 200 | |
| General | 4 x 100 | 400 | 400 |
| Core | 15 x 100 | 1500 | 1550 |
| Project | | 50 | |
| Open | | 50 | 50 |
| Complementary | 4 x 100 | 400 | 400 |
| Total Marks | | | 3000 |



UNIVERSITY OF CALICUT

Abstract

General and Academic - Choice Based Credit Semester System PG - CBCSS PG Regulations 2019 - Regulations for Post-Graduate Programmes of affiliated Colleges and SDE/ Private Registration w.e.f. 2019 admissions- Amendment and Modifications - Implemented - Orders Issued.

G & A - IV - J

U.O.No. 5031/2020/Admn

Dated, Calicut University.P.O, 02.06.2020

*Read:-*1) U.O.No. 4487/2019/Admn dated 26.03.2019

2) U.O.No. 15132/2019/Admn dated 28.10.2019

3) U.O.No. 1135/2020/Admn dated 28.01.2020

4) Item No.VI in the minutes of the meeting of the Academic Committee on CBCSS PG Regulations 2019 held on 10.03.2020.

ORDER

1. The Regulations for Choice Based Credit and Semester System for Post Graduate (PG) Curriculum 2019 (CBCSS PG Regulations 2019) for all PG Programmes of Affiliated Colleges and SDE/ Private Registration under University of Calicut, w.e.f. 2019 admissions have been implemented vide paper read as (1) and the same has been modified vide paper read as (2) & (3).
2. The Academic Committee on CBCSS PG Regulations 2019 recommended, vide paper read (4) above, the following modifications in CBCSS PG Regulations 2019:

| Clauses in the existing Regulations | Modifications Recommended |
|--|---|
| 6.3 Comprehensive Viva-voce and Project Work / Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester. For SDE / Private Registration students both the Project Work and Comprehensive Viva-voce is optional instead they can have two additional theory courses as per the stipulations of the concerned BoS. | 6.3 Comprehensive Viva-voce and Project Work /Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester. |
| 7.3 SDE/Private Registration students have no Project Work. They have to undergo one theory Course framed by Board of Studies concerned. Comprehensive Viva-Voce is Compulsory. | 7.3 For SDE/Private Registration students Project Work is optional, instead they can have one additional Theory Course as per the stipulations of the Board of Studies concerned. Comprehensive Viva-Voce is Compulsory. |

3. The Vice Chancellor approved the recommendations of Academic Committee on CBCSS PG Regulations 2019 and ordered to implement the same, subject to ratification by the Academic Council.
4. Sanction has, therefore, been accorded by the Vice Chancellor to implement the recommendation of Academic Committee on CBCSS PG Regulations 2019, stated (4) above.
5. Orders are issued accordingly.

(Modified Regulations appended)

Arsad M

Assistant Registrar

To

The Director, School of Distance Education

Copy to: PS to VC/ PA to PVC/ PA to Registrar/ PA to CE/ JCE 1/ JCE V/JCE VIII/GA IV-
B,E,J Sections/System Administrator/ Enquiry/ SF/DF/FC

Forwarded / By Order

Section Officer



UNIVERSITY OF CALICUT

CHOICE BASED CREDIT SEMESTER SYSTEM-PG (CBCSS PG - 2019)

REGULATIONS **FOR THE PG PROGRAMMES OF AFFILIATED COLLEGES & SDE / PRIVATE REGISTRATION**

**Regulations for the Post-Graduate Choice Based
Credit Semester System - 2019**

1. SHORT TITLE

These regulations shall be called “**Regulations for Choice Based Credit Semester System for Post-Graduate Curriculum - 2019 for affiliated Colleges and for SDE / Private Registration**” (CBCSS-PG) 2019.

2. SCOPE, APPLICATION & COMMENCEMENT

- 2.1** The regulations provided herein shall apply to all the regular Post Graduate programmes offered by the affiliated colleges (Government/Aided/Unaided/Self-financing) of the University of Calicut, Autonomous Colleges and all the Post Graduate programmes offered by the School of Distance Education / Private Registration with effect from the 2019 batch admission.
- 2.2** However in matters connected to the setting of question papers, conduct of examinations and other matters related to examinations, the Autonomous colleges can draft their own guidelines subject to the approval of the University.
- 2.3** However, these regulations are not applicable to the regular PG programmes offered by the Teaching Departments/Schools of the University and M.P.Ed, M.Ed, MBA and LLM Programmes which are governed by separate regulations.
- 2.4** These regulations shall supersede all the previous regulations for the regular Post-graduate programmes offered through the affiliated colleges, the School of Distance Education or the Private Registration window of the University unless otherwise specified.

3. DEFINITIONS

- 3.1** ‘**Academic Committee**’ means the Committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the Post Graduate programmes, under CBCSSPG-2019.
- 3.2** ‘**Programme**’ means the entire course of study and Examinations (traditionally referred to as course).
- 3.3** ‘**Duration of Programme**’ means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be four semesters.
- 3.4** ‘**Semester**’ means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks each of 5 working days.
- 3.5** ‘**Course**’ means a segment of the subject matter to be covered in a semester (traditionally referred to as paper). All the courses need not carry the same weightage. The courses should define their learning objectives and learning outcomes. A course may be designed in such a way that it consists of lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 3.6** ‘**Core course**’ means a compulsory course in a subject related to a particular PG Programme, which shall be successfully completed by a student to receive the degree.

- 3.7 'Elective course'** means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses are required to complete the programme.
- 3.8 Audit Course :**These courses are mandatory for which the student can register without earning credits.
- 3.9 Ability Enhancement Course :** This is one among the Audit courses which is mandatory for all programmes but not counted for the calculation of SGPA or CGPA. The object is to enhance the ability and skill in the concerned core area.
- 3.10 Professional competency Course :**This is one among the Audit courses which is mandatory for a programme but not counted for the calculation of SGPA or CGPA. The object is to get professional competency and exposure in the concerned core area.
- 3.11 'Readmission'** is the act of admitting a student again after leaving the institution.
- 3.12 'Improvement course'** is a course registered by a student for improving his/her performance in that particular course.
- 3.13 'Department'** means any teaching Department offering a course of study approved by the University in a college or SDE/Private Registration as per the Statute and Act of the University.
- 3.14 'Parent Department'** means the Department (or SDE/Private Registration) which offers a particular postgraduate programme.
- 3.15 'Department Council'** means the body of all teachers of a Department in a College.
- 3.16 'Department Coordinator'** is a teacher nominated by Department Council to coordinate the continuous evaluation undertaken in that Department.
- 3.17 'Student Advisor'** means a teacher/coordinator from the college nominated by the College Council / to look into the matters relating to CBSSPG-2019.
- 3.18 'Credit' (C)** of a course is a measure of the weekly unit of work assigned for that course.
- 3.19 'Letter Grade'** or simply '**Grade**' in a course is a letter symbol (e.g., A+,A,B+,B, etc (as mentioned in Clause 20.2 of this Regulation) which indicates a particular range of grade points which indicates the broad level performance of a student.
- 3.20 Grade Point (G) :**It is a numerical weightage allotted to each letter grade on a Grading Scale.
- 3.21 'Credit point' (P)** of a course is the value obtained by multiplying the grade point (G) by the Credit (C) of the course $P=G \times C$.
- 3.22 'Semester Grade point average' (SGPA)** is the value obtained by dividing the sum of credit points obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places.

3.23 'Cumulative Grade point average' (CGPA) It is a measure of overall cumulative performance of a student over all semesters. 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 the semesters. It is expressed up to two decimal places.

3.24 SDE means School of Distance Education.

3.25 Words and expressions used and not defined in these regulations but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. DURATION OF THE PROGRAMME

4.1 The minimum duration for completion of a four semester PG Programme is **two years**. The maximum period for completion is 4 years.

4.2 The duration of each semester shall be 90 working days, inclusive of examinations, spread over five months.

4.3 Odd semesters shall be held from June to October and even semesters from November to March subject the academic calendar of the University.

5. SCHEME AND SYLLABUS

5.1 The detailed scheme and syllabus for each course shall be framed by the Board of Studies concerned and approved by the faculties concerned and Academic Council based on this Common Regulation.

6. PROGRAMME STRUCTURE

6.1 Students shall be admitted to post graduate programme offered under any of the faculties of the University.

6.2 The programme shall include three types of courses : **Core courses, Elective courses and Audit Courses**.

6.3 Comprehensive Viva-voce and Project Work /Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester.

6.4 Total credit for the programme shall be 80 (eighty), except for MSW Programme, this describes the weightage of the course concerned and the pattern of distribution is as detailed below :

- i) Total Credit for Core Courses shall not be less than 60 (sixty) and not more than 68 (sixty eight), except for MSW Programme.
- ii) Total Credit for Elective Course shall not be less than 12 (twelve) and not more than 20 (Twenty), except for MSW Programme.
- iii) Deleted.
- iv) Deleted.
- v) Deleted.

- 6.5** Elective courses shall be spread over either in the Third & Fourth Semesters combined or in any one of these Semesters (III / IV) only subject to the stipulations of the BoS concerned.
- 6.6** Study Tour / Field visit / Industrial visit / Trip for specimen collection may be conducted as a part of the Programme as per the stipulations of the BoS concerned.
- 6.7 Audit Courses :** In addition to the above courses there will be two Audit Courses(**Ability Enhancement Course & Professional Competency Course**) with **4** credits each. These have to be done one each in the first two semesters. The credits will not be counted for evaluating the overall SGPA & CGPA. The colleges shall conduct examination for these courses and have to intimate /upload the results of the same to the University on the stipulated date during the III Semester. Students have to obtain only minimum pass requirements in the Audit Courses. The details of Audit courses are given below.

| Semester | Course Title | Suggested Area | Details |
|----------|--------------------------------------|---|---|
| I | Ability Enhancement Course (AEC) | Internship / Seminar presentation / Publications / Case study analysis / Industrial or Practical Training /Community linkage programme / Book reviews etc. | Concerned BoS can design appropriate AEC & PCC and evaluation criteria by considering the relevant aspects in the core area of the faculty under study. |
| II | Professional Competency Course (PCC) | To test the skill level of students like testing the application level of different softwares such as SPSS/R/ Econometrics / Pythan/Any software relevant to the programme of study / Translations etc. | |

- 6.8** The required number of credits as specified in the syllabus/regulations must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of **80** credits for the successful completion of the programmes. (Except for MSW Programme)
- 6.9** For uniform identification a common guideline for Coding various courses are given in the last part of the Appendix.

6.10 Courses and Credit distribution summary :

| S e m e s t e r | Course | Teaching Hours | Credit | Total Credit |
|--|--|--|--|-------------------------|
| I | Core Courses (Theory/Practical) | | | |
| II | Core Courses (Theory/Practical) | | | |
| III | (i) Core Courses (Theory/Practical) (ii) Elective Courses (Theory/Practical) | | | |
| IV | (i) Core Courses (Theory / Practical) Including : (a) Comprehensive Viva-voce (Optional) (b) Project Work / Dissertation (ii) Elective Courses (Theory/ Practical) | | | |
| | | Teaching hours can be fixed by the concerned BoS for various courses and shall not exceed 25 hours per week @ 5 hours per day. | <ul style="list-style-type: none"> For Core course total credit can vary from 60 to 68, except for MSW Programme. For Elective Course total credit can vary from 12 to 20. except for MSW Programme. | |
| Total credit shall be | | | | 80 |
| I | Audit Course I : Ability Enhancement Course (AEC) | Not coming in the | 4 (Not added for SGPA / CGPA) | 4 |

| | | | | |
|----|---|---------------------|----------------------------------|---|
| II | Audit Course II : Professional Competency Course (PCC) | normal work load | 4 (Not added for SGPA / CGPA) | 4 |
|----|---|---------------------|----------------------------------|---|

7. PROJECT WORK / DISSERTATION & COMPREHENSIVE VIVA-VOCE

- 7.1 There shall be a **Project work** with dissertation and **Comprehensive Viva-voce** as separate courses relating to the core area under study in the end Semester and included in the Core Courses.
- 7.2 For Regular students, **Project work is mandatory** for all faculties but **Comprehensive Viva-voce is optional**. Viva-voce related to Project work shall be one of the criteria for Project Work evaluation provided as per 18.6 of this regulation.
- 7.3 For SDE/Private Registration students Project Work is optional instead they can have one additional Theory Course as per the stipulations of the Board of Studies concerned. Comprehensive Viva-Voce is Compulsory.
- 7.4 If the SDE/Private registration students opt Project Work, it can be done only under the supervision of a working /retired teacher from a Govt /Aided College or a University teacher and prior approval/sanction from the SDE has to be obtained as per the stipulations of the concerned programme curriculum.
- 7.5 *Deleted.*
- 7.6 All students have to submit a Project Report/Dissertation in the prescribed structure and format as a part of the Project Work undertaken as per the stipulations of the concerned BoS.
- 7.7 There shall be **External and Internal evaluation for Project Work** and these shall be combined in the proportion of 4:1. In the case of Comprehensive Viva-voce, the conduct of **External Viva-voce is mandatory** but internal is optional, subject to the decision and stipulations of the BoS concerned.
- 7.8 Detailed course structure on Project work to be done, Viva-voce and Project Report preparation can be designed by integrating relevant aspects by the concerned Board of Studies of the Programme.
- 7.9 Details of evaluation of Project Work/Dissertation and Comprehensive Viva-voce are given under clause 18 of this regulation.

8. BOARD OF STUDIES AND COURSES

- 8.1 The PG Boards of Studies concerned shall design all the courses offered in the post-graduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.
- 8.2 **The Syllabus** of a course shall include course code, the title of the course, the number of credits, maximum grade for external and internal evaluation, duration of examination hours, distribution of internal grade, model question paper and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and

syllabus of various programmes coming under same faculty.

- 8.3** Code numbers for the courses can be given as per the general guidelines given in the 'Appendix' for a uniform identification.

9. ADMISSION

- 9.1** The admission to all PG programmes shall be as per the rules and regulations of the University.
- 9.2** The eligibility criteria for admission shall be as announced by the University from time to time.
- 9.3** Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 9.4** The college shall make available to all the admitted students the information regarding all the courses including electives offered with syllabus and credit for the entire course.
- 9.5** There shall be a uniform calendar prepared by the University for the Conduct of the programmes.
- 9.6** There shall be provision for inter collegiate and inter University transfer in the 2nd and 3rd semester within a period of two weeks from the date of commencement of the semesters.
- 9.7** There shall be provision for credit transfer subject to the conditions specified by the Board of Studies concerned.
- 9.8** The SDE shall make available to all students admitted in SDE/Private Registration mode, a Handbook containing the details of the courses offered indicating Core courses, Elective courses, Audit Courses, respective credits, procedures of the Project work to be done and other relevant aspects of the Programme in order to get a clear idea about the programme under study.
- 9.9** There shall be provision for transfer from Regular stream to SDE/Private registration and SDE/Private Registration to Regular (under the same scheme and syllabus) in the Second and Third Semester within a period of two weeks or the period fixed by the University from the date of commencement of the academic year as per the existing rules and regulations for inter college transfer. Transfer of students from Autonomous colleges to SDE and SDE to Autonomous Colleges is also permitted.
- 9.10** There shall be a uniform **calendar** prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed.

10. READMISSION

- 10.1** There shall be provision for readmission of students.
- 10.2** For readmission, the vacancy should be within the sanctioned strength in the parent college. If there is no vacancy in the junior batch of the parent college, readmission can be taken in another college with the junior batch, if there is vacancy within the sanctioned strength in the concerned college.
- 10.3** This readmission is not to be treated as college transfer.
- 10.4** There should be a gap of at least one semester for readmission.
- 10.5** The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

- 10.6** Readmission shall be taken within two weeks from the date of commencement of the semester concerned.
- 10.7** The Principal can grant readmission to the student, subject to the above conditions, and inform the matter of readmission to the Controller of Examinations within one month of such readmission.
- 10.8** If change in scheme occurs while readmission, provision for credit transfer will be subject to the common guidelines prepared by Board of Studies/ Faculty concerned.
- 10.9** This provision is applicable to SDE/Private Registration student also irrespective of vacancy and sanctioned strength.

11. REGISTRATION

- 11.1** - A student shall be permitted to register for a programme at the time of admission.
- 11.2** - A student who registers for a programme shall complete it within 4 years.
- 11.3** - The college shall send a list of students registered for each programme in each semester giving the details of courses registered to the university in the prescribed form within 45 days of the commencement of the semester.
- 11.4** - Students shall be normally permitted to register for the examination if they have required minimum attendance as per clause 12 of this regulation. If the student has a shortage of attendance in a semester, the student shall be permitted to move to the next semester and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the semester. There will not be any Repeat semester in CBCSSPG 2019.
- 11.5** - The students who have attendance within the limit prescribed as per clause 12 of this regulation, but could not register for the semester examinations, have to apply for token registration, within two weeks of the commencement of the next semester.

12. ATTENDANCE

- 12.1** - The students admitted in the PG programmes in affiliated colleges shall be required to attend at least 75 percent of the total number of classes (theory/practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the University examination.
- 12.2** - For SDE / Private Registration students, minimum 75% of attendance is required for the courses having mandatory Contact classes insisted by the Programme.
- 12.3** - Condonation of shortage of attendance for a maximum of 9 days (10% of the working days in a semester) in the case of single condonation and 18 days (20% of the working days in a semester) in the case of double condonation in a semester subject to a maximum of two times (for single condonation only) during the whole period of Post Graduate programme may be granted by the University as per the existing procedures. In the case of double condonation, only one condonation shall be allowed during the entire programme.
- 12.4** - Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies /Govt. bodies and participation in other extracurricular activities on production of genuine supporting documents, with the recommendation of the Head of the Department concerned.
- 12.5** - A student who is not eligible for such condonation **shall be observed the provisions as per clause 11.4** of this regulation. The principal should intimate the details of these candidates at the commencement of the next semester.

12.6 - Women students can avail maternity leave as per the existing university rules.

12.7 - Attendance of each course will be evaluated as follows;

| ATTENDANCE | GRADE POINT |
|-------------------|--------------------|
| 95-100 | 5 |
| 90-94.9 | 4 |
| 85-89.9 | 3 |
| 80-84.9 | 2 |
| 75-79.9 | 1 |

13. EXAMINATION

13.1 - There shall be University examination at the end of each semester.

13.2 - Credit of the Practical examination shall be distributed as proposed by Boards of Studies. However, Practical examinations shall be conducted by the University at the end of even semester. (Except MA Music) Credit card shall be designed accordingly. The number of examiners and other aspects of the practical examination shall be prescribed Board of Studies concerned.

13.3 - Project Work / Dissertation shall be evaluated at the end of the programme only. There shall be both Internal and External evaluation for the Project Work. The details of internal evaluation shall be framed by the concerned Boards of Studies.

13.4 - Comprehensive Viva-Voce shall be conducted at the end of the programme only. There shall be only External Comprehensive Viva-Voce conducted by the examiners appointed by the University. The details of evaluation shall be framed by the concerned Boards of Studies.

13.5 - There shall be one end-semester examination of 3 hours duration for each theory course and the duration of practical course can be decided by the concerned BoS.

14. SCHEME AND SYLLABUS

14.1 - Distribution of courses/weightage for theory/practical among the semesters and the aggregate weightage for each semester shall be stipulated by the Boards of studies concerned.

14.2 - The detailed scheme and syllabus for each course shall be framed by the respective Boards of Studies concerned and approved by the faculty concerned and Academic Council.

15. EVALUATION AND GRADING

15.1 Evaluation: The evaluation scheme for each course shall contain two parts; (a) Internal / Continuous Assessment (CA) and (b) External / End Semester Evaluation (ESE).

15.2 Of the total, 20% weightage shall be given to Internal evaluation / Continuous assessment and the remaining 80% to External/ESE and the ratio and weightage between Internal and External is **1:4**.

15.3 Primary evaluation for Internal and External shall be based on 6 letter grades (**A+, A, B, C, D and E**) with numerical values (Grade Points) of **5, 4, 3, 2, 1 & 0** respectively.

15.4 Grade Point Average: Internal and External components are separately graded and the combined grade point with weightage **1** for Internal and **4** for external shall be applied to calculate the **Grade Point Average (GPA)** of each course. Letter grade shall be assigned to each course based on the categorization based on Ten point Scale provided in clause **20.2** of this regulation.

15.5 Evaluation of Audit Courses: The examination and evaluation shall be conducted by the college itself either in the normal structure or MCQ model from the Question Bank and other guidelines provided by the University/BoS. The Question paper shall be for minimum 20 weightage and a minimum of 2 hour duration for the examination. The result has to be intimated / uploaded to the University during the Third Semester as per the notification of the University.

16. INTERNAL EVALUATION / CONTINUOUS ASSESSMENT (CA)

16.1 This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars, viva-voce and attendance in respect of theory courses and based on tests, lab skill and records/viva in respect of practical courses.

16.2 The criteria and percentage of weightage assigned to various components for internal evaluation are as follows :

| (a) Theory : | | | |
|------------------------|------------------------------------|-------------------|------------------|
| Sl.No | Component | Percentage | Weightage |
| 1 | Examination /Test | 40% | 2 |
| 2 | Seminars / Presentation/ viva-voce | 20% | 1 |
| 3 | Assignment | 20% | 1 |
| 4 | Attendance | 20% | 1 |
| (b) Practical : | | | |
| 1 | Lab Skill | 40% | 4 |
| 2 | Records/viva | 30% | 3 |
| 3 | Practical Test | 30% | 3 |

(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 10.)

16.3 Grades shall be given for the internal evaluation are based on the grades A+,A,B,C,D&E with grade points 5,4,3,2, 1 &0 respectively. The overall grades shall be as per the Ten Point scale provided in clause **20.2** of this regulation.

16.4 There shall be no separate minimum Grade Point for internal evaluation.

16.5 To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board before 5 days of commencement of external examination.

16.6 There shall not be any chance for improvement of internal marks.

16.7 The course teacher shall maintain the academic record of each student registered for the

course, which shall be forwarded to the University, through the college Principal, after being endorsed by the Head of the Department.

- 16.8** For each course there shall be class **test/s** during a semester. Grades should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal.
- 16.9** Each student shall be required to do **assignment/s** for each course. Assignments after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation etc. and inform the same to the students. Punctuality in submission is to be considered.
- 16.10** Every student shall deliver **Seminar / Presentation** as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the course teacher.
- 16.11** All the records of Continuous Assessment (CA) must be kept in the college and must be made available for verification by university, if asked for.
- 16.12** There shall be an objective test in the nature of **Fill in the blanks / Multiple Choice Questions (MCQ)** for awarding internal assessment marks for SDE/Private Registration students.

17. EXTERNAL / END SEMESTER EVALUATION (ESE)

- 17.1** The semester-end examinations in theory courses shall be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.
- 17.2** After the external evaluation, only Grades are to be entered in the space provided in the answer script for individual questions and calculations need to be done only up to the Cumulative Grade Point (CGP) and all other calculations including grades are to be done by the University.
- 17.3** Students shall have the right to apply for revaluation or scrutiny as per rules within the time permitted for it.
- 17.4** Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request by them as per rules.
- 17.5** The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.
- 17.6** The language of writing the examination shall be specified in the separate regulations for the programme by the concerned BoS.
- 17.7** **PATTERN OF QUESTIONS FOR EXTERNAL/ESE :**
 - 17.7.1** Questions shall be set to assess the knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.

- 17.7.2** It has to be ensured that questions covering all skills are set. The setter shall also submit a detailed scheme of evaluation along with the question paper.
- 17.7.3** A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.
- 17.7.4** The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E Grades.
- 17.7.5** Weightage: Different types of questions shall be given different weightages to quantify their range given in the following model:

| Sl. No. | Type of Questions | Individual weightage | Total Weightage | Number of questions to be answered |
|--------------|-----------------------------------|----------------------|-------------------|------------------------------------|
| 1 | Short Answer type questions | 2 | $2 \times 4 = 8$ | 4 out of 7 |
| 2 | Short essay/ problem solving type | 3 | $3 \times 4 = 12$ | 4 out of 7 |
| 3 | Long Essay type questions | 5 | $5 \times 2 = 10$ | 2 out of 4 |
| Total | | | 30 | 18 |

- 17.7.6** Questions should be asked as far as possible from all modules following a uniform distribution. However concerned BoS can change the pattern and type of questions subject to the condition that total weightage should be 30.

- 17.8** End Semester Evaluation in Practical Courses shall be conducted and evaluated by both Internal and External Examiners as per the stipulations of the concerned BoS. Duration and other aspects of practical external examinations shall be decided by the Boards of Studies concerned.

18. EVALUATION OF PROJECT WORK / DISSERTATION

- 18.1** There shall be External and Internal evaluation with the same criteria for Project Work done and the grading system shall be followed as per the specific guidelines and stipulations of the concerned BoS.
- 18.2** One component among the Project Work evaluation criteria shall be Viva-voce (Project Work related) and the respective weightage shall be 40%.
- 18.3** Consolidated Grade for Project Work is calculated by combining both the External and Internal in the Ratio of 4:1 (80% & 20%).
- 18.4** Details regarding the conduct of external and internal evaluation, criteria for evaluation and other aspects relating to the same can be taken by the concerned Boards of Studies and shall be specified in the Programme curriculum.
- 18.5** For a pass in Project Work, a student has to secure a minimum of **P** Grade in External and Internal examination combined. If the students could not secure minimum **P** Grade in the Project work, they will be treated as failed in that attempt and the students may be allowed to rework and resubmit the same in accordance with the University exam stipulations. **There shall be no improvement chance for Project Work.**

- 18.6** The External and Internal evaluation of the Project Work shall be done based on the following criteria and weightages as detailed below :

| Sl. No | Criteria | % of weightage | Weightage External | Weightage Internal | Remarks |
|------------------------|---|----------------|--------------------|--------------------|--|
| 1 | Relevance of the topic and Statement of problem | 60% | 8 | 2 | Concerned Boards of Studies may conveniently divide this criteria in to various relevant categories and can assign suitable titles provided that the total weightage should be 24 and 6 for External and Internal. |
| 2 | Methodology & Analysis | | 8 | 2 | |
| 3 | Quality of Report & Presentation | | 8 | 2 | |
| 4 | Viva-voce | (40%) | 16 | 4 | Mandatory criteria |
| Total Weightage | | 100% | 40 | 10 | |

19 - CONDUCT OF COMPREHENSIVE VIVA-VOCE

- 19.1** There shall be External and Internal Comprehensive Viva-voce; while the External Conduct of the Viva-voce is mandatory and the Internal conduct of the viva-voce will be optional subject to the decision and stipulation of the concerned BoS.
- 19.2** The concerned Boards of Studies shall design the structure, criteria, details of appointment of Board of examiners (both external and internal) and other relevant aspects of its evaluation.
- 19.3** Deleted.
- 19.4** For a pass in Comprehensive viva-voce, a student has to secure a minimum of **D** Grade in External and Internal examination combined. If the students could not secure minimum **D** Grade in the Project work, they will be treated as failed in that attempt and the student may re appear for the same next time in accordance with the University exam stipulations. **There shall be no improvement chance for Comprehensive viva-voce.**

20 - DIRECT GRADING SYSTEM

- 20.1** Direct Grading System based on a 10 – Point scale is used to evaluate the performance (External and Internal Examination of students)
- 20.2** For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and **GPA/SGPA/CGPA** are given on the following way :

- a) First Stage Evaluation for both Internal and External done by the Teachers concerned in the following Scale :

| Grade | Grade Points |
|-------|--------------|
| A+ | 5 |
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| E | 0 |

- b) Grade range for internal examination is as follows;

| Average grade point (2 tests) | Grade for Tests | Grade Point for Tests |
|-------------------------------|-----------------|-----------------------|
| 4.5 to 5 | A+ | 5 |
| 3.75 to 4.49 | A | 4 |
| 3 to 3.74 | B | 3 |
| 2 to 2.99 | C | 2 |
| Below 2 | D | 1 |
| Absent | E | 0 |

- c)The Grade Range for both Internal & External shall be :

| Letter Grade | Grade Range | Range of Percentage (%) | Merit / Indicator |
|--------------|-------------|-------------------------|-------------------|
| O | 4.25 - 5.00 | 85.00 - 100.00 | Outstanding |
| A+ | 3.75 - 4.24 | 75.00 - 84.99 | Excellent |
| A | 3.25 - 3.74 | 65.00 - 74.99 | Very Good |
| B+ | 2.75 - 3.24 | 55.00 - 64.99 | Good |
| B | 2.50 - 2.74 | 50.00 - 54.99 | Above Average |
| C | 2.25 - 2.49 | 45.00 - 49.99 | Average |
| P | 2.00 - 2.24 | 40.00 - 44.99 | Pass |
| F | < 2.00 | Below 40 | Fail |
| I | 0 | - | Incomplete |
| Ab | 0 | - | Absent |

'B' Grade lower limit is 50% and 'B+' Grade lower limit is 55%

- 20.3** No separate minimum is required for Internal evaluation for a pass, but a minimum **P** Grade is required for a pass in the external evaluation. However, a minimum **P grade** is required for pass in a course.

20.4 A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

20.4.1 Improvement of Course- The candidates who wish to improve the grade / grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch.

20.4.2 Betterment Programme One time- A candidate will be permitted to improve the **CGPA** of the Programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The **CGPA** for the betterment appearance will be computed based on the **SGPA** secured in the original or betterment appearance of each semester whichever is higher.

20.5 Semester Grade Point Average (SGPA) – Calculation

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student.

After the successful completion of a semester, **Semester Grade Point Average (SGPA)** of a student in that semester is calculated using the formula given below.

$$\text{Semester Grade Point Average - SGPA (S}_j\text{)} = \Sigma(C_i \times G_i) / Cr$$

(SGPA= Total Credit Points awarded in a semester / Total credits of the semester)

Where ' S_j ' is the j^{th} semester , ' G_i ' is the grade point scored by the student in the i^{th} course ' C_i ' is the credit of the i^{th} course, ' Cr ' is the total credits of the semester .

Model calculation is given in the Annexure :

20.6 Cumulative Grade Point Average (CGPA) - Calculation

$$\text{Cumulative Grade Point Average (CGPA)} = \Sigma(C_i \times S_i) / Cr$$

(CGPA= Total Credit points awarded in all semesters/Total credits of the programme)

Where C_1 is the credit of the 1st semester S_1 is the **SGPA** of the 1st semester and Cr is the total number of credits in the programme. The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of a semester, a student should pass all courses and score a minimum **SGPA** of 2.0. However, the students are permitted to move to the next semester irrespective of their **SGPA**.

21. GRADE CARD

21.1 The University shall issue to the students grade card on completion of each semester, which shall contain the following information :

- Name of University
- Name of College
- Title of PG Programme
- Semester concerned
- Name and Register Number of student
- Code number, Title and Credits of each Course opted in the semester including Audit Courses
- Letter grade in each course in the semester
- The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)

21.2 The final Grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme, including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show CGPA (corrected to three decimal places), percentage of marks (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final Grade card will also contain the list of Audit courses.

22. AWARD OF DEGREE

22.1 The successful completion of all the courses with **P** Grade shall be the minimum requirement for the award of the degree

23. POSITION CERTIFICATE

23.1 The University publishes list of top 10 positions for each programme after the publication of the programme results. Position certificates shall be issued to candidates who secure positions from 1st to 10th in the list. The position list shall be finalised after the result of revaluation.

23.2 The position list shall be prepared in the order of merit based on the CGPA scored by the students. Grace Grade points awarded to the students shall not be counted for fixing the position.

24. GRIEVANCE REDRESSAL COMMITTEE

24.1 Department Level Committee: The college shall form a Grievance Redressal Committee in each department comprising of course teacher , one senior teacher and elected representative of Students (Association Secretary) as members and the Head of the Department as Chairman. The committee shall have initial jurisdiction over complaints against Continuous Assessment.

24.2 College Level Committee : There shall be a college level grievance redressal committee comprising of student adviser, two senior teachers , two staff council members (one shall be elected member) and elected representative of students (College Union Chairperson) as members and the Principal as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students.

24.3 University level: The University shall form a Grievance Redressal Committee as per the existing norms.

25. TRANSITORY PROVISION

- 25.1** Notwithstanding anything contained in these regulations, the Academic Council shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

26. REPEAL

- 26.1** The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Credit Semester System in their application to any course offered in a College, the latter shall prevail.

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APPENDIX

1. *First Phase Evaluation can be done at 6 point scale by assigning the respective Grade Points as detailed below (done by the concerned teacher/examiner)*

| Grade | A+ | A | B | C | D | E |
|--------------------|-----------|----------|----------|----------|----------|----------|
| Grade Point | 5 | 4 | 3 | 2 | 1 | 0 |

2. Calculation of GPA, SGPA & CGPA based on the Direct Grading system using 10 Point Scale as detailed below :

| Letter Grade | Grade Range | Range of Percentage (%) | Merit / Indicator |
|---------------------|--------------------|--------------------------------|--------------------------|
| O | 4.25 - 5.00 | 85.00 - 100.00 | Outstanding |
| A+ | 3.75 - 4.24 | 75.00 - 84.99 | Excellent |
| A | 3.25 - 3.74 | 65.00 - 74.99 | Very Good |
| B+ | 2.75 - 3.24 | 55.00 - 64.99 | Good |
| B | 2.50 - 2.74 | 50.00 - 54.99 | Above Average |
| C | 2.25 - 2.49 | 45.00 - 49.99 | Average |
| P | 2.00 - 2.24 | 40.00 - 44.99 | Pass |
| F | < 2.00 | Below 40 | Fail |
| I | 0 | 0 | Incomplete |
| Ab | 0 | - | Absent |

Phases for Evaluation :

I Phase : To be done by the concerned Teacher /Examiner based on 6 Point Scale

1. Evaluation of all individual External Theory courses and Internal evaluation
2. Evaluation of Project Work External and Internal
3. Evaluation of External and Internal Practical Courses
4. Evaluation of External and Internal Comprehensive Viva-voce

II Phase - GPA Calculation - To be done by the University

1. Consolidation of External and Internal for Theory Courses (Calculation of GPA)
2. Consolidation of External and Internal for Project Work (Calculation of GPA)
3. Consolidation of External and Internal for Practical Courses (Calculation of GPA)
4. Consolidation of External and Internal for Comprehensive Viva-voce (Calculation of GPA)

III Phase - SGPA Calculation - To be done by the University

Calculation of Semester Grade Point Average. This is the consolidated net result (Grade) in a particular Semester.

III Phase - CGPA Calculation - To be done by the University

Calculation of Consolidated Grade Point Average. This is the consolidated net result (Grade) of a Programme.

Model Calculation of Grade :**Calculation of overall Grade for one Course (GPA) - Theory External****First Phase Evaluation (Done by the concerned Teacher/Examiner) :****I - Theory - External :**

| Type of Question | Qn. No | Grade Awarded | Grade Point | Weightage | Weighted Grade Point | Calculation |
|-------------------|--------|---------------|-------------|-----------|----------------------|--|
| Short Answer type | 1 | A+ | 5 | 2 | 10 | Overall Grade of the theory paper = Sum of Weighted Grade Points / Sum of the weightage $115/30 = 3.83 = \text{Grade A+}$ |
| | 2 | - | - | - | - | |
| | 3 | A | 4 | 2 | 8 | |
| | 4 | C | 2 | 2 | 4 | |
| | 5 | - | - | - | - | |
| | 6 | A | 4 | 2 | 8 | |
| | 7 | - | - | - | - | |
| Medium Essay type | 8 | B | 3 | 3 | 9 | |
| | 9 | A+ | 5 | 3 | 15 | |
| | 10 | - | - | - | - | |
| | 11 | - | - | - | - | |
| | 12 | - | - | - | - | |
| | 13 | A | 4 | 3 | 12 | |
| | 14 | B | 3 | 3 | 9 | |
| Long Essay | 20 | A+ | 5 | 5 | 25 | |
| | 21 | - | - | - | - | |
| | 22 | - | - | - | - | |

| | | | | | | |
|--------------|----|---|---|-----------|------------|--|
| type | 23 | B | 3 | 5 | 15 | |
| | 24 | - | - | - | - | |
| TOTAL | | | | 30 | 115 | |

Note :1) The total weightage for external evaluation is **30**, (2) Maximum Weighted Grade Point (WGP) is **150 (30 X 5)**, (3) Same way all theory courses can be evaluated.

II - Theory-Internal :

| Components | Weightage (W) | Grade Awarded | Grade Point(GP) | WGP=W *GP | Overall Grade of the course |
|-------------------------|---------------|---------------|-----------------|-----------|--------------------------------------|
| Examination /Test | 2 | A | 4 | 8 | WGP/Total weight = 21/5 =4.40 |
| Seminars / Presentation | 1 | A+ | 5 | 5 | |
| Assignments | 1 | A | 4 | 4 | |
| Viva-voce | 1 | A+ | 5 | 5 | |
| Total | 5 | | | 22 | O |

Maximum weight for Internal evaluation is **5**. Therefore Maximum Weighted Grade Point (WGP) is **25 (5 X 5)**.

III - Project - External :

| Components | Weightage (W) | Grade Awarded | Grade Point(GP) | WGP=W *GP | Overall Grade of the course |
|---|---------------|---------------|-----------------|------------|-------------------------------------|
| Relevance of the topic and Statement of problem | 8 | A | 4 | 32 | WGP/Total weight = 160/40 =4 |
| Methodology & Analysis | 8 | B | 3 | 24 | |
| Quality of Report & Presentation | 8 | A+ | 5 | 40 | |
| Viva-voce | 16 | A | 4 | 64 | |
| Total | 40 | | | 160 | A+ - Grade |

IV - Project - Internal :

| Components | Weightage (W) | Grade Awarded | Grade Point(GP) | WGP=W *GP | Overall Grade of the course |
|---|---------------|---------------|-----------------|-----------|---------------------------------------|
| Relevance of the topic and Statement of problem | 2 | A | 4 | 8 | WGP/Total weight = 38/10 = 3.8 |
| Methodology & Analysis | 2 | B | 3 | 6 | |
| Quality of Report & Presentation | 2 | A | 4 | 8 | |
| Viva-voce | 4 | A | 4 | 16 | |
| Total | 10 | | | 38 | A+ - Grade |

Second Phase Evaluation (Done by the University) :

V - Theory - Consolidation of Grade (GPA) (Internal + External) :

The external grade awarded for the Course 1 is 'A' with a Grade point of 3.83 and its internal is 'O'. with a Grade Point of 4.6. The consolidated grade for the course Course 1 is as follows.

| Exam | Weightage | Grade awarded | Grade Points (WGP / TOTAL WEIGHTAGE) | Weighted Grade Point |
|--------------|-----------|---------------|--------------------------------------|----------------------|
| External | 4 | A+ | 3.83 | 15.32 |
| Internal | 1 | O | 4.40 | 4.40 |
| Total | 5 | | | 19.72 |

| | |
|-------------------------|---|
| Grade of a course (GPA) | GPA=Total weighted Grade Points/Total weight 19.72/5 =3.94 = Grade A+ |
|-------------------------|---|

VI - Project Work - Consolidation of Grade (GPA) (Internal + External) :

| Exam | Weightage | Grade awarded | Grade Points (WGP / TOTAL WEIGHTAGE) | Weighted Grade Point |
|-------------------------|--|---------------|---|----------------------|
| External | 4 | A+ | 4 | 16 |
| Internal | 1 | A+ | 3.8 | 3.80 |
| Total | 5 | | | 19.8 |
| Grade of a course (GPA) | GPA=Total weighted Grade Points/Total weight 19.8/5 =3.96 = A+ Grade | | | |

Third Stage Evaluation :

CALCULATION OF SGPA (To be done by the University) :

| Course code | Title of the course | Credits (C) | Grade Awarded | Course Grade Points (G) | Credit Points (CP=C X G) | SGPA |
|----------------|---------------------|-------------|---------------|-------------------------|--------------------------|---|
| I - SEMESTER | | | | | | |
| 001 | Course 1 | 4 | O | 4.25 | 17 | SGPA = Total Credit Points /Total Credits = 80.16/20 = 4.01 Grade - A+ |
| 002 | Course 2 | 4 | A+ | 3.9 | 15.6 | |
| 003 | Course 3 | 4 | A | 3.45 | 13.8 | |
| 004 | Course 4 | 4 | A | 3.64 | 14.56 | |
| 005 | Course 5 | 4 | O | 4.8 | 19.2 | |
| TOTAL | | 20 | | | 80.16 | |
| II - SEMESTER | | | | | | |
| 006 | Course 6 | 4 | A+ | 3.88 | 15.52 | SGPA = Total Credit Points /Total Credits = 73.08/20 = 3.65 Grade – A |
| 007 | Course 7 | 4 | A+ | 3.75 | 15 | |
| 008 | Course 8 | 4 | A | 3.3 | 13.2 | |
| 009 | Course 9 | 4 | A | 3.56 | 14.24 | |
| 010 | Course 10 | 4 | A+ | 3.78 | 15.12 | |
| TOTAL | | 20 | | | 73.08 | |
| III - SEMESTER | | | | | | |
| 011 | Course 11 | 4 | A | 3.45 | 13.8 | SGPA = Total Credit Points /Total Credits = 74.04/20 = 3.70 Grade – A |
| 012 | Course 12 | 4 | A+ | 3.8 | 15.2 | |
| 013 | Course 13 | 4 | O | 4.8 | 19.2 | |
| 014 | Course 14 | 4 | A | 3.58 | 14.32 | |
| 015 | Course 15 | 4 | B+ | 2.88 | 11.52 | |
| TOTAL | | 20 | | | 74.04 | |
| IV - SEMESTER | | | | | | |

| | | | | | | |
|--------------|-----------|-----------|----|------|--------------|---|
| 016 | Course 16 | 4 | A+ | 3.85 | 15.4 | SGPA = Total Credit Points /Total Credits = 76.08/20 = 3.80 Grade - A+ |
| 017 | Course 17 | 4 | A | 3.6 | 14.4 | |
| 018 | Course 18 | 4 | A | 3.47 | 13.88 | |
| 019 | Course 19 | 4 | A+ | 3.8 | 15.2 | |
| 020 | Course 20 | 4 | O | 4.3 | 17.2 | |
| TOTAL | | 20 | | | 76.08 | |

Fourth Stage Evaluation :

CALCULATION OF CGPA (To be done by the University) :

CGPA for the above case :

| Semester | Credit of the Semesters | Grade Awarded | Grade point (SGPA) | Credit points |
|---|-------------------------|---------------|--------------------|---------------|
| I | 20 | A+ | 4.01 | 80.2 |
| II | 20 | A | 3.65 | 73 |
| III | 20 | A | 3.70 | 74 |
| IV | 20 | A+ | 3.80 | 76 |
| TOTAL | 80 | | | 303.2 |
| CGPA (Total credit points awarded / Total credit of all semesters) = 303.2 / 80 = 3.79 (Which is in between 3.50 and 3.99 in 10-point scale) Therefore the overall Grade awarded in the programme is - 'A+' | | | | |

GUIDELINES FOR CODING VARIOUS COURSES :

The following are the common guidelines for Coding various courses in order to get a uniform identification. It is advisable to assign a Seven Digit Code (combination of Alpha Numerical) for various courses as detailed below :

- First three digits** indicate the Programme/discipline code (ENG for English, MCM for M.Com, CHE for chemistry, PHY for physics, MLM for Malayalam, SKT for Sanskrit, HTY for History etc)
- Fourth digit** is the Semester indicator which can be given as 1,2,3 &4 respectively for I,II,III& IV Semester (MCM1, CHE2 Etc).
- Fifth digit** will be the Course Category indicator as detailed below :

| SI No | Nature of Course | Course Code |
|-------|--------------------|-------------|
| 1 | Core Courses | C |
| 2 | Elective Courses | E |
| 3 | Project | P |
| 4 | Comprehensive Viva | V |
| 5 | Practical / Lab | L |
| 6 | Audit Courses | A |

4. **Last two digits** indicate the serial number of the respective courses. If there is one digit it should be prefixed by '0'(Zero). (01, 02, etc)
5. If the number of courses in one category is only one (eg : Viva, Project etc.), assign the course serial number as 01.
6. Examples :

| Sl No | Code | Details |
|--------------|-------------|--------------------------------------|
| 1 | MCM1C01 | M.Com I Sem Core Course No1 |
| 2 | CHE 2 A 02 | Chemistry II Sem Audit Course No.2 |
| 3 | ENG 4 V 01 | English IV Sem Viva No. 1 |
| 4 | MLM 3 E 02 | Malayalam III Sem Elective No. 2 |
| 5 | PHY 4 P 01 | Physics IV Sem Project Work No. 1 |
| 6 | BGY 2 L 02 | Biology II Sem Practical No. 2 |
| 7 | PSY 3 C 02 | Psychology III Sem Core Course No. 2 |
| 8 | HTR 2 E 01 | History II Sem Elective Course No. 1 |

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