



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 subject to ratification by the Academic Council - Orders Issued.

G & A - IV - J

U.O.No. 1935/2021/Admn

Dated, Calicut University.P.O, 15.02.2021

- 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) U.O.No. 5031/2020/Admn dated 02.06.2020
5) U.O Note No. 124774/PG-X-SO/2020/PB dated 02.12.2020
6) Item No.VI in the minutes of the meeting of the Academic Committee on CBCSS PG Regulations 2019 held on 11.12.2020
7) Orders of the Vice Chancellor in the file of even no dated 07.01.2021

ORDER

1. The Regulations for Choice Based Credit and Semester System for Post Graduate 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 has been implemented vide paper read (1) and the same has been modified vide paper read (2), (3) & (4).
2. Pareeksha bhavan, PG branch vide reference cited(5) above has sought clarification on Audit course, regarding calculation of grades and treating of candidates with insufficient attendance etc and considering the same , the Academic Committee on CBCSS PG Regulations 2019 recommended, vide paper read (6) above,the following modifications in CBCSS PG Regulations 2019:

- Clause 21.1.6 shall be modified adding the condition 'To include the details of Audit courses in the Grade sheet of III semester and also in the Consolidated Grade sheet.
- **The conduct of examination, evaluation and finalisation of Audit Course in respect of the SDE Candidate** : The Director, SDE shall conduct the exam, evaluation & finalisation of Examination of Audit Courses for SDE Candidates.
- **Guidelines for the conduct and evaluation and fixing pass criteria of Audit course. Audit Courses have been formulated by the University/ BoS/Department Council** : Evaluation of Audit course is 100% Internal and it shall be done by the Institution/BoS/Department Council concerned. Some of the Boards of Studies prepared the guidelines of Audit Courses. Otherwise, the Institution shall decide the same.
- **The procedure to be followed in the case of candidates who fail to score the minimum required for a pass in the Audit Course or who are absent in the examination is not mentioned -**

Resolved that Audit Courses are mandatory for pass and completion of programme.

(III) Clause 12.1 shall be modified - 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 in the semester only.

(IV) Clause 19.4 shall be modified - For a pass in Comprehensive viva-voce, 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 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.

(V) Clause 20.3 shall be modified - 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, except for project work.

(VI) Clause 21.1 shall be modified as: The University shall issue to the students grade card on completion of each semester, which shall contain the following information:

- Name of the University
- Name of the College
- Title of the PG Programme
- Semester concerned
- Name and Register Number of student
- Code number, Title and Credits of each Course opted in the semester including Audit Course * (Details of Audit courses in the Grade Sheets included in III Semester and also in the consolidated Grade Sheet)
- Letter grade in each course in the semester
- The total credits, total credit points and SGPA in the Semester (corrected to *two decimal places)

(VII) Clause 21.2 shall be modified as 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 two* 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

(VIII) Clause 20.6 shall be modified Calculation **Cumulative Grade Point Average (CGPA)** – Calculation

A new formula for $CGPA = \frac{\sum C_i S_i}{C_r}$, Where C_i = Total Credit of the i th semester and S_i = SGPA of the i th semester, $i=1$ to 4, C_r is the total number of credits in the programme.

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

1. Principals of all Affiliated Colleges 2. The Controller of Examination 3. The Director, School of Distance Education

Copy to: PS to VC/ PA to PVC/ PA to Registrar/ 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. Audit courses are mandatory for pass and completion of Programme. 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. In the case of SDE, conduct of examination, evaluation & finalisation of Examination of Audit course shall be conducted by the Director, School of Distance Education. Students have to obtain only minimum pass requirements in the Audit Courses. Audit Courses are mandatory for pass and completion of Programme. 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>I</i>	Core Courses (Theory/Practical)	<i>Teaching hours can be fixed by the concerne d BoS for various courses and shall not exceed 25 hours per week @ 5 hours per day.</i>	<ul style="list-style-type: none"> • <i>For Core course total credit can vary from 60 to 68, except for MSW Programme.</i> • <i>For Elective Course total credit can vary from 12 to 20. except for MSW Programme.</i> 	
<i>II</i>	Core Courses (Theory/Practical)			
<i>III</i>	(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)			
Total credit shall be				80
I	Audit Course I : Ability Enhancement Course (AEC)	<i>Not coming in the normal work load</i>	4 (Not added for SGPA / CGPA)	4
II	Audit Course II : Professional Competency Course (PCC)		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 in the Semester only.
- 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: Evaluation of Audit course is 100% Internal and it shall be done by the Institutions/Board of Studies/Department Council concerned. Some of the Board of Studies prepared the guidelines of Audit Courses, otherwise, the institution shall decide the same. 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. In the case of SDE, conduct of examination, evaluation & finalisation of Examination of Audit course shall be conducted by the Director, School of Distance Education.

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 x 4 = 8	4 out of 7
2	Short essay/ problem solving type	3	3 x 4 = 12	4 out of 7
3	Long Essay type questions	5	5 x 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 **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 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 Points 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, except Project Work.

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.

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

(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

$$\text{Cumulative Grade Point Average (CGPA)} = \Sigma(\text{C}_i \times \text{S}_i) / \text{Cr}$$

(CGPA= Total Credit Points Awarded in all semesters/ Total credits of the Programme)

Where C_i is the total credit of the i^{th} semester, S_i is the **SGPA** of the i^{th} semester (i may vary from 1 to 4 according to the semester 1 to 4) 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 (include the details of Audit Courses in the Grade sheet of III semester and also in the consolidated Grade Sheet)
- Letter grade in each course in the semester
- The total credits, total credit points and SGPA in the Semester (corrected to two 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 two 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 reevaluation.

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.

.....

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 = 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 type	20	A+	5	5	25		
	21	-	-	-	-		
	22	-	-	-	-		
	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
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	Grade - A+
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 :

1. **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)
2. **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).
3. **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 :

SI 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

