

REGULATIONS FOR UNDER GRADUATE PROGRAMMES
UNDER CHOICE BASED CREDIT SYSTEM 2017

PROGRAMME STRUCTURE

Model I BA/BSc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	22
d	Credits required from common courses II	16
e	Credits required from Core course and Complementay courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	14
d	Credits required from common courses II	8
e	Credits required from Core and Complementay /Vocational courses including Project	95
f	Open Course	3
g	Minimum attendance required	75%

Model II BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common course I	16
d	Credits required from common course II	8
e	Credits required from Core + Complementay + Vocational Courses including Project	93
f	Open Course	3
g	Minimum attendance required	75%

Model III BA/B.Sc./B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	8
d	Credits required from Core + Complementay + Vocational Courses including Project	109
f	Open Course	3
g	Minimum attendance required	75%

9. EXAMINATIONS.

9.1 The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

9.2 The internal to external assessment ratio shall be 1:4

Both internal and external marks are to be rounded to the next integer.

All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (*ISA+ESA*) as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula:-

$CP = C \times GP$, where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

$SGPA = TCP/TC$, where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of course viz. Common Course I, Common Course II, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$GPA = TCP/TC$, Where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course.

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B + Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

For all courses without practical

- a) Marks of External Examination : 80
b) Marks of Internal Evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

- a) Marks of External Examination : 60
- b) Marks of Internal Evaluation : 15

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2x4)	8
Total	15

For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal Evaluation of Practical	Marks
Attendance	2
Test papers (1x4)	4
Record*	4
Total	10

* Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in change.

All three components of internal assessments are mandatory.

For Project

- a) Marks of external evaluation : 80
- b) Marks of internal evaluation : 20

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

* Marks for dissertation may include study tour report if proposed in the syllabus.

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
76 - 79	2
75	1

(Decimals are to be rounded to the next higher whole number)

ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

INTERNALASSESSMENT TEST PAPERS

Two test-papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one years and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher (s), who teach the course.

Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher

arrived at the marks. In order to address the grievance of students a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Dept. Level: The department cell chaired by the Head; and Department Coordinator, Faculty Advisor and Teacher in-charge, as members.

Level 2: College level: A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

The college council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

External examination

The external examination of all semesters shall be conducted by the University at the end of each semester.

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

All students are to do a **project in the area of core course**. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on performing arts where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva/Presentation is compulsory for all subjects and will be conducted at the end of the programme.

There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/ improvement for other semesters the students can appear along with the next batch.

A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/He shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type/problem solving type and long essay type questions.

RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate

shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

Pattern of questions Papers

(a) Without practical

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
			Total	80

(b) Without practical

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	10
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
			Total	60

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees.

MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information:

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Undergraduate Programme
- (d) Name of the Semester

- (e) Name and Register Number of the student
- (f) Date of publication of result
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
- (i) The total credits and total credit points in the semester.
- (i) Semester Grade Point Average (SGPA) and corresponding Grade.
- (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
- (l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

There shall be **3 level monitoring** committees for the successful conduct of the scheme. They are -

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior- most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year 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.

The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

Annexure I – Model Mark cum Grace Card

Mahatma Gandhi University

Section : Priyadarshni Hills P.O.
 Student ID : Kottayam
 Date:

MARK CUM GRADE CARD

Name of candidate :
 Name of College :
 Permanent Register Number (PRN): Degree:
 Name of the Programme :
 Name of Examination : First Semester Examination
 Month and Year
 Date of publication of result :

Course Code	Course Title	Credit (C)	Marks						Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (CxGP)	Result
			External		Internal		Total						
			Awarded (E)	Maximum	Awarded (I)	Maximum	Awarded (E+I)	Maximum					
	Common Course I												
	Common Course II												
	Core Course												
	Complementary Course I												
	Complementary Course II/												
	Vocational Course												
	Total												
	Total credit points (TCP)												
	Total credit (TC)												
	SGPA:												
	Grade:												

Annexure II – Model Mark cum Grace Card (VI Semester)

Mahatma Gandhi University

Section : Priyadarshni Hills P.O.

Student ID : Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate :

Name of College :

Permanent Register Number (PRN) : Degree:

Name of the Programme :

Name of Examination : First Semester Examination

Month and Year

Date of publication of result :

Course Code	Course Title	Credit (C)	Marks				Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (CxGP)	Result		
			External		Internal							Total	
			Awarded (E)	Maximum	Awarded (I)	Maximum						Awarded (E+I)	Maximum
	Core 9												
	Core 10												
	Core 11												
	Core 12												
	Choice Based Course												
	Project												
	SGPA												
	Grade												

		Credit	GPA	Grade	Month & Year	Result
	Semester I Semester II Semester III Semester IV Semester V Semester VI					
	Common Course I Common Course II Complementary Course I Complementary Course II Core Course Open Course					
	Overall Programme CGPA:					

Annexure III

Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS) Description of the Evaluation Process

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1.

(Decimals are to be rounded to the next whole number)

Credit point and Credit point average Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Table 1

% of marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	
	Ab Absent	

Credit point (CP) of a paper is calculated using the formula $CP=C \times GP$,

where **C** is the Credit; **GP** is the Grade Point

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is

$$\text{GPA} = \frac{\text{TCP}}{\text{TC}}$$

Where **TCP** is the Total Credit Point; **TC** is the Total Credit

CPA	
Equal to 9.5 and above	S Outstanding
Equal to 8.5 and < 9.5	A+ Excellent
Equal to 7.5 and < 8.5	A Very Good
Equal to 6.5 and < 7.5	B+ Good
Equal to 5.5 and < 6.5	B Above Average
Equal to 4.5 and < 5.5	C Satisfactory
Equal to 4.5 and < 4.5	D Pass
Below 3.5	F Failure

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D GRADE** or above within the permitted period.

**REGULATIONS OF THE POST GRADUATE PROGRAMS
UNDER CREDIT SEMESTER SYSTEM, 2019
(MGU-PG-CSS 2019)**

PROGRAMME STRUCTURE

Students shall be admitted to post graduate programme under the various faculties. The programme shall include three types of courses, Core Courses, Elective Courses and Common core courses. There shall be a project with dissertation and comprehensive viva-voce as core courses for all programmes. The programme shall also include assignments / seminars / practicals etc.

No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80. However for MPEd programme the total programme credit shall be in accordance with NCTE regulations and for MSW programme total programme credit shall be in accordance with the UGC model curriculum prescriptions and for MBA it shall be in accordance with AICTE regulations.

Elective courses and Groups

There shall be at least two and not more than four elective groups(Group A, Group B, Group C, etc.) comprising of three courses each for a programme and these elective courses shall be included either in fourth semester or be distributed among third and fourth semesters. This clause is not applicable for MEd(Education and Special Education), MPEd, MFA, MSW, MBA and for programmes defined by the Expert Committees of Music and Performing Arts.

The number of elective courses assigned for study in a particular semester shall be the same across all elective groups for the programme concerned.

The colleges shall select any one of the elective groups for each programme as per the interest of the students, availability of faculty and academic infrastructure in the institution.

The selection of courses from different elective groups is not permitted.

The elective groups selected by the College shall be intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group selected by the college for the students who are admitted in a particular academic year shall not be changed

Project work

Project work shall be completed in accordance with the guidelines given in the curriculum.

Project work shall be carried out under the supervision of a teacher of the department concerned.

A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.

There shall be an internal assessment and external assessment for the project work.

The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.

The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.

The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.

A separate course shall be included instead of the project for students undergoing private study.

Assignments: Every college going student shall submit atleast one assignment as an internal component for each course.

Seminar Lecture: Every college going student shall deliver one seminar lecture as an internal component for every course with a weightage of two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing, and presentation.

Test Papers (Internal): Every college going student shall undergo at least two class tests as an internal component for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests.

No courses shall have more than 5 credits unless otherwise specified.

Comprehensive Viva-Voce -Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.

Comprehensive Viva-Voce shall cover questions from all courses in the programme.

There shall be an internal assessment and an external assessment for

the comprehensive Viva-Voce.

Comprehensive Viva-Voce shall be included for students undergoing private study.

ATTENDANCE

The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University.

If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union / university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.

Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules and Clause 7.2

A Regular student who has undergone a programme of study under earlier regulation / Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU-PG-CSS2019 regulations and conditions specified in 6.3.

A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations subject to Clause 7.2

A student who had sufficient attendance and could not register for fourth semester examination can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

REGISTRATION / DURATION

A student shall be permitted to register for the programme at the time of admission.

A student who has registered for the programme shall complete the programme within a period of four years from the date of commencement of the programme.

Students are eligible to pursue studies for additional post graduate

degree. They shall be eligible for award of degree only after successful completion of two years (four semesters of study) either as college going student or through private study.

ADMISSION

The admission to all regular PG programmes shall be through PG-CAP(Centralized Allotment Process) of the Mahatma Gandhi University unless otherwise specified.

The eligibility criteria for admission to PG Programmes shall be published by the University along with the notification for admission.

There shall be provision for inter collegiate transfer and inter University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.

Inter University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.

There shall be provision for credit transfer subject to the conditions specified by the Board of Studies / Expert Committee concerned.

ADMISSION REQUIREMENTS

Candidates for admission to the first semester of the PG programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as eligible thereto.

Students admitted under this programme are governed by the Regulations in force.

PROMOTION:

A student who registers for a particular semester examination shall be promoted to the next semester.

A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

The medium of Instruction shall be English except programmes under faculty of Language and Literature.

EXAMINATIONS

There shall be University examinations at the end of each semester.

Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.

End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student. For private students examination for both semesters shall be conducted at the end of the academic year.

There shall be one end-semester examination of 3 hours duration for each lecture based and practical courses.

A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

EVALUATION AND GRADING

Evaluation: The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation(ESE) (External Evaluation) and (b) Continuous Evaluation(CE)(Internal Evaluation). 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both End Semester Evaluation(ESE) and Continuous Evaluation(CE) shall be carried out using direct grading system.

Private students will have to answer an additional question paper with objective type questions as part of internal evaluation along with the external examinations within the prescribed time.

Direct Grading: The direct grading for CE (Internal) and ESE(External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4,3,2, 1 and 0 respectively.

Grade Point Average (GPA):Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 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 provided in 12.16.

Internal evaluation for Regular programme: The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.

Components of Internal (CE) and External Evaluation(ESE): Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.

Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva- voce within the framework of the regulation.

There shall be no separate minimum grade point for internal evaluation.

The model of the components and its weightages for Continuous Evaluation(CE) and End Semester Evaluation(ESE) are shown in below:

a) For Theory (CE) (Internal)

	Components	Weightage
i.	Attendance	1
ii.	Seminar	2
iii	Best Two Test papers	2 (1 each)
Total		5

(Grades of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grade.)

b) For Theory (ESE) (External)

Evaluation is based on the pattern of question specified in 12.16.5

c) For Practical (CE) (Internal)

	Components	Weightage
	Written/Lab test	2
	Lan involvement and Record	1
	Viva	2
Total		5

(The components and the weightage of the components of the practical (internal) can be modified by the concerned BOS without changing the total weightage 5.)

d) For Practical (ESE) (External)

Components	Weightage
Written/Lab test	7
Lan involvement and Record	3
Viva	5
Total	15

(The components and the weightage of the of the practical (External) can be modified by the concerned BOS without changing the total weightage 15.)

e) For Project (CE) (Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
Total	5

(The components and the weightage of the components of the Project (Internal) can be modified by the concerned BOS without changing the total weightage 5.)

f) For Project (ESE) (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
Total	15

(The components and the weightage of the components of the Project (External) can be modified by the concerned BOS without changing the total weightage 15.)

g) Comprehensive viva-voce (CE) (Internal)

Components	Weightage
Comprehensive viva-voce (all course from first semester to fourth semester)	5
Total	5

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)

h) Comprehensive viva-voce (ESE) (External)

Components	Weightage
Comprehensive viva-voce (all course from first semester to fourth semester)	15
Total	15

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)

All grade point averages shall be rounded to two digits.

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination.

There shall not be any chance for improvement for internal grade.

The **course teacher** and the **faculty advisor** shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the Principal and a copy should be kept in the college for verification for at least two years after the student completes the programme.

External Evaluation. The external examination in theory courses is to be conducted by the University at the end of the semester. **The answers may be written in English or Malayalam except those for the Faculty of Language.** The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation.

Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University

The question paper should be strictly on the basis of model questions paper set and directions prescribed by the BOS.

Pattern of Questions

Questions shall be set to assess 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.

The question setter shall ensure that questions covering all skills are set.

A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades. ∴ Weight : Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of Questions	Weight	Number of questions to be answered
1.	Short Answer type questions	1	8 out of 10
2.	Short essay/problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

Pattern of question for practical. The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

Direct Grading System.

Direct Grading System based on a 6- point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

Performance Grading Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
up to 1.99	D	Deficient (Fail)

No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course.

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.

Improvement of Course- The candidates who wish to improve the grade / grade point of the external examination of a course / courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.

One Time Betterment Programme - 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.

If a candidate opts for the betterment of CGPA of a programme, he/she has to appear for the external examination of the entire semester(s) excluding practicals / project/ comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular(First appearance).

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations. The SGPA is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. 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.

$$\text{Semester Grade Point Average -SGPA (S}_i\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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

Where 'S_i' is the ith semester, 'G_i' is the grade point scored by the student in the ith course 'c', is the credit of the 'ith course.

Cumulative Grade Point Average (CGPA) of a Programme is calculated using the formula:-

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

GPA= Total credit points awarded in all semesters / Total credits of programme)

Where 'C_i' is the credits for 'ith the semester 'S_i' is the SGPA for the 'ith semester. The SGPA and CGPA shall be rounded off to 2 decimal points .

For the successful completion of semester, a student shall pass all courses and score a minimum SGPA of 2.0. However, a student is permitted to move to the next semester irrespective of her/his **SGPA**.

GRADE CARD

The University under its seal shall issue to the students, a consolidated grade card on completion of the programme, which shall contain the following information.

- a) Name of the University.
- b) Name of College
- c) Title of the PG Programme.
- d) Name of the Semesters
- e) Name and Register Number of the student
- f) Code, Title, Credits and Max GPA (Internal, External & Total) of each course (theory & Practical), project, viva etc. in each semester.
- g) Internal, external and total grade, Grade Point (G), Letter Grade and Credit Point (P) in each course opted in the semester.
- h) The total credits and total credit points in each semester.
- i) Semester Grade Point Average (SGPA) and corresponding Grade in each semester.

- j) Cumulative Grade Point Average (CGPA), Grade for the entire programme.
- k) Separate Grade card will be issued at the request of candidates and based on University Guidelines issued from time to time.
- l) Details of description of evaluation process- Grade and Grade Point as well as indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the grade card.

AWARD OF DEGREE

The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree.

MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vice-chancellor to monitor the internal evaluations conducted by institutions.

RANK CERTIFICATE

The University shall publish the list of top 10 candidates for each programme after the publication of the programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to candidates on their request.

Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position, Rank certificate and position certificate shall be signed by the Controller of Examinations.

GRIEVANCE REDRESSAL COMMITTEE

Department level: The College shall form a Grievance Redressal Committee in each Department comprising of the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

College level: There shall be a college level Grievance Redressal Committee comprising of faculty advisor, college co-ordinator, one senior teacher and one staff council member and the Principal as Chairperson.

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

TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three year 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.

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 to the Credit Semester System in their application to any course offered in a College, the latter shall prevail.

Credits allotted for Programmes and Courses.

Total credit for each programme shall be 80 except MPed, MSW and MBA programmes.

Semester-wise total credit can vary from 16 to 25 .

The minimum credit of a course is 2 and maximum credit is 5 except for MEd, MFA, MBA and MSW.

Common Course: If a course is included as a common course in more than one programme, its credit shall be same for all programmes.

Course codes : The course codes assigned for all courses(core courses, elective courses, common courses etc.) shall be unique.

Models of distribution of courses, course codes, type of the course, credits, teaching hours for a programme are given in the following tables.

(Example: **Programmes with practical Total Credits 80-** Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours Per Week	Credit	Total Credits
I	Course.code1	Name1	core	4	4	19
	Course.code2	Name2	core	4	4	
	Course.code3	Name3	core	4	4	
	Course.code4	Name4	core	3	3	
	Practical Course.code5	Name5	core	10	4	
II	Course.code6	Name6	core	4	4	20
	Course.code7	Name7	core	4	4	
	Course.code8	Name8	core	4	4	
	Course.code9	Name9	core	3	4	
	Practical- Course.code10	Name10	core	10	4	
III	Course.code11	Name11	core	4	4	20
	Course.code12	Name12	core	4	4	
	Course.code13	Name13	core	4	4	
	Course.code14	Name14	core	3	4	
	Practical Course.code15	Name15	core	10	4	
IV	Course.code16	Name16	Elective	5	3	21
	Course.code17	Name17	Elective	5	3	
	Course.code18	Name18	Elective	5	3	
	Practical- Course.code19	Name19	core	10	5	
	Project- Course.code20	Name20	core		5	
	Comprehensive viva- voce -Course.code 21	Name 21	core		2	
	Total					80

Example: **Programmes without practical Total Credits 80-** Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours Per Week	Credit	Total Credits
I	Course.code1	Name1	core	5	4	20
	Course.code2	Name2	core	5	4	
	Course.code3	Name3	core	5	4	
	Course.code4	Name4	core	5	3	
	Course.code5	Name5	core	5	4	
II	Course.code6	Name6	core	5	4	20
	Course.code7	Name7	core	5	4	
	Course.code8	Name8	core	5	4	
	Course.code9	Name9	core	5	4	
	Course.code10	Name10	core	5	4	
III	Course.code11	Name11	core	5	4	20
	Course.code12	Name12	core	5	4	
	Course.code13	Name13	core	5	4	
	Course.code14	Name14	core	5	4	
	Course.code15	Name15	core	5	4	
IV	Course.code16	Name16	Elective	5	3	20
	Course.code17	Name17	Elective	5	3	
	Course.code18	Name18	Elective	5	3	
	Course.code19	Name19	core	5	5	
	Project-Course.code20	Name20	core	5		
	Comprehensive viva- voce - Course.code 21	Name 21	core		2	
Total						80

Appendix: Evaluation first stage - Both Internal and External (to be done by the teacher)

Grade	Grade Point	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

The final Grade range for course, SGPA and CGPA

Range	Grade	Indicator
4.50 to 5.00	A+	outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
Upto 1.99	D	Deficient (Fail)

Theory-External - ESE

Maximum weight for external evaluation is 30. Therefore Maximum Weighted Grade Point (WGP) is 150

Type of Question	Qn. No's	Grade Awarded	Grade point	Weights	Weighted Grade Point
Short Answer	1	A+	5	1	5
	2	-	-	-	-
	3	A	4	1	4
	4	C	2	1	2
	5	A	4	1	4
	6	A	4	1	4
	7	B	3	1	3
	8	A	4	1	4
	9	B	3	1	3
	10	-	-	-	-
Short Essay	11	B	3	2	6
	12	A+	5	2	10
	13	A	4	2	8
	14	A+	5	2	10
	15	-	-	-	-
	16	-	-	-	-
	17	A	4	2	8
	18	B	3	2	6
Long Essay	20	A+	5	5	25
	21	-	-	-	-
	22	-	-	-	-
	23	B	3	5	15
			TOTAL	30	117

Calculation :

Overall Grade of the theory paper = Sum of Weighted Grade Points / Total weight 117/30 = 3.90 = Grade B

Theory-Internal - CE

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

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Assignment	1	A	4	4	WGP/Total weight =24/5 = 4.8
Seminar	2	A+	5	10	
Test paper 1	1	A+	5	5	
Test paper 2	1	A+	5	5	
Total	5			24	A+

Practical-External-ESE

Maximum weight for external evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Written/Lab test	7	A	4	28	WGP/Total weight = 58/15 = 3.86
Lab involvement & record	3	A+	5	15	
Viva	5	B	3	15	
Total	15			58	B

Practical-Internal-CE

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

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Written/Lab test	2	A	4	8	WGP/Total weight = 17/5=3.40
Lab involvement & record	1	A+	5	5	
Viva	2	C	2	4	
Total	5			17	B

Practical-External-ESE

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic & Analysis	2	C	2	4	WGP/Total weight = 59/15=3.93
Project content & presentation1	8	A+	5	40	
Project viva-voice	5	B	3	15	
Total	15			59	B

Project - Internal - CE

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

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic & Analysis	2	B	3	6	WGP/Total weight = 21/5=4.2
Project content & presentation	2	A+	5	10	
Project viva-voice	1	A+	5	5	
Total	5			21	A

Comprehensive Viva-Voce - External - ESE

Maximum weight for Internal evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic &	15	A	4	60	WGP/Total weight = 60/15=4
Total	15			60	

Comprehensive viva-Internal-CE

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

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Comprehensive viva-voce	5	A+	5	25	WGP/Total weight = $25/5 = 5$
Total	5			25	A+

Evaluation second stage - (to be done by the University)

Consolidation of the Grade (GPA) of a Course PC-1

The End Semester Evaluation (ESE) (External evaluation) grade awarded for the course PC-1 is A and its Continuous Evaluation (CE) (Internal Evaluation) grade is A. The consolidated grade for the course PC-1 is a follows

Components	Weight	Grade Awarded	Grade Point	Weighted Grade Point
External	3	A	4.20	12.6
Internal	1	A	4.40	4.40
Total	4			17
Grade of a Course	GPA of the course = Total weighted Grade Point / Total weight $17/4=4.25 = \text{Grade A}$			

Evaluation Third Stage - (to be done by the University)

Semester Grade Point Average (SGPA).

Course code	Title of the course	Credits (C)	Grade Awarded	Grade Point (G)	Credit Points (CP=CxG)
01	PC-1	5	A	4.25	21.25
02	-----	5	A	4.00	20.00
03	-----	5	B+	3.80	19.00
04	-----	2	A	4.40	8.80
05	-----	3	A	4.00	12.00
TOTAL		20			81.05
SGPA	Total credit point / Total credits = $81.05/20 = 4.05 = \text{Grade-A}$				

Evaluation - fourth Stage - (to be done by the University)**Cumulative Grade Point Average (CGPA)**

If a candidate is awarded three A+ grades in semester 1 (SGPA of semester 1), semester 2 (SGPA of semester 2) and semester 4 (SGPA of semester 4) and a B grade in semester 3 (SGPA of semester 3). Then the CGPA is calculated as follows:

Components	Weight	Grade Awarded	Grade Point	Weighted Grade Point
I	20	A+	4.50	90
II	20	A+	4.60	92
III	20	B	3.00	60
IV	20	A+	4.50	90
TOTAL	80			332

CGPA = Total credit points awarded / Total credit of all semesters = 332/80 = 4.15 (Which is in between 4.00 and 4.49 in 7 point scale)

Therefore the overall Grade awarded in the programme is A