

3540
18/09/2009

UNIVERSITY OF CALICUT

(Abstract)

Restructuring UG Curriculum - Introduction of Choice Based Credit Semester System (UG) from 2009 admission onwards - amendment to regulation - approved - implemented - Orders issued.

GENERAL AND ACADEMIC BRANCH - I

No. GA I/J2/3601/08 (Vol.II)

Dated, Calicut University. P.O., 09.09.2009

Read: 1. U.O. of even no. dated 19.06.09
2. Item No. 2 of the minutes of the meeting of the Steering Committee on UG restructuring held on 24.06.09

ORDER

The regulation for Choice Based Credit Semester System (UG) was implemented with effect from 2009 admission vide paper read as 1st above. The Steering Committee on restructuring of UG programme vide paper read as 2nd above resolved to amend the regulation regarding condonation of shortage of attendance for UG programme under Choice Based Credit Semester System.

The Vice-Chancellor, in view of exigency has approved this resolution of the meeting of the Steering Committee subject to ratification by the Academic Council.

Sanction has therefore been accorded to implement the amendment to the clause 4.10 of the regulation of UG curriculum under Choice Based Credit Semester System as follows subject to ratification by the Academic Council. The clause 4.10, para I of the regulation for Choice Based Credit Semester System (UG) implemented with effect from 2009 admission regarding attendance states that the "The minimum requirement of attendance during a semester shall be 75% for each course. Attendance shall be maintained by the concerned course teacher. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree programme may be granted by the University" This para in the clause 4.10 of the regulation for Choice Based Credit Semester System (UG) has been amended as "The minimum requirement of attendance during a semester shall be 75% for each course. Attendance shall be maintained by the concerned course teacher. Condonation of shortage attendance to a maximum of 10% of the working days or 9 days in a semester subject to a maximum of two times during the whole period of a Degree programme may be granted by the University".

Orders are issued accordingly.

Sd/-

DEPUTY REGISTRAR (G&A I)
For REGISTRAR.

To

1. The Principals of Affiliated Arts and Science Colleges offering UG courses.

Copy to: PS to VC/PA to Registrar/ CE/ EX
DR, B.Sc, BA, B.Com/ EG I/ Enquiry,
System Administrator (with a request to upload
in the University website) Information Centres,
G&A-I all Sections,
G&A-II & G&A-III Branches

Forwarded/By Order


SECTION OFFICER



UNIVERSITY OF CALICUT

Abstract

CUCBCSS UG Regulations 2014-Choice Based Credit Semester System- Revised Regulations - for all UG Programmes under CUCBCSS-w.e.f 2014 - Implemented -Orders issued.

G & A - IV - J

U.O.No. 5180/2014/Admn

Dated, Calicut University.P.O, 29.05.2014

- Read:-*
1. Hridayakumari Committee Report on CBCSS
 2. GO(Ms)No.507/2012/HEdn dated 16.10.2012.
 3. Letter from Vice Chairman, KSHEC dated 08.11.2012.
 4. U.O.No. 3797/2013/CU dated, 07.09.2013(File Ref.No.13725/GA - IV - J - SO/2013/CU)
 5. U.O.No. 1356/2014/CU dated,12.02.2014(File Ref.No.13725/GA - IV - J - SO/2013/CU)
 6. Item no.4 of the minutes of the meeting of the Steering Committee on CBCSS UG held on 20.05.2014.
 7. Orders of the Hon'ble Vice Chancellor on 27.05.2014.

ORDER

Hridayakumari Committee appointed by the Govt. of Kerala, in its report submitted to the Govt. has suggested changes/reforms on the Choice Based Credit Semester System , in the Universities in Kerala.

The Executive Council of Kerala State Higher Education Council considered Hridayakumari Committee Report and made 11 recommendations for consideration by the Universities in Kerala ,as per paper read as (2).

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

The Modified CBCSS UG Regualtions has been implemented vide paper read as (4).

Vide paper read as (5)above the Steering Committee on CBCSS UG has been reconstituted for the revision of CBCSS UG Regulations [implemented as per paper read as (4)]

The Steering Committee on CBCSS UG vide paper read as (6) resolved to approve the Revised

CUCBCSS UG Regulations 2014 after holding discussions with the Chairmen of various UG Boards of Studies. Subsequently the Committee submitted the Revised CUCBCSS UG Regulations for 2014 Admission onwards.

The Hon'ble Vice Chancellor, considering the exigency, exercising the power of the Academic Council has approved the minutes of the Steering Committee, and the Revised CUCBCSS UG Regulations 2014 for implementation w.e.f 2014 admissions, subject to ratification by the Academic Council.

Sanction has, therefore, been accorded for implementing the Revised CUCBCSS UG Regulations 2014, w.e.f 2014 admission, for all UG programmes under CUCBCSS in the University of Calicut.

Orders are issued accordingly.

(The Revised CUCBCSS UG Regulations 2014 is available in the University website:www.universityofcalicut.info.)

Muhammed S
Deputy Registrar

To

All the Institutions and Dept.s under the University of Calicut.

Forwarded / By Order

Section Officer

UNIVERSITY OF CALICUT

Regulations for Choice based credit and Semester System for under Graduate Curriculum -2014

1. TITLE

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

2. SCOPE, APPLICATION & COMMENCEMENT

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

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

2.3 These regulations are applicable to Distance Education Programme also.

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

3. DEFINITIONS

3.1 '**Programme**' means the entire course of study and examinations for the award of a degree (traditionally referred to as course).

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

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

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

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

3.6 '**Common course**' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.

3.7 '**Core course**' means a compulsory course in a subject related to a particular degree programme.

3.8 '**Open course**' means a course which can be opted by a student at his/her choice

3.9 '**Complementary Course**' means a course which is generally related to the core course (traditionally referred to as subsidiary paper).

3.10 '**Repeat course**' is a course that is repeated by a student in a semester for want of sufficient attendance. He/ She can repeat the course whenever it is offered again.

3.11 '**Improvement course**' is a course registered by a student for improving his performance in that particular course.

3.12 '**Audit course**' is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.

3.13 '**Department**' means any Teaching Department in a College offering a course of study approved by the university as per the Statutes and Act of the university.

3.14 '**Department Co-coordinator**' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.

3.15 '**Department Council**' means the body of all teachers of a department in a college.

3.16 '**Parent Department**' means the Department which offers a particular degree programme.

3.17 '**College Co-coordinator**' is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the College level monitoring committee.

3.18. '**Faculty Adviser**' means a teacher from the parent department nominated by the Department council, who will advise the student in the academic matters and in the choice of open courses.

3.19. '**Credit**' (C):Credit is a unit of academic input measured in terms of weekly contact hours /course contents assigned to a course

3.20 '**Extra Credit**' is the additional credit awarded to a student over and above the minimum credits required in a Programme, for achievements in co-curricular activities conducted outside the regular class hours, as decided by the university. For calculating CGPA Extra credits are not to be considered.

3.21 '**Letter Grade**' or simply 'Grade' in a course is a letter symbol (A⁺, A, B, C, D, E, and F).Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations.

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

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

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

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

Credit point of a semester = SGPA X Credit load (Total credits) of the semester

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

3.27 **Grade Card**: shall mean the printed record of student's performance, awarded to him/her. (See section 11)

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

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

3.30 '**Dual core**' means a programme with double core subjects, traditionally known as double main

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

4. PROGRAMME STRUCTURE

4.1 Students shall be admitted into undergraduate programme under faculties of SCIENCE, HUMANITIES, LANGUAGE & LITERATURE, COMMERCE & MANAGEMENT, JOURNALISM and such other faculties constituted by University from time to time.

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

4.3 **Courses**: The under graduate programme shall include four types of courses, viz., Common Courses (Code A), Core courses (Code B), Complementary courses (Code C) and Open course (Code D). The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 40, depending on the credits assigned to different courses.

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

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

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> 1. <i>Common English course I</i> 2. <i>Common English course II</i> 3. <i>Common English course III</i> 4. <i>Common English course IV</i> 5. <i>Common English course V</i> 6. <i>Common English course VI</i> | } | <p>English courses I to VI – applicable to BA/B.Sc. Regular Pattern</p> <p>English courses I to IV – applicable to Language Reduced Pattern (LRP) Programmes B. Com, BBA, BBA (T), BBM, B. Sc (LRP), BCA etc</p> |
| <ul style="list-style-type: none"> 7. <i>Additional language course I</i> 8. <i>Additional language course II</i> 9. <i>Additional language course III</i> 10. <i>Additional language course IV</i> | } | <p>Addl. Language courses I to IV – applicable to BA/B.Sc. Regular Pattern</p> <p>Addl. Language courses I & II – applicable to Language Reduced Pattern (LRP) Programmes</p> |
| <ul style="list-style-type: none"> 11. <i>General course I</i> 12. <i>General course II</i> 13. <i>General course III</i> 14. <i>General course IV</i> | } | <p>Applicable to Language Reduced Pattern (LRP) Programmes</p> |

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

General Courses I, II & III are Numerical Skill, General Informatics and Entrepreneurship respectively. General Course IV shall be designed by the concerned group of Boards.

The subjects under Language Reduced Pattern (LRP) / [Alternative pattern] are grouped into Four:

1. BBA, B Com, Fashion Technology, and Hotel Management.
2. Industrial Chemistry, Polymer Chemistry, and Food Science & Technology.
3. Computer Science, Electronics, Multimedia, and Instrumentation.
4. Biotechnology, Biochemistry, Aquaculture and Plant Science.

Common courses in various programmes

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

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

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

4.8 Open Courses: There shall be one open course in core subjects in the fifth semester. The Open course shall be open to all the students except the students of parent discipline. (They can choose an open course from a different discipline). Each department/discipline can decide the open course from a pool of three courses offered by the University.

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

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

If a student registered in first semester of the UG degree programme is continuously absent from the classes for more than 14 working days at the beginning of the semester without informing the authorities the matter shall immediately be brought to the notice of the Registrar of the university. The names of such students shall be removed from the rolls.

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

4.11 Grace marks: Grace Marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/ NSS/NCC/ Student Entrepreneurship) carried out besides the

regular class hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. No credit shall be assigned for such activities.

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

4.13 **Extension activities:** Compulsory social service (CSS) for a period of 15 days is essential for the successful completion of a U.G. programme.

5. BOARD OF STUDIES AND COURSES

5.1 The concerned UG Boards of Studies shall design all the courses offered in the under-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 exposures and training for the students.

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

5.3 Each course shall have an alpha-numeric code and title of the course. The code gives information on the Subject, the Semester number and the Serial Number of the course.

5.4. The syllabus of each course shall be prepared module-wise. Number of instructional hours and reference materials are also to be mentioned against each module. (Refer section 4.4)

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

5.6 BOS should analyse the previous examination question papers.

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

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

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

6. ADMISSION

6.1 The admission to all programmes will be as per the rules and regulations of the University.

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

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

6.4 The admitted candidates shall subsequently undergo the prescribed courses of study in a college affiliated to the university for six semesters within a period of not less than three years; clear all the

examinations prescribed and fulfil all such conditions as prescribed by the university from time to time.

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

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

6.7 There shall be provision for **inter collegiate and inter university transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. For the inter-university or intra-university transfer of a student, he/she has a minimum of 20 credits in the credit bank a) in the same discipline and b) within Kerala.

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

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

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

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

6.12 There shall be provision for **readmission** of students in the CCSS (2009 admission onwards) system UG pattern.

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

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

There should not be any change in the scheme. If there is a change in the scheme readmission can be given based on the formula created for the same.

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

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. **Provided the Rules of College Transfer cannot be clubbed with clause for Readmission.**

7. REGISTRATION

7.1 Each student shall register for the courses he/she proposes to take through 'on line', in consultation with the Faculty Adviser within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each Semester giving the details of courses registered, including repeat courses, to the university in the prescribed form within 45 days from the commencement of the semester.

7.2 A student shall be permitted to register for the examination also. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the principal of the college to the University within two weeks of the commencement of that semester. An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. (Students shall make up the shortage of attendance in 'Repeat Semester' after completion of the programme).

The '**Repeat Semester**' shall be possible only once for the entire programme and shall be done in the same college.

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

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

7.5 Those students who have followed the UG courses in annual pattern or Choice based Credit & Semester system pattern can cancel their earlier registration and register afresh for CUCBCSSUG 2013 scheme in the same discipline or a different one.

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

8 EXAMINATION

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

8.2 **Practical** examinations shall be conducted by the University at the end of fourth and sixth semester (except for music). Conduct of Practical examinations in the second semester as per the syllabi may be permitted for Language Reduced Pattern (LRP)

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

8.5 The **model of question papers** may be prepared by the concerned BOS .Each question should aim at-

1) Assessment of the knowledge acquired 2) standard application of knowledge 3) Application of knowledge in new situations

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

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

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

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

Improvement and Supplementary examinations cannot be done simultaneously.

9 EVALUATION AND GRADING

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

9.2 Course Evaluation:

The evaluation scheme for each course shall contain two parts

(1) Internal assessment (2) external evaluation

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

9.3 Internal Assessment:

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

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

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

Components with percentage of marks of Internal Evaluation of Theory Courses are-

Attendance 25 %, Assignment/ Seminar/Viva 25 % and Test paper 50%

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

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

Attendance of each course will be evaluated as below-

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

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

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

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

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

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

9.5 External Evaluation:

External evaluation carries 80 % of marks. External evaluation of Even (2, 4, 6) semesters will be conducted in centralized valuation camps immediately after the examination. Answer scripts of Odd Semester (1, 3, and 5) examinations will be evaluated by home valuation. All question papers shall be set by the university.

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined Scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners - one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external

whichever may be decided by the BOS concerned. No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (II, IV and VI) as per the decision of the appropriate academic bodies.

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

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

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

10. INDIRECT GRADING SYSTEM

10.1 INDIRECT GRADING SYSTEM based on a **7 -point scale** is used to evaluate the performance of students.

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

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

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

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

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

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

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

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

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

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

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points).

An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA (See Table 1 in Annexure-1)

11. GRADE CARD

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

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

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

12. AWARD OF DEGREE

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

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

12.2 **For obtaining additional degree:** Those students who have passed UG programme under CCSS have to appear only core, Complementary and Open courses for acquiring additional degree. The registration for additional degree shall be done through SDE in the III Semester.

13. GRIEVANCE REDRESSAL COMMITTEE

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

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

14. Steering committee consisting of two syndicate members of whom one shall be a teacher, the registrar of the university, controller of examinations, seven teachers from different disciplines (preferably one from each faculty), two chair persons of Board of studies (one UG and 1 PG), and two deans of faculty shall be formed to resolve the issues, arising out of the implementation of CUCBCSSUG 2014. The syndicate member who is also a teacher shall be the convener of the committee. The quorum of the committee shall be six and meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice Chancellor in exigency and this may be ratified by the Academic council.

15. TRANSITORY PROVISION

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

16. REPEAL

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

Annexure-1

Method of Indirect Grading

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

Indirect Grading System in 7 point scale is as below:

To find Semester Grade Point Average (SGPA) :

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

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots \dots \dots}{c_1 + c_2 + \dots \dots \dots}$$

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

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

Seven Point Indirect Grading System

<i>% of Marks (IA+ESE)</i>	<i>Grade</i>	<i>Interpretation</i>	<i>Grade point Average (G)</i>	<i>Range of grade points</i>	<i>Class</i>
90 and above	A+	Outstanding	6	5.5 -6	First class with Distinction
80 to below90	A	Excellent	5	4.5 -5.49	
70 to below80	B	Very good	4	3.5 -4.49	First class
60 to below 70	C	Good	3	2.5 -3.49	
50 To below 60	D	Satisfactory	2	1.5 -2.49	Second class
40 to below 50	E	Pass/Adequate	1	0.5 -1.49	Pass
Below 40	F	Failure	0	0 - 0.49	Fail

Example 1

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

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

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

Credit point of Semester I =74

Percentage of marks of semester I = (412/600) x 100 = 68.667 % = 68.67 %

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

Example: 2

Semester I

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

*Failed course

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

ANNEXURE II

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION

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

Table-4

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

4. External Examiners will be appointed by the University from the list of VI semester Board of Examiners in consultation with the Chairperson of the Board.
 5. The chairman of the VI semester examination should form and coordinate the evaluation teams and their work.
 6. Internal Assessment should be completed 2 weeks before the last working day of VIth semester.
 7. Internal Assessment marks should be published in the department.
 8. In the case of courses with practical examination, project evaluation shall be done along with practical examinations.
 9. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.
- 2. PASS CONDITIONS-**
1. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation.
 2. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE for pass in the project.
 3. There shall be no improvement chance for the Marks obtained in the Project Report.
 4. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re-done and the report may be re-submitted along with subsequent exams through parent department, as per the existing rule of the University examinations.

Annexure-III

Scheme of Examinations:

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

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

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

Core courses: Duration of each external examination is 3 Hrs. The maximum marks for the theory shall be equal. The division of marks between theory and practical & question paper pattern shall be stipulated by the Board of studies concerned.

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

Open courses: Duration of each external examination is 2 Hrs with 50 marks. The division of marks between theory and practical & question paper pattern shall be stipulated by the Board of studies concerned.

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

Annexure-IV
Some useful examples
CREDIT & MARK DISTRIBUTION

Credit and Mark distribution for Programmes without practicals (ex.B.A. HINDI)

Subject	Sem	Common Course		Core Course		Complementary Course		Open Course	Total	
		English	Additional Language	Hindi Language & Literature		Course I	Course II			
Hindi Language & Literature	I	4	3	4	5		2	2	20	
	II	4	3	4	5		2	2	20	
	III	4		4	4	4	2	2	20	
	IV	4		4	4	4	2	2	20	
	V				4	4	4	4	2	22
	VI				4	4	4	4	2*	18
	Total	22 Credits (600 Marks)		16 Credits (400 Marks)	64 Credits (1550 Marks)		8	8	2	120
		38 Credits (1000 Marks)		82 Credits (2000 Marks)					120	
								Total Marks	3400	

*Project

B.A. Mark distribution

Common: English	6 x 100	600	1000
Additional: Mal/Hindi.....	4 x 100	400	
Core: History	15 x 100	1500	1550
Project		50	
Open		50	50
Complementary	8 x 100	800	800
Total Marks			3400

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

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

*Practicals **Project

B.Sc. Mark distribution

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

Credit and Mark distribution for LRP Programmes with practicals & two complementary courses:

Sem	Common Course			General	Core Course						Complementary Course		Open Course	Total	
	English		Additional Language								I	II			
I	4	3	4			3						3	3		20
II	4	3	4			3						3	3		20
III				4	4	3	3				3	3		20	
IV				4	4	3	4				3	3		21	
V						3	3	3	4	4	2		2	21	
VI						3	3	3	3	4	2			18	
Total	14 Credits (400 Marks)		8 Credits (200 Marks)	16 credits (400 Marks)		56 Credits (1750 Marks)						12 Credits (400 Marks)	12 credits (400 Marks)	2 Credits (50 Marks)	120
	38 Credits (1000 Marks)					82 Credits (2600 Marks)									120
											Total Marks	3600			

Mark distribution

Common: English	4 x 100	400	600
Additional: Mal/Hindi.....	2 x 100	200	
General	4 x 100	400	400
Core	17 x 100	1700	1750
Project		50	
Open		50	50
Complementary	8 x 100	800	800
		Total Marks	3600

Credit and Mark distribution for B.Com.

Sem	Common Course		Additional Language	General	Core Course	Complementary Course	Open Course	Total
	English							
I	4	3	4			4		19
II	4	3	4			4		19
III				4	4	4	4	20
IV				4	4	4	4	20
V						4	4	22
VI						4	4	20
Total	14 Credits (400 Marks)	8 Credits (200 Marks)	16 credits (400 Marks)	64 Credits (1550 Marks)		16 Credits (400 Marks)	2 Credits (50 Marks)	120
	38 Credits (1000 Marks)				82 Credits (2600 Marks)			120
Total Marks: 3000								

* Project

B.Com. Mark distribution

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

Credit and marks distribution for BBA (With only one complementary course)

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

BBA Mark distribution

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



U N I V E R S I T Y O F C A L I C U T

LXX MEETING OF THE ACADEMIC COUNCIL

DATE : 30.07.2013

TIME : 10.30 A.M

VENUE : UNIVERSITY SENATE HOUSE

MINUTES

**MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD ON 30.07.2013
AT CALICUT UNIVERSITY SENATE HOUSE**

Date : 30.07.2013

Time : 10.30 AM

Venue : Senate House

MEMBERS PRESENT

1.	The Vice Chancellor	Sd/-
2.	The Pro-Vice-Chancellor	Sd/-
3.	Dr.M.V.Joseph	Sd/-
4.	Prof.M.M.Basheer	Sd/-
5.	Dr.Vasudevan.T.M	Sd/-
6.	Dr.P.R.Sreemahadevan Pillai	Sd/-
7.	Dr.Reji.M.Varghese	Sd/-
8.	Dr. V.K.Bhagyalatha	Sd/-
9.	Prof.(Dr.).K.Sivarajan	Sd/-
10.	Dr.Muhammadali,N	Sd/-
11.	Prof.R.Krishnan	Sd/-
12.	Sri.Sharafuddeen.P	Sd/-
13.	Dr.Baby.Shari.P.A	Sd/-
14.	Dr. Antony Joseph	Sd/-
15.	Dr.R.Sethunath	Sd/-
16.	Dr.S.Nirmala	Sd/-
17.	Dr. K.P.Meera	Sd/-
18.	Dr. V.Anilkumar	Sd/-
19.	Dr. Anilkumar.V	Sd/-
20.	Dr.Kannan.V.M	Sd/-
21.	Dr.Mohammedunni alias Musthafa	Sd/-
22.	Dr.M.Manoharan	Sd/-
23.	Dr.P.K.Pokker	Sd/-
24.	Smt.Najmul Shahi	Sd/-
25.	Dr.E.K.Govinda Varma Raja	Sd/-
26.	Dr.N.K.Sundareswaran	Sd/-
27.	Dr.Moly Kuruvila	Sd/-
28.	Dr.Muhammed Maheen.A	Sd/-
29.	Dr.N.A.M.Abdul Khader	Sd/-
30.	Dr.Damodar Prasad	Sd/-
31.	Dr.M.V..Narayanan	Sd/-
32.	Dr.K.S.Pavithran	Sd/-
33.	Dr.Zakkir hussain	Sd/-
34.	Dr.E.K.Sathish	Sd/-
35.	Sri.T.V.Ibrahim	Sd/-
36.	Dr.T.P.Ahamed	Sd/-
37.	Sri.K.Sivaraman	Sd/-
38.	Sri.Navas Jan.A	Sd/-
39.	Sri. Abraham.P.Mathew	Sd/-
40.	Sri.R.S.Panicker	Sd/-
41.	Sr.Asharafali.T.A	Sd/-
42.	Sr.K.A.Siraj	Sd/-
43.	Prof.Abdul Rahiman	Sd/-
44.	Dr.Zainul Abid Kotta	Sd/-
45.	Dr.Lajish.V.L	Sd/-
46.	Dr.B.S.Harikumaran Thampi	Sd/-
47.	Dr.V.M.Abdul Mujeeb	Sd/-
48.	Dr.M.Sabu	Sd/-
49.	Dr.P.R.Maneeshkumar	Sd/-

The Joint Registrar in charge of Registrar, Smt.Shakuntala.P was also present.

Dr.M. Abdul Salam, the Vice- Chancellor presided over the meeting.

Dr.M.V.Naryanan raised an objection about the method in which the minutes of the previous Academic Council meeting was published without circulating draft of the minutes among the members.

I. BUSINESS BROUGHT FORWARD BY THE VICE – CHANCELLOR

1. Dr.M.V.Joseph, Dean Faculty of Science moved that the Academic Council may consider the matter of awarding classes to the candidates of 2005 admission MCA course who availed supplementary appearance.

Sri.R.S.Panicker opined that this move is against regulations and that the previous Academic Council had rejected the same.

The members were requested to vote on the matter and majority of them supported the move.

The House resolved that the modified regulations of 2006 admission MCA course with regard to the matter of awarding classes to supplementary candidates, be made applicable to 2005 admission also.

EPR IX/1/Classification/MCA/12

2. Dr.Muhammadali.N, Dean, Faculty of Journalism moved that the Academic Council may consider the matter of continuing PG Diploma in Visual Media Studies programme as a self financing course in St.Thomas College, Thrissur, for the academic year 2013-2014 onwards, in view of cessation of UGC aid for the same.

The mover pointed out that the University does not grant affiliation to PG Diploma Courses that are devoid of UGC aid.

Sri.T.P.Asharafali held the view that granting affiliation to such self-Financing courses which levy a huge fee from the students should be re-considered.

The House resolved not to grant permission to continue PG Diploma in Visual Media Studies programme as a self financing course in St.Thomas College, Thrissur, for the academic year 2013-2014 onwards.

3468/CDC-D2/2013/CU

3. Dr.P.R.Sreemahadevan Pillai, Dean, Faculty of Engineering, moved that the Academic Council may consider the request received from Romana Silmiya Rafeeq, candidate of 9th semester (B.Arch), MES Engineering college, Kuttipuram to grant her condonation of shortage of attendance for the third time during the course..

The mover opined that this may be treated as a special case and since the Standing Committee on Examinations has recommended that the request may be considered favourably, it may be treated so.

The Vice-Chancellor pointed out that the recommendations of the minister may be avoided in the note to Academic Council.

Sri.T.V.Ibrahim pointed out that a candidate studying for a course having 8 semesters and another candidate studying for a course having 10 semesters are granted condonation twice during the course. The regulations may be amended to allow a candidate studying for a course with ten semesters to avail condonation more than twice during the course.

The House resolved to grant condonation of shortage of attendance to Romana Silmiya Rafeeq, candidate of 9th semester (B.Arch), MES Engineering college, Kuttipuram; for the third time during the course. Also resolved that the Board of Studies concerned shall study the matter and modify the regulations so as to allow a candidate to avail condonation in par with the duration of his/her course.

PW/JCE VI/GEN 2012 (SF3)

4. Prof.K.A.Siraj moved that the Academic Council may consider the modified regulations of CCSS UG 2009 (CBCSS regulations 2014).

Dr.M.Manoharan opined that the regulations may be approved only after detailed discussion in the academic bodies of the University.

Sri.R.S.Panicker held the view that the draft regulations may be accepted for the time-being and necessary amendments may be incorporated later.

The Chairman put the question to vote and majority of the members supported the move.

The House resolved to approve the modified regulations of CCSS UG 2009 (CBCSS regulations 2014). Also resolved that the committee of Deans (Deans of Science, Language, Humanities, Journalism and Education Faculties) will consider apprehensions raised in this regard and refine/revise the regulations in due course and submit the report to the Vice-Chancellor. (regulations appended).

Regulations for Choice based credit and Semester System for under Graduate Curriculum -2013

1. TITLE

1.1 These regulations shall be called "Calicut University Regulations for Choice Based Credit and Semester System for Under-Graduate Curriculum 2013" (CUCBCSSUG 2013).

2. SCOPE, APPLICATION & COMMENCEMENT

2.1 The regulations provided herein shall apply to all regular under-graduate programmes under faculties conducted by the Calicut University, for the admissions commencing from 2013, with effect from the academic year 2013-2014.

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

2.3 These regulations shall not apply to Distance education.

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

3. DEFINITIONS

3.1 '**Programme**' means the entire course of study and examinations *for the award of a degree* (traditionally referred to as course).

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

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

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

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

3.6 '**Common course**' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses *applicable for Language Reduced*

Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.

3.7 '**Core course**' means a compulsory course in a subject related to a particular degree programme.

3.8 '**Open course**' means a course which can be opted by a student at his/her choice

3.9 '**Complementary Course**' means a course which is generally related to the core course (traditionally referred to as subsidiary paper).

3.10 '**Repeat course**' is a course that is repeated by a student for having failed in that course in an earlier registration or those who have discontinued the programme for want of sufficient attendance. She/he can repeat the course whenever notification is issued in this regard.

3.11 '**Improvement course**' is a course registered by a student for improving his performance in that particular course.

3.12 '**Audit course**' is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.

3.13 '**Department**' means any Teaching Department in a College offering a course of study approved by the university as per the Statutes and Act of the university.

3.14 '**Department Co-coordinator**' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.

3.15 '**Department Council**' means the body of all teachers of a department in a college.

3.16 '**Parent Department**' means the Department which offers a particular degree programme.

3.17 '**College Co-coordinator**' is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the College level monitoring committee.

3.18. '**Faculty Advisor**' means a teacher from the parent department nominated by the Department council, who will advise the student in the academic matters and in the choice of open courses.

3.19. '**Credit**' (C) is a unit of Academic input measured in terms of weekly contact hours/course contents assigned to a course.

3.20 '**Extra Credit**' is the additional credit awarded to a student over and above the minimum credits required in a Programme, for achievements in co-curricular activities conducted outside the regular class hours, as decided by the university. For calculating CGPA Extra credits are not to be considered.

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

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

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

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

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

Credit point of a semester = SGPA X Creditload (Total credits) of the semester

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

3.27 **Grade Card**: shall mean the printed record of student's performance, awarded to him/her. (See section 11)

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

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

4. PROGRAMME STRUCTURE

4.1 Students shall be admitted into undergraduate programme under faculties of SCIENCE, HUMANITIES, LANGUAGE & LITERATURE, COMMERCE & MANAGEMENT, FINE ARTS and JOURNALISM.

4.2 **Duration**: The duration of an under graduate programme shall be 6 semesters distributed over a period of 3 academic years. The odd semesters (1, 3, 5) shall be from June to October and the even

Semesters (2, 4, 6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

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

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

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

4.5 **Common courses:** Every under graduate student shall undergo 10 common courses (Total 38 credits) **chosen from a group of 16 common courses listed below, for completing the programme**

50. *Common English course I*
51. *Common English course II*
52. *Common English course III*
53. *Common English course IV*
54. *Common English course V*
55. *Common English course VI*
56. *Additional language course I*
57. *Additional language course II*
58. *Additional language course III*
59. *Additional language course IV*
60. *General course I*
61. *General course II*
62. *General course III*
63. *General course IV*
64. *General course V*
65. *General course VI*

Courses 1-6 shall be taught by English teachers and 7-10 by teachers of languages other than English. However, depending on the existing staff pattern, these common courses (1-16) may also be taught by teachers of other faculty.

Common courses 1-6 shall be taught by English teachers and 7-10 by teachers of additional languages and general course 11-16, by teachers of departments offering core courses, concerned. The choice of general courses to be taught (from 11 to 16) in each college shall be decided by college level monitoring committee taking into account the course content and existing staff pattern. However for Common courses 1-4, a separate syllabus may be framed by the BOS to suit the requirements of BBA, B.Com, and B.Sc Electronics & B.Sc computer Science programmes.

Common courses in various programmes

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A. & B.Sc.	1,2,7	3,4,8	5,9	6,10
2	B.Com.	1,2,7	3,4,9	13,12	11,14
3	B.B.A	1,2,6	4,5,10	13,12/16	11,14/15
4	B.Sc. in Alternative pattern	1,2,7	3,4,9	6,12	13,14
5	B.Sc. Hotel Management programme	1,2,7	3,4,9	11,12	13,14

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

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

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

4.9 **Credits:** Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38(22 for common [English] courses +16 for common languages other than English) credit shall be from common courses, 80 credits from core & complementary(including 2 Credits for project) and 2 credits from the open course. The maximum credits for a course shall not exceed 5. Credits to be set apart for the Core & Complementary courses shall be decided by the faculty, concerned.

4.10 **Attendance:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University. Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate. It should be limited to a maximum of 9 days in a semester.

The condonation of shortage of attendance shall be granted according to the existing prescribed norms.

If a student registered in first semester of the UG degree programme is continuously absent from the classes for more than 14 days at the beginning of the semester without informing the authorities, the matter shall be brought to the notice of the Registrar of the university immediately. The names of such students shall be removed from the rolls.

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

4.12 **Project:** Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member as per the curriculum.

4.13 **Extension activities:** Compulsory social service (CSS) for a period of 15 days is essential for the successful completion of a U.G. programme.

5. **BOARD OF STUDIES AND COURSES**

5.1 The concerned UG Boards of Studies shall design all the courses offered in the under-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 exposures and training for the students.

5.2 The **syllabus** of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The BOS concerned have the liberty to decide whether the questions can be answered in Malayalam or not.

5.3 Each course shall have an alpha-numeric code and title of the course. The code gives information on the Subject, the Semester number and the Serial Number of the course.

5.4. The syllabus of each course shall be prepared module-wise .Number of instructional hours and reference materials are also to be mentioned against each module. (Refer section 4.4)

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

5.6 BoS should analyze the previous examination question papers

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

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

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

6. **ADMISSION**

6.1 The admission to all programmes will be as per the rules and regulations of the University.

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

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

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

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

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

6.7 There shall be provision for **inter collegiate and inter university transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. For the interuniversity or intrauniversity transfer of a student, he/she has a minimum of 20 credits in the credit bank a) in the same discipline and b) within Kerala

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

6.9 CUCBCSS regular students can join for Distance education stream in any semester in the same Programme or a different one. If core and complementary courses are different, they have to undergo them in the new stream (Marks/Grades obtained for common courses will be retained).

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

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

6.12 There shall be provision for **readmission** of students in the CCSS (2009 admission onwards) system UG pattern.

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

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

There should not be any change in the Scheme

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

For re admission, there vacancy should be within the sanctioned strength.

7. REGISTRATION

7.1 Each student shall register for the courses he/she proposes to take through 'on line', in consultation with the Faculty Adviser within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each Semester giving the details of courses registered, including repeat courses, to the university in the prescribed form within 45 days from the commencement of the semester.

7.2 A student shall be permitted to register for the examination also. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the principal of the college to the University within two weeks of the commencement of that semester. An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. (Students shall make up the shortage of attendance in 'Repeat Semester' after completion of the programme).

The 'Repeat Semester' shall be possible only once for the entire programme.

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

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

7.5 Those students who have followed the UG courses in annual pattern or Choice based Credit & Semester system pattern can cancel their earlier registration and register afresh for CUCBCSSUG 2013 scheme in the same discipline or a different one.

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

8 EXAMINATION

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

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

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

8.5 The model of question papers may be prepared by the concerned BOS .Each question should aim at-

1) Assessment of the knowledge acquired 2) standard application of knowledge 3) Application of knowledge in new situations

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

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

8.8 In the CUCBCSSUG 2013 scheme- UG pattern, the common course IV will cover the whole aspects of the syllabi for Environmental studies. So there is no need of conducting a separate examination in Environmental studies for the students of CUCBCSSUG 2013 scheme.

8.9 Improvement Course: A maximum of two courses (Common, Core, Complementary or Open) can be improved in each semester. Improvement of a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The internal marks already obtained will be carried forward to determine the grades/marks in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination appeared, the marks/grades obtained in the first appearance will be retained.

Improvement and Supplementary examinations cannot be done simultaneously.

9 EVALUATION AND GRADING

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

9.2 Course Evaluation:

The evaluation scheme for each course shall contain two parts

(1) Internal evaluation (2) external evaluation

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

9.3 Internal Evaluation:

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

The internal assessment shall be based on a predetermined transparent system involving written test, assignments seminars and attendance in respect of theory courses and on test/records/viva/attendance in respect of practical courses. Internal evaluation for the project shall be generally based on content, method of presentation, final conclusion, and orientation to research aptitude. However the BOS concerned may fix other evaluation criteria.

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

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

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

Attendance of each course will be evaluated as below-

Above 90% attendance - 100% marks allotted for attendance

85 to 89%	80%	''
80 to 84 %	60 %	''
76 to 79 %	40%	''
75 %	20%	''

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

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

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

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

d) However, Board of examiners concerned, shall have the liberty to fix low percentage marks for moderation, subject to the conditions mentioned in a, b & c

9.5 External Evaluation:

External evaluation carries 80 % of marks. External evaluation of even (2, 4 and 6) semesters will be conducted in centralized valuation camps immediately after then examination. Answer scripts of Odd Semester (1, 3 and 5) examination will be evaluated by home valuation. All question papers shall be set by the university.

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined

Scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses and shall be conducted by two examiners - one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external whichever may be decided by the BOS concerned.

No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (2, 4 and 6) as per the decision of the appropriate academic bodies.

9.6 After the External evaluation, only marks are to be entered in the answer scripts. All other calculations including grading are to be done by the university, using the software.

9.7 **Revaluation:** In the new system of grading, revaluation is permissible. The prevailing rules for revaluation are applicable.

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

10. INDIRECT GRADING SYSTEM

10.1 INDIRECT GRADING SYSTEM based on a 7 -point scale is used to evaluate the performance of students.

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

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

10.4 *Appearance for Internal Evaluation (IE) and External Evaluation (EE) are compulsory and no grade shall be awarded to a candidate if he/she is absent for IE/EE or both. E grade or 40 % marks is required for a pass in each course*

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

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

10.7 **The Cumulative Grade Point Average (CGPA)** of the student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student

Determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA (See Table 1 inAnnexure-1)

11. GRADE CARD

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

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

11.2 The final Grade/mark Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed

minimum credits for obtaining the degree. However, for the computation of CGPA only the best performed courses if any with maximum grade points alone shall be taken subject to the minimum credits requirements (120) for passing a specific degree. The final grade card shall show the percentage of marks, CGPA (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade/mark card shall also include the grade points and letter grade of common course, core courses, complementary courses and open courses separately. This is to be done in a seven point indirect scale.

12. AWARD OF DEGREE

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

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

12.2 For obtaining additional degree: Those students who have passed UG Programme under CCSS have to appear only core, Complementary and Open courses for acquiring an Additional degree. The registration for additional degree shall be done through SDE in the III Semester.

13. GRIEVANCE REDRESSAL COMMITTEE

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

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

14. A steering committee consisting of two Syndicate members of whom, one shall be a teacher, The Registrar of the university, The controller of Examinations, 7 teachers from different disciplines (preferably one from each faculty), Two chairpersons of BOS (1 UG and 1 PG) and two Deans of Faculty, shall be formed to resolve the issues, arising out of the implementation of CUCBCSS. The Member of the Syndicate, who is also a teacher, shall be the convener of the committee. The quorum of the committee shall be 6 and meetings of the committee shall be held at least thrice in an academic year. In the exigency, the resolutions of the committee shall be implemented by the Vice Chancellor and this may be ratified by the Academic council.

15. TRANSITORY PROVISION

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

three 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.

16. REPEAL

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

Annexure-1

Method of Indirect Grading

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

Indirect Grading System in 7 point scale is as below :

Seven Point Indirect Grading System Table-1

% of Marks	Grade	Interpretation	Grade point Average (G)	Range of grade points	class
90 and above	A+	Outstanding	6	5.5 to 6	First class with distinction
80 to below90	A	Excellent	5	4.5 -5.49	
70 to below80	B	Very good	4	3.5 -4.49	First class
60 to below 70	C	Good	3	2.5 -3.49	
50 To below 60	D	Satisfactory	2	1.5 -2.49	Second class
40 to below50	E	Pass/Adequate	1	0.5 -1.49	Pass
Below 40	F	Failure	0	0 - 0.49	Fail

To find Semester Grade Point Average (SGPA) :

Where G1, G2.....are grade points of different courses of the same semester and 'n' is the total number of courses in that semester.

Credit point of a semester= SGPA X Credit load of the semester

Example: 1

Semester

I

Table-2

Coursecode	Course Name	Marks Obtained	Max. marks of the course	Credit	Grade point (G)	Grade
xxxxxxx	Xxxxxxx	48	60	4	5	A

xxxxxxx	XXXXXXXXXX	30	60	3	2	D
xxxxxxx	XXXXXXXXXX	40	60	4	3	C
xxxxxxx	XXXXXXXXXX	42	60	3	4	B
xxxxxxx	XXXXXXXXXX	28	60	3	1	E
xxxxxxx	XXXXXXXXXX	44	50	3	5	A

Credit point of Semester I = 3.33 X 20 = 66.6

To find Cumulative Grade Point Average (CGPA):

The Letter grade corresponds to CGPA is found from Table1

The percentage of marks shall be approximated up to two decimal points(ex. 69.6666 as 69.67 %)

Example: 2

Semester

Table-3

Coursecode	Course Name	Marks Obtained	Max. marks of the course	Credit	Grade point (G)	Grade
xxxxxxx	XXXXXXX	48	60	4	5	A
xxxxxxx	XXXXXXXXXX	30	60	3	2	D
xxxxxxx	XXXXXXXXXX	40	60	4	3	C
xxxxxxx	XXXXXXXXXX	42	60	3	4	B
XXXXXXX *	XXXXXXXXXX	18	60	3	0	F
xxxxxxx	XXXXXXXXXX	44	50	3	5	A

*Repeat course

Note : In this case SGPA will not be awarded (arrear is there)

CREDIT DISTRIBUTION (without practicals)

Table-4

Subject	Sem	Common		General	Core	Complementary		Open	Total
		English	Additional			English			
English	I	4 +3	4		3	3	3		20
	II	4 +3	4		3	3	3		20
	III	4	4		4	4	4		20
	IV	4	4		4	4	4		20

	V				4+4+4+4+2*			2	20
	VI				4+4+4+4+4				20
	Total	22	16		52	14	14	2	120

- Elective
- * project

Table-5 **CREDIT DISTRIBUTION (with Practicals)**

Subject	Sem	Common		General	Core	Complementary		Open	Total
		English	Additional			Physics	Maths		
Physics	I	4 +3	4		3	3	3		20
	II	4 +3	4		3	3	3		20
	III	4	4		3	3	3		17
	IV	4	4		3+4	3	3		21
	V				3+3+3+3+3+2*			2	19
	VI				3+3+3+3+3+4+4				23
	Total	22	16		56	12	12	2	120

- Elective
- * project

.....X.....

13725/GA-IV-J-SO/2013/CU

5. The Vice-Chancellor moved that the Academic Council may consider the matter of starting of Department of Rehabilitation Sciences.

The House resolved to start the Department of Rehabilitation Sciences.

1717/PLD-C-ASST-2/2012/CU

6. Dr.M.V.Joseph, Dean, Faculty of Science moved that the Academic Council may consider the request of Sri.Sunjith.S, a candidate of III semester B.Sc Examination of November 2010 at Farook College to conduct re-test for the internal assessment in PH3C05 and to substitute the Internal Assessment awarded while he was a regular candidate in November 2010.

The House resolved to conduct re-test for the internal assessment in PH3C05 and to substitute the Internal Assessment awarded to Sri.Sunjith.S, a candidate of III semester B.Sc Examination of November 2010 at Farook College, while he was a regular candidate in November 2010.

ES X/3/11035/2012

7. Dr.M.V.Joseph, Dean, Faculty of Science moved that the Academic Council may consider the request of Smt.Shameera.C.K, 2007-10 batch (yearly base) B.Sc.Mathematics main candidate of MES Kalladi college, Mannarkkad, with Reg.No.16335, to convert her registration from regular to private in the final year.

The House resolved not to permit Smt.Shameera.C.K, B.Sc.Mathematics main candidate of MES Kalladi college, Mannarkkad,2007-10 batch (yearly base) with Reg.No.16335, to convert her registration from regular to private in the final year.

ES X/1/10517/2013

8. Prof.M.M.Basheer, Dean, Faculty of Language and Literature, moved that the Academic Council may consider the request of Rijila.K.R, Register No.FKAFAEG039 of III B.A degree Examination, April 2012, a patient suffering from A.V.Malformation (Blood clot) in the brain, to exempt her from attending part III main papers 1,2 and 3 of B.A degree examination (supplementary appearance), in contradiction to the regulations, where a supplementary candidate should attend all the part III main papers together.

The House resolved to exempt Rijila.K.R from attending part III main papers 1,2 and 3 of B.A degree examination (supplementary appearance).

EA XV/SO/2012

9. Dr.M.V.Joseph, Dean, Faculty of Science moved that the Academic Council may consider the request of Smt.Sajina.K, Sri.Suhaib Mohamed.C and Sri.Shyam.P.T for granting mercy chance for VI semester B.Sc.Printing Technology examination.

The House resolved to grant mercy chance to Smt.Sajina.K, Sri.Suhaib Mohamed.C and Sri.Shyam.P.T for VI semester B.Sc.Printing Technology examination.

ES XII/3/Mercy Chance/2013

10. In the absence of Prof.Mathew Manimala, Dean, Faculty of Commerce and Management Studies, Dr.E.K.Sathish, Head of the Department of Commerce, moved that the Academic Council may consider the request of an M.Com degree holder for registering B.Com Co-operation as an additional option.

The mover pointed out that the move is against the course regulations.

Sri.R.S.Panicker opined that necessary amendments may be made to the course regulations before granting permission for a higher degree holder to register for a lower degree. Also added that the matter may not be passed just as a special case.

Dr.M.V.Narayanan and Dr.Manoharan shared the same view.

The House resolved to permit an M.Com degree holder to register for B.Com Co-operation as an additional option. Also resolved to accept the decision of permitting a higher degree holder to register for a lower degree ; in general ; to all courses.

EC XVI/2/A/2012

11. Dr.P.R.Sreemahadevan Pillai, Dean, Faculty of Engineering, moved that the Academic Council may re-consider the resolution of the Syndicate in having cancelled the 'Year Out' system for all batches of the B.Tech course.

The mover opined that the guidelines in the Government order may be accepted. He also added that the matter may be implemented in the University at the time of implementation of the same in other Universities in the state.

Sri.R.S.Panicker opined that the Year-Out system should be implemented to maintain academic standards.

The House resolved to accept the guidelines in clause 3 of the Government order [G.O.(Rt).No.44/13/H.Edn dated 11.01.2013] with respect to the matter of Year-Out system for B.Tech course. Also resolved that the said clause of the G.O be implemented in the University at the time of implementation of the same in other Universities in the state.

16107/GA-IV-E1/2013/CU

12. Dr.M.V.Joseph, Dean, Faculty of Science, moved that the Academic Council may consider the resolution of the Standing Committee on Examinations in the case of re-admission and college transfer of Kum.Reshma.P.R from Little Flower College, Guruvayur to SVNSS College, Wadakkanchery for the IV sem.B.Sc.Botany course. The Standing Committee had resolved that "a fine of Rs.10,000 (Rupees ten Thousand



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 - Approved by the Academic Council - Implemented - Orders issued.

G & A - IV - J

U.O.No. 4487/2019/Admn

Dated, Calicut University.P.O, 26.03.2019

- Read:-*1. U.O No.GA-IV J1/1373/08 dated 23.07.2010
2. Item No.3 in the minutes of the meeting of the Sub Committee on CUCSS PG Regulations held on 17.10.2018
3. Item No.1 in the minutes of the meeting of the Sub Committee on CUCSS PG Regulations held on 01.02.2019
4. Item No. 1.2 in the minutes of the special meeting of the Academic Council held on 28.02.2019.

ORDER

Vide paper read as (1), Calicut University Credit Semester System for all regular Post Graduate Programmes in affiliated Colleges (CUCSS-PG-2010) was implemented with effect from 2010 admission onwards. As per paper read as (2), the meeting of Sub Committee on CUCSS PG Regulations decided to constitute a committee to prepare draft PG Regulations w.e.f 2019 admissions.

The Sub Committee on CUCSS PG, vide paper read as (3), finalised the CBCSS PG Regulations 2019 by incorporating suggestions and recommendations from the combined meeting of Deans of Faculty, Chairpersons of various PG Boards of Studies, members of Sub Committee on CUCSS PG and other stakeholders in this regard.

The Academic Council in its special meeting held on 28.02.2019 has resolved, vide paper read as (4), to approve the CBCSS PG Regulations 2019.

Sanction has, therefore, been accorded to implement the Regulations for Choice Based Credit Semester System for Post Graduate Programmes of affiliated Colleges and SDE/ Private Registration (CBCSS PG Regulations 2019) in the University of Calicut, w.e.f. 2019 admissions.

Orders are issued accordingly.

(The CBCSS PG Regulations 2019 is herewith appended)

Biju George K

Assistant Registrar

To

All affiliated Colleges/Institutions/Departments under the University of Calicut offering PG Programmes

Copy to: Director SDE/ PS to VC/PA to R/PA to CE/GA IV B,C & E Sections/GA I F Section/CHMK Library/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. For SDE / Private Registration students both the Project Work and Comprehensive Viva-voce is optional instead they can have two additional theory courses as per the stipulations of the concerned BoS.

6.4 Total credit for the programme shall be 80 (eighty), 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).

ii) Total Credit for Elective Course shall not be less than 12 (twelve) and not more than 20 (Twenty).

iii) Total Credits for Comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum of 4 (four) credit for Project Work.

iv) Total credit in each semester shall vary between 18 to 22.

v) No course shall have less than 2 credits and more than 5 credits.

6.5 Elective courses shall be spread over either in the Third & Fourth Semesters combined or in any one of these Semesters (III / IV) only subject to the stipulations of the BoS concerned.

6.6 Study Tour / Field visit / Industrial visit / Trip for specimen collection may be conducted as a part of the Programme as per the stipulations of the BoS concerned.

6.7 Audit Courses : In addition to the above courses there will be two Audit Courses (**Ability Enhancement Course & Professional Competency Course**) with 4 credits each. These have to be done one each in the first two semesters. The credits will not be counted for evaluating the overall SGPA & CGPA. The colleges shall conduct examination for these courses and have to intimate /upload the results of the same to the University on the stipulated date during the III Semester. Students have to obtain only minimum pass requirements in the Audit Courses. The details of Audit courses are given below.

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

6.8 The required number of credits as specified in the syllabus/regulations must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of **80** credits for the successful completion of the programmes.

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)		<ul style="list-style-type: none"> • For Core course total credit can vary from 60 to 68. • For Elective Course total credit can vary from 12 to 20 • Minimum Credit for one course shall not be less than 2 (two) and shall not exceed 5 (five). • The maximum credit for comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum credit of 4 (four) for Project Work. 	Vary from 18 to 22 in each Semester
<i>II</i>	Core Courses (Theory/Practical)			
<i>III</i>	(i) Core Courses (Theory/Practical) (ii) Elective Courses (Theory/Practical)			
<i>IV</i>	(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)	Not coming in the normal work load	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 SDE/Private Registration students can opt for either Project Work or one Theory Course. Comprehensive Viva-voce is optional. These shall be in accordance with the decisions and stipulations of the concerned BoS.
- 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 The combined Credit for the Project Work and Comprehensive Viva-voce **shall not be more than 8 (eight) credits** subject to a minimum of **4 (four) credit** for Project Work.
- 7.6 All students have to submit a Project Report/Dissertation in the prescribed structure and format as a part of the Project Work undertaken as per the stipulations of the concerned BoS.
- 7.7 There shall be **External and Internal evaluation for Project Work** and these shall be combined in the proportion of 4:1. In the case of Comprehensive Viva-voce, the conduct of **External Viva-voce is mandatory** but internal is optional, subject to the decision and stipulations of the BoS concerned.
- 7.8 Detailed course structure on Project work to be done, Viva-voce and Project Report preparation can be designed by integrating relevant aspects by the concerned Board of Studies of the Programme.
- 7.9 Details of evaluation of Project Work/Dissertation and Comprehensive Viva-voce are given under clause 18 of this regulation.

8. BOARD OF STUDIES AND COURSES

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

- 8.2** **The Syllabus** of a course shall include course code, the title of the course, the number of credits, maximum grade for external and internal evaluation, duration of examination hours, distribution of internal grade, model question paper and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.
- 8.3** Code numbers for the courses can be given as per the general guidelines given in the 'Appendix' for a uniform identification.

9. ADMISSION

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

10. READMISSION

- 10.1** There shall be provision for readmission of students.
- 10.2** For readmission, the vacancy should be within the sanctioned strength in the parent college. If there is no vacancy in the junior batch of the parent college, readmission can be taken in another college with the junior batch, if there is vacancy within the sanctioned strength in the concerned college.
- 10.3** This readmission is not to be treated as college transfer.

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

11. REGISTRATION

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

12. ATTENDANCE

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

12.5 - A student who is not eligible for such condonation **shall be observed the provisions as per clause 11.4** of this regulation. The principal should intimate the details of these candidates at the commencement of the next semester.

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

13. EXAMINATION

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

13.2 - 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 curriculum of the particular Programme. The number of examiners and other aspects of the practical examination shall be prescribed by the concerned Boards of Studies of the programmes.

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 shall be equal as far as possible and the aggregate weightage for each semester shall be stipulated by the Boards of studies concerned.

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

15. EVALUATION AND GRADING

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

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

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

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

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

16. INTERNAL EVALUATION / CONTINUOUS ASSESSMENT (CA)

16.1 This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and viva-voce 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	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** There shall not be any Comprehensive viva-voce for **SDE students**.
- 19.4** For a pass in Comprehensive viva-voce, a student has to secure a minimum of **D** Grade in External and Internal examination combined. If the students could not secure minimum **D** Grade in the Project work, they will be treated as failed in that attempt and the student may re appear for the same next time in accordance with the University exam stipulations. **There shall be no improvement chance for Comprehensive viva-voce.**

20 - DIRECT GRADING SYSTEM

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

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

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

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

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

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

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

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

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

20.5 Semester Grade Point Average (SGPA) – Calculation

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

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

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

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

Where 'S_j' is the jth semester , 'G_i ' is the grade point scored by the student in the ith course 'c_i ' is the credit of the ithcourse,'Cr ' is the total credits of the semester .

Model calculation is given in the Annexure :

20.6 Cumulative Grade Point Average (CGPA) - Calculation

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

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

Where C₁ is the credit of the 1st semester S₁ is the **SGPA** of the 1st semester and **Cr** is the total number of credits in the programme. The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

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

21. GRADE CARD

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

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

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

22. AWARD OF DEGREE

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

23. POSITION CERTIFICATE

23.1 The University publishes list of top 10 positions for each programme after the publication

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

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

24. GRIEVANCE REDRESSAL COMMITTEE

- 24.1 Department Level Committee:** The college shall form a Grievance Redressal Committee in each department comprising of course teacher , one senior teacher and elected representative of Students (Association Secretary) as members and the Head of the Department as Chairman.The committee shall have initial jurisdiction over complaints against Continuous Assessment.
- 24.2 College Level Committee :** There shall be a college level grievance redressal committee comprising of student adviser, two senior teachers , two staff council members (one shall be elected member) and elected representative of students (College Union Chairperson) as members and the Principal as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students.
- 24.3 University level:** The University shall form a Grievance Redressal Committee as per the existing norms.

25. TRANSITORY PROVISION

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

26. REPEAL

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

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

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

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

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

Phases for Evaluation :

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

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

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

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

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

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

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

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

Model Calculation of Grade :

Calculation of overall Grade for one Course (GPA) - Theory External

First Phase Evaluation (Done by the concerned Teacher/Examiner) :

I - Theory - External :

Type of Question	Qn. No	Grade Awarded	Grade Point	Weightage	Weighted Grade Point	Calculation	
Short Answer type	1	A+	5	2	10	Overall Grade of the theory paper = Sum of Weighted Grade Points / Sum of the weightage 115/30 = 3.83 = 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 Grade - A+
002	Course 2	4	A+	3.9	15.6	
003	Course 3	4	A	3.45	13.8	
004	Course 4	4	A	3.64	14.56	
005	Course 5	4	O	4.8	19.2	

TOTAL		20			80.16	
II - SEMESTER						
006	Course 6	4	A+	3.88	15.52	SGPA = Total Credit Points /Total Credits = 73.08/20 = 3.65 Grade - A
007	Course 7	4	A+	3.75	15	
008	Course 8	4	A	3.3	13.2	
009	Course 9	4	A	3.56	14.24	
010	Course 10	4	A+	3.78	15.12	
TOTAL		20			73.08	
III - SEMESTER						
011	Course 11	4	A	3.45	13.8	SGPA = Total Credit Points /Total Credits = 74.04/20 = 3.70 Grade - A
012	Course 12	4	A+	3.8	15.2	
013	Course 13	4	O	4.8	19.2	
014	Course 14	4	A	3.58	14.32	
015	Course 15	4	B+	2.88	11.52	
TOTAL		20			74.04	
IV - SEMESTER						
016	Course 16	4	A+	3.85	15.4	SGPA = Total Credit Points /Total Credits = 76.08/20 = 3.80 Grade - A+
017	Course 17	4	A	3.6	14.4	
018	Course 18	4	A	3.47	13.88	
019	Course 19	4	A+	3.8	15.2	
020	Course 20	4	O	4.3	17.2	
TOTAL		20			76.08	

Fourth Stage Evaluation :

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

CGPA for the above case :

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

GUIDELINES FOR CODING VARIOUS COURSES :

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

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 Coure No. 2
8	HTR 2 E 01	History II Sem Elective Course No. 1

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