



KANNUR UNIVERSITY

Kannur, Kerala

**Regulations for Choice
Based Credit &
Semester System for
U.G. Programme
CBCSS - 2014**



CBCSS - 2014



CBCSS - 2014

**CHOICE BASED CREDIT
AND
SEMESTER SYSTEM 2014**



CBCSS - 2014

MEMBERS OF THE COMMITTEE

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Foreword

Higher Education is a dynamic, continually evolving concept needs to adapt itself to current social and academic requirements. We must strive to prepare an educated and productive work force through a concerted effort to improve the quality and relevance of higher education. The methodology used in teaching and evaluation is equally momentary in nature and demands latest approaches as well. A committee under the chairmanship of Prof B. Hridayakumari, well known academician and renowned educationist was appointed to study and make recommendations rectifying the issues in the existing CBCSS.

Kannur University has immense pleasure in presenting the revised regulation for U.G. Programs based on the recommendations of Hridayakumari Committee.

The Revised Regulation and curriculum with significant changes in the syllabi and pattern of Exam will be comprehensive, student friendly and result oriented.

Kannur
06.06.2014

Dr. M.K. Abdulkhader

KANNUR UNIVERSITY
Regulations For Choice Based Credit And
Semester System For Under Graduate Curriculum -2014

1. TITLE

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

2. SCOPE, APPLICATION & COMMENCEMENT

- 2.1 The regulations provided herein shall apply to all regular under-graduate programmes conducted by Kannur University, for the UG Programmes/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 to the extent here in after prescribed.
- 2.3 These regulations shall not apply to Distance education programmes.
- 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 **'Strike off the roll'** : A student who is continuously absent for 14 days without sufficient reason and proper intimation to the principal of the college shall be removed from the roll.
- 3.12 **'Improvement course'** is a course registered by a student for improving his performance in that particular course.
- 3.13 **'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.
- 3.14 **'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.

- 3.15 **'Department Co-ordinator'** is a teacher nominated by the Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.16 **'Department Council'** means the body of all teachers of a department in a college.
- 3.17 **'Parent Department'** means the Department which offers a particular degree programme.
- 3.18 **'College Co-ordinator'** is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the College level monitoring committee.
- 3.19 **'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.
- 3.20 **'Credit'** (C).Credit is a unit of academic input measured in terms of weekly contact hours /course contents assigned to a course
- 3.21 **'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.
- 3.22 **'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 inAnnexure-II Table-1.
- 3.23 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 (see Annexure-II Table-1).

- 3.24 **'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.
- 3.25 **'Credit point'** (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course:
 $P = G \times C$.
- 3.26 **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**

- 3.27 **'Cumulative Grade point average'**(CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the completed semesters by the total number of credits acquired so far and shall be rounded off to two decimal places.
- 3.28 **'Overall Grade Point Average'** (OGPA) 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. OGPA is the final CGPA after completing six semesters.
- 3.29 **Grade Card:** shall mean the printed record of students performance, awarded to him/her. (See section 11)
- 3.30 **Course teacher:** A teacher nominated by the HoD shall be in charge of a particular course
- 3.31 **'Dual core'** means a programme with double core subjects, traditionally known as double main
- 3.32 Words and expressions used and not defined in this regulation, but defined in the Kannur 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 programmes under faculties of SCIENCE, HUMANITIES, LANGUAGE & LITERATURE, COMMERCE & MANAGEMENT, FINE ARTS, JOURNALISM, SOCIALSCIENCE, TECHNOLOGY 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 2A03ENG represents a Common course of serial number 03 offered in the second semester and 2B02PHY 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 14 common courses listed below, for completing the programme:**

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

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 shall be designed by the concerned Board of Studies.

The common course IV will cover the whole aspects of the syllabi for Environmental studies.

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	3,4,8	11,12	13,14
3	B.B.A	1,2,7	3,4,8	11,12	13,14
4	B.Sc.in alternative pattern	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 in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the university.
- 4.9 **Credits:** Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38(22 for common [English] courses +16 for common languages other than English) credit shall be from common courses, a minimum of 2 credits for project and 2 credits for the open course. (In the case of LRP Programmes 14 credits for common courses, 8 credits for Additional language courses and 16 credits for General courses). Minimum credits required for core, complementary and open courses put together are 82. However the credits to

be set apart for the core and complementary courses shall be decided by the faculty concerned. The maximum credits for a course shall not exceed 5. Honours and dual core programmes are having separate credit distribution.

- 4.10 **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 12 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 condonation 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. A student who is not eligible for condonation of shortage of attendance shall repeat the course along with the subsequent batch.
- 4.11 **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, Kannur University (by considering his/her CGPA and percentage of attendance). The number of such candidates should not exceed two.
- 4.12 If a student registered in first semester of the UG degree programme is **continuously absent from the classes for more than 14 days** at the beginning of the semester without informing the authorities the matter shall immediately be brought to the notice of the Registrar of the university. The names of such students shall be removed from the rolls.

4.13 **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 each academic year spreading over three years (6 Semesters). No credit shall be assigned for such activities.

5. ADMISSION

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

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

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

5.4 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.

5.5 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.

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

5.7 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 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. Inter collegiate transfer will be permitted to the students who pursue his/her study in the same core, common and complementary courses opted for the programme.

- 5.8 Provision for **credit transfer** is subject to common guidelines prepared by the faculty concerned.
- 5.9 There shall be provision for **readmission** of students in the KUCBCSSUG 2014 scheme.

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.

6. REGISTRATION

- 6.1 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.
- 6.2 A student who registered for a UG programme 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.
- 6.3 Student-strength required for an open course batch is between 10 and 50 or sanctioned strength of the core subject whichever is less.

- 6.4 The **maximum age limit** for admission to the UG programme shall be 23 years as on 1st June of the academic year. For SC/ST candidates the age limit is 25years
- 6.5 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 KUCBCSSUG 2014scheme in the same discipline or a different one. If eligible for admission as per the then existing terms and conditions subject to a maximum age of 24 as on 1st June in the academic year. For SC/ST candidates the age limit is 25 years.
- 6.6 Students who complete the course and secure the minimum required attendance for a semester and register for the university examinations at the end of each semester alone will be **promoted to higher semesters.**

7. BOARD OF STUDIES AND COURSES

- 7.1 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.
- 7.2 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.
- 7.3 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.

- 7.4. 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.
- 7.5 The scheme of examination and model question papers are to be prepared by the Board of studies
- 7.6 BoS should analyse the question papers of previous examinations.
- 7.7 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.

- 7.8 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.
- 7.9. **A steering committee** consisting of two Syndicate members of whom one shall be a teacher, the Registrar of the university, Controller of Examinations, seven teachers from different disciplines (preferably one from each faculty), two Chair Persons of Board of Studies (one UG and 1 PG), and two Deans of Faculty nominated by Vice-Chancellor shall be formed to resolve the issues, arising out of the implementation of KUCBCSSUG 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 reported to the Academic council.

8. EXAMINATION

- 8.1 There shall be University examinations at the end of each semester. A candidate who fails to register for University Examination shall not be permitted to move to next semester
- 8.2 **Practical** examinations shall be conducted by the University at the end of second, fourth and sixth semester (except for B.A. music and B.A. Bharathanatyam).
- 8.3 External **Viva-voce**, if any, shall be conducted along with the practical examination/project evaluation.
- 8.4 The model of **question papers** may be prepared by the concerned BoS .Each question should aim at-
- a) Assessment of the knowledge acquired
 - b) Standard application of knowledge
 - c) Application of knowledge in new situations
- 8.5 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 8.4 may be followed by the Boards of studies.
- 8.6 **Project** evaluation shall be conducted at the end of sixth semester. 20 % of marks are awarded through internal assessment. (See section 9.7 and Annexure I)
- 8.7In the (KUCBCSSUG 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 KUCBCSSUG 2014scheme.
- 8.8 **Improvement:** Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with subsequent batch. There shall be no improvement chance for

internal evaluation. 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 improvement examination, the mark/grade obtained in the first appearance will be retained.

- 8.9 There shall be no supplementary examinations. For reappearance/improvement the students can appear along with next batch.

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-11.

9.2 Course Evaluation:

The evaluation scheme for each course shall contain two parts

- a) Internal Assessment (IA)
- b) External evaluation (End Semester Evaluation ESE)

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

9.3 Internal Assessment:

- a. 20% of the total marks in each course are for internal assessment. The marks secured for internal assessment only need be sent to university by the colleges concerned.
- b. The internal assessment shall be based on a predetermined transparent system involving written test, assignments/ seminars/ Viva and attendance in respect of theory courses and lab involvement and records, tests and attendance in respect of practical courses.
- c. 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 %, lab involvement and Record 50% and test 25% as far as internal is concerned.

(If a fraction appears in total 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:** Moderation shall be decided by the concerned Board of examiners.

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 as far as possible. All question papers shall be set by the university.

The external examinations in theory courses are 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 provided by the University. The external examination in practical courses shall be conducted by two examiners (one internal and one external) appointed by the University. For project evaluation see Annexure -I

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. Marks secured for external evaluation only need be sent to University. All other calculations including grading are done by the university.
- 9.7 **Project:** Every student of a UG Programme shall have to work on a project of minimum two credits under the supervision of a faculty member as per the curriculum. Project evaluation shall be conducted at the end of sixth semester. Guidelines for Evaluation of projects will be issued separately. (See Annexure I) Projects shall be submitted in the last week of February in VI th semester. Belated and incomplete projects will not be entertained.
- 9.8 Revaluation: In the new system revaluation is permissible. The prevailing rules of revaluation are applicable to KUCBCSSUG 2014.
- 9.9 Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/Scrutiny/ revaluation should be submitted within the time stipulated by the University. 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 and F) to that course by the method of indirect grading.
- 10.3 A candidate securing **E grade with 40%** of aggregate mark and 40% separately for ESE for each course shall be declared to have passed in that course.
- 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.
- 10.5 A student who fails to secure a minimum E 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.

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

For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of **1**. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

- 10.7 The **Cumulative Grade Point Average** (CGPA) of the student is calculated at the end of each semester. The CGPA of a student determines the overall academic level of the student in each stage of the programme. CGPA can be calculated by the following formula:

$$\text{CGPA} = \frac{\text{Sum of credit points of all completed semesters}}{\text{(Total credits aquired)}}$$

SGPA and CGPA shall be rounded off to two decimal places. CGPA shall be awarded according to Table 1 in Annexure II

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

$$\text{OGPA} = \frac{\text{Sum of credit points obtained in six semesters}}{\text{(Total credits (120))}}$$

An overall letter grade OGPA for the entire programme shall be awarded to a student after completing the entire programme successfully. (According to Table 1 in Annexure-1I)

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

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. The final grade card shall show the percentage of total marks, OGPA (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 % of maximum marks) and with a minimum SGPA of 1.0 for all semesters and minimum OGPA 1.0 satisfying minimum credit 120 , shall be the minimum requirement for the award of degree.

Position certificate up to 3rd position will be issued on the basis of highest marks secured for the programme. In the case of a tie, highest of OGPA is to be considered.

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 registration.

12.2 **For obtaining additional degree:** Those students who have passed UG programme except in LRP under KUCBCSSUG 2014 have to appear only core, Complementary and Open courses for acquiring additional degree. Those who have passed UG Programme through LRP have to appear for all courses offered in the programme. The registration for additional degree shall be done through SDE in the second year.

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 marks 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. 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.

15. 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 I

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION

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

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

4. External Examiners will be appointed by the University from the list of 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.

Annexure-II

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

Credit point of a course = Grade point of the course x credit of the course

To find Semester Grade Point Average (SGPA) :

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

$$SGPA = \frac{(C1G1+C2G2+C3G3+)...}{(c1+C2+)}$$

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

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

Example: Semester I

TABLE-2

Course Code	Course Name	Marks Obtained			Max. marks of the course	Credit C	Grade point (G)	Credit point C x G	Grade
		Internal (Max.10)	External (Max.40)	Total					
XXXXXX	XXXXXX	8	32	40	50	4	5	20	A
XXXXXX	XXXXXXXXXX	5	20	25	50	3	2	6	D
XXXXXX	XXXXXXXXXX	9	35	44	50	4	5	20	A
XXXXXX	XXXXXXXXXX	7	28	35	50	3	4	12	B
XXXXXX	XXXXXXXXXX	9	29	38	50	3	4	12	B
XXXXXX	XXXXXXXXXX	6	18	24	50	4	1	4	E

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

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

Credit point of Semester I =74

Percentage of marks of semester I= (206/300) x 100 = 68.667 %= 68.67 %

To find Cumulative Grade Point Average (CGPA):

CGPA of Sem. I= SGPA of Sem. I

$$CGPA \text{ after semester II} = \frac{\text{Total credit points obtained in I \& II semesters}}{\text{Total credits of I\& II sem.}}$$

$$\text{Ex. CGPA} = \frac{74+52}{21+20} = 3.07 \quad C \text{ grade}$$

(The Letter grade corresponds to CGPA is found from Table-1)

To find Overall Grade Point Average (OGPA):

After completing six semesters,

$$\text{OGPA} = \frac{\text{Sum of credit points obtained in six semesters}}{\text{Total credits (120)}}$$

Ex.

$$\text{OGPA} = \frac{74+52+\dots+\dots+\dots+\dots}{120} =$$

(The Letter grade corresponds to OGPA is found from Table-1)

CGPA obtained after completing six semesters is the OGPA

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

Example: 2

Semester I
TABLE-3

Coursecode	Course Name	Marks Obtained	Max. marks of the course	Credit	Grade point (G)	Grade
xxxxxxx	Xxxxxxx	40	50	4	5	A
xxxxxxx	Xxxxxxxxxx	25	50	3	2	D
xxxxxxx	Xxxxxxxxxx	44	50	4	5	A
xxxxxxx	Xxxxxxxxxx	35	50	3	4	B
Xxxxxxx *	Xxxxxxxxxx	16	50	3	0	F
xxxxxxx	Xxxxxxxxxx	24	50	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- III

Scheme of Examinations:

1-6 **Common course English:** Duration of each external examination is 3 Hrs. Each carries a maximum of 50 Marks.

7-10 **Additional languages:** Duration of each external examination is 3 Hrs. Each carries a maximum of 50 Marks.

11-14 **General courses:** Duration of each external examination is 3 Hrs. Each carries a maximum of 50 Marks.

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

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

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

Open courses: Duration of each external examination is 2 Hrs.

The division of marks between theory and practicals shall be stipulated by the Board of studies concerned.

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

For example, the total marks for each programme of the science and Commerce faculty are 1800 and that for humanities is 1500.