

SREE NARAYANA COLLEGE, NATTIKA

INTERNAL EXAMINATIONS REPORT 2023-2024

Co-ordinator : Ms. Preetha K.C (Physics)

Members: Ms.Jyothimol K P (Chemistry)

Ms. Remya Jayan (Malayalam)

Dr. Sreela Krishnan (Commerce)

Ms. Minu K M (Physics)

Ms. Babitha B (English)

Dr. Nithya Sathiandran (Zoology)

Ms. Vidhya E A (Economics)

Dr. Sreena T D (Maths)

Dr. Chithra G (Botany)

Ms. Jisha Joseph (Statistics)

The Internal Examinations Committee is functioning under Committee for Academic Monitoring and Examinations. The Committee is responsible for smooth and efficient conducting of internal examinations as per the academic calendar of University and College. One internal examinations is to be conducted in each semester for each course from 2019 admissions. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the concerned department for shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

In 2023-2024, Internal examinations committee successfully conducted all the examinations as per the college academic calendar. It ensured transparency and fairness in assessing students performance. And also conducted a department wise Parent- Teacher Association meeting to share assessment outcomes with parents.

The details of internal examinations are as follows:

Sl.No.	Semester/Programme	Date of Internal examination	Marklist submitted date to IQAC
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1.	Second Semester Degree (2022 Admission)	18-07-2023 to 25-07-2023	On or before 27-07-2023
2.	Fifth Semester Degree (2021 Admission)	12-10-2023 to 16-10-2023	On or before 19-10-2023
3.	Third Semester Degree(2022 Admission)	04-12-2023 to 07-12-2023	11-12-2023
4.	First Semester Degree (2023 Admission)	03-01-2024 to 10-01-2024	11-01-2024
5.	Sixth Semester Degree (2021 Admission)	19-02-2024 to 23-02-2024	27-02-2024
6.	Fourth Semester Degree(2022 Admission)	18-03-2024 to 22-03-2024	25-04-2024

INTERNAL EXAMINATION COMMITTEE MINUTES 2023-24

NOTICE

Notice is hereby given for a meeting of internal examinations committee to be held at Principals chamber at 10:00 am on 10th July 2023.

Agenda

- 1) Date and duration of second sem internal examinations.
- 2) Any other matter.

Members:

- 1) Principal
- 2) Pooja K.C.
- 3) Deepa Singh
- 4) Jyoti Lakshmi
- 5) Nitika
- 6) Minu K.C.
- 7) Chitra
- 8) Anurag

NOTICE

Notice is hereby given for a meeting of internal examinations committee to be held at 10:00 am at 10th July 2023.

Agenda

- 1) Date and Duration of 5th sem internal examination.
- 2) Date of 3rd semester internal examination.
- 3) Any other matter.

Members:

- 1) Pooja K.C.
- 2) Susha Kulkarni
- 3) Deepa Singh
- 4) Jyoti Lakshmi
- 5) Nitika
- 6) Minu K.C.
- 7) Chitra

Decision Taken

1. Decided to conduct 5th semester internal examinations from 12-10-2023 to 16-10-2023, 10:00 am onwards, 3 hours duration, 30 minutes.

2. In Paper submission date reference Mark list Submission date to TANC on 10/10/2023.

3. PTA meeting will be held on 10/10/2023.

Action taken report

1. Conducted 5th sem internal examination as per the scheduled date of examination. Due to Govt. declared holiday, on 10/10/2023 exam postponed to 10/10/2023.
2. PTA meetings are conducted.

NOTICE

Notice is hereby given for a meeting of internal examinations committee to be held at 10:00 am on 10th July 2023.

Agenda

- 1) Date and duration of second sem internal examinations.
- 2) Any other matter.

Members:

- 1) Principal
- 2) Pooja K.C.
- 3) Deepa Singh
- 4) Jyoti Lakshmi
- 5) Nitika
- 6) Minu K.C.
- 7) Chitra
- 8) Anurag

Decision Taken

1. Decided to conduct 5th semester internal examinations from 12th October 2023 to 16th October 2023. Exam commencing conducted per day (10:00 am to 12:00 pm and 2:00 pm to 4:00 pm).

2. Duration of examination to 3 hours.

3. Marking scheme of internal examination to be made. In paper submission date reference Mark list Submission date to TANC on 10/10/2023.

4. Decided to conduct 3rd semester internal examinations on 11/12/2023.

NOTICE

Notice is hereby given for a meeting of internal examinations committee to be held at 10:00 am on 10th July 2023.

Agenda

- 1) Finalization of 3rd semester internal examination, Duration & Date etc.
- 2) Any other matter.

Members:

- 1) Pooja K.C.
- 2) Susha Kulkarni
- 3) Deepa Singh
- 4) Jyoti Lakshmi
- 5) Nitika
- 6) Minu K.C.
- 7) Chitra
- 8) Anurag

Decision Taken

1. Decided to conduct 3rd semester internal examination on 11/12/2023, 10:00 am onwards, 3 hours duration, 30 minutes.

2. In Paper submission date reference Mark list Submission date to TANC on 10/10/2023.

3. Duration of examination to 3 hours.

4. Marking scheme of internal examination to be made. In paper submission date reference Mark list Submission date to TANC on 10/10/2023.

5. Decided to conduct 5th semester internal examinations on 12/10/2023.

NOTICE

Notice is hereby given for a meeting of Internal examinations committee to be held at MTC Physics lab at 2:30 pm on 16th January 2024.

Agenda

- Finalization of 1st Semester Internal examinations, Date, Duration, Q-type, Submission date, Marklist submission date and date of PTA meeting.
- Any other matter.

Members Present:

1. Pooja K.C.
2. Sibi Mathan
3. Anoop P.K.
4. Babitha B.
5. Anoop P.S.
6. MPT. Subash

Decision Taken

1. Decided to conduct 1st Semester internal examinations from 23rd January 2024 to 15th February 2024.
 - Duration: 1 hour and 30 minutes.
 - Q-type: Submission date: 29th January 2024. [Time of exam: 9:30 am to 10:30 am]
 - Marklist submission date to ISAC: 07th February 2024.
 - PTA meeting: tentative date: 14th February 2024.

Action taken report

1. All examinations conducted as per the scheduled date. All departments submit marklist to ISAC. And also held the PTA meeting before the starting date.

NOTICE

Notice is hereby given for a meeting of Internal examinations committee to be held at MTC Physics lab at 2:30 pm on 14th February 2024.

Agenda

- Finalization of 2nd Semester Internal examinations, Date, Duration, Q-type, Submission date, Marklist submission date and date of PTA meeting.
- Any other matter.

Members Present:

1. Pooja K.C.
2. Sibi Mathan
3. Anoop P.K.
4. Babitha B.
5. Anoop P.S.
6. MPT. Subash

Decision taken

1. Decided to conduct 2nd Semester internal examinations from 19th February 2024 to 23rd February 2024.
 - Duration: 1 hour 30 minutes.
 - Q-type: Submission date: 23rd February 2024.
 - Marklist submission date to ISAC: 29th February 2024.

Action taken report

1. All examinations conducted as per the scheduled date. Marklist submitted to ISAC as scheduled.

NOTICE

Notice is hereby given for a meeting of Internal examinations committee to be held at MTC Physics lab at 11:00 pm on 20th February 2024.

Agenda

- Finalization of 3rd Semester Internal examinations, Date, Duration, Q-type, Submission date, Marklist submission date.
- Any other matter.

Members Present:

1. Pooja K.C.
2. Sri. V.P.
3. MPT. Subash
4. J.R. CHIRAG
5. Somya P.K.
6. Anoop P.S.

Decision taken

1. Decided to conduct 3rd Semester internal examinations from 18th March 2024 to 22nd March 2024.
 - 1 hour duration with 30 marks.
 - 9:30 am to 10:30 am.
 - Q-type: Submission date: 18th March 2024.
 - Marklist submission date to ISAC: 25th March 2024.

Action taken Report

1. All examinations conducted as per the scheduled date.
2. Mark list submitted to ISAC.

Internal examination Photos





PTA MEETINGS





UNIVERSITY OF CALICUT

Abstract

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

G & A - IV - J

U.O.No. 15132/2019/Admn

Dated, Calicut University.P.O, 28.10.2019

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

- 2) Item No.I &II in the minutes of the meeting of the Academic Committee on CBCSS PG Regulations 2019 held on 27.08.2019
- 3) Item No.II in the minutes of the meeting of the Academic Committee on CBCSS PG Regulations 2019 held on 27.09.2019
- 4) Item No.I.9 & I.28 in minutes of the meeting of the LXXX Academic Council held on 05.10.2019.

ORDER

The Regulations for Choice Based Credit and Semester System for Post Graduate (PG) Curriculum 2019 (CBCSS PG Regulations 2019) for all PG Programmes of affiliated Colleges and SDE/ Private Registration under University of Calicut, w.e.f. 2019 admissions has been implemented vide paper read as (1).

The Academic Committee on CBCSS PG Regulations 2019, vide paper read as (2), recommended the following modifications in CBCSS PG Regulations 2019:

1. Clauses 6.4,6.4 (i), 6.4 (ii), 6.8 & 6.10 (in the column of credit) shall be modified adding the condition "except for MSW Programme"
2. Clause 6.4 (iiD, 6.4 (iv) & Clause 6.4 (v) shall be deleted.
3. Clause 6.10- The following conditions in the column of credit shall be deleted.
 - (a) "Minimum credit for one course shall not be less than 2 and shall not exceed 5"
 - (b) "The maximum credit for comprehensive viva-voce and project work combined together shall be subject to a minimum credit of 4 for Project work."
4. Clause 6.10- The following condition in the column of Total Credit shall be deleted: "Vary from 18 to 22 in each semester"
5. Clause 7.5 shall be deleted.
6. Clause 14.1- the condition "shall be equal as far as possible" shall be deleted.

The Academic Committee on CBCSS PG Regulations 2019, vide paper read as (3), recommended the following modifications in CBCSS PG Regulations 2019:

- a) Recommended to delete Clause 19.3 (There shall not be any comprehensive viva-voce for SDE students).
- b) Clause 7.3 shall be modified as follows: "SDE/Private Registration students have no Project work. They have to undergo one Theory Course, framed by Board of Studies concerned. Comprehensive Viva-Voce is compulsory."

Academic Council, vide paper read as (4) approved the above recommendations of Academic Committee on CBCSS PG Regulations 2019 and the Vice Chancellor has accorded sanction to implement the resolutions of Academic Council.

Sanction is therefore accorded for implementing the modifications referred vide paper read as (2) & (3) above in CBCSS PG Regulations 2019 w.e.f 2019 admission onwards.

Orders are issued accordingly. U.O.No. 4487/2019/Admn dated 26.03.2019 stands modified to this extent.

(Regulations appended)

Biju George K

Assistant Registrar

To

1.The Controller of Examinations 2.Director, SDE

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

Forwarded / By Order

Section Officer



UNIVERSITY OF CALICUT

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

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

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

1. SHORT TITLE

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

2. SCOPE, APPLICATION & COMMENCEMENT

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

3. DEFINITIONS

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

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

3.23 'Cumulative Grade point average' (CGPA) It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

3.24 SDE means School of Distance Education.

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

4. DURATION OF THE PROGRAMME

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

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

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

5. SCHEME AND SYLLABUS

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

6. PROGRAMME STRUCTURE

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

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

6.3 Comprehensive Viva-voce and Project Work / Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester. 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), except for MSW Programme, this describes the weightage of the course concerned and the pattern of distribution is as detailed below :

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

iv) Deleted.

v) Deleted.

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

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

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

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

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

6.9 For uniform identification a common guideline for Coding various courses are given in the last part of the Appendix.

6.10 Courses and Credit distribution summary :

S e m e s t e r	Course	Teaching Hours	Credit	Total Credit
<i>I</i>	Core Courses (Theory/Practical)			
<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 have no Project Work. They have to undergo one Theory Course framed by Board of Studies concerned. Comprehensive Viva-Voce is Compulsory.
- 7.4 If the SDE/Private registration students opt Project Work, it can be done only under the supervision of a working /retired teacher from a Govt /Aided College or a University teacher and prior approval/sanction from the SDE has to be obtained as per the stipulations of the concerned programme curriculum.
- 7.5 *Deleted.*
- 7.6 All students have to submit a Project Report/Dissertation in the prescribed structure and format as a part of the Project Work undertaken as per the stipulations of the concerned BoS.
- 7.7 There shall be **External and Internal evaluation for Project Work** and these shall be combined in the proportion of 4:1. In the case of Comprehensive Viva-voce, the conduct of **External Viva-voce is mandatory** but internal is optional, subject to the decision and stipulations of the BoS concerned.
- 7.8 Detailed course structure on Project work to be done, Viva-voce and Project Report preparation can be designed by integrating relevant aspects by the concerned Board of Studies of the Programme.
- 7.9 Details of evaluation of Project Work/Dissertation and Comprehensive Viva-voce are given under clause 18 of this regulation.

8. BOARD OF STUDIES AND COURSES

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

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

9. ADMISSION

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

10. READMISSION

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

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

11. REGISTRATION

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

12. ATTENDANCE

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

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

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

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 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** Deleted.
- 19.4** For a pass in Comprehensive viva-voce, a student has to secure a minimum of **D** Grade in External and Internal examination combined. If the students could not secure minimum **D** Grade in the Project work, they will be treated as failed in that attempt and the student may re appear for the same next time in accordance with the University exam stipulations. **There shall be no improvement chance for Comprehensive viva-voce.**

20 - DIRECT GRADING SYSTEM

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

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

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

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

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

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

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

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

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

20.5 Semester Grade Point Average (SGPA) – Calculation

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

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

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

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

Where 'S_j' is the 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

$$\text{Cumulative Grade Point Average (CGPA)} = \Sigma(\text{C}_i \times \text{S}_i) / \text{Cr}(\text{CGPA}=\text{ Total Credit points awarded in all semesters/Total credits of the programme})$$

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.

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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UNIVERSITY OF CALICUT

Abstract

General and Academic - CBCSS UG Regulations 2019 - Choice Based Credit Semester System - Regulations for all UG Programmes under CBCSS - Regular and SDE/Private Registration with effect from 2019 admissions - Modification in Clause 4.5, 4.10, 4.13, 4.15, 7.2, 9.2.4, 10.3 and Annexure I - Approved - Orders issued.

G & A - IV - J

U.O.No. 11288/2022/Admn

Dated, Calicut University.P.O, 07.06.2022

- Read:-*1. U.O No. GA I/J2/3601/08(Vol.II) dated 19.06.2009
2. U.O.No. 3797/2013/CU dated 07.09.2013
3. U.O No. 4368/2019/Admn dated 23.03.2019
4. U.O No. 15324/2019/Admn dated 30.10.2019
5. U.O No. 18084/2019/Admn dated 28.12.2019
6. U.O.No. 10662/2020/Admn dated 13.11.2020
7. U.O.No. 7788/2021/Admn dated 09.08.2021
8. U.O.No. 16677/2021/Admn dated 15.11.2021
9. U.O.No. 16683/2021/Admn dated 15.11.2021
10. U.O No. 19066/2021/Admn dated 01.12.2021
11. U.O Note No. 164141/RV-I-ASST-1/2021/PB dated 15.01.2022
12. U.O.No. 1185/2022/Admn dated 17.01.2022
13. Item No. 11 in the minutes of the meeting of Steering Committee on CBCSS UG 2019 held on 02.02.2022
14. Item No. 12 in the minutes of the meeting of Steering Committee on CBCSS UG 2019 held on 02.02.2022
15. Item No.III.a.13 and III.a.74 in the LXXXIII meeting of Academic Council held on 30.03.2022
16. Orders of Vice Chancellor in the File No: 158404/GA - IV - J2/2014/Admn dated 06.05.2022

ORDER

1. Vide paper read (1) above, the Regulations of Choice Based Credit Semester System for UG curriculum was implemented from 2009 admission onwards, under University of Calicut, as per the directions of Governing Council of the Kerala State Higher Education Council.
2. Vide paper read (2) above, the modified Regulations of Choice Based Credit Semester System for UG Curriculum was implemented from 2014 admission onwards, under the University, as per the recommendations of Hridayakumari Committee appointed by the Govt. of Kerala.
3. Vide paper read (3) above, the Regulations for Choice Based Credit and Semester System for Under Graduate (UG) Curriculum - 2019 (CBCSS UG Regulations 2019) for all UG Programmes under CBCSS Regular and SDE/Private Registration in the University of Calicut, with effect from 2019 admissions has been implemented and the same has been modified vide paper read (4), (5), (6) and (10) above.
4. Vide paper read (7) above, the following orders were issued, modifying Clause 4.15 in CBCSS UG Regulations 2019 : In the case of Dual Core Programmes (under CBCSS UG 2019), Project shall be chosen by the student, from any one of the Core Subject, in accordance with the Regulations, subject to the condition that the number of students should not be less than 40%, in each of the two core subjects, without affecting the existing workload.
5. Vide paper read (8) above, orders were issued, implementing clarification on the Percentage of Pass Minimum for Practicals, Moderation in Clause 10.3 in CBCSS UG Regulations 2019.
6. Vide paper read (9) above, orders were issued, implementing clarification on the external pass minimum and pass condition for Ability Enhancement / Audit Courses, in the Clause 4.10, 10.3 and Annexure I of CBCSS UG Regulations 2019.

7. Vide paper read (11) above, Pareeksha Bhavan has sought certain clarification in Clause 9.2.4, related to Revaluation, in the CBCSS UG Regulations 2019 and the Steering Committee on CBCSS UG 2019 recommended, vide paper read (14) above, that the results of revaluation shall be published, after obtaining the internal marks. Aggregate grade shall be displayed in the revaluation results.
8. Vide paper read (12) above, orders were issued for the following : To form a new group (Group 6 for General Courses), namely Group 6. B.Sc. Mathematics and Physics (Dual Core) Programme, under Language Reduced Pattern (LRP) in Clause 4.5 of CBCSS UG Regulations 2019 and to include BSc Botany & Computational Biology (Dual Core) Programme, in Group 4 under Language Reduced Pattern (LRP), in Clause 4.5 of CBCSS UG Regulations 2019.
9. Vide paper read (13) above, Steering Committee on CBCSS UG 2019 recommended the following corrections in the CBCSS UG Regulations 2019 : If a student fails to get 65% attendance“ be corrected as “If a student fails to get the required attendance within condonable limit“ in Clause 4.13 and the term “If the student has a shortage of attendance below 65%“ be corrected as “If registration for examination is not possible owing to shortage of attendance beyond condonation limit“ in Clause 7.2 of the CBCSS UG Regulations 2019.
10. The modifications of Clause 4.5, 4.10, 4.13, 4.15, 7.2, 9.2.4, 10.3 and Annexure I, in the CBCSS UG Regulations 2019, as detailed in (4) to (9) above respectively, has been approved by the Academic Council vide paper read (15) above, and the Vice Chancellor has ordered to implement the resolution of the Academic Council, vide paper read (16) above.
11. Sanction is, therefore, accorded to implement the modified CBCSS UG Regulations 2019, with effect from 2019 admissions, by incorporating the modifications in Clause 4.5, 4.10, 4.13, 4.15, 7.2, 9.2.4, 10.3 and Annexure I, detailed in Para (4) to (9) above respectively.
12. Orders are issued accordingly. (Modified Regulations appended)

Abdussamad M

Assistant Registrar

To

The Principals/Heads of all affiliated Colleges/Institutions/Departments under the University of Calicut
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

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Section Officer



UNIVERSITY OF CALICUT

**REGULATIONS FOR
CHOICE BASED CREDIT AND
SEMESTER SYSTEM FOR UNDER
GRADUATE (UG) CURRICULUM -2019
(CBCSS UG 2019)**

PREFACE

Global forces are combining to fabricate rapid and profound changes on a heretofore unknown scale, that too, in fathomless velocity, leaving none of our systems unscathed, including the global system of higher education. Higher education system, globally, is being placed in an entirely different setting, with the pervading of market, offering a competing paradigm and restructuring the interplay between the Market, the State and the Universities at the advent of globalization. New terminologies such as ‘Borderless Education’, ‘Cross border Education’, ‘*Transnational* and *Transborder* Education’, ‘internationalization’ and ‘commoditization’ of education etc., have become a few catch words in this era of liberalisation. Higher Education ceases to be a ‘common good’ and is being swiftly transformed to be an internationally traded commodity. In all modern societies, universities are considered as the ‘knowledge factories’.

The Indian system of higher education has unleashed major program of reforms in the event of the changes witnessed in the system. Many of these reforms can be traced back to a policy template provided by the National Knowledge Commission (NKC). In purview with such reforms, the University Grants Commission (UGC) has made concurrent changes with regard to the higher education system. One such change was the introduction of CBCSS or ‘Choice based Credit Semester and grading pattern’. The UGC directed all the Universities in the country to restructure undergraduate courses on ‘Choice based Credit Semester and Grading pattern’ in 2009-10 academic year. **Recommendation of the UGC in its *Action Plan for Academic and Administrative Reforms makes it clear that* “..... Curricular flexibility and learners’ mobility is an issue that warrants our urgent attention. These can be addressed by introducing credit based courses and credit accumulation. In order to provide with some degree of flexibility to learners, we need to provide for course duration in terms of credit hours and also a minimum as well as a maximum permissible span of time in which a course can be completed by a learner...Choice-Based Credit System (CBCS) imminently fits into the emerging socioeconomic milieu, and could effectively respond to the educational and occupational aspirations of the upcoming generations. In view of this, institutions of higher education in India would do well to invest thought and resources into introducing CBCS. Aided by modern communication and information technology, CBCS has a high probability to be operational efficiently and effectively elevating learners, institutions and higher education system in the country to newer heights...”.**

Calicut University regulations are framed in accordance with UGC guidelines on restructuring undergraduate education from 2009-10 academic year itself. Accordingly, all affiliated colleges have restructured the regular undergraduate programs on the Choice Based Credit Semester System (CBCSS), a combination of internal and external evaluation with grading. Later the system was made applicable to the School of Distance Education too. Now, a revised regulation for the UG Choice Based Credit Semester System is being prepared for ensuring quality and learner-centeredness. It is called as the **Regulations for Choice Based Credit and Semester System for Undergraduate (UG) Curriculum -2019**. **This booklet contains the details of the new regulation.**

Regulations for Choice Based Credit and Semester System for Under Graduate (UG) Curriculum -2019

1. TITLE

These regulations shall be called “ Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2019” (CBCSSUG 2019).

2. SCOPE, APPLICATION & COMMENCEMENT

2.1. The regulations provided herein shall apply to all Regular/SDE/Private UG programmes under various Faculties (specified in 4.1) conducted by the University of Calicut for the admissions commencing from 2019, with effect from the academic year 2019-2020.

2.2. The provisions herein supersede all the existing regulations for the regular UG programmes under various Faculties conducted by University of Calicut unless otherwise specified.

2.3. Every programme conducted under the Choice Based Credit and Semester System in a college shall be monitored by the College Council and every UG programme conducted under CBCSS UG in SDE/Private Registration shall be monitored by the Director, SDE.

3. DEFINITIONS

3.1. ‘Programme’ means the entire course of study and examinations for the award of a degree.

3.2. ‘Duration of programme’ means the time period required for the conduct of the programme. The duration of a UG degree programme shall be six semesters distributed in a period of 3 years or eight semesters in a period of 4 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 18 weeks (16 instructional weeks and two weeks for examination).

3.5. ‘Course’ means a segment of subject matter to be covered in a semester.

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, the selection of which is compulsory for all students undergoing UG 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.

3.10. ‘Improvement course’ is a course registered by a student for improving his/her performance in that particular course.

3.11. 'Ability Enhancement course/Audit course' is a course which is mandatory as per the directions from the Regulatory authorities like UGC, Supreme Court etc.

3.12. '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.

3.13. 'Department Co-ordinator' is a teacher nominated by a Dept. Council to co-ordinate all the works related to CBCSS UG undertaken in that department including continuous evaluation.

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

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

3.16. 'College Co-ordinator' is a teacher nominated by the college council to co-ordinate the effective running of the process of CBCSS including internal evaluation undertaken by various departments within the college. She/he shall be the convenor for the College level monitoring committee.

3.17. College level monitoring committee. A monitoring Committee is to be constituted for CBCSSUG at the college level with Principal as Chairperson, college co-ordinator as convenor and department co-ordinators as members. The elected College union chairperson shall be a member of this committee.

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

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

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

3.21. 'Letter Grade' or simply 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, I and Ab). 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 letter grade on 10 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 three 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. '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 to three decimal places.

3.26. Grade Card means the printed record of students' performance, awarded to him/her.

3.27. Course teacher: A teacher nominated by the Head of the Department shall be in charge of a particular course.

3.28. 'Dual core' means a programme with double core subjects, traditionally known as double main.

3.29. '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.

3.30. 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 to UG programme under Faculty of Science, Humanities, Language & Literature, Commerce & Management, Fine Arts, Journalism and such other faculty constituted by University from time to time.

4.2. Duration: The duration of a UG 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.

4.3. Courses: The UG programme shall include five types of courses, viz; Common Courses (Code A), Core courses (Code B), Complementary courses (Code C), Open Course (Code D) and Audit courses (Code E).

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 E) and the serial number of the course (01,02). The course code will be centrally generated by the university. 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 UG student shall undergo 10 common courses (total 38 credits) chosen from a group of 14 common courses listed below, for completing the programme:

<i>A01. Common English Course 1</i> <i>A02. Common English Course II</i> <i>A03. Common English Course III</i> <i>A04. Common English Course IV</i>	English courses A01-A06 applicable to BA/BSC Regular pattern English courses A01-A04 applicable to Language Reduced
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A05. <i>Common English Course V</i> A06. <i>Common English Course VI</i>	Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc.
A07. <i>Additional Language Course I</i> A08. <i>Additional Language Course II</i> A09. <i>Additional Language Course III</i> A10. <i>Additional Language Course IV</i>	Addl. Language courses A07-A10 applicable to BA/B.Sc Regular Pattern Addl. Language courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes
A11. <i>General Course I</i> A12. <i>General Course II</i> A13. <i>General Course III</i> A14. <i>General Course IV</i>	Applicable to Language Reduced Pattern (LRP) Programmes

Common courses A01-A06 shall be taught by English teachers and A07-A10 by teachers of additional languages respectively. For BA Afzal-Ul-Ulama Programme, Common Courses A02 and A03 are in Arabic instead of English. General courses A11-A14 shall be offered by teachers of departments offering core courses concerned.

General courses I, II, III and IV shall be designed by the group of boards concerned.

The subjects under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into five and General Courses I,II,III & IV shall be the same for each group.

1. BBA, B.Com., Fashion Technology, Hotel Management.
2. Industrial Chemistry, Polymer Chemistry, Food Science and Technology.
3. Computer Science, Electronics, Instrumentation, Printing Technology, Computer Application, Applied Physics
4. Biotechnology, Biochemistry, Aquaculture, Plant Science, Environmental Science & Water Management, Genetics, Microbiology, Botany & Computational Biology (Dual Core)
5. B.A Multimedia, B.A Visual Communication, B.A Film and Television, BA Graphic Design and Animation
6. B.Sc. Mathematics and Physics (Dual Core)

**** Common Courses in various programmes**

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A. & B.Sc	A01, A02, A07	A03, A04, A08	A05, A09	A06, A10
2	LRP	A01, A02, A07*	A03, A04, A08*	A11, A12	A13, A14

* However the existing additional language pattern shall be continued.

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

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.

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. There shall be one complementary course in a semester for B.A Programmes. The complementary courses in first and fourth semester (Type 1) shall be the same. Similarly the complementary courses in second and third semester (Type 2) shall be the same. The college can choose any complementary course either in Type 1 or in Type 2 for a programme. Once they choose the complementary courses that should be intimated to the university. If a college wants to change

the complementary course pattern (Type 1 or Type 2) prior sanction has to be obtained. All other programmes, including BA LRP Programmes, existing pattern will follow

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. Total credit allotted for open course is 3 and the hours allotted is 3. If there is only one programme in a college, they can choose either language courses or physical education as open course.

4.9. Common and open courses under SDE/Private Registration: Existing pattern (as in CUCBCSSUG 2014) shall be followed under SDE/Private Registration.

4.10. Ability Enhancement courses/Audit courses: These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The highest grade that the students can attain is 'P' for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, * * MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The list of courses in each semester with credits are given below.

Course with credit	Semester
Environment Studies – 4	1
Disaster Management - 4	2
*Human Rights/Intellectual Property Rights/ Consumer Protection - 4	3
*Gender Studies/Gerontology- 4	4

* Colleges can opt any one of the courses.

* * MOOC courses may be approved and adopted on the recommendation of Dean Academics/Head of Department for credit transfer and ratified by the Academic Council.

4.11. Extra credit Activities: Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

4.12. Credits: A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall

only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14 credits for common courses (English), 8 credits for additional language courses and 16 credits for General courses). The maximum credits for a course shall not exceed 5. Dual core programmes are having separate credit distribution. Audit courses shall have 4 credits per course and a total of 16 credits in the entire programme. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student, that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

4.13. 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 Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the 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 (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme) . If a student fails to get the required attendance within condonable limit, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a **provisional registration** is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

4.14. Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.15. 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 or shall write a theory course based on Research Methodology as per the curriculum. College shall have the liberty to choose either of the above. In the case of Dual Core programmes, One Project with 3 credits shall be done

in any of the two core subjects, in accordance with the Regulations, subject to the condition that the number of students should not be less than 40%, in each of the two core subjects, without affecting the existing workload.

But SDE/Private Registration students shall write the Research Methodology course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

5. BOARD OF STUDIES AND COURSES

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

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

5.3. The Syllabus for Common Courses, eventhough prepared by different Boards of Studies, may be put under a separate head as Syllabus for Common Courses.

5.4. Each course have an alpha numeric code, the number of credits and title of the course. The code gives information on the subject, the semester number and the serial number of the course. Each module/chapter may mention the number of questions to be asked in each section in the Question paper.

5.5. The syllabus of each course shall be prepared module wise. The course outcomes are to be clearly stated in the syllabus of all subjects including laboratory subjects, The number of instructional hours and reference materials are also to be mentioned against each module. Since a semester contains 16 instructional weeks, the same may be considered in the preparation of the syllabi.

5.6. The scheme of examination and model question papers are to be prepared by the Board of Studies. The number of questions from each module in each section may be given along with the syllabus.

5.7. A Question Bank system shall be introduced. Boards of Studies shall prepare a Question Bank, modulewise, at least 8 times to that required for a Question paper.

5.8. Boards of Studies should make the changes in the syllabi and text books in consultation with the teachers. Each Course should have a Preamble which clearly signifies the importance of that course. The Higher secondary syllabus also to be taken into account while preparing the UG syllabus.

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

6. ADMISSION

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

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

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

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

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

6.7. There shall be provision for **Inter Collegiate and Inter University Transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. College transfer may be permitted in Second and Fourth semester also without change in complementary course within a period of two weeks from the date of commencement of the semester concerned.

6.8. **Complementary change** at the time of college transfer is permitted in the third semester if all conditions are fulfilled.

6.8.1. **Core/Complementary change under SDE/Private Registration:** Existing rule (as in CUCBCSS UG 2014) shall be followed in Core/Complementary Change.

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

6.10. A student registered under distance education stream/Private Registration in the CBCSS pattern may be permitted to join the regular college (if there is a vacancy within the sanctioned strength) in the third and fifth semester with the same programme only. If there is

a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch. iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to join.

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

6.12. There shall be provision for **Readmission** of students in CBCSS UG 2019.

6.12.1. The Principal can grant readmission to the student, subject to the conditions detailed below and inform the matter of readmission to the Controller of Examinations within one month of such readmission.

6.12.2. This readmission is not to be treated as college transfer.

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

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

6.12.5. Readmission shall be taken within two weeks from the date of commencement of the semester concerned.

6.12.6. Deleted.

6.12.7. If there is a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to take readmission.

6.12.8. If change in scheme occurs while readmission, provision for credit transfer is subject to common guidelines prepared by Board of Studies/ Faculty concerned. For readmission to CBCSS UG 2019 involving scheme change, the Principal concerned shall report the matter of readmission to Controller of Examinations with the details of previous semesters and course undergone with credits within two weeks in order to fix the deficiency/excess papers.

7. REGISTRATION

7.1. Each student shall make an online registration for the courses he/she proposes to take, 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.

It is mandatory that the students who got admission under CBCSS UG 2019 in SDE/Private shall register for the examinations of the concerned semesters in the same year itself.

7.2. A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, in a semester, the student shall be permitted to move to the next semester (if the attendance is more than 50% - Provisional registration) 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. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission. **There will not be any Repeat semester in CBCSS UG 2019.**

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 Programmes in annual pattern or Choice based Credit & Semester System pattern can cancel their earlier registration and register afresh for CBCSSUG 2019 scheme in the same discipline or a different one.

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

8. EXAMINATION

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

8.2. Practical examinations shall be conducted by the University as prescribed by the Board of Studies.

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 Board Of Studies. Each question should aim at – (1) assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

8.5. Different types of questions shall possess different marks to quantify their range. A general scheme for the questionpaper is given in Annexure III.

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

8.7. Audit course: The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall sent the list of passed students to the University at least before the commencement of fifth semester examination.

8.8. Improvement course: Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). 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.

8.9. Moderation: Moderation is eligible as per the existing rules of the Academic Council.

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 and grade point are introduced in 10-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.

9.2.1. Internal Assessment

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

The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

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

Components with percentage of marks of Internal Evaluation of Theory Courses are-Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned.

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

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

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 Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

Split up of marks for Test paper

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35% - 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% - 85%	6	5
85% -100%	8	6

Split up of marks for Calss Room Participation

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
$50\% \leq \text{CRP} < 75\%$	1	1
$75\% \leq \text{CRP} < 85\%$	2	2
85 % and above	4	3

9.2.2. Internal Assessment for SDE/Private Registration : Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

9.2.3. External Evaluation

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks (The pattern is

given in the Annexure III). The courses with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

The external examination in theory courses is to 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 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, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. (Guidelines are given in the Annexure II).

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

9.2.4. Revaluation: In the new system of grading, revaluation is permissible. The marks on revaluation and the original marks together shall be reckoned for finalising the revaluation results. Aggregate grade shall be displayed in the revaluation results. The change in the grade obtained on revaluation, will be awarded to the candidate.

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 10-point scale is used to evaluate the performance of students.

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

10.3. An aggregate of P grade (after external and internal put together) is required in each course, where there is an external evaluation, for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course). But no separate pass minimum is needed for internal evaluation. No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate mark of internal and external are not displayed in the grade card. The above conditions are applicable to the practical courses also and Improvement/Supplementary chances shall be given to the practical courses.

10.3.1. Moderation awarded by the pass board, if any, shall be granted in eligible cases in whole numbers only.

10.4. 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.

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

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

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

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

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

10.7. SGPA and CGPA shall be rounded off to three 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 (Annexure-I)

11. GRADE CARD

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

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

11.2. 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 shall also include the CGPA and percentage of marks of common courses, core courses, complementary

courses and open courses separately. This is to be done in a 10- point indirect scale. The final Grade card also contain the list of Audit courses passed and the details of Extra credits.

11.3. Evaluation of Audit courses: The examination shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or Online question paper may be introduced.

12. CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & paliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the University before the commencement of the fifth semester examinations. A College level Co-ordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

12.1. CUSSP for SDE/Private students: For SDE/Private students, out of the 12 days, the student has to undergo 6 days in a Panchayath or Local body and the remaining 6 days in a Hospital/ Old age home or in a Pain and paliative centre.. The respective certificate should uploaded to the University (before the commencement of fifth semester examinations) in respective student portal and the University should provide an Online Certificate for the same.

13. AWARD OF DEGREE

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

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

13.2. For obtaining Additional Degree: Undergraduate degree holders in any scheme/pattern, can register for additional degrees through SDE/Private Registration, provided, they satisfy the eligibility criteria of the degree they apply for. Additional degree candidates have to register in first semester itself through SDE/Private Registration and have to follow the stipulations fixed for the programmes in SDE/Private Registration. No courses shall be exempted to the additional degree candidates.

14. GRIEVANCE REDRESSAL COMMITTEE

14.1. Department level: 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. This committee shall address all grievances relating to the internal assessment grades of the students.

14.2. College level: 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 Principal as Chairman.

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

15. A Steering Committee consisting of two syndicate members of whom one shall be a teacher, the Registrar of the University, Controller of Examinations, seven teachers from different disciplines (preferably one from each faculty), two Chairpersons of Board of Studies (one UG and 1 PG), and two Deans of Faculty shall be formed to resolve the issues, arising out of the implementation of CBCSSUG 2019. The Syndicate member who is also a teacher shall be the Convenor of the committee. The quorum of the committee shall be six and meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice-Chancellor in exigency and this may be ratified by the Academic Council.

16. TRANSITORY PROVISION

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

17. REPEAL

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

Annexure-1

Method of Indirect Grading

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

Indirect Grading System in 10 -point scale is as below:

Ten Point Indirect Grading System

Percentage of Marks (Both Internal & External put together)	Grade	Interpretation	Grade point Average (G)	Range of grade points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	
75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35% to below 45% aggregate (external and internal put together) with a minimum of 20% in external	P	Pass	4	3.5 -4.49	Third Class
Below an aggregate of 35% or below 20% in external evaluation	F	Failure	0	0	Fail
Incomplete	I	Incomplete	0	0	Fail
Absent	Ab	Absent	0	0	Fail

Example – 1 SGPA Calculation

Semester I	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)
XXXXXXX	XXXXXXX	A	8	4	32
XXXXXXX	XXXXXXXXXX	C	5	3	15
XXXXXXX	XXXXXXXXXX	A+	9	4	36
XXXXXXX	XXXXXXXXXX	B+	7	3	21
XXXXXXX	XXXXXXXXXX	P	4	3	12
XXXXXXX	XXXXXXXXXX	C	5	4	20

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

$$\text{SGPA} = \frac{32+15+36+21+12+20}{21} = \frac{136}{21}$$

SGPA = 6.476

Percentage of marks of semester I = $(\text{SGPA}/10) \times 100 = 64.76 \%$

Note: The SGPA is corrected to three decimal points and the percentage of marks shall be approximated to two decimal points.

Example: 2

Semester II	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)
XXXXXXX	XXXXXXX	A	8	4	32
XXXXXXX	XXXXXXXXXX	C	5	3	15
XXXXXXX	XXXXXXXXXX	A+	9	4	36
XXXXXXX	XXXXXXXXXX	B+	7	3	21
XXXXXX*	XXXXXXXXXX	F	0	3	0
XXXXXXX	XXXXXXXXXX	C	5	4	20

*Failed course

Note: In the event a candidate failing to secure 'P' grade in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining 'P' grade in the failed Course in the subsequent appearance.

CGPA Calculation

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

Example

$$\text{CGPA} = 136 + 145 + 161 + 148 + 131 + 141 / 120 = 862/120$$

$$\text{CGPA} = 7.183$$

$$\text{Total percentage of marks} = (\text{CGPA}/10) * 100$$

$$\text{Total \% of marks} = (7.183/10) * 100 = 71.83$$

$$\text{CGPA of Core Courses} = \frac{\text{Total Credit points obtained for Core Courses}}{\text{Total Credits acquired for Core Courses}}$$

Similarly CGPA of Complementary courses, Open courses, English Common courses and Additional Language Common courses may be calculated and the respective percentage may be calculated. All these must be recorded in the Final Grade Card.

ANNEXURE II

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION- Regular

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) Grade for the project will be awarded to candidates, combining the internal and external marks.
3. The internal to external components is to be taken in the ratio 1:4. Assessment of
 - different components may be taken as below.

Internal (20% of total)	External (80% of Total)	
Components	Percentage of internal marks	Components
Originality	20	Relevance of the Topic, Statement of Objectives
Methodology	20	Reference/ Bibliography, Presentation, quality of Analysis/ Use of Statistical Tools.
Scheme/ Organisation of Report	30	Findings and recommendations
Viva – Voce	30	Viva – Voce

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 VI 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. The 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

- 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.
- The student should get a minimum P Grade in aggregate of External and Internal.
- There shall be no improvement chance for the Marks obtained in the Project Report.
- * In the extent of student failing to obtain a minimum of Pass Grade, the project work may be re-done and a new Internal mark may be submitted by the Parent Department. External examination may be conducted along with the subsequent batch.

