MAHATMA GANDHI UNIVERSITY, KOTTAYAM

REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017

Preamble

Mahatma Gandhi University introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under **Direct Grading System**. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013,was introduced in the University from the Academic year 2013-14 onwards, under Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across the states insisted to introduce uniform grading system in the Universities. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2016-17 academic year onwards. The Academic Council held on 18th July 2016 resolved to postpone the implementation of the regulations and syllabi for UG Programmes and to implement from 2017-2018 academic year after detailed discussions with the experts and other stake holders. On the basis of the suggestions put forth by the joint meeting of Faculties and also based on the discussions and suggestions in the workshops conducted for the purpose, Chairpersons of various faculties submitted modified draft Regulations, Scheme and Syllabi and text books for various undergraduate Programmes and the Standing committee of the Academic Council at its meeting held on 5th May 2017 resolved to recommend to the Academic council to approve the modified Regulations, Scheme and Syllabi and text books for various undergraduate programmes. Hence it becomes necessary to issue modified Regulations as follows.

1.   **TITLE**

1.1.   These regulations shall be called "**MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017**"

2.   **SCOPE**

2.1   Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.

2.2   Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.

2.3   Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.

2.4   The provisions supersede all the existing regulations for the Regular/Distance/ Private Undergraduate programmes to the extent herein prescribed.

3.   **DEFINITIONS**

3.1.   *'Academic Week'* is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

3.2.   **'Choice Based Course'** means a course that enables the students to familiarize the advanced areas of core course.

3.3.   *'College Coordinator'* is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.

3.4.   *'Common Course I'* means a course that comes under the category of courses for English.

3.5   *'Common Course II'* means additional language.

3.6.   *'Complementary Course'* means a course which would enrich the study of core courses.

3.7. *'Core course'* means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.

3.8. *'Course'* means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).

3.9. *'Credit'* is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme**.**

3.10. *'Department'* means any teaching department in a college.

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

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

3.13. *'Faculty Advisor'* means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.

3.14. *Grace Marks* shall be awarded to candidates as per the University Orders issued from time to time**.**

3.15. *'Grade'* means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/ Semester/Programme.

3.16. *'Grade Point'* (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

3.17. *'Institutional Average (IA)'* means average mark secured (Internal + external) for a course at the college level.

3.18. *'Open Course'* means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.

3.19. *'Parent Department'* means the department which offers core course/courses within an undergraduate programme.

3.20. *'Programme'* means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.

3.21. *'Semester'* means a term consisting of a minimum **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months**.**

3.22. *'University Average (UA)'* means average mark secured (Internal + external) for a course at the University level.

3.23. *'Vocational Course'* **(Skill Enhancement Course)** means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.

3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

4. **ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS**

4.1 Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

5. **DURATION**

5.1 The duration of U.G. programmes shall be *6 semesters*.

5.2 There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May.

5.3 No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

6. **REGISTRATION**

6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.

6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within **45** days from the commencement of the Semester.

6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to   apply for Notional

Registration to the examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

7.1. The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, and **(d)** Open Course.

7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D Grade** or above within the permitted period. (See Clause 5.3)

7.5. Students who complete the programme with "D" grade in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017"will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.

7.6. Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017"after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017".

7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

8. PROGRAMME STRUCTURE

Model I BA/B.Sc.

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

Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary/Vocational courses including Project	95
f	Open Course	3

g	Minimum attendance required	75%

Model II BA/B.Sc.

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

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

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

9.   EXAMINATIONS

9.1   The evaluation of each paper shall contain two parts:

(i) Internal or In-Semester Assessment (ISA)

(ii) External or End-Semester Assessment (ESA)

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

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

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

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

10. CREDIT POINT AND CREDIT POINT AVERAGE

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

CP = C × GP, where C is the Credit and GP is the Grade point

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

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

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

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

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

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

TC is the total credit of that category of course

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

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

11.   MARKS DISTRIBUTION FOR EXTERNAL AND INTERNA EVALUATIONS

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

11.1 **For all courses without practical**

   a)   **Marks of external Examination   :   80**

   b)   **Marks of internal evaluation   :   20**

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

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

For all courses with practical

   a)   **Marks of external Examination   :   60**

   b)   **Marks of internal evaluation   :   15**

Components of Internal Evaluation	Marks
Attendance	**5**
Assignment /Seminar/Viva	**2**
Test papers (2 x 4)	**8**
Total	**15**

(c)   **For practical examinations total marks for external evaluation is 40 for internal evaluation is 10**

Components Internal evaluation of Practical	Marks
Attendance	2
Test paper (1 x 4)	4

Record*	4
Total	**10**

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

All three components of internal assessments are mandatory.

11.3   For projects

a)   **Marks of external evaluation**   :   **80**

b)   **Marks of internal evaluation**   :   **20**

c)

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

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

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

Attendance Evaluation for all papers

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

75	1

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

13.   ASSIGNMENTS

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

14.   SEMINAR/VIVA

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

15.   INTERNAL ASSESSMENT TEST PAPERS

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

15.1   Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for   personal   or   other   type   of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: **College level**

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

Level 3: **University Level**

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

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

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

16. External Examination

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

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

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

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

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

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

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

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

**18.	PATTERN OF QUESTIONS**

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

**19.	RANK CERTIFICATE**

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

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

Pattern of questions Papers

(a)   Without practical

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

(b)   With practical

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

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

19.   MARK CUM GRADE CARD

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

(a)   Name of the University

(b)   Name of the College

(c)   Title & Model of the Undergraduate Programme

(d)   Name of the Semester

(e)   Name and Register Number of the student

(f)   Date of publication of result

(g)   Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.

(h)   Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.

(i)   The total credits and total credit points in the semester.

(i)   Semester Grade Point Average (SGPA) and corresponding Grade.

(k)   Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.

(l)   The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

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

1.   Department Level Monitoring Committee (DLMC), comprising HOD and two senior-most teachers as members.

2.   College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.

3.   University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

21.   TRANSITORY PROVISION

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

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

Annexure I – Model Mark cum Grace Card

Mahatma Gandhi University

Section: Priyadarshni Hills P.O.

Student ID: Kottayam

                                                           Date:

MARK CUM GRADE CARD

Name of candidate   :

Name of College   :

Permanent Register Number (PRN)   :   Degree:

Name of the Programme   :

Name of Examination   :   First Semester Examination Month and Year

Date of publication of result   :

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

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

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

MARK CUM GRADE CARD

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

Date of publication of result   :

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

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

Annexure III

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

Description of the Evaluation Process

Grade and Grade Point

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

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

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

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

Table 1

% of marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A^+ Excellent	9
Equal to75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	
	Ab Absent	

Credit point **(CP)** of a paper is calculated using the formula CP = C x GP,

where C is the Credit; GP is the Grade Point

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is calculated using the formula **GPA = $\dfrac{TCP}{TC}$**

where TCP is the Total Credit Point; TC is the Total Credit

CPA	
Equal to 9.5 and above	**S Outstanding**
Equal to 8.5 and < 9.5	**A+ Excellent**
Equal to7.5 and < 8.5	**A Very Good**
Equal to 6.5 and < 7.5	**B+ Good**
Equal to5.5 and < 6.5	**B Above Average**

Equal to4.5 and < 5.5	**C**	**Satisfactory**
Equal to 3.5 and < 4.5	**D**	**Pass**
Below 3.5	**F**	**Failure**

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

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MAHATMA GANDHI UNIVERSITY PG PROGRAMME

REGULATIONS FOR CREDIT SEMESTER SYSTEM

(MGU-CSS-PG)

1. SHORT TITLE

1.1.   These Regulations shall be called Mahatma Gandhi University Regulations (2011) governing Post Graduate Programmes under the Credit Semester System(MGU-CSS-PG)

1.2 These Regulations shall come into force from the Academic Year 2012-2013 onwards

2. SCOPE

2.1 The regulation provided herein shall apply to all regular post-graduate programmes, MA/MSc/MCom, conducted by the affiliated colleges/Institutions (Government/ Aided/unaided/ Self-financing, and Constituent colleges of Mahatma Gandhi University with effect from the academic year 2012-2013 admission onwards.

2.2 The provisions herein supersede all the existing regulations for the regular post-graduate programmes conducted by the affiliated colleges and centres of the Mahatma Gandhi University unless otherwise specified.

2.3These shall not apply for the programme conducted in distance/ off campus and private registration mode which will continue to be in annual scheme.

3. DEFINITIONS

3.1 *'University'* means Mahatma Gandhi University, Kottayam, Kerala

3.2*'Academic Committee'* means the Committee constituted by the Vice-Chancellor under this regulation to monitor the running of the Post-Graduate programmes under the Credit Semester System(MGU-CSS-PG)

3.3 *'Programme'* means the entire course of study and Examinations.

3.4*'Duration of Programme'* means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be of 4 semesters.

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

3.6 *'Course'* means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project / practical training / assignments/evalution etc., to meet effective teaching and learning needs.

3.7 *'Credit'* **(Cr***)* of a course is a measure of the weekly unit of work assigned for that course in a semester.

3.8 **'Course Credit'** One credit of the course is defined as a minimum of one hour lecture / minimum of 2 hours lab/field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination. No regular student shall register for more than 24 credits and less than 16 credits per semester. The total minimum credits, required for completing a PG programme is 80.

3.9 *'Programme Core course'* Programme Core course means a course that the student admitted to a particular programme must successfully complete to receive the Degree and which cannot be substituted by any other course.

3.10 *'Programme Elective course'* Programme Elective course means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses is required to complete the programme.

3.11 *'Programme Project'* Programme Project means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department / any appropriate research center in order to submit a dissertation on the project work as specified.

3.12 *'Plagiarism'* Plagiarism is the unreferenced use of other authors' material in dissertations and is a serious academic offence.

3.13 *'Tutorial'* Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

3.14 *'Seminar'* seminar means a lecture expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

3.15 *'Evaluation'* means every student shall be evaluated by 25% internal assessment and 75% external assessment.

3.16 *'Repeat course'* is a course that is repeated by a student for having failed in that course in an earlier registration.

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

3.18 *'Audit Course'* is a course for which no credits are awarded.

3.19 *'Department'* means any teaching Department offering a course of study approved by the University in a college as per the   Act or Statute of the University.

3.20 *'Parent Department'* means the Department which offers a particular post graduate progrramme.

3.21 *'Department Council'* means the body of all teachers of a Department in a College.

3.22 *'Faculty Advisor'* is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.

3.23 *'Course Teacher'* means the teacher who is taking classes on the course.

3.24 *'College Co-ordinator* means a teacher from the college nominated by the College Council to look into the matters relating to MGU-CSS-PG System

3.25 *'Letter Grade'* or simply *'Grade'* in a course is a letter symbol (A,B,C,D, E) which indicates the broad level of performance of a student in a course.

3.26 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.

3.27 *'Credit point'* (P) of a course is the value obtained by multiplying the grade point (G) by the Credit (Cr) of the course P=G x Cr.

3.28 *'Weight'* is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical, internal and external examinations, core and elective subjects, project and viva-voce etc.

3.29 *'Weighted Grade Point'* is grade points multiplied by weight.

3.30 *'Grade Point Average' (GPA)* is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade point obtained in the course by the sum of the weights of Course.

3.31 *'Semester Grade point average'* (SGPA) is the value obtained by dividing the sum of credit

points (P) obtained by a student in the 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. SGPA determines the overall performance of a student at the end of a semester.

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

3.33 *'Grace GradesPoints'* means gradepoints awarded to course/s, as per the choice of the student, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities.

3.34 '*Words and expressions'* used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. ACADEMIC COMMITTEE

4.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of (MGU-CSS-PG) 2011.

4.2 The Committee consists of

(a) The Vice-Chancellor

(b) The Pro-Vice-Chancellor

(c) The Registrar

(d) The Controller of Examinations

(e) Two Teacher Syndicate members .

4.3 There shall be a subcommittee nominated by the Vice Chancellor to look after the day to day affairs of the ...MGU-CSS-PG 2011programme.

5. PROGRAMME STRUCTURE

5.1 Students shall be admitted into post graduate programme under the faculties.

5.2 The programme shall include two types of courses, Program Core (PC) courses and Program Elective (PE) Courses . There shall be a Program Project (PP) with dissertation to be undertaken

by all students. The Programme will also include assignments, seminars / practical viva etc., if they are specified in the Curriculum.

5.3.There shall be various groups of Programme Elective courses for a programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group shall be the subject of specialization of the programme.

5.4   Project work

5.4.1.Project work shall be completed by working outside the regular teaching hours .

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

5.4.3. A candidate may, however, in certain cases be permitted to work on the project in an industrial / Research Organization on the recommendation of theSupervisor. In

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

5.4.5.The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce.

5.4.6.The title and the credit with grade awarded for the program project should be entered in the grade card issued by the university.

5.5.   **Assignments**: Every student shall submit one assignment as an internal component for every course with a weightage one. The Topic for the assignment shall be allotted within the 6th week of instruction.

5.6   Seminar Lectures

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

5.7. Every student shall undergo at least two class tests as an internal component for every course with a weightage one each. The weighted average shall be taken for awarding the grade for class tests.

5.8. The attendance of students for each course shall be another component of internal assessment as prescribed with weightage one.

5.9 .No course shall have more than 4 credits.

5.10. Comprehensive Viva-voce shall be conducted at the end semester of the program comprihensive Viva-Voce covers questions from all courses in the programme.

6. ATTENDANCE

6.1. The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the University.

6.2 .If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as collegeunion / university union activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 10 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.

6.3 .A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.

7. BOARD OF STUDIES AND COURSES.

7.1The PG Board of Studies concerned shall design all the courses offered in the PG programme. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposures and training for the students.

7.2The syllabus of a course shall include the title of the course, contact hours, the number of credits and reference materials.

7.3 Each course shall have an alpha numeric code number which includes abbreviation of the subject in two letters, the semester number, the code of the course and the serial number of the course ('C' for Program Core course, 'E' for Program Elective course, 'O' for Open Elective course, 'P' for Practicals and 'D' for Project/ Dissertation).

7.4 Every Programme conducted under Credit Semester System shall be monitored by the

College Council.

8. REGISTRATION.

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

8.2 .A student who registered for the course shall complete the course within 4 years

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 students admitted a Prospectus listing all the courses offered including programme elective during a particular semester. The information provided shall contain title of the course and credits of the course.

9.5 There shall be a uniform academic and examination calendar prepared by the University for the conduct of the programmes. The University shall ensure that the calendar is strictly followed.

9.6 There shall be provision for inter collegiate and inter University transfer in 3rd semesters within a period of two weeks from the date of commencement of the semester.

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

10.   ADMISSION REQUIREMENTS

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

10.2 , the candidate must forward the enrollment form to the Controller of Examinations of the University through the Head of the Institution, in which he / she is currently studying.

10.3 The candidate has to register all the courses prescribed for the particular semester. Cancellation of registration is applicable only when the request is made within two weeks from

the time of admission.

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

11.   PROMOTION: A student who registers for the end semester examination shall be promoted to the next semester

12.   EXAMINATIONS

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

12.2 Practical examinations shall be conducted by the University at the end of each semester.

12.3 Project evaluation and Viva -Voce shall be conducted at the end of the programme only. Practical examination, Project evaluation and Viva-Voce shall be conducted by two external examiners and one internal examiner.

12.4 End-Semester Examinations: The examinations shall normally at the end of each semester.

12.5 There shall be one end-semester examination of 3 hours duration in each lecture based course and practical course.

12.6 A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of Studies.

13.   EVALUATION AND GRADING

13.1 **Evaluation:** The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using Direct grading system.

13.2 *Internal evaluation:* The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is a follows.

13.3 Components of Internal Evaluation

Component Weightage

i)   Assignment-------- 1

ii)   Seminar -------------2

iii)   Attendance -------- 1

iv)   Two Test papers-- 2

13.4 Grades for Attendance

% of ttendance	Grade
>90%	A
Between 85 and 90	B
Between 80 and below 85	C
Between 75 and below 80	D
< 75	E

13.5 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

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

13.7 *External evaluation:* 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. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation

13.8 Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts shall be done as per the existing rules prevailing in the University.

13.9.The question paper should be strightly on the basis of model quistion paper set by BOS and there shall be a combined meeting of the question paper setters for scrutiny and finilisation of question paper. Each set of question should be accompanied by its scheme of valuation.

13.10. **DIRECT GRADING SYSTEM**

Direct Grading System based on a 5 - point scale is used to evaluate the performance (External and Internal Examination of students)

13.11**. DIRECT GRADING SYSTEM**

Letter Grade	Performance	Grade point(G)	Grade Range
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.00 to 0.49

13.12. The overall grade for a programme for certification shall be based on CGPA with a 7-point scale given below

CGPA	Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

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13.13Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external weightage =3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.

13.14A separate minimum of C grade is required for a pass for both internal evaluation and external evaluation for every course.

13.15A 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.

13.16After 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 semester, a student should pass all courses and score a minimum SGPA of 2.0. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

For instance, if a student has registered for 'n' courses of credits C1, C2 …………,Cn in a semester and if she/he has scored credit points P1, P2…………..,Pn respectively in these courses, then SGPA of the student in that semester is calculated using the formula.

SGPA= (P1+P2+…………….+Pn)/ (C1+C2+……………+Cn)

CGPA = [(SGPA)1*S1 + (SGPA)2*S2 + (SGPA)3*S3 + (SGPA)4*S4]/ (S1+S2+S3+S4)

Where S1, S2, S3, and S4 are the total credits in semester1, semester2, semester3 and semeste4

14. GRADE CARD

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

   a) Name of the University.
   b) Name of college
   c) Title of the PG Programme.
   d) Name of Semester
   e) Name and Register Number of students
   f) Code number, Title and Credits of each course opted in the semester, Title and Credits of the Project Work
   g) Internal, external and Total grade, Grade Point (G), Letter grade and Credit point (P) in each course opted in the semester.
   h) The total credits, total credit points and SGPA in the semester.

14.2 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 the

CGPA and the overall letter grade of a student for the entire programme.

15. AWARD OF DEGREE

The successful completion of all the courses with 'C+' grade shall be the minimum requirement for the award of the degree

16. MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vice-chancellor to monitor the internal evaluations conducted by institutions. The Course teacher, Faculty Advisor, and the College Coordinator should keep all the records of the internal evaluation, for at least a period of two years, for verification.

17. GRIEVENCE REDRESSAL COMMITTEE

17.1 College level: The College shall form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level Grievance Redress Committee comprising of Faculty advisor, two senior teachers and two staff council members (one shall be an elected member) and the Principal as Chairman.

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

18. TRANSITORY PROVISION

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

19. REPEAL

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

Models of distribution of course and credit are given in the following tables .BOS can make appropriate changes subject to the following conditions.

1. Total credit of the programme is generally 80 ,but may vary from 72 to 84(BOS can make appropriate changes)

2. The minimum credit of a course is 2 and maximum credit is 4

3. Semester-wise total credit can vary from 16 to 24

4. Number of courses per semester can be decided bythe BOS concerned.

5. The credits of Projects, Dissertations and viva-voce can be prescribed by the BOS

Example: Programmes with practical -Total Credits 80

Semester Course	Teaching	Credit Total Credits		
I	PC1	4	4	19
	PC2	4	4	
	PC3	4	4	
	PC4	3	3	
	Practical	10	4	
II	PC5	4	4	19
	PC6	4	4	
	PC7	4	4	
	PC8	3	3	
	Practical	10	4	
III	PC9	4	4	19
	PC10	4	4	
	PC11	4	4	
	PE12	3	3	
	Practical	10	4	
IV	PE1	5	4	

	PE2	5	4	23
	PE3	5	4	
	Practical	10	4	
	Project	-	4	
	Viva	-	3	

Example: Programmes (without practical) -Total Credits 80

Semester Course	Teaching	Credit	Total Credits	
I	PC1	4	3	20
	PC2	4	3	
	PC3	4	3	
	PC4	4	3	
	PC5	4	4	
	OE	4	4	
	Tutorial	1	-	
II	PC6	4	3	20
	PC7	4	3	
	PC8	4	3	
	PC9	4	3	
	PC10	4	4	
	PE1	4	4	
	Tutorial	1	-	
III	PC11	5	4	20
	PC12	5	4	
	PC13	5	4	
	PC14	5	4	
	PE2	4	4	
	Tutorial	1	-	
IV	PE3	5	4	20
	PE4	5	4	
	PE5	5	4	
	PE6	5	4	
	Project	5	4	