

KANNUR UNIVERSITY

Regulations For Choice Based Credit and Semester System For Under Graduate Programme in Affiliated Colleges -2019 (in OBE – Outcome Based Education – system)

1. TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These regulations may be called "Kannur University Regulations for Choice Based Credit and Semester System for Under-Graduate Programme 2019" (in OBE – Outcome Based Education – system) (KUCBCSSUG 2019)
- 1.2 The regulations provided herein shall apply to all regular First Degree (undergraduate) programmes conducted in colleges and institutions affiliated to the Kannur University, coming under the Faculties of Science, Technology, Humanities, Social Sciences, Language & Literature, Commerce and Management Studies, Fine Arts, Communication and such other faculties as decided by the University from time to time.
- 1.3 These regulations shall come into force with effect from the academic year 2019-2020 onwards.
- 1.4 These regulations shall not apply to Distance Education Programmes.
- 1.5 The provisions herein shall supersede all the existing regulations for the regular under-graduate programmes to the extent herein prescribed.

2. DEFINITIONS: In these regulations, unless the context otherwise requires:

- 2.1 '**Academic Week**' is a unit of five working days in which distribution of work is organized from day one to day five (normally, Monday to Friday), with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.
- 2.2 '**College Co-Ordinator**' is a teacher nominated by the college council to co-ordinate the effective running of CBCSS and the process of continuous evaluation undertaken by various departments within the college. She / He shall be nominated to the College level Grievance Redressal Cell.

- 2.3 **'College Council'** means the body of all Heads of the Departments and elected members among teachers as per the Kannur University Statutes.
- 2.4 **'Complementary Elective Course'** (CEC) means a course which is generally related to the core course which supplements the core course, (traditionally referred to as complementary course)
- 2.5 **'Common course'** means a course that comes under the category of courses, including compulsory English Common Courses(ECC)and Additional Common Courses(ACC) and a set of General Awareness Courses(GAC) applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.
- 2.6 **'Core course'** (CC) means a compulsory course in a subject related to a particular degree programme which may include Discipline Specific Elective Course(s) (DSEC).
- 2.7 **'Course'** means a segment of subject matter to be covered in a semester.
- 2.8 **Course teacher(s):** Teacher(s) in charge of a particular course as decided by the department council.
- 2.9 **'Credit'** (C) is a unit of academic input measured in proportion to weekly contact hours /course contents assigned to a course.
- 2.10 **'Credit Point'** (CP) of a course is the value obtained by multiplying the grade point (GP) by the credit (C) of the course: **CP = GP x C.**
- 2.11 **Credit Point (CP) of a semester** is the product of SGPA of that semester and the total credit load of that semester. **CP=SGPA x Credit of the semester**
- 2.12 **'Cumulative Grade Point Average'**(CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the completed semesters by the total number of credits acquired so far and shall be rounded off to three decimal places. **CGPA= Sum of the Credit Points secured in completed semesters/ Total Credit for the completed semesters**
- 2.13 **'Department'** means any teaching department in a College offering a programme/course of study approved by the university, as per the Statutes and Act of the university.

- 2.14 **'Department Co-Ordinator'** is a teacher nominated by the Department Council to coordinate the continuous evaluation process undertaken in that department.
- 2.15 **'Department Council'** means the body of all teachers of a department in a college.
- 2.16 **'Duration of programme'** means the time period required for the conduct of the programme. The duration of an under graduate degree programme shall be six semesters distributed in a period of three academic years.
- 2.17 **'Faculty Adviser'** means a teacher from the parent department nominated by the Department council, who will advise the students in the academic matters and in the choice of Generic Elective course.
- 2.18 **'General Awareness Course'** means a course that comes under the category of those programmes in which English Common Course and Additional Common Course are limited to first and second semesters (compulsory for all students undergoing LRP/similar programmes).
- 2.19 **'Generic Elective course'** means a course which can be opted by a student in fifth semester of the programme at her/his choice from other disciplines apart from her/his Core subject (GEC) , (traditionally referred to as open course)
- 2.20 **Grade Card** means the official record of student's performance, awarded to her/him. Each letter grade is assigned a **'Grade Point'** (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. **"Grade Point"** means point given to a grade on the scale as provided under clause 9. **Grade Point = (Total marks awarded / Total Maximum marks) x 10**
- 2.21 **'Improvement course'** is a course registered by a student for improving her/his performance in that particular course.
- 2.22 **'Letter Grade'** or simply 'Grade' in a course is a letter symbol (A+, A, B, C, D, E, and F). Grade means the prescribed alphabetical grade awarded to a student based on her/his performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in clause 9

- 2.23 **'Overall Grade Point Average'** (OGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to three decimal places. OGPA is the final grade point average after completing six semesters.
- 2.24 **'Parent Department'** means the Department which offers a particular degree programme.
- 2.25 **'Programme'** means the entire course of study and examinations for the award of an under graduate degree.
- 2.26 **'Repeat course'** is a course that is repeated by a student in a semester for want of sufficient attendance. She/ He can repeat the course whenever it is offered again.
- 2.27 **'Semester'** means a term consisting of 90 working days including examination days.
- 2.28 **'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 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. **SGPA = Sum of the Credit Points of the courses for the semester/ Sum of the Credits for the Semester**
- 2.29 **'Strike off the roll'**: means removing a student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college from the roll after following the procedure prescribed.
- 2.30 Words and expressions used and not defined in these regulations, but defined in the Kannur University Act, Statutes and Ordinances shall have the meaning respectively assigned to them in the Act, the Statutes and the Ordinances.

3. ADMISSION AND REGISTRATION

- 3.1 Eligibility for admissions and reservation of seats for various First Degree (Under Graduate) Programmes shall be according to the rules framed by the University from time to time. No student shall be eligible for admission to a Undergraduate Degree Programme in any of the discipline unless she/ he has successfully completed the

transfer within a period of two weeks from the date of commencement of the semester. The institutions and the candidate have to make ensure that scheme, syllabus and the total credits of the programme in the complete semesters shall be same in both institutions. Inter collegiate transfer will be permitted to the students who pursue her/ his study in the same core course opted for the programme, as per the rules framed separately for this purpose. If the number of applicants are more than the available vacancies, rank list should be prepared by the college or institution based on their merit, and the applications are to be forwarded to the Registrar along with the rank list recommending the most eligible candidate.

- 3.11 Provision for **credit transfer** is subject to common guidelines prepared by the faculty concerned.
- 3.12 There shall be provision for **readmission** of students already registered under "Kannur University Regulations for Choice Based Credit and Semester System for Under-Graduate Programme 2019" subject to the conditions that
 - i) There should be a gap of at least one semester for readmission.
 - ii) The candidate seeking readmission to a particular semester should have registered for the previous semester examination.
 - iii) There should not be any change in the scheme and syllabus .If there is a change in the scheme and syllabus, readmission may be given in consultation with the Board of Studies concerned and the Examination Branch.
 - iv) For readmission, the vacancy should be within the statutory limit.
 - v) Re admission shall be made within 14 days of the commencement of classes.
- 3.13 Those students who have registered for First Degree(Under Graduate) programmes in annual pattern or Choice based Credit & Semester system under the regulations in force from 2009 to 2018 admissions but could not successfully complete the programme, may cancel their earlier registration and register afresh for Under Graduate Programmes under these regulations in the same discipline or a different one subject to the age limit prescribed under 3.8

examination conducted by a Board/University at the +2 level of schooling or its equivalent, as recognized by the University.

- 3.2 Student enrolment shall be in accordance with the academic and physical facilities available in the Institution. The College shall make available to all students a brochure listing all the courses offered by the various departments in the entire programme and the number of seats sanctioned by the University for each Programme.
- 3.3 The maximum number of students to be admitted to a Programme shall be limited to the number of seats sanctioned by the University.
- 3.4 The College/ University shall publish a Prospectus listing all the programmes indicating Core and Complementary Elective course offered in various Departments during a particular semester.
- 3.5 There shall be a uniform **Academic cum Examinations calendar** approved by the University for the registration, conduct and scheduling of examinations, and publication of results. The Academic cum Examinations Calendar shall be complied with by all colleges and offices, and the Vice Chancellor shall have all powers necessary for this purpose.
- 3.6 Each student shall register for the courses she/he proposes to take in a semester through 'online', in consultation with the Faculty Adviser.
- 3.7 No separate minimum intake shall be prescribed for Generic Elective Courses.
- 3.8 The maximum age limit for admission to the UG programme shall be 23 years as on 1st June of the academic year. For SC/ST candidates the age limit is 25 years as on 1st June of the academic year.
- 3.9 The college shall send a list of the students registered for each Programme in each semester giving the details of programmes for which each of the students has registered including the repeat/ reappearance Courses, to the Registrar / Controller of Examinations in the prescribed format as and when required.
- 3.10 Depending upon the academic and physical facilities available in the colleges and institutions, the University may allow the colleges and institutions to admit a certain number of students in third or fifth semester from other Institutions by college transfer or inter university

4. PROGRAMME STRUCTURE

- 4.1 **Duration:** The duration of an under graduate programme shall be six semesters inclusive of days of examinations distributed over a period of three academic years. The odd semesters (1, 3, 5) shall be from June to October and the even semesters (2, 4, 6) shall be from October/November to March. Each semester shall have 90 working days inclusive of days of all examinations. No student shall be allowed to complete the Programme by attending more than 12 semesters.
- 4.2 **Courses:** The under graduate programme shall include four types of courses, viz., Common Courses (Code A), Core courses (Code B), Complementary elective courses (Code C) and Generic Elective course (Code D).
- 4.3 **Course code:** Each course shall have a unique alphanumeric code number, which includes abbreviation of the semester number (1 to 6) in which the course is offered, the code of the course (A to D), of the subject in three letters and the serial number of the course (01,02, 03 etc). Course code will be centrally generated by the Board of Studies of the university. For example 2A03ENG represents a Common English course of serial number 03 offered in the second semester and 2B02PHY represents Core course of serial number 02 offered in the second semester in Physics programme. ***A particular complementary elective course in a semester should have same code with same credit even though it is offered for different programmes.***
- 4.4 **Common courses:** Every under graduate student shall undergo 10 common courses (Total 38 credits) **chosen from a group of 14 common courses listed below, for completing the programme:**
1. English Common Course I
 2. English Common Course II
 3. English Common Course III
 4. English Common Course IV
 5. English Common Course V
 6. English Common Course VI
 7. Additional Common Course I
 8. Additional Common Course II

9. Additional Common Course III
10. Additional Common Course IV
11. General Awareness Course I
12. General Awareness Course II
13. General Awareness Course III
14. General Awareness Course IV

Common courses 1-6 shall be taught by teachers of English department and 7-10 by teachers of other language departments and general awareness courses 11-14 by teachers of departments offering core courses concerned. General awareness courses shall be designed by the concerned Board of Studies. The common course 1 to 6 and General Awareness Course 11 to 14 will cover aspects of Ability Enhancement Course (AEC) and Skill Enhancement Course (SEC) based on the directives from Supreme Court, High Court, Central/ State/Local Governments/ other Agencies, The Kerala State Higher Education Council etc. from time to time. The Board of studies concerned shall prescribe syllabus accordingly and may submit the syllabus in piecemeal if necessary before the commencement of the classes.

Common courses in various programmes

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

*These common courses may be offered in first or second semester if the Board of Studies so decide provided existing work load shall not be affected due to this change.

- 4.5 **Core courses:** Core courses are the courses in the main subject of the degree programme chosen by the student. Core courses are offered by the parent department.

shall be the duty of the Principal to ensure that only eligible candidates are promoted to the next semester. The Vice Chancellor shall be competent to cancel the ineligible promotion and impose penalty on the Principal.

- 4.11 **Condonation:** Students are eligible for the condonation of shortage of attendance for a maximum of 14 days in a semester subject to a maximum two times during the whole period of an Under Graduate Programme. Condonation of shortage of attendance may be granted by the Vice Chancellor on production of the medical certificate from a registered medical practitioner for the days absent. Students who attend, with prior concurrence from the Head of the department/ institution, the approved co-curricular activities of college/university/ higher level /other agencies approved by the Principal are eligible to get their lost days treated as 'Present' on submission of an application to the Principal through the head of the Department with a certificate of participation / attendance certificate in such activities, provided the student concerned must receive the required course of instruction in lieu of the days/hours lost as may be decided by the Head of The Department/ Principal. A student who is not eligible for condonation of shortage of attendance shall repeat the semester along with the subsequent batch by availing re admission.
- 4.12 **Admission to Repeat courses** shall be within the sanctioned strength including marginal increase. However if the number of candidates applied exceeds the sanctioned strength, those students who have discontinued the programme on account of serious health problems, may be permitted to repeat the course on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Government service, after obtaining permission from the Registrar of the University. Those students who are meritorious in sports activities are eligible to repeat fifth and sixth semesters of the programme if they so desire, under N+1 or N+2 category with the permission of the university, on the recommendation of the Head of the Department of Physical Education ,Head of the parent Department of and the Principal of the College after cancelling their registration of fifth and sixth semester examinations, provided those students who pass the semester examinations will not be granted permission to repeat the courses under this category. Those

- 4.6 **Complementary Elective courses:** Complementary Elective courses cover one or two disciplines that are related to the core subject to supplement it and are distributed in the first four semesters.
- 4.7 **Generic Elective Courses:** There shall be one Generic Elective Course in the fifth semester. This course shall be open to all the students in the institution except the students in the parent department. The students of parent department can opt that course from any other department in the institution. Each department shall offer a five Generic Elective course.
- 4.8 **Credits:** Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38 shall be for common course (22 for English Common Courses ; 16 for common additional languages other than English).In the case of LRP Programmes 14 credits for common English courses, 8 credits for Additional common courses and 16 credits for General Awareness courses. Minimum credits required for core, complementary elective and Generic Elective courses put together are 82.However the credits to be set apart for the core and complementary elective courses shall be decided by the Board of Studies concerned. The maximum credits for a course shall not exceed 5. Honors programmes will have separate credit distribution.
- 4.9 **Attendance:** A student shall be permitted to appear for the semester examination, only if she/he secures not less than 75% attendance in all courses of a semester put together . Records of attendance shall be maintained by the concerned Department for a period of six years and the attendance register shall be made available for verification, as and when required by the University.
- 4.10 Only those students who are registered for the university examination with eligible attendance (including those under condonable limit) alone are eligible to be promoted to next semester. Students who have attendance in the prescribed limit but could not register for examination are eligible to move to the next semester after availing token registration. The candidates shall apply for token registration within two weeks of the commencement of the next semester. Token registration is allowed only once during the entire programme. It

candidates who could not successfully complete the programme under N+1 category are eligible to repeat courses under N+ 2 categories under the same conditions under N+1

4.13 If a student registered in first semester of the UG degree programme is continuously absent from the classes for more than 14 days at the beginning of the first semester without intimation to the Principal, the matter shall immediately be brought to the notice of the Registrar of the university, by the Principal. The names of such students shall be removed from the rolls .A student who is continuously absent for 14 days during a semester without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll provided before removing the student from the roll , the Principal shall consult the College Council and shall communicate the student the decision of the college council giving the student a reasonable time to file appeals/ complaints if any to the Principal before the date of Strike off the roll. Such appeals/ complaints shall be considered by the College Council for further proceedings.

4.14 **Grace marks:** Grace Marks shall be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/ NSS/NCC) carried out besides the regular class hours. Such a benefit is applicable and limited to each academic year spreading over three years (6 Semesters). No separate credit shall be assigned for such activities. Grace marks shall be awarded to other eligible candidates as per University orders in this regard from time to time.

5 CREDIT DISTRIBUTION

5.1 FOR BA PROGRAMME (Total Credits= 120)

Common Courses	(Total Credits: 38 = 22 + 16)
Six English Common Courses *: 4 x 4 Credits	= 16 +
2 x 3 Credits	= 6
	—
	22

(*In first four semesters

*Includes **Ability Enhancement Course (AEC) and Skill Enhancement Course (SEC)**

Four **Additional Common Courses**^{**}: 4 x 4 Credits = 16

(**In first four semesters)

Core Course (Total Credits = 64)

Number of courses and their respective credits can be decided by the respective Board of Studies, subject to the existing workload.

These courses include **Discipline Specific Elective Courses (DSEC)**

(Credits may be four, three, and two as the BOS decides)

Complementary Elective Courses (Total Credits = 16)

First **Complementary Elective Courses** (2):

2 x 4 Credits = 8 +

Second **Complementary Elective Courses** (2):

2 x 4 Credits = 8

16

Generic Elective Course (Total Credits = 2)

There shall be one Generic Elective Course *exclusively for students of other departments- (2 hrs/ week)* offered by a department

One **Generic Elective Course**: Credit = 2

5.2 FOR BSc. PROGRAMME (Total Credits = 120)

Common Courses (Total Credits: 38=22 + 16)

Six **English Common Courses**^{*}: 4 x 4 Credits = 16 +

2 x 3 Credits = 6

22

(*In first four semesters)

*Includes **Ability Enhancement Course (AEC)** and **Skill Enhancement Course (SEC)**

Four **Additional Common Courses**^{**}: 4 x 4 Credits = 16

(**In first four semesters)

Core Course (Total Credits = 56)

Number of courses and their respective credits can be decided by the respective Board of Studies, subject to the existing workload.

These courses include **Discipline Specific Elective Courses (DSEC)** (Credits may be four, three, and two as the BOS decides)

Complementary Elective Courses (Total Credits = 24)

4 Complementary Elective Courses: 4x 4 Credits = 16

Generic Elective Course (Total Credits = 2)

There shall be one Generic Elective Course *exclusively for students of other departments- (2 hrs/ week)* offered by a department **Generic Elective Course: Credits= 2**

6. BOARD OF STUDIES AND COURSES

- 6.1 The programme/ course under these Regulations shall be designed to include the title of the programme /course, Programme Specific Outcome (PSO)/ Course Outcome (CO), the number of credits, maximum marks for End Semester Evaluation and Continuous Evaluation and the distribution thereof, duration of examination hours and reference materials. 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. The Vision and Mission Statements of the University and Programme Outcomes, as given in Annexure (i) and (ii) shall be given in all syllabus. The concerned UG Boards of Studies shall design all the courses offered in the under-graduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposures and training for the students.
- 6.2 Each course shall have an alpha-numeric code and title of the course. The code gives information on the Subject, the Semester number and the serial number of the course.
- 6.3 The syllabus of each course shall be prepared module (unit)-wise. Number of instructional hours and reference materials are also to be mentioned against each module.
- 6.4 The scheme of examination and model question papers are to be prepared by the Board of studies
- 6.5 Board of Studies should analyse the question papers of previous examinations.
- 6.6 Board of Studies should make the changes in the syllabi and text books in consultation with the teachers.

First **Complementary Elective Course**(4):

4 x 3 Credits = 12+

Second **Complementary Elective Course** (4):

4 x 3 Credits = 12

24

(If First / Second Complementary Elective Course consists of *theory as well as Practical* , there will be 4 theory courses with 2 credits each and 1 practical with 4 credits so that, 4 x 2 Credits=8 plus 1x 4Credits= 4 ,equals 12 credits)

Generic Elective Course (Total Credits = 2)

There shall be one Generic Elective Course **exclusively for students of other departments- (2 hrs/ week)** offered by a department

One **Generic Elective Course**: Credits = 2

2

5.3 FOR BCom / BBA/ BBM/other LRP PROGRAMMES

(Total Credits= 120)

Common courses (Total Credits: 38=14 + 8+16)

Four **English Common Courses***: 2 x 4 Credits = 8 +

2 x 3 Credits = 6

14

(*In first two semesters)

Two Additional **Common Courses**** 2 x 4 Credits = 8

(**In first two semesters)

Four General **Awareness Courses*****: 4 x 4 Credits = 16

(***Includes **Ability Enhancement Course (AEC)** and **Skill Enhancement Course (SEC)**)

Core Course (Total Credits = 64)

Number of courses and their respective credits can be decided by the respective Board of Studies, subject to the existing workload.

These courses include **Discipline Specific Elective Courses (DSEC)** (Credits may be four, three, and two as the BOS decides)

Complementary Elective Courses (Total Credits = 16)

Board of Studies) under the supervision of a faculty member as per the curriculum. Projects shall be submitted in the last week of February in sixth semester. Belated and incomplete projects will not be entertained. Project evaluation shall be conducted at the end of sixth semester as per the following general guidelines or by the guidelines framed by the Board of Studies concerned:

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) Continuous Evaluation (supervising teachers will assess the project and award internal Marks)
 - b) End Semester Evaluation (external examiner appointed by the University)
3. Marks secured for the project will be awarded to candidates, combining the Continuous Evaluation and End Semester Evaluation marks.
4. The Continuous Evaluation to End Semester Evaluation components is to be taken in the ratio 1:4. Assessment of different components may be taken as below.
5. Components of Continuous Evaluation and End Semester Evaluation of Project other than the following can be decided by the concerned Board of Studies.

Continuous Evaluation (20% of total) End Semester Evaluation (80% of total)

Components	Percentage	Components	Percentage
Punctuality	20	Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography)	20
Use of Data	20	Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	30
Scheme/Organization of Report	30		
Viva-Voce	50	Viva Voce	30

Transfer Certificate shall be returned to the students after releasing the hall tickets and fresh Grade Card shall be issued incorporating the improvement results. There shall be no improvement chance for continuous evaluation, project/viva voce/practical. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination.

- 7.6 There shall be no supplementary examinations. For reappearance/improvement the students shall appear along with students of subsequent admissions as and when the examinations are conducted by the University.

8. EVALUATION :

8.1 Course Evaluation:

The evaluation scheme for each course shall contain two parts

- a) Continuous Evaluation (CE)
- b) End Semester Evaluation (ESE)

20% weightage shall be given to the Continuous Evaluation(CE) and 80% weightage shall be for the End Semester Evaluation (ESE)

8.2 Continuous Evaluation (CE):

- a. 20% of the total marks in each course are for continuous assessment. The continuous evaluation shall be based on a pre determined transparent system involving any of the two components- For theory course: written test , assignments, seminars, Viva etc
For practical course: lab involvement , records, written test etc
- b. Two components and their respective weightages shall be as prescribed in the scheme and syllabus by the Board of Studies concerned.
- c. Attendance **shall not be** a component for Continuous Evaluation(CE).

- 8.3 To ensure transparency of the evaluation process, the continuous evaluation marks awarded to the students in each component of each course in a semester shall be notified on the notice board at least three days before the commencement of End Semester Evaluation. There shall not be any chance for improvement for Continuous Evaluation. Only the total CE marks awarded to a candidate in each course need be sent to university by the Principal

of colleges concerned. The College shall maintain the academic record of each student registered for the course, with the details of the marks awarded to each component of Continuous Evaluation of courses with the signatures of the students, course teacher and HOD which shall be preserved in the college for a period of six years from the last date of the End Semester Examination of the semester concerned and shall be made available to the University for inspection as and when required. Complaints if any with regard to the Continuous Evaluation shall be submitted by the student to the Course Teacher first. If the student feels that justice is denied, she/he can submit appeal to Head of the Department and thereafter to the Principal of the College. The Department Council/ College Council shall consider the complaint and ensure that assessments are done by the teacher in a just and fair manner. In case the student is not satisfied with the decision at the college level, further appeal/ complaints may be submitted by the student to the Controller of Examinations, Kannur University for being placed before the University Level Committee for consideration.

8.4 End Semester Evaluation (ESE)

End Semester Evaluation carries 80% of total marks. The End Semester Evaluation in theory courses are to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners appointed by the University based on a well-defined Scheme of valuation and answer keys provided by the University. After the End Semester Evaluation only marks are to be entered in the answer scripts. Marks secured for End Semester Evaluation only need be communicated to University. All other calculations including grading are done by the university by the Chairperson of Board of Examiners. The End Semester Evaluation in practical courses shall be conducted by two examiners (one internal and one external) appointed by the University. End Semester Evaluation of all semesters will be conducted in centralized valuation camps immediately after the examination. All question papers shall be set by the university.

8.5 Project Evaluation: Every student of a UG Programme shall have to work on a project (credit of which shall be decided by the concerned

- 6.7 At least two meetings of teachers may be held in every department in every college, one in mid-year and one towards the year end to discuss the academic and general activities of the Department. The recommendations of these meetings should be sent to the Boards of Studies.
- 6.8 Boards of Studies have to be constantly in touch with other Universities. Subject experts have to be identified in all major fields of study and endeavor, and consulted frequently.
- 6.9 Different types of questions shall possess different marks to quantify their required analysis. Maximum marks can vary from course to course depending on their comparative importance.

7. EXAMINATION

- 7.1 There shall be University examinations at the end of each semester. A candidate who fails to register for University Examination shall not be permitted to move to next semester
- 7.2 **Practical** examinations shall be conducted by the University at the end of the semester. If necessary, it shall be conducted before the End Semester Evaluation.
- 7.3 **External Viva-voce**, if any, shall be conducted along with the practical examination/project evaluation.
- 7.4 **Project** evaluation shall be conducted at the end of sixth semester. 20 % of marks are awarded through continuous evaluation.
- 7.5 **Improvement:** Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with subsequent batch.. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination, the mark/grade obtained in the first appearance will be retained. Candidates may be permitted to cancel their improvement registration/appearance if applied before the publication of results, and after that application for cancellation shall not be permitted. To avoid a situation of undergoing two courses of study during the same academic year, those candidates who intend to avail improvement chance after successful completion of the Programme, shall surrender their Grade Cards and submit their Transfer Certificate to the University along with application for registration for examination.

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

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

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 determines the overall performance of a student at the end of a semester. For the successful completion of a semester, a student should pass all courses in that semester. However, a student is permitted to move to the next semester irrespective of SGPA obtained. SGPA shall be rounded off to three decimal places.

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

$$\text{CGPA} = \frac{\text{Sum of Credit Points of all completed semesters}}{\text{Total Credits acquired}}$$

CGPA shall be rounded off to three decimal places.

- 9.9 At the end of the programme, the over all performance of a candidate is indicated by the Overall Grade Point Average . Overall **Grade Point Average (OGPA)** of the student is calculated at the end of the programme. The OGPA of a student determines the overall academic level the student in a programme and is the criterion for classification and ranking the students. OGPA can be calculated by the following formula

$$\text{OGPA} = \frac{\text{Sum of Credit Points obtained in all semesters of the programme}}{\text{Total Credits (120)}}$$

OGPA shall be rounded off to three decimal places.

An overall letter grade for **OGPA** for the entire programme shall be awarded to a student after completing the entire programme successfully .Over all letter grade based on OGPA and conversion of Grades into classification shall be in the following way.

Components	Percentage	Components	Percentage
Punctuality	20	Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography)	20
Use of Data	20	Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	30
Scheme/Organization of Report	30		
Viva-Voce	50	Viva Voce	30

6. 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.
 7. The chairman of the VI semester examination should form and coordinate the evaluation teams and their work.
 8. Continuous Evaluation should be completed 2 weeks before the last working day of VIth semester.
 9. Continuous Evaluation marks should be published in the department.
 10. In the case of courses with practical examination, project evaluation shall be done along with practical examinations.
 11. 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.
 12. Submission of the Project Report and presence of the student for viva are compulsory for Continuous Evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for End Semester Evaluation.
 13. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE and 10% CE for pass in the project.
 14. There shall be no improvement chance for the Marks obtained in the Project Report.
 15. In an instance of inability of obtaining a minimum pass marks as required under clause 12, the project work shall be re- done and the report may be re-submitted along with subsequent exams through parent department.
- 9. GRADING:**
- 9.1 Indirect Grading System based on the scale specified in clause 9.2 is used to evaluate the performance of students.
 - 9.2 Indirect grading system shall be adopted for the assessment of a student's performance in a course(both CE and ESE) Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E and F) to that course by the method of indirect grading. Mark system is followed instead of direct grading for each question. For each course in the semester, letter grade, grade point and percentage of

Grade range OGPA	Overall Letter Grade	Classification
9 - 10	A+	First class with Distinction
8 - 8.999	A	
7 - 7.999	B	First class
6 - 6.999	C	
5 - 5.999	D	Second class
4 - 4.999	E	Pass
Below 4	F	Fail

9.10 The Percentage of marks based on OGPA is calculated by multiplying them by 10.

Percentage in two decimal places = [OGPA in three decimal places] x 10%

9.11 Those candidates who pass all the courses prescribed for a programme shall be declared to have successfully completed the programme and eligible for the degree. Minimum OGPA required for the successful completion of the degree programme is 4. In the event a candidate fails to secure pass in any course in a semester, consolidation of SGPA and CGPA will be made only after obtaining pass in the failed course in the subsequent appearance, as envisaged in clause 9.5.

9.12 A student who fails to secure a minimum mark for a pass in a course is permitted to write the examination along with the subsequent batch.

9.13 **Moderation:** Moderation shall be decided by the concerned Board of examiners subject to the Statistics of marks made available from the Examination branch and as per the prescribed guidelines.

9.14 **Revaluation:** In the new system revaluation is permissible. The prevailing rules and regulations of revaluation are applicable to KUCBCSSUG2019.

10. GRADE CARD

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

6. 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.
 7. The chairman of the VI semester examination should form and coordinate the evaluation teams and their work.
 8. Continuous Evaluation should be completed 2 weeks before the last working day of VI th semester.
 9. Continuous Evaluation marks should be published in the department.
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