

**REGULATIONS FOR UNDER GRADUATE PROGRAMMES  
UNDER CHOICE BASED COURSE-CREDIT-SEMESTER  
SYSTEM AND GRADING, 2009.**

**1. TITLE**

1.1. These regulations shall be called "Regulations for Under Graduate Programmes under Choice Based Course Credit Semester System and Grading, 2009"

**2. SCOPE**

2.1 Applicable to all regular non-professional Under Graduate Programmes conducted by the university with effect from the 2009-10 admissions.

- 2.2 These shall not apply for the courses conducted in distance/off-campus and private registration mode which will continue to be in annual scheme.
- 2.3 The provisions herein supercede all the existing regulations for the regular non-professional undergraduate programmes to the extent herein prescribed.

**3. DEFINITIONS**

- 3.1. '*Academic Week*' is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester
- 3.2. '*Additional Course*' is a course registered by a student over and above the minimum required courses, the credits earned for which will not be counted for the computation of SGPA and CGPA
- 3.3. '*Audit Course*' is a course for which no credits are awarded.
- 3.4. '*College Co-ordinator*' 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.
- 3.5. '*Common Course*' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses, a selection of which is compulsory for all students undergoing undergraduate programmes.

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- 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.
- 3.8. **'Course'** means a complete unit of learning which will be taught and evaluated within a semester.
- 3.9. **'Credit'** is a unit of academic input measured in terms of weekly contact hours assigned to a course.
- 3.10. **'Credit point'** (P) is the value obtained by multiplying the grade point (G) by the credit (C):  $P = G \times C$ .
- 3.11. **'Cumulative Grade Point Average'** (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by a student for the entire programme by the total number of credits. This shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
- 3.12. **'Department'** means any teaching department in a college.
- 3.13. **'Department Co-ordinator'** is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.14. **'Department Council'** means the body of all teachers of a department in a college.
- 3.15. **'Extra Credits'** are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University.

- 3.16. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.
- 3.17. **'Grace Grades'** means up-graded grades awarded to courses in recognition of meritorious achievements in NCC/NSS/sports/arts.
- 3.18. **'Grade'** means a letter symbol (e.g., A, B, C, etc.), which indicates the broad level of performance of a student in an answer/course/ semester/programme.
- 3.19. **'Grade point'** (G) is an integer indicating the numerical equivalent of the letter grade.
- 3.20. **'Open course'** means a course outside the field of his/her specialization, which can be opted by a student.
- 3.21. **'Parent Department'** means the department which offers core courses within a degree programme.
- 3.22. **'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
- 3.23. **'Semester'** means a term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five-day academic weeks.
- 3.24. **'Semester Grade Point Average'** (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places.

3.25. '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 complementary subjects etc.

3.26. 'Weighted Grade Point' is the sum of grade points multiplied by weightage.

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

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

4.1 Eligibility of admission, Norms for admission, reservation of seats for various Degree Programmes shall be according to the rules framed by the university from time to time.

#### **5. DURATION**

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

5.2 The duration of each semester shall be 90 working days, Odd semesters from June to October and even semesters from December to April. There will be one month semester breaks each in November and May

5.3 A student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

#### **6. REGISTRATION**

6.1 The strength of students for each course shall remain as per existing regulations, except in case of open courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10.

6.2 Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Adviser shall permit registration on the basis of the preferences of the student and availability of seats.

6.3 The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted

6.4 A student can opt out of a course/courses registered subject to the minimum credits requirement, within thirty days from the commencement of the semester.

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

#### **7. SCHEME AND SYLLABUS**

7.1. The U.G. programmes shall include (a) Common courses, (b) Core courses, (c) Complementary Courses, (d) Open

Courses (e) Co-curricular activities and (f) extension activities.

- 7.2. Co-curricular shall be included in the programme, but the credit earned shall not be counted for the minimum required credits.
- 7.3. Zero Credits courses shall be included in the programme to encourage advanced learners. Credits for more than the minimum number of credits may be given for extra work in a course and shall be counted as Zero Credits. Permission for obtaining such Zero credits is limited and shall not exceed one such course per semester which shall be done only under the supervision of a faculty member of the Institution.
- 7.4. 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.

## 8. PROGRAMME STRUCTURE

### Credits from various components

| Programme Duration                                                                       | 6 Semesters |
|------------------------------------------------------------------------------------------|-------------|
| Minimum Credits required for successful completion of the programme                      | 120         |
| Minimum credits required from common courses                                             | 38          |
| Minimum credits required from Core +complementary +vocational* courses including Project | 78          |
| Minimum credits required from Open course                                                | 4           |
| Minimum attendance required                                                              | 75%         |

\*The credit distribution for vocational courses are to be decided separately.

## 9. EXAMINATIONS.

9.1 The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal:external assessment ratio shall be 1:3

9.2 The Internal and External examinations shall be evaluated using Direct Grading system based on 5-point scale as given below.

| 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 |

9.3 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     |

A separate minimum of D Grade for internal and external 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 courses and must score a minimum CGPA of 2.00 or an overall grade of C+ and above.

9.4 Internal evaluation: is to be done by continuous assessments on the following components.

9.4.1 Components of the internal evaluation and their weights are as below.

(i) Theory

| Component       | Weight |
|-----------------|--------|
| Attendance      | 1      |
| Assignment      | 1      |
| Seminar         | 1      |
| Two test papers | 2      |

9.4.2 Attendance:

| %age of Attendance | Grade |
|--------------------|-------|
| >90%               | A     |
| Between 85 and 90  | B     |
| Between 80 and 85  | C     |
| Between 75 and 80  | D     |
| < 75               | E     |

9.4.3 Assignments: Best two assignments are considered per course

9.4.4 Seminar/Viva: The student has to take a minimum of 1 seminar per course

9.4.5 Class test: A minimum of 2 class tests are to be attended. The grades of best 2 test are to be taken'

9.4.6 The evaluation of all components are to be published and are to be acknowledged by the candidate. All documents of internal assessments are to be kept in the college for 2 years 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.

#### 9.4.7 Grievance Redressal Mechanism

The 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 grade. In order to address the grievance of students, a three level Grievance Redressal mechanism is envisaged. A student can go to the upper level only if the grievance is not addressed by the lower level.

Level 1: Dept. Level: The department cell chaired by the Head.

Level 2: College level: College level committee with the Principal as Chairman, Coordinator, HOD of concerned dept and a senior teacher nominated by the College council as members.

Level 3: University Level: Committee constituted by the Vice-Chancellor

9.4.8 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.

9.4.9 The evaluation of the internal components should reach the university before II week of October/April.

#### 9.5 External examination

The external examination of all semesters shall be conducted by the university on the close of each semester.

9.6 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 or 50 hour in a semester subjected 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 activities, participation in co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days and this benefit shall be considered for internal assessment also.

*Readmission*

Student who is not eligible for condonation of shortage of attendance shall repeat the course along with the next batch.

- 9.7 All students are to do a **project**. This project can be done individually or as a group of 3 students. 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 are to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the university.
- 9.8 There will be no supplementary exams. For reappearance/improvement, students can appear along with the next batch.
- 9.9 A student who register his/her name for the external exam for a semester will be eligible for promotion to the next semester.
10. All programmes and courses shall have unique alphanumeric code. Each teachers working in affiliated institutions shall have a unique identification number and this no. is to be attached with the codes of the courses for which he/she can perform examination duty.

## 11. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard 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. He/She shall also submit a detailed scheme of evaluation along with the question paper.

A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.

Weight: Different types of questions shall be given different weights to quantify their range as follows:

|   | Type of questions                          | Weight | Number of questions to be answered |
|---|--------------------------------------------|--------|------------------------------------|
| 1 | A bunch of 4 objective type questions      | 1      | 4 bunches (no choice)              |
| 2 | Short answer type questions                | 1      | 6 out of 9                         |
| 3 | Short essay/problem solving type questions | 2      | 4 out of 6                         |
| 4 | Essay type questions                       | 4      | 2 out of 3                         |

### 12.1. GRADE CARD

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 University
- (b) Name of College
- (c) Title of Under-Graduate Programme
- (d) Name of Semester
- (e) Name and Register Number of student
- (f) Code number, Title and Credits of each course opted in the semester
- (g) Internal, External and Total Grade, Grade point (G), Letter grade and Credit point (P) in each course opted in the semester
- (h) Institutional average of the Internal Exam and University Average of the External Exam in each course.
- (i) The total credits, total credit points and SGPA in the semester
- (j) Details of the Zero credit audited courses, if any, taken in the semester.

12.2. 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.

12.3 In the final grade card, the details of the courses taken over and above the minimum prescribed credits, which shall not be counted for computing CGPA, shall be shown separately along with the grade points and letter grades obtained.

### 13. THE BOARD OF STUDIES:

Boards of studies(U.G) shall design the scheme, Syllabus and model question paper for the respective programme according to the regulation. They shall prepare the formats for internal assessments and shall suggest unique alphanumeric codes for all courses.

Faculty Board of Studies shall design the Syllabi for complimentary courses.

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

1. Department Level Monitoring Committee (DLMC)
2. College Level Monitoring Committee (CLMC)
3. University Level Monitoring Committee (ULMC)

### 15. 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.



## 16. REPEAL

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

Also resolved to authorize the Vice-Chancellor to make necessary criterion for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities

### *Annexure I*

## THE FOLLOWING GIVES AN ILLUSTRATION OF EVALUATION WITH GRADING

### A. Consolidation of Grades for Internal Evaluation

If B, C, B and A grades are scored by a student for attendance, assignment, seminar and test paper respectively for a particular course, then her/his CE grade for that course shall be consolidated as follows:

| Component  | Weight (W)                                                                  | Grade awarded | Grade points (G) | Weighted Grade points (W x G) |
|------------|-----------------------------------------------------------------------------|---------------|------------------|-------------------------------|
| Attendance | 1                                                                           | B             | 3                | 3                             |
| Assignment | 1                                                                           | C             | 2                | 2                             |
| Seminar    | 1                                                                           | B             | 3                | 3                             |
| Test paper | 2                                                                           | A             | 4                | 8                             |
| Total      | 5                                                                           |               |                  | 16                            |
| Grade      | Total Weighted Grade points/ Total weights = $16/5 = 3.20 = \text{Grade B}$ |               |                  |                               |

### B. Consolidation of Grades for External (one Answer Paper - Theory)

The grade of a answer paper (ESE Practical) shall be consolidated by similar procedure discussed above by assigning weights for the various components (e.g., Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of results, Diagrams, etc). The Boards of studies shall define the components and their weights and include them in the scheme and syllabus of each practical course

Consolidation of the grade of a course : The grade for a course is consolidated by combing the ESE and CE grades taking care of their weights. For a particular course, if the grades scored by a student is C and B respectively for the External and Continuous Evaluation, as shown in the above examples, then, the grade for the course shall be consolidated as follows:

| Type of questions | Qn. Nos | Grade awarded | Grade points | Weightage | Weighted grade points |
|-------------------|---------|---------------|--------------|-----------|-----------------------|
| Objective         | 1-4     | B             | 3            | 1         | 3                     |
|                   | 5-8     | A             | 4            | 1         | 4                     |
|                   | 9-12    | A             | 4            | 1         | 4                     |
|                   | 13-16   | C             | 2            | 1         | 2                     |
| Short Answer      | 17      | C             | 2            | 1         | 2                     |
|                   | 18      | B             | 3            | 1         | 3                     |
|                   | 19      | A             | 4            | 1         | 4                     |
|                   | 20      | D             | 1            | 1         | 1                     |
|                   | 21      | A             | 4            | 1         | 4                     |
|                   | 22      | B             | 3            | 1         | 3                     |
| Short essay       | 23      | B             | 3            | 2         | 6                     |
|                   | 24      | E             | 0            | 2         | 0                     |
|                   | 25      | B             | 3            | 2         | 6                     |
|                   | 26      | A             | 4            | 2         | 8                     |
| Long essay        | 27      | B             | 3            | 4         | 12                    |
|                   | 28      | D             | 1            | 4         | 4                     |
|                   |         |               | Total        | 26        | 66                    |

Calculation : Overall grade of an answer paper = Sum of weighted grade points/Sum of the weightage =  $66/26 = 2.54 =$  Grade B

#### C. Consolidation for a course

| Exam                 | Weight                                                               | Grade awarded | Grade points (G) | Weighted grade points (W x G) |
|----------------------|----------------------------------------------------------------------|---------------|------------------|-------------------------------|
| External             | 3                                                                    | B             | 3                | 9                             |
| Internal             | 1                                                                    | B             | 3                | 3                             |
| Total                | 4                                                                    |               |                  | 12                            |
| Grade of course(GPA) | Total weighted grade points/ Total weights = $12/4 = 3.00 =$ Grade B |               |                  |                               |

9.2.4.1. Separate minimum of D grade is required for Internal and External for passing a course.

#### D. Consolidation of SGPA

Consolidation of SGPA: SGPA is obtained by dividing the sum of credit points (P) obtained in a semester by the sum of credits (C) taken in that semester. After the successful completion of a semester, Semester Grade point Average (SGPA) of a student in that semester shall be calculated using the formula given. Suppose the student has taken four courses each of 4 credits and two courses each of 2 credits in a particular semester. After consolidating the Grade for each course as demonstrated above, SGPA has to be consolidated as shown below:

| Course code | Title of course                                      | Credits (C) | Grade awarded | Grade points (G) | Credit points (P=C x G) |
|-------------|------------------------------------------------------|-------------|---------------|------------------|-------------------------|
| 01          | .....                                                | 4           | A             | 4                | 16                      |
| 02          | .....                                                | 4           | C             | 2                | 8                       |
| 03          | .....                                                | 4           | B             | 3                | 12                      |
| 04          |                                                      | 4           | C             | 2                | 8                       |
| 05          |                                                      | 3           | B             | 3                | 9                       |
| 06          |                                                      | 2           | B             | 3                | 6                       |
| Total       |                                                      | 21          |               |                  | 59                      |
| SGPA        | Total credit points / Total credits = $59/21 = 2.81$ |             |               |                  |                         |

#### E. Consolidation of CGPA

If the candidate is awarded two A grades, three B grades and one C grade for the six semesters and has 120 credits, the CGPA is calculated as follows:

| Semester | Credits taken                                                                                                                                          | Grade | Grade Point | Credit Point |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|--------------|
| 1        | 20                                                                                                                                                     | B     | 3           | 60           |
| 2        | 20                                                                                                                                                     | B     | 3           | 60           |
| 3        | 20                                                                                                                                                     | A     | 4           | 80           |
| 4        | 20                                                                                                                                                     | C     | 2           | 40           |
| 5        | 20                                                                                                                                                     | B     | 3           | 60           |
| 6        | 20                                                                                                                                                     | A     | 4           | 80           |
| Total    | 120                                                                                                                                                    |       |             | 380          |
| CGPA     | Total credit points/ Total credits = 380/120=3.17<br>(which is between 3.00 and 3.49 in the 7-point scale).<br><b>The over all Grade awarded is B+</b> |       |             |              |

### **Annexure II**

A list of Common courses is given below. The Board of studies may suitably opt from this.

#### **English Language Courses**

01. Communication skills in English.
02. Academic Writing & Presentation skills/Creative Writing in English.
03. Literature and Contemporary issues.
04. Critical Reasoning and Writing.

**Additional Language Courses** indicate dissented the decision to  
05. Literature in Malayalam/Hindi/other Indian languages in this academic year  
other than English. Council.

06. Communication skills in Languages other than English. George, Prof.  
Writing in Malayalam. Dr. P.K.

#### **General Courses**

07. Readings on Indian Constitution, Secular Society & Sustainable Environment.
08. History and Philosophy of Science.
09. Translation and Communication.
10. Culture & Civilization (with a compulsory component on Kerala Culture)
11. Entrepreneurship.
12. Numerical skills
13. Informatics. (\*)
14. Methodology of Sciences/Social Sciences/Humanities/Business Studies. (\*)

(\*) The methodology courses in informatics and in different streams could either be a part of Common courses or core courses or complementary courses, depending on the existing Staff pattern.

**MODEL GRADE CARD**  
**MAHATMA GANDHI UNIVERSITY**

P.D.Hills

Date:.....

Name of Candidate: .....

Register Number: .....

Name of the College: .....

Name of Examination: ..... Semester .....

Degree Examination .....

Branch: .....

Programme:.....

| Code No. of course | Title of course & Type | Dept offering the course | Credit    | Inst. Average | Uni. Average | Letter Grade Awarded |                   |          | Grade Point |
|--------------------|------------------------|--------------------------|-----------|---------------|--------------|----------------------|-------------------|----------|-------------|
|                    |                        |                          |           |               |              | Inter nal (wt: 1)    | Exter nal (wt: 3) | Combined |             |
| ....               | ....                   | ..                       | 4         |               |              | A                    | A                 | A        | 4           |
| ...                | ....                   | ....                     | 4         |               |              | A                    | B                 | B        | 3           |
| ...                | ....                   | ....                     | 4         |               |              | B                    | B                 | B        | 3           |
| ....               | ....                   | ....                     | 4         |               |              | B                    | C                 | C        | 2           |
| ....               | ....                   | .....                    | 2         |               |              | B                    | A                 | A        | 4           |
| <b>Total</b>       |                        |                          | <b>18</b> |               |              |                      |                   |          |             |

**SGPA: 3.11 (Grade: B)**

Prepared by :

Compared by :

Section officer :

Assistant Registrar :

Controller of Examinations