



# ALPHONSA COLLEGE

Pala, Kottayam

Reaccredited to A Grade by NAAC with CGPA 3.24

## **REGULATIONS FOR INTERNAL ASSESSMENT**

## 15. CBCS REGULATIONS FOR UG

(Extract of rules and regulations - with effect from 2017 admission)

### Duration

1. The duration of U.G. programmes shall be 6 semesters.
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.
3. No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

### Scheme and Syllabus

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.
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.
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.
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.
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.

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. 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.

### **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%

### Examinations

**The evaluation of each paper shall contain two parts:**

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

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	Performance	Grade Point (G)
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

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

CPA	Grade	Performance
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

### Marks Distribution for External and Internal Evaluations

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

#### A) For all courses without practical

a) Marks of external Examination: 80

b) Marks of internal evaluation: 20

Components of Internal Evaluation	Mark
Attendance	5
Assignment / Seminar / Viva	5
Test papers 2x 5=10	10
Total	20

#### (B) For all courses with practical

a) Marks of theory - external examination : 60

b) Marks of theory - internal evaluation 15

Components of Internal Evaluation	Mark
Attendance	5
Assignment / Seminar / Viva	2
Test papers 2x4=8	8
Total	15

c) Marks of Practical - External Examination : 40 (only in even semesters)

d) Marks of Practical - Internal Evaluation: 10 (Odd and even semesters combined annually)

<b>Components of Practical Internal Evaluation</b>	<b>Mark</b>
Attendance	2
Record	4
Test Paper	1x4=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.

<b>Grades for attendance</b>	<b>Mark</b>
90 % and above	5
85-89	4
80-84	3
76-79	2
75	1

### **For projects**

- a) **Marks of external evaluation : 80**
- b) **Marks of internal evaluation : 20**

### **Assignments**

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

### **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.

### **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.

## **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. 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. 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.

## **External Examination**

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

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.

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.

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

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.

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.

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.



## Pattern of Questions

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

### (i) Pattern of questions for external examinations for theory paper without practical.

Pattern	Marks	Choice of questions	Total Marks
Short Answer/problem type	2	10/12	20
Short essay/problem	5	6/9	30
Essay/problem	15	2/4	30
Total			80

### (ii) Pattern of questions for external examination for theory papers with practical

Question type	Marks	Choice of questions	Total Marks
Short Answer/problem type	1	10/12	10
Short essay/problem	5	6/9	30
Essay/problem	10	2/4	20
Total			60

## 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.

## **B.Voc. Courses**

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/ university education, leading to Bachelor of Vocation (B.Voc) Degree with multiple exits such as diploma/advanced diploma under the NSQF. On completion of the first year the students will be offered a diploma certificate and at the end of II<sup>nd</sup> semester an advance diploma. After the three year course they will be graduated in the vocational subjects. The college has introduced two B.Voc courses: Sports Nutrition & Physiotherapy incorporates the requirements of various health sectors, in an innovative and flexible manner while developing a holistic and well groomed graduate. The Fashion Technology programme equips students to pursue a wide range of career prospects as designers in apparel manufacturing and merchandising.

The eligibility condition for B.Voc programmes shall be 10, +2 or equivalent in any stream.

## 16. CREDIT AND SEMESTER SYSTEM FOR PG 2019

(Extract of rules and regulations)

These Regulations shall be called Mahatma Gandhi University Regulations (2019) governing Post Graduate Programmes under Credit Semester System.

(MGU-PG-CSS2019)

These Regulations shall come into force from the Academic Year 2019-2020.

### **Programme Structure**

Students shall be admitted to post graduate programme under the various faculties. The programme shall include three types of courses, Core Courses, Elective Courses and Common core courses. There shall be a project with dissertation and comprehensive viva-voce as core courses for all programmes. The programme shall also include assignments / seminar/practicals etc.

No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80. No courses shall have more than 5 credits unless otherwise specified.

### **Elective courses and Groups**

There shall be at least two and not more than four elective groups (Group A, Group B, Group C, etc.) comprising of three courses each for a programmes and these elective courses shall be included either in fourth semester or be distributed among third and fourth semesters.

The number of elective courses assigned for study in a particular semester shall be the same across all elective groups for the programme concerned.

The college shall select any one of the elective groups for each programme.

The selection of courses from different elective groups is not permitted.

The elective groups selected by the College shall be intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group selected by the college for the students who are admitted in a particular academic year shall not be changed.

## **Project work**

Project work shall be completed in accordance with the guidelines given in the curriculum.

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

A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.

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

The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.

The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.

The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.

**Assignments:** Every student shall submit at least one assignment as an internal component for each course.

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

**Test Papers (Internal):** Every student shall undergo at least two class tests as an internal component for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests.

**Comprehensive Viva-Voce:** Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners for the project evaluation.

**Comprehensive Viva-Voce:** Shall cover questions from all courses in the programme.

There shall be an internal assessment and an external assessment for the comprehensive Viva-Voce.

## **Attendance**

The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University.

If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union/ university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.

Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules.

A Regular student who has undergone a programme of study under earlier regulatio / Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU-PG-CSS2019 regulations.

A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations.

## **Examination**

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

Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters

End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student.

There shall be one end semester examination of 3 hours duration for each lecture based and practical courses.

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.

### **Evaluation and Grading**

**Evaluation:** The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation (ESE) (External Evaluation) and (b) Continuous Evaluation (CE) (Internal 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 End Semester Evaluation (ESE) and Continuous Evaluation (CE) shall be carried out using direct grading system,

**Direct Grading:** The direct grading for CE (Internal) and ESE (External Evaluation) shall be based on 6 letter grades (A+, A, A-, B, C, D and E) with numerical values of 5, 4, 3, 2, 1 and 0 respectively.

**Grade Point Average (GPA):** Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in 12.16.

**Internal Evaluation for Regular Programme:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.

**Components of Internal (CE) and External Evaluation (ESE):** Grades shall be given to the evaluation of theory / practical / project/ comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.

Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva-voce within the framework of the regulation.

There shall be no separate minimum grade point for internal evaluation.

The model of the components and its weightages for Continuous evaluation (CE) and End Semester Evaluation (ESE) are shown in below:

**a) For Theory (CE) (Internal)**

	<b>Components</b>	<b>Weightage</b>
i	Assignment	1
ii.	Seminar	2
iii	Best Two Test papers	2 (1 each)
<b>Total</b>		<b>5</b>

*(Average grade of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grade)*

**b) For Theory (ESE) (External)**

Evaluation is based on the pattern of question specified above

**c) For Practical**

<b>Components</b>	<b>Weightage</b>
Written / Lab Test	2
Lab involvement and Record	1
Viva	2
<b>Total</b>	<b>5</b>

*(The components and the weightage of the components of the practical (internal) can be modified by the concerned BOS without changing the total weightage 5.)*

**d) For Practical (ESE) (External)**

<b>Components</b>	<b>Weightage</b>
Written / Lab Test	7
Lab involvement and Record	3
Viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the practical (External) can be modified by the concerned BOS without changing the total weightage 15.)*

**e) For Project (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
<b>Total</b>	<b>5</b>

*(The components and the weightage of the components of the project (Internal) can be modified by the concerned BOS without changing the total weightage 5.)*

**f) For Project (ESE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the components of the project (External) can be modified by the concerned BOS without changing the total weightage 15.)*

**g) Comprehensive viva-voce (CE) (Internal)**

<b>Components</b>	<b>Weightage</b>
Comprehensive viva-voce (all courses from semester to fourth semester)	5
<b>Total</b>	<b>5</b>

*(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)*



## **h) Comprehensive viva-voce (ESE) (External)**

<b>Components</b>	<b>Weightage</b>
Comprehensive viva-voce (all courses from first semester to fourth semester)	15
<b>Total</b>	<b>15</b>

*(Weightage of the components of the Comprehensive viva-voce (external) shall not be modified.)*

All grade point averages shall be rounded to two digits.

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.

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 Principal and a copy should be kept in the college for verification for at least two years after the student completes the programme.

**External Evaluation:** The external examination in theory courses is to be conducted by the University at the end of the semester. The answers may be written in English or Malayalam except those for the Faculty of Language. 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.

Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University.

The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.

### **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. Due weightage shall be given to each module based on content / teaching hours allotted to each module.

The question setter shall ensure that questions covering all skills are set.

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

The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.

Weight: Different types of questions shall be given different weight to quantify their ranges as follows:

Sl. No.	Type of Questions	Weight	Number of questions to be answered
1.	Short Answer type questions	1	8 out of 10
2.	Short essay / problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

**Pattern of question for practical.** The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

**Direct Grading System.** Direct Grading System based on a 6-point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

## Performance Grading

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7- points scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.99	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
Up to 1.99	D	Deficient (Fail)

No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation, However, a minimum C grade is required for pass in a course.

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

**Improvement of Course-** The candidates who wish to improve the grade / grade point of the external examination of a course / courses he / she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semester of the programme.

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

If a candidate opts for the betterment of **CGPA** of a programme, he/ she has to appear for the external examination of the entire semester(s) excluding practicals / project/ comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular (First appearance).

**Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations.** The SGPA is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for the semester. 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.

Semester Grade Point Average - SGPA ( $S_i$ ) =  $\Sigma(C_i \times G_i) / \Sigma C_i$

(SGPA = Total credit points awarded in all semester / Total credits of the programme)

Where ' $C_i$ ', i the credits for the  $i^{\text{th}}$  semester 'S', is the **SGPA** for the  $i^{\text{th}}$  semester. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of semester, a student shall 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**.

### **Award of Degree**

The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree.

### **Monitoring Committee**

There shall be a Monitoring Committee constituted by the Vice Chancellor, to monitor the internal evaluations conducted by institutions.

### **Rank Certificate**

The University shall publish the list of top 10 candidates for each programme after the publication of the programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to candidate on their request.

Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position. Rank certificate and positions certificate shall be signed by the Controller of Examinations.

### **GRIEVANCE REDRESSAL COMMITTEE**

**Department level:** The college shall form a Grievance Redressal

Committee in each Department comprising of the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

**College level:** There shall be a college level Grievance redressal Committee comprising of faculty advisor, college co-ordinator, one senior teacher and one staff council member and the Principal as Chairperson.

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

### **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 provided by order that these regulations shall be applied to any programme with such modifications as many be necessary.

### **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 exiting regulations and these regulations relating to the Credit Semester System in their application to any course offered in a College, the latter shall prevail.

### **Credits allotted for Programmes and Courses**

Total credit for each programme shall be **80** except MPed, MSW and MBA programmes.

Semester-wise total credit can vary from 16 to 25

The minimum credit of a course is 2 and maximum credit is 5 except for MEd, MFA, MBA and MSW.

**Common Course:** If a course is included as a common course in more than one programme, its credit shall be same for all programmes.

**Course codes:** The course codes assigned for all courses (core courses, elective courses, common courses etc.) shall be unique.

## **Students Grievance Redressal Mechanism (CBCSS)**

Level I : Department level : The Department Cell Chaired by the Head of the Department.

Level II : College Level:

Chairman : Rev. Dr. Sr. Regeenamm Joseph

CBCSS Co-ordinator : Ms. Julie J.

Paramundayil

Ms. Sunitha Santhan

Heads of all Departments

Lt. Anu Jose (NCC Co-ordinator)

More details are available in the M.G. Unviersity  
website: [www.mguniversity.edu](http://www.mguniversity.edu), [www.mgu.ac.in](http://www.mgu.ac.in)

