

**MAHATMA GANDHI UNIVERSITY**  
**Kottayam, Kerala**

**Revised CSS Regulations**  
**With Effect from 2016 Admissions**

(Applicable to all the conventional/new generation postgraduate and integrated postgraduate/doctoral programmes, and the conventional doctoral programmes of all the functionally autonomous University Schools /Centres/ Institutes of teaching and research)

**Priyadarshini Hills**

# **Revision Committee**

**(Constituted by the CSS Advisory Committee held on 02-07-2014)**

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2. Prof. George Joseph, Director, School of Indian Legal Thought
3. Dr Bindu VR, Director, School of Computer Sciences
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6. Dr PS Radhakrishnan, Director, School of Letters
7. Prof. JG Ray, Director, School of Biosciences (**Convenor**)

## **Special Invitees**

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2. Prof. PP Raveendran, Professor (Retd), School of Letters
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## **Preamble**

Credit and semester system (CSS) of Mahatma Gandhi University aims at flexibility in curriculum development, objectivity and critical approach in examination patterns, use of continuous evaluation for assessment in all educational programmes in the university campus. This is to ensure a de-stressed learning environment for students in their overall academic development. The CSS is also meant to provide meaningful common criteria as per the national pattern to transfer credits when students move from one institution to another within or outside the country.

Mahatma Gandhi University follows the guidelines of UGC for the implementation of the CSS, which became operational since 2002-03. The MGU-CSS is applicable to all academic programmes of the statutory Departments/Schools/Centres/Institutes of the University with flexibility to introduce new generation programmes such as integrated graduate-postgraduate and postgraduate-research programmes.

The CSS Regulation has been revised from time to time in accordance with the requirements of changing curricular pattern. Revisions are carried out with a view to ensuring accountability, transparency and flexibility.

### **Revised Regulations**

Revision to the existing comprehensive regulation of the credit and semester system (CSS) has been carried out to ensure functional autonomy of statutory Schools/Centers/Institutes. Functional autonomy implies academic flexibility in matters like curriculum development, course designing, course teaching, conduct of examinations, planning and organization of research activities as well as administrative and financial powers to the extent the university Statute/Act/Regulations/Orders permit towards providing maximum of benefits in terms of academic growth and development.

Functional autonomy envisaged in the CSS is also meant to provide teachers and students with a clear understanding of the principles to be followed in the framing of curriculum/ teaching/learning/ evaluation, preparation of mark lists/certificates, and in the transfer of credits towards achieving maximum academic benefits out of the system of postgraduate, MPhil and PhD programmes in all the statutory Departments/Schools/Centers/Institutes of the University.

CSS seeks to ensure a uniform pattern of course design, course teaching, evaluation system, academic calendar and examination time-table for all MA., M Sc., MEd., LLM, MTM, MBA., MPed, M Tech, integrated BSc-MSc, M Phil., integrated MSc-Ph D and course-work of the conventional PhD programmes. CSS also ensures that while all its autonomous Schools/Centre/Institutes enjoy academic flexibility in the conduct of diverse academic programmes, they shall not conflict with the rules and regulations stipulated by the University as well as by the UGC in the issue of degrees/diplomas/certificates. This revised regulation shall be applicable with effect from 2016 admissions.

Programmes of all the existing statutory Schools/Centre/Institutes and, any other similar, ones that may be started in the future shall also be covered by this Revised CSS scheme with effect from 2016 admissions.

### **Major components of Credit and Semester System (CSS)**

CSS of Mahatma Gandhi University is designed as a comprehensive package of curriculum management that enables faculties in Schools/Centre/Institutes to enjoy autonomy and flexibility in the design of diverse programmes in a pattern as per national/international norms or rules prescribed by UGC, which are mandatory. Major components of the CSS are as follows:

1. Admission to programmes
2. Common Academic Calendar
3. Basic principles of curriculum design
4. Principles of course design
5. Course teaching patterns
6. Student assessment patterns
7. Examinations and evaluations
8. Grading of students
9. Course improvement, readmission and repetition
10. Grievance recording and redressal
11. Inter-school academic collaboration
12. Principles of stakeholder involvement

Instead of the conventional system of postgraduate courses designed with several papers and award of marks indicating status of student achievement, CSS envisages well designed academic programmes in a universal pattern with definite number of courses, which are rated in terms of the credits they are worth (number of hours of theory/practical/seminar/project training received) and grading of students according to their continuous and overall performance.

### **Definitions of terms**

**'Semester'** means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks with 5 working days in each week.

**Programme** refers to the previous concept of degree (MA, M Sc, MBA, MTTM, M Tech, LLM, M Ed, MP Ed, BSc-MSc, M Phil, M Sc-PhD or Ph D and the like) carried out in a time-bound academic period.

**Course** means the curricular content for teaching and learning or seminar in a specific area or theme of knowledge.

**Core course** means a compulsory course in a subject related to a particular programme

**Elective course** means an optional course, which can be selected from among a group of electives in a programme

**Open Course** means a course conducted by a School/Centre/Institute other than the parent department. Every regular postgraduate student is required to choose an open course of 4 credits in the third semester.

**Repeat course** is a course that is repeated by a student in a semester for want of sufficient attendance.

**Improvement course** is a course registered by a student for improving his/ her performance in the end semester component of that particular course.

**Credit** is the unit by which a course is measured. It is the measure of total number of hours of training received in a course during a semester; the credit number indicates the total curricular content in terms of number of hours of teaching/learning in a course during a semester.

**Grade** indicates the student's performance level – the level of achievement of a student in terms of the score obtained evaluations and examinations in a course.

**Grade Letter** is an index of performance of a student in a particular course. It is the transformation of actual marks secured by a student in a course to percentage and then to grade; Grade letters are: O, A plus, A only, B plus, B only, C, P and F

**Grade Point** is the weightage allotted to Grade Letter

**Credit Point** refers to the product of number of credits of a course and grade point obtained by a student for a given course

**Semester Grade Point Average (SGPA)** refers to the performance of the student in a given semester. SGPA is a weighted average based on the total credit points earned by a student in all the courses in the semester divided by the total number of credits offered in the semester. SGPA will be computed as and when a student completes all the required courses of a semester with a minimum required grade as per the respective curriculum.

**Cumulative Grade Point Average (CGPA)** refers to the performance of the student for all semesters of the programme. **CGPA** is a weighted average based on the SGPA earned by a student in all semesters of the programme and the total number of credits required in the programme.

CGPA calculated on the basis of SGPA's with the minimum required SGPA's of all semesters may not be sufficient to obtain the minimum fixed CGPA for pass in the programme. Students need to overcome the low SGPA of certain semesters due to low grades in courses in which they are weak, by obtaining better grade in courses of other semesters in which they are strong, so that the better SGPA scores of such semesters will enable the candidate to attain the minimum CGPA fixed for a pass in the programme.

**Course Code:** Each course shall have a unique code number with five abbreviated components - 1. Department/school/centre/institute; 2. Programme (DC – for doctoral course work/ PD – for Pre-Doctoral or M Phil programmes/ M – for all Master programmes / G- for all Graduate programmes / IM – for all Integrated master programmes/ IG – for all integrated graduate programmes); 3. Semester number in Roman Letter and **course type (C- for core course; E- for elective course; O- for open course; no separate designation may be required for practical, project and core as these courses also come under the head of core or elective)** 4. Year of formulation/revision of syllabus; 5. Course number in Arabic numerals – two digit number.

### **Important objectives of CSS**

A post graduate student has a choice of selecting courses across various disciplines in different semesters of the programme.

Students get the choice of selecting courses offered by a School/Centre/Institute other than their parent School/Centre/Institute, depending on his/her interest, needs and long term goals.

Each School/Centre/Institute designs, offers and teaches a minimum of one course during Semester-III for the students admitted in other departments; such courses are designated as open courses, each of which carries minimum 4 credits.

Continuous evaluation of the students in all the semesters is done through Internal Assessment as per certain common norms.

The student shall do a project work during the 4<sup>th</sup> semester as a part of the regular programme.

Course content of each programme is designed to meet the ever changing requirements of the individual/industry/job market/ needs of the society.

Each course, seminar and project work is assigned a specific number of credits and the percentage of marks secured by a student is converted into grade points and credit points. The performance of a student in a semester is expressed as semester grade point average (SGPA) and the combined performance of a student in all the four semesters of the programme is expressed as cumulative grade point average (CGPA)

#### **Common Academic Calendar:**

The first Semester of all programmes shall begin by 15 July with End Semester Examination to be completed before 31 December; The second Semester shall begin by 1 January and the End Semester Examination to be completed before 14 July; The third Semester shall begin by 15 July and the End Semester Examination to be completed before 31 December; The fourth Semester programme shall begin by 1 January and the End Semester Examination to be completed before 14 July. Completion of a semester includes publication of end semester examination result as well.

Final results of the fourth semester examinations of all the postgraduate programmes shall be published before 15 July every year. Summer vacation period for all Schools/Centres/Institutes shall



be from 16 April to 15 June. However, students in university Schools/Centres/Institutes are to continue theory or practical classes or research work or other assignments during the summer vacation as per the direction of heads of Schools/Center/Institute in accordance with the availability of teachers during the vacation period.

## **CSS Rules and Regulations**

### **1. Duration of programme:**

**1.1. PG Programme:** The duration of the PG programmes shall be minimum of two years consisting of four semesters except for M.Ed. and M. Phil. Minimum duration of the M Ed and M Phil Programmes shall be one year consisting of two semesters. Part-time M Phil programme shall not exceed two years for completion.

**1.2. Ph D Programme:** Ph D programmes in all subjects will include an initial full semester Course work with minimum of three courses of 4 credits each. Research Methodology will be a compulsory course for all Ph D programmes. A student will be given confirmation of registration to Ph D programme only if he/she attains a minimum CGPA of 5 in the course work examinations.

Those who join Ph D Programme after M Phil degree will be required to take only one special course relating to the specific area of research of the candidate. However, in cases where Research Methodology was not part of the M Phil course, such candidates need to take the course in Research Methodology as well (refer to 3.11). The minimum duration of the Ph D Programme shall be three years; and for MPhil degree holders, it shall be two and half years.

### **1.3. Integrated Programmes**

**1.3.1. Integrated B Sc – M Sc Programme:** These will also follow 3 year + 2 year pattern of courses with initial six semesters of graduate courses followed by four semesters of postgraduate courses. However, the integrated programmes will have more inter/multidisciplinary curricular content; it also enables students to complete both graduate and postgraduate programmes in a continuous stream and to attain a high level competency in postgraduate programmes of their specialization. Students who successfully complete six semesters of integrated B Sc – M Sc shall be eligible for graduate degree as per the rules and regulations of the respective curriculum.

**1.3.2. Integrated M Sc-Ph D Programmes:** These will follow a 2 year + 3year system of courses with a full semester doctoral course immediately after the four semesters of postgraduate courses followed by research work. However, in integrated programmes, apart from interdisciplinary/multidisciplinary curricular content, students will have the opportunity to focus on research from the early semesters of their postgraduate period and thereby equip themselves for higher level achievements. Students who successfully complete four semesters of integrated M Sc-PhD shall be eligible for a postgraduate degree as per the rules and regulations of the respective curriculum.

Minimum CGPA and credit requirements for the B Sc (6 Semesters) and M Sc (4 Semesters) are similar to B Sc and M Sc programmes or as per the specific instructions in the regulations/curriculum of the respective programmes. In the case of M Sc-PhD programmes, the minimum CGPA and credit requirements for M Sc Part of the programme or the first semester Ph D course Work may not be similar to conventional M Sc courses/Ph D courses, but they also need to follow the general norms specified in this regulation.

In the B Sc-M Sc integrated interdisciplinary programme, specification of the degree in a particular stream such as one of the life sciences/chemistry/physics/others and equivalency, for (a) B Sc degree in a specific subject can be given only if 75% of syllabus content of the first six semesters matches with the core courses and allied subjects respectively of the usual BSc programme in the said subject and (b) M Sc degree in a specific subject can be given only if 75 % of course content in the last four semesters falls within the concerned subject.

## **2. Courses and Credits:**

2.1 In all the programmes, three kinds of courses are offered; Core Courses (3-4 credits), Elective Courses (2-4 credits) and Open elective courses (4 credits). Core courses are offered by the Schools/Department/Centre/Institute conducting the programme. Elective Courses shall be selected either from the same School/Department or from some other School/Centres/Institutes. Any course chosen generally from an unrelated discipline/subject, from Schools/ Centres/Institutes by a student other than own School/Department/Center, with an intention to seek broad exposure, is called an **Open** course. Students are required to take one open course in the Third semester.

2.2. Project work/dissertation work is a special course involving application of knowledge in solving/ analyzing /exploring a real life situation / problem. A project/dissertation work up to 4 credits is called minor project/dissertation and that of 6 to 8 credits are called major project/dissertation. Project/dissertation work of a programme can be up to 10/20 credits and for an integrated programme or exceptional postgraduate programmes with project work equivalent to two full semester the credit can be up to 40.

2.3. There shall be a faculty adviser for each batch of students admitted to a programme. Apart from the general student support activities, the faculty advisor shall help students in selecting electives that are relevant to the programme for which they are admitted.

2.4. A course offered may have different components associated with the teaching-learning process of the course, namely (i) Lecture (ii) Tutorial (iii) Practicals, where: **L** stands for Lecture session. **T** stands for Tutorial session consisting participatory discussion/ self study/ desk work/ brief seminar presentations by students. **P** stands for Practical session and it consists of hands on experience/ laboratory experiments/ field studies/ case studies that equip students to acquire the much required skill of applying the theoretically learnt concepts.

2.5. In terms of credits, every one hour session per week of a semester of L amounts to 1 credit and a minimum of two hour session of T or P amounts to 1 credit per semester; maximum hours allotted for 1 credit practical course/tutorial course/seminar course shall not exceed 4 hours. One full semester is equivalent to 15- 20 weeks of teaching-learning –evaluation process.

2.6. The maximum duration of a semester is 90 working days. A course may have lecture component (L) or practical component (P) or tutorial component (P) or combination of any two or all the three components. The total credits earned by a student at the end of a semester upon successful completion of a course are L + T + P or as the case may be. The credit pattern of a course is indicated as L: T: P.

2.7. If a course is of 4 credits then the different credit distribution patterns in L: T: P format can be:

4 : 0 : 0,      1 : 2 : 1,      1 : 1 : 2,      1 : 0 : 3,      1 : 3 : 0,  
2 : 1 : 1,      2 : 2 : 0,      2 : 0 : 2,      3 : 1 : 0,      3 : 0 : 1,

0 : 2 : 2,      0 : 4 : 0,      0 : 0 : 4,      0 : 1 : 3,      0 : 3 : 1,

### **3. Credit Requirements:**

3.1 For the successful completion of four-semester PG programmes, there shall be a minimum of 80 and a maximum of 88 credits. Syllabi and curricula of specific programmes should be framed with specific fixed credit requirements taking into account the flexibility (80-88) offered by this general regulation for the same. For M Ed and M Phil (part time or full time) two-semester programmes, the minimum credits required are 36 and the maximum is 42. The minimum credit requirement of the B Sc part of integrated BSc-MSc conducted in Schools/Centres/Institutes shall be 120.

3.2 The 80 - 88 credits stipulated in a postgraduate programme shall be spread across core courses, electives, open courses, a compulsory project/dissertation. In all postgraduate programmes a student has to secure a minimum of 48 credits for Core courses, a minimum of 8 for Electives and 4 for Open elective courses. Minimum credits for Core/Elective courses in integrated programmes/courses with full semester or two semester dissertation can have a different pattern as stipulated by specific curricula for the same.

**3.3.** In the Integrated programmes, open courses may be substituted by field works/ industrial exposures/ special training in so far as the inter/cross disciplinary courses are part of such integrated programmes

**3.4.** The maximum credits for core courses, electives and open courses in postgraduate programmes shall be 64, 20 and 4 respectively. Four (4) credits shall be set apart for open courses to be offered in the third semester in all University Teaching Departments/Centers/Institutes except those offering integrated programmes with cross disciplinary courses. *Open Courses are not mandatory for LLM, MBA, M Ed, MTTM, MP Ed, M Tech and integrated B Sc-MSc or M Sc-Ph D programmes.*

A minimum of 4 credits and maximum of 20 credits shall be set apart for the project work/dissertation. In all major projects/dissertations that constitute full-semester work, as in the case of M Phil and certain postgraduate programmes, the maximum admissible credits shall be 20 and for an integrated programme or exceptional postgraduate programmes with project work equivalent to two full semesters, the credit can be up to 40. The M.B.A. course shall have compulsory projects in the third and fourth semesters based respectively on the core and elective subjects.

Schools/Centres will have the option to continue ‘Viva-Voce’ with definite credits if the Board of Studies of a School decides the same as quite appropriate in a specific programme. In other cases, credit assigned to *viva voce* must be transferred to the credit requirement of projects or seminar courses. Accordingly *viva voce* shall be part of project/seminar evaluation in such programmes.

3.5. In excess to the minimum credits for a Masters programme in the concerned discipline / subject of study as per the specific curriculum for a programme, a candidate can opt to complete during off hours 4-10 extra credits from courses (which may include self study courses) conducted by any university Schools/Institutes/Centres to acquire **add on proficiency diploma** in that particular discipline/subject besides their masters degree; the diploma shall be awarded by the university as per the recommendation of the concerned directors. However, such courses offered in a School/Institute/Centre shall be approved by the Faculty Council and ratified by the Vice-Chancellor.

3.6. A semester shall, except in the case of M Phil second semester (where a major project/dissertation constitute the full-semester work) and M Sc programmes with full semester research project work in a semester, consist of 4 - 8 courses and shall be worth a minimum of 16 credits and maximum of 22 credits.

3.7. Ph D Programme shall begin with a Course Work of one full semester duration having a minimum of three courses of 4 credits each; one shall be **Research Methodology** and one will be a **special course** related to the specific area of research of the candidate; the third course shall be decided by the Faculty Council of the concerned School/Department/Center/Institute. For Ph D Course-Work, the minimum course requirement is 3 of 4 credits each (for those without M Phil); for MPhil degree holders: 1 to 2 courses of 4 credits each depending on whether Research Methodology is already studied in the M Phil Programme.

3.8. A student must register for the required number of courses as per specific curriculum of a programme at the beginning of each semester. No student shall register for more than 22 credits and less than 16 credits in a semester except for MBA, M Phil, MP Ed, M Tech, Ph D Course work programme. The total credits for electives registered for one semester shall not exceed 8 except in the case of MBA programme. However, this clause will not be applicable to students who apply for

course improvement or repeat or reappearance of certain courses as per the norms prescribed for the same. The minimum and maximum credits specified for a semester in the PG and doctoral course work in this regulation shall be binding on all programmes.

3.9. The compulsory project/dissertation to be completed in the 4<sup>th</sup> semester of a postgraduate programme shall be prepared by the student under the guidance of a member of the faculty or, in the case of subjects, which so demand, an external guide, to be decided by the school's faculty council. The project shall generally be offered in the last semester, though the Faculty Council can decide to have it in one of the earlier semesters (The MBA course shall have projects in the third and fourth semesters; In the M Tech Programme the project shall spread over 3<sup>rd</sup> and 4<sup>th</sup> semesters). The topic for the project shall be selected by the student in consultation with the research guide.

3.10. The credit requirement for M Phil will be a minimum of 36 credits and maximum of 42 credits. There shall be courses worth 12-16 credits in the first semester. In the second semester, there can be elective courses and compulsory dissertation worth a maximum of 20 credits (in any case the total credits of this semester shall not exceed the maximum limit of 22 credits). The concerned BoS shall be competent to suggest the modalities of the M Phil programme within the above credit limits.

3.11. A student in the M Phil programme will be permitted to appear for the second semester examinations only if he/she attains the minimum grade (C) prescribed for all courses in the first semester.

#### **4. Programme/Course design:**

*The broad framework of the programme and the courses - core courses, electives and open courses/project field work/industrial exposure/training, constituting the programme shall be designed by the Boards of Studies of the respective Schools or Curriculum Committees in the case of Centres/Institutes, based on these regulations as well as on the specific recommendations of the Faculty Council/Expert Committee/Curriculum Committee of the Schools/Centres/Institutes.*

The number of courses to be taught in a programme and the course titles shall be decided by the respective Boards of Studies in the case of schools and Curriculum Committee in the case of centers/institutes. The Faculty Council of the Schools/Centres/Institutes shall decide the content of

each course, the text-books to be prescribed and the like; periodic, even semester-wise, updating of the courses can thus be ensured.

## **5. Student Admission:**

5.1. Admission for all the courses (PG, M Phil and Ph D) will be made by a common admission procedure (CAP) by the University on the basis of a common admission test (CAT) or a special test conducted for specific programmes by the University School/Centres/Institute, as the case may be, decided by the Faculty Council of Schools/Centres/Institutes from time to time.

5.2. Admission may be based on the written test alone or written test and interview or on the basis of the marks obtained in the qualifying examinations as well as the marks obtained in the written test, the interview and/or the group discussion conducted by the respective Schools as decided by the Faculty Council of Schools/Centres/Institutes from time to time.

5.3. In the absence of regular Faculty Council, the Director/Coordinator along with the adjunct/approved faculties for the Centre/Institute shall constitute the council, which will be competent to recommend to the University for deciding the criteria of selection and to suggest specific regulations for admission to specific programmes conducted by such centers/institutes

5.4. The Faculty Council has to decide on the relative weightage to be given for each of the components – entrance examination, interview and percentage of marks at the qualifying degree programme - for the preparation of rank list for conventional PG, M Phil and Ph D programmes by the CAP after the CAT. Each year, the director of a School/Department/Centre, after consulting the Faculty Council has to inform the university its specific criteria for admission to a programme prior to public announcement of the notification for the CAT/ for specific programmes in the institute.

## **6. Faculty Council:**

The Faculty Council shall consist of all the regular and permanent teachers of the Department/School. The Director/head of the School shall be the chairman of the Faculty Council. He/she shall preside over all the meetings of the Council, and in his/her absence, the next senior teacher shall preside over the meetings. The Faculty Council shall have a secretary, elected from among the teachers of the Schools/Centre/Institute. The teachers shall as a matter of duty attend the meetings of the Council.

The Council shall meet at least once every month. In the case of Centres/Institutes the director and the adjunct/guest/invited faculties shall constitute the Faculty Council.

**6.1 Faculty Advisor:** Each student admitted to a course will be affiliated to a faculty advisor, who shall advise the student on the elective and other courses in the parent department as well as in other departments that he/she might choose.

## **7. Course Teaching:**

Courses shall generally be taught by the faculty member who designed the course, though it is possible for the Faculty Council to assign the teaching of a course to more than one faculty member.

## **8. Evaluation:**

**8.1. External & Internal Evaluation:** *Evaluation of the post graduate courses for the first and third semester examinations shall be done by the faculty members themselves on the basis of continuous internal assessment and end semester examinations. Evaluation for all the courses of the second and the fourth semester examinations of the post graduate programmes, except for practical examinations in science subjects, shall be conducted both externally and internally. In the Centres/Institutes, the evaluation of answer books are carried out by external examiners and evaluation pattern for all the semesters of Institutes/Centres shall be decided by the concerned Faculty Council of the Centre/Institutes. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points.*

Students who secure a minimum attendance of 75% and above in a semester, and who pass the internal examinations of all the courses of the semester, alone, will be allowed to appear for the end semester examination and continue in the programme to the next higher semester.

However, failed students can approach the grievance redressal committee (the Faculty Council) in case of failure in internal examinations, and the decision of the Faculty Council in this regard will be final. Faculty Council may permit students to repeat the course in appropriate cases, but only once in a programme.



**8.2. Question paper setting:** *The Faculty Council of each School shall prepare the panel of question paper setters for each programme and get it approved by the Vice Chancellor. The Director/head of the Schools/ Centre/Institute will make arrangements for getting the question papers set by external experts who shall be selected from the panel approved by the the Vice-Chancellor*

*The Faculty Council shall as far as possible recommend teachers of other Universities as external examiners. Only in emergencies, senior Associate Professors of colleges may be recommended as external examiners of a University Programme.*

**8.3. Process of Evaluation:** *The double valuation of answer scripts in the second and the fourth semester courses shall be done by external examiners and the concerned faculty respectively as decided by the Director.*

The Director/head of the School/Department/Centres/Institutes will make arrangements for the evaluation of the answer scripts. The project/dissertation shall be evaluated by two examiners, one of them the faculty member who supervised the project and the other an external examiner to be decided by the Director from a panel approved by the Vice Chancellor. The comprehensive *viva-voce*, if any, must be carried out along with project evaluation in the fourth semester.

**8.4. Internal Assessment:** The student's attendance and classroom performance as well as the feedback received from tests, tutorials, assignments and term papers shall form the basis for internal assessment. The internal assessment will be a continuous assessment (CA) that accounts for 50% of the evaluation in both theory and practical.

**8.4.1. Continuous Assessment (CA):** This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments and seminars in respect of theory courses and based on tests, lab skill, records/viva and attendance in respect of practical courses.

**8.4.2.** The percentage of marks assigned to various components for internal evaluation is as follows:

**(a) Theory**

Components % of internal marks

i)	Two test papers	60%
ii)	Assignments/Book review/debates	20%
iii)	Seminars/Presentation of case study	20%

**(b) Practicals**

**Components % of internal marks**

i)	Two test papers	40%
ii)	Lab skill	25%
iii)	Records/viva	25%
iv)	Attendance	10%

**Tests:** For each course there shall be at least two class tests during a semester. Best of the marks obtained in the two tests will be counted as the internal test component of CAS. The probable dates of the tests shall be announced at the beginning of each semester. Marks should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal within 10 working days from the date of the tests.

**Assignments:** Each student shall be required to do 2 assignments/book reviews for each course. Assignments/book review after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation and the like, and inform the same to the students. Punctuality in submission of assignments/records is to be given a weightage in the internal evaluation.

**Seminar:** Every student shall deliver one seminar as an internal component of every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the teacher in charge.

**Practical Records:** All the records of continuous assessment (CA) must be kept in the department and that must be made available for verification.

**Results of Internal Assessment:** The results of the CA shall be displayed on the notice board within 5 working days from the last day of a semester. It should be counter signed by the candidates. The marks awarded for various components of the CA shall not be rounded off, if it has a decimal part. The total marks of the CA shall be rounded off to the nearest whole number.

Once the Score-Sheet for CA duly attested by the Director is forwarded to the CSS office for issue of mark lists, no further change in the grades entered in the same will be entertained. Improvement in the internal assessment grade will not be possible in any circumstance for a student after the completion of a semester programme.

**8.5. End-Semester Examination:** *The end semester examination will account for the remaining 50% of the evaluation which will be done by the School/Department/ Center/Institute in accordance with the provisions in Section 8.1.*

The evaluation of the end-semester examination of the first and third semesters shall generally be done by the faculty who taught the course, though a School/Department/Center/Institute can opt to have the examiner from outside the university, if the faculty council so decides. Evaluation of the 2<sup>nd</sup> and 4<sup>th</sup> semester courses based on questions set by external question paper setters shall be evaluated by two examiners; one, the external (as far as possible the question paper setter shall evaluate the examination paper as well) and the other, internal examiners.

**8.5.1. Project Work:** There shall be a project/dissertation to be undertaken by all students. The dissertation entails field work, lab work, report writing, presentation and viva voce. The class hours allotted for project work may be clustered into a single slot so that students can do their work at a centre /location for a continuous period of time. However, appropriate changes can be made by the faculty council in this regard. **Project/dissertation** shall be carried out under the supervision of a teacher in the parent School/Centre/Institute or other research institutes or industrial establishment or university departments if they permit the students to do so, after getting permission from the department head.

In such cases, one of the teachers from the schools/centres/institutes would be the co-supervisor/internal guide and an expert from the industry/ research organization concerned shall act as supervisor/ external guide. Project/dissertation shall be submitted to the head of the department two weeks before the commencement of the end semester examination of the final semester.

In the case of M Phil programme while forwarding the mark lists of the second semester to the CSS, director of the school/centre/institute shall ensure that both the hard and soft copies of the project /dissertation of all students will be handed over to the University Library immediately after the publication of the results.

**8.5.2. External Evaluation of Theory Answer Scripts:** The external evaluation shall be done after the examination at the earliest, preferably in a centralized valuation. As far as possible bar coded Answer Books shall be used to ensure confidentiality. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. There shall be double valuation system of answer books in the 2<sup>nd</sup> and 4<sup>th</sup> Semester evaluations. The final marks awarded will be the average of two. If there is a variation of more than 10 % of the maximum marks, the answer books shall be valued by a third external examiner appointed by the director. The final marks to be awarded shall be the **average of the nearest two** out of three awarded by the examiners.

**8.5.3. External Evaluation of Practical Courses:** End semester evaluation in **practical courses** shall be conducted and evaluated by two examiners; one internal and one external or both internal as may be decided by the faculty council. Duration of practical external examinations shall be decided by the concerned faculty council.

**8.5.4. Evaluation of the project work** shall be carried out at the end of the programme. The title and the credit with marks awarded for the project work should be entered in the grade/mark sheet approved by the university

**Process of evaluation of project work:**

1. The end semester evaluation of the project/dissertation shall be done both internally and externally; external evaluation shall be conducted by external examiner as per clause 8.3, paragraph-2.
2. Evaluation of the project report shall also be done under numerical mark system.

**The evaluation of the project will be done at two stages:**

1. Continuous Assessment (CA) (supervising teacher/s will assess the project and award internal Marks).

2. External evaluation (by external examiner).
3. Marks secured for the project will be awarded to candidates, combining the internal and external Marks.
4. The internal to external component is to be taken in the ratio 1:1.

Internal Assessment of project work shall be completed within 2 weeks before the last working day of a semester. Internal Assessment marks should be published in the department/centre notice board.

**Conditions of Pass in the Project:**

1. Submission of the project/dissertation and viva are compulsory for internal evaluation.
2. A student shall be declared to have passed in the project/dissertation only if she/he secures minimum P grade (40 % marks of the aggregate and 40% separately for external).

**8.6. Grading System:**

The grading system followed is that of relative grading on a ten-point scale. The following table indicates the performance range and the relative value of the grades (grade points) on the scale.

Letter grade	Performance	Grade point
O	Outstanding	10
A plus	Excellent	9
A only	Very good	8
B plus	Good	7
B only	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0

**8.7. Minimum grade for passing in a course or programme:** For all kinds of programmes except that of M P Ed, the minimum for a pass in a course is ‘P’ grade. **In M P Ed programme the**

**minimum for pass in a course is ‘C’.** The minimum CGPA for a specific programme and the minimum credit point requirement for each programme are as per the table given below:

<b>Programmes</b>	<b>Minimum CGPA</b>
MA/M Sc	4
MEd/MPhil and Master Diploma	5
MTTM//MBA/M Tech	5
M Ed/ MP Ed	5
Master Diploma	5
M Phil/Ph D Course Work	5
M Sc part of integrated MSc-Ph D in NIPST	5
IIRBS B Sc (part of Integrated BSc-M Sc)	5
IIRBS MSc (M Sc part of integrated B Sc-MSc)	4
IIRBS M Sc (M Sc part of integrated M Sc-PhD)	4
LLM	5

<b>Programmes</b>	<b>Credit Flexibility</b>
MA/M Sc	80-88
M Ed/M Phil	36-42
M P Ed	80-88
M Tech	80-88
MBA/MTM	80-88
M Sc of Integrated M Sc-PhD or Integrated B Sc- MSc	80-88
LLM	80-88
IIRBS- B Sc (part of Integrated BSc-MSc)	120-130
IIRBS M Sc (part of both integrated B Sc-M Sc and M Sc-PhD)	80-88
Ph D Course Work of all Schools/Centres/Institutes	4 to 14 as per specific curriculum

**8.8.** The Director/HOD shall ensure the regular student feedback of courses, teachers and programme in the prescribed format towards the end of all semesters and the same shall be made available to teachers concerned.

**8.9. Publication of Results:** The results of the End Semester Examination (ESE) shall be published within 30 days from the date of the last examination.

**8.10. Conferment of the Degree:** A candidate shall be eligible for the conferment of the degree only after he/she has earned the minimum CGPA as specified in the regulations of the prescribed programme.

**8.11. Revaluation:** *The answer scripts of examinations under CSS shall have provisions for revaluation. The application for scrutiny and revaluation of answer scripts shall be submitted to the Director of the concerned School within 15 days from the date of publication of the results.*

**8.12.** *However, there is no provision for revaluation or scrutiny of answer scripts in the end semester examinations of 2<sup>nd</sup> and 4<sup>th</sup> Semesters as these have already been valued twice*

## **9. Reappearance and improvement Examinations**

9.1. Candidates in the 1<sup>st</sup> and 2<sup>nd</sup> semesters, who have secured the SGPA letter grade of ‘C’ or ‘P’ in the end-semester examination can improve their grade by reappearing for all the semester courses together along with the next immediate batch provided the candidate has applied for the same and paid the required fee; in such cases a candidate will be awarded a new grade only if there is an improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade obtained in the previous examination before improvement.

9.2. Candidates in the 1<sup>st</sup> or 2<sup>nd</sup> semesters who have secured a letter grade of ‘P’, ‘F’ or ‘Ab’ in any of the courses can reappear for exams course-wise along with the next immediate batch provided the candidate has applied for the same and paid the required fee.

9.3. Candidates in the 3<sup>rd</sup> semester, who have secured the SGPA letter grade of ‘C’ or ‘P’ in the end-semester examination can improve their grade by reappearing for all the semester courses together, along with the next immediate batch provided the candidate has applied for the same and paid the required fee; in such cases a candidate will be awarded a new grade only if there is an improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade obtained in the previous examination before improvement.

9.4. Candidates in the 3<sup>rd</sup> semester who has obtained letter grade of ‘P’, ‘F’ or ‘Ab’ in any of the courses can reappear for exams course-wise in a supplementary examination along with the 4<sup>th</sup> semester examinations provided the candidate has applied for the same and paid the required fee (fee for supplementary examination of any course shall be full semester examination fee irrespective of number of courses involved).

9.4. After completing a semester programme (all courses with ‘P’ or above grade) students will not have the facility of course-wise improvement and they will now have to reappear for all the courses constituting the entire semester. 1<sup>st</sup> and 2<sup>nd</sup> semester SGPA cannot be improved after the completion of the 4<sup>th</sup> semester. Only 3<sup>rd</sup> and 4<sup>th</sup> semester SGPA can be improved after the completion of a programme. The marks/grades awarded for internal assessment and that for the project/dissertation cannot be improved

9.5. Improvement of the 3<sup>rd</sup> or 4<sup>th</sup> semester must be done within a period of one year, that is, by reappearing for the third semester examinations at the following semester and the fourth semester examinations along with the immediate lower batch. If the improvement is meant to obtain minimum CGPA requirement, a candidate has the option to decide which semester (3<sup>rd</sup> or 4<sup>th</sup>) is to be improved; however, the grade given to the candidate shall be that obtained for the entire semester improvement examination.

9.6. Candidates who could secure the grade of only ‘F’ or ‘Ab’ in a course in the 3<sup>rd</sup> /4<sup>th</sup> semester examinations will be given two additional chances for course-wise reappearance even after the completion of the programme; but it has to be done within a period of two years after the completion. In such cases a candidate has to apply for the same as a supplementary exam and pay the required fee (Fee for supplementary examination of any course shall be full semester examination fee irrespective of number of courses involved).

9.7. In the case of students who discontinued studies during a semester or on completion of a semester of the programme for genuine reasons, with the prior permission of the director of the School, he/she can be permitted to complete the programme by taking the required number of courses within a maximum period of eight continuous semesters including the period of his/her programme, provided an amount equivalent to the semester fees for all the intervening semesters have been regularly paid and provided he/she has not been removed from the rolls by issuing a Transfer Certificate.



In all cases of discontinuation and readmissions, candidates must submit applications countersigned by the HOD to the CSS section and obtain the required statutory order for the same. Candidates who are readmitted to repeat a course must follow the then existing syllabus for the said programme and will have no assurance to do the repeat course in the same syllabus which he/she had attempted initially for the course. They need to attend classes along with new batch of students and should obtain the required percentage of attendance as usual.

**10. Issue of Grade Card:** Grade card will be given to the student at the end of each semester that will indicate the grades he/she has obtained as well as the semester grade point average (SGPA) which is the weighted average of the numerical value (grade point) obtained by him/her in the semester. Weighted average is calculated by dividing the sum of the product of the grade point or numerical value obtained for each course and the credits that it carries by the total number of credits earned. The Cumulative Grade Point Average (CGPA) for the whole programme will be calculated in the same way, which will also be indicated in the Grade Card. **Minimum SGPA in all semesters is not an assurance to minimum CGPA for the entire programme.**

**11. 1. Percentage Equivalence of Grade:**

Range of % of Marks	Grade Letter	Grade Point
95 - ≤100	O	10
85 - <95	A plus	9
75 - <85	A only	8
65 - <75	B plus	7
55 - <65	B only	6
45 - <55	C	5
40 - <45	P	4
<40	F	0
Absent	Ab	0

**11.2: Calculation of Semester Grade Point Average (SGPA) :**

**Credit Points for the Course** = No. of Credits assigned for the course x Grade Point secured for that course.

**SGPA** indicates the performance of a student in a given Semester. SGPA is based on the total **credit points** earned by a student in all the courses divided by the total number of credits assigned to the courses required in a Semester. **Note: SGPA is computed only if the candidate passes in all the required courses (gets a minimum required grade for a pass in all the required courses as per the specific curriculum). Securing of SGPA in all semesters may not enable students to have minimum required CGPA for a pass in the programme.**

$$\text{SGPA} = \frac{\text{Total credit points earned by the student from all the required courses of a Semester}}{\text{Total credits of all courses required in a semester}}$$

### 11.3. Calculation of Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points earned by the student in all the semesters by the total number of required credits of all the Semesters as per curriculum.

$$\text{CGPA} = \frac{\text{Total CPTs of Semester- S1 + 2 + 3 + 4 ...}}{\text{Total Credits of Semester- S1 + 2 + 3 + 4..}}$$

OR

$$\frac{[\text{SGPA of I Semester} \times \text{Total Credits of I Sem}] + [\text{SGPA of II Semester} \times \text{Total Credits of II Sem}] + [\text{SGPA of III Semester} \times \text{Total Credits of III Sem}] + [\text{SGPA of IV Semester} \times \text{Total Credits of IV Sem}]}{\text{Total Credits of I Semester} + \text{Total credits of II Semester} + \text{Total credits of III Semester} + \text{Total credits of IV Semester}}$$

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Total Credits of I Semester + Total credits of II Semester + Total credits of III Semester + Total credits of IV Semester

This formula shall be printed on the Grade Card issued to the student with a note that it could be used to convert the grades into mark-percentages. (The details of the grading system as indicated in section 11.1 & 11.2 above shall also be printed on the Grade Card).

### Conversion of SGPA/CGPA to Grade

10	O
9.0 - <10	A plus

8.0 - <9	A only
7.0 - <8	B plus
6.0 - <7	B only
5.0 - <6	C
4.0 - <5	P
<4	F
Absent	Ab

### Conversion of CGPA to percentage

$$\text{Equivalent Percentage} = \frac{(\text{CGPA obtained}) \times 100}{\text{Maximum CGPA (=10)}}$$

**12. Position Certificate:** The position certificate shall be given for the 1<sup>st</sup> five positions. Students who have completed the course by availing of the improvement examinations for a course or reappearance for a course will not be eligible for position certificate.

If Rank certificate in a prescribed format is demanded by institutions for awarding a specific fellowship/scholarship such as for DST Inspire Fellowship etc, the rank certificate may be given for such students as a special case in the prescribed format.

**13. Registration of student enrolment with the CSS:** The list of students registered for each semester programme should be forwarded to the CSS along with original certificates (Degree Certificate + SSLC) immediately after closing the admission of first semester programme.

### 14. Consolidation and Declaration of Results:

All work pertaining to the examinations shall be held in the Schools/ Centres/Institute of study and research under the direct control and supervision of the directors/heads of the departments. The director of each School/Center/Institute will, in consultation with the Faculty Council directly control the internal/external examinations and evaluations or nominate a teacher as the chief examiner who will assist him/her in the matter. The marks awarded for internal assessment will be displayed in the School's notice board at the end of each semester.

If a student has any complaint regarding the marks received in internal assessment, he/she should report it to the concerned faculty member within 3 working days from the date of publication of the same on the notice board. Thereafter, complaints against internal marks will not be entertained under any circumstance. The pass board of a School/ Centre/Institute will consist of selected teachers/ the entire faculty of the School/Department/Centre/Institute concerned and will be constituted by the Director in consultation with the Faculty Council.

The tabulated grade sheets will be forwarded after each end-semester examination to the office of the controller of examinations. The CSS section in the Controller's office will check the Grade card forwarded from the Department/School/Centre/Institute and notify the results after consolidating them and issue statement of credits. On completion of the final semester a consolidated Grade Card showing the details of all the courses taken will be prepared. The consolidated Grade Card containing the details of all the courses with their titles, credits, grades obtained, the total credits earned, the SGPA and the CGPA will be issued to students.

#### **15. CSS Academic Advisory Committee**

There will be a separate section in the Controller of Examination's office with an Academic Advisory Committee consisting of representative Directors/Teachers from the University Departments to oversee and coordinate the conduct of the CSS work. The following will be the composition of the

##### **CSS Academic Advisory Committee:**

Pro-Vice-Chancellor (Chairperson)

Deans of various Faculties of the University Departments (2 selected deans)

Directors/Professors of University Departments (4 persons), one of them has to act as the Convenor

University Teachers (4 teachers)

Syndicate Member (1 member)

Registrar

Controller of Examinations

Joint/Deputy/Assistant Registrar of CSS

Section Officer CSS

The nomination of the members of the CSS Academic Advisory Committee will be made by the Vice Chancellor. The committee will be reconstituted every three years. The Academic Advisory committee, apart from coordinating and sorting out inter-school matters pertaining to the CSS, will handle student grievances relating to semester examinations that cannot be resolved at the

School/Department/Centre/Institute. Only student grievances that cannot be settled by the faculty council of the school need be forwarded to the CSS Academic Advisory Committee and the Vice Chancellor. Student grievances that cannot be settled by the CSS Academic Advisory Committee and the Vice Chancellor shall be dealt with by the Syndicate.

The CSS Committee will also prepare a uniform examination schedule for all the programmes in the university. A common admission schedule for all the Departments in the University will also be prepared by the Academic Advisory Committee. All other work pertaining to the CSS will be conducted at the University Departments/Schools of Teaching and Research.

#### **16. Issue of Certificates:**

On completion of a semester (when results are ready) the Director/Coordinators of all programmes shall forward tabulated grade sheets along with the minutes of the pass board meeting showing details to the CSS Section; in the case of final semester, consolidated details of all semesters showing total number of candidates registered, appeared and passed in the prescribed format shall also be furnished.

Grade cards to all students who have undergone the courses under the CSS are issued by the office of the Controller of Examinations through the Departments/Schools concerned. Consolidated grade cards are also issued. Fee for the issue of grade cards will be announced by the University from time to time.

#### **17. Financial Provision:**

Adequate budgetary provision shall be made for each Department to meet the TA/DA of invited External Examiners and other examination-related costs.

**Convenor of CSS**

**Chair Person of CSS**