

MAHATMA GANDHI UNIVERSITY
REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER
CHOICE BASED CREDIT SYSTEM
(WEF 2016 ADMISSIONS)

Preamble

Mahatma Gandhi University introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under **Direct Grading System**. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013, was introduced in the University from the Academic year 2013-14 onwards, under Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across countries and also to enable potential employers to assess the performance of students, insisted to introduce uniform grading system in the Universities. The Academic Council of the Mahatma Gandhi University at its meeting held on 23rd May 2015 resolved to introduce the UGC Guidelines for Choice Based Credit System from the Academic Year 2016-17 onwards and the Syndicate of the University at its meeting held on 1st August 2015 approved the resolution of the Academic Council. Hence it becomes necessary to modify the existing CBCSS regulation as follows.

1. TITLE

- 1.1. These regulations shall be called **“REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2016”**

2. SCOPE

- 2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2016 admissions, except for Professional and B.Voc programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes. Provided that the existing CBCSS Regulations 2013 shall be applicable to students who were admitted prior to the commencement of these Regulations and who are continuing their studies.

- 2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.
- 2.3 The provisions herein supersede all the existing regulations for the Regular/Distance/Private Undergraduate programmes to the extent herein prescribed.

3. DEFINITIONS

- 3.1. '**Academic Week**' is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.
- 3.2. '**Choice Based Course**' means a course that enables the students to familiarize the advanced areas of core course.
- 3.3. '**College Coordinator**' is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4. '**Common Course I**' means a course that comes under the category of courses for English and Environmental Studies & Human Rights and '**Common Course II**' means additional language.
- 3.5. '**Complementary Course**' means a course which would enrich the study of core courses.
- 3.6. '**Core course**' means a course in the subject of specialization within a degree programme.
- 3.7. '**Course**' comprises 'Paper(s)' which will be taught and evaluated within a programme.
- 3.8. '**Credit**' is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- 3.9. '**Department**' means any teaching department in a college.
- 3.10. '**Department Coordinator**' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.11. '**Department Council**' means the body of all teachers of a department in a college.
- 3.12. '**Faculty Advisor**' means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.
- 3.13. '**Generic Elective (GE)**' means an elective paper chosen from any discipline/subject, in an advanced area.
- 3.14. '**Grace Marks**' shall be awarded to candidates as per the University Orders issued from time to time.
- 3.15. '**Grade**' means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/ Semester/Programme.
- 3.16. '**Grade Point**' (GP) is the numerical indicator of the percentage of marks awarded to a student in a paper.
- 3.17. '**Institutional Average (IA)**' means average mark secured (Internal + external) for a paper at the college level.
- 3.18. '**Paper**' means a complete unit of learning which will be taught and evaluated within a semester.

- 3.19. 'Parent Department'** means the department which offers core course/courses within an undergraduate programme.
- 3.20. 'Programme'** means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.
- 3.21. 'Semester'** means a term consisting of **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- 3.22. 'University Average (UA)'** means average mark secured (Internal + external) for a paper at the University level.
- 3.23. 'Vocational Course' (Skill Enhancement Course)** means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
- 3.24.** Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

- 4.1** Eligibility for admission, norms for admission and reservation of seats for various Undergraduate Programmes shall be according to the regulations framed/orders issued by the University in this regard, from time to time.
- 4.2** Students can opt for any one of the **Generic Elective Papers** offered by different departments of the college in fifth semester (subject to the availability of vacancy in the concerned discipline). If the number of applications exceeds the number of vacancies for a particular Generic elective paper, priority will be given to the students from the parent department (core subject). Selection of students in the generic elective paper will be done in the college based on merit and interest of the students.

5. DURATION

- 5.1** The duration of U.G. programmes shall be **6 semesters**.
- 5.2** There shall be two Semesters in an academic year, the 'ODD' semester commences in June and on completion, the 'EVEN' Semester commences after a semester-break of three days with two months vacation during April and May. (The commencement of first semester may be delayed owing to the finalization of the admission processes.)
- 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 programme shall be as per the existing orders, as approved by the University.
- 6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat courses to the University in the prescribed form within **20** days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during an academic year/semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

- 7.1. The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, and **(d)** Generic Elective Course (GE).
- 7.2. There shall be one Generic Elective paper in the fifth semester with a choice of one out of three elective papers from any programme or from the Physical Education department.
- 7.3. There shall be one Choice Based paper in the sixth semester with a choice of one out of three elective papers.
- 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.
- 7.5. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme, **only F grade** will be awarded for that Semester/ Programme until he/she improves this to **D Grade** or above within the permitted period. (See Clause 5.3)
- 7.6. Students who complete the programme with 'D' grade in the "Regulations for Under Graduate Programmes under Choice Based Credit System 2016" will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- 7.7. Students discontinued from previous regulations, CBCSS 2013, can pursue their studies in "Regulations for Under Graduate Programmes under Choice Based Credit System 2016" after obtaining readmission. These students have to complete the programme as per "Regulations for Under Graduate Programmes under Choice Based Credit System 2016".
- 7.8. Practical examinations 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 end of odd semesters.

8. PROGRAMME STRUCTURE

Model I BA/BSc

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	Generic Elective (GE)	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	Generic Elective (GE)	3
g	Minimum attendance required	75%

Model II BA/BSc

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	Generic Elective (GE)	3
g	Minimum attendance required	75%

Model III BA/BSc/B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of	120

	the Programme	
c	Credits required from Common Course I	8
d	Credits required from Core + Complementary + Vocational Courses including Project	109
e	Generic Elective (GE)	3
f	Minimum attendance required	75%

9. EXAMINATIONS.

9.1 The evaluation of each paper shall contain two parts:

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

9.2. The internal to external assessment ratio shall be 1:4. There shall be a maximum of **20** marks for internal evaluation and a maximum of 80 marks for external evaluation. Both internal and external marks are to be mathematically rounded to the nearest integer. For all papers (theory & practical), grades are given **on a 10-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A ⁺ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B ⁺ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
40 to below 45	D Pass	4
Below 40	F Failure	0
	Ab Absent	0

10. CREDIT POINT AND CREDIT POINT AVERAGE

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

$$CP = C \times GP, \text{ where } C \text{ is the Credit and } GP \text{ is the Grade point}$$

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

$$SGPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of that semester, ie, } \sum_{i=1}^n CPI;$$

TC is the Total Credit of that semester, ie, $\sum_{i=1}^n CI$, where n is the number of papers in that semester

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

$$CGPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of that programme, ie, } \sum_{i=1}^n CPI; \text{ } TC \text{ is the Total Credit of that programme, ie, } \sum_{i=1}^n CI, \text{ where } n \text{ is the number of papers in that programme}$$

Grade Point Average (GPA) of a Course (Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course) is calculated using the formula:-

$$GPA = TCP/TC, \text{ where } TCP \text{ is the Total Credit Point of course ie, } \sum_{i=1}^n CPI;$$

TC is the Total Credit of that course, ie, $\sum_{i=1}^n CI$, Where n is the number of papers in that course.

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

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
4.0 to below 4.5	D Pass
Below 4.0	F Failure

11. MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by

continuous assessment. For all papers (theory and practical) total marks of external examination is 80 and total marks of internal evaluation is 20.

Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

11.1 For all theory papers

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

All the three components of the internal assessment are mandatory.

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2) (1x10=10; 2x5=10)	10
Total	20

11.2 For all practical papers

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

All the four components of the internal assessment are mandatory.

Components Internal evaluation of Practical	Marks
Attendance	5
Test paper	5
Record*	5
Lab involvement	5
Total	20

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

11.3 For projects

a) Marks of external Examination : 80

b) Marks of internal evaluation : 20

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

All the four components of the internal assessment are mandatory.

Components Internal Evaluation of project	Marks
Punctuality	5
Experimentation/Data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation**For all papers**

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

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

13. ASSIGNMENTS

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

14. SEMINAR/VIVA

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

15. INTERNAL ASSESSMENT TEST PAPERS

At least one internal test-paper is to be attended in each semester for each paper. 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 two 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 paper.

15.1 Grievance Redressal Mechanism

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

Level 1: Department Level: The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level: A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

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

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

16. External Examination

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

- 16.1** Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.
- 16.2** All students are to do a **project in the area of core course**. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.
- 16.3** There will be no supplementary exams. For reappearance/ improvement, the students can appear along with the next batch.
- 16.4** A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- 16.5** A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- 16.6** A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.
- 17.** All programmes, courses and papers shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.
- 18. PATTERN OF QUESTIONS**

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

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

Pattern of questions for external examination for theory paper

Pattern	Marks	Choice of questions	Total marks
Short Answer	2	9/12	18
Paragraph answer	4	6/9	24
Problem/ Short Essay	6	3/5	18
Long Essay	10	2/4	20
		20/30	80

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

19. MARK CUM GRADE CARD

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

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Undergraduate Programme
- (d) Name of the Semester
- (e) Name and Register Number of the student
- (f) Date of publication of result
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each paper opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each paper opted in the semester
- (i) Institutional average (IA) of the marks of all papers and University Average (UA) of the marks of all papers.
- (j) The total credits, total marks (Maximum & Awarded) and total credit points in the semester
- (k) Semester Grade Point Average (SGPA) and corresponding Grade.
- (l) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Generic Elective paper.
- (m) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all papers taken during the final semester examination and shall include the final Grade/Marks (SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade/Marks for the total programme.

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

They are -

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior-most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

21. TRANSITORY PROVISION

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

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

Annexure I g - Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS)

Description of the Evaluation Process

Grade and Grade Point

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

Grades and Grade Points are given on a 10-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1

(Decimals are to be rounded mathematically to the nearest whole number)

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

Table 1

% Marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 40 and < 45	D Pass	4
Below 40	F Failure	
	Ab Absent	

Table 2

Credit point (CP) of a paper is calculated using the formula $GP = C \times GP$,

where C is the Credit;

GP is the Grade Point

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is calculated using the formula

$$GPA = \frac{TCP}{TC}$$

where TCP is the Total Credit Point;

TC is the Total Credit

CPA	Grade	GP
Equal to 9.5 and above	S	Outstanding
Equal to 8.5 and < 9.5	A+	Excellent
Equal to 7.5 and < 8.5	A	Very Good
Equal to 6.5 and < 7.5	B+	Good
Equal to 5.5 and < 6.5	B	Above Average
Equal to 4.5 and < 5.5	C	Satisfactory
Equal to 4.0 and < 4.5	D	Pass
Below 4.0	F	Failure

NOTE

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D GRADE** or above within the permitted period.
