



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

സംഗ്രഹം

സി.എസ്.എസ് അക്കാദമിക് അഡ്വൈസറി കമ്മിറ്റി യോഗ ശിപാർശ - Revised CSS Regulations With Effect from 2020 Admissions അംഗീകരിക്കുന്നത് - മഹാത്മാ ഗാന്ധി സർവ്വകലാശാലാ ആക്ട് 1985 അധ്യായം III .10 (17) പ്രകാരം വൈസ് ചാൻസലർ കൈകൊണ്ട നടപടി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു .

അക്കാദമിക് എ 5 സെക്ഷൻ

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പ്രിയദർശിനി ഹിൽസ്, തീയതി: 01.01.2021

പരാമർശം:-13/11/2020 - ന കൂടിയ സി.എസ്.എസ് അക്കാദമിക് അഡ്വൈസറി കമ്മിറ്റി യോഗം മിനുട്സ് .

ഉത്തരവ്

മേൽ പരാമർശപ്രകാരം കൂടിയ സി.എസ്.എസ് അക്കാദമിക് അഡ്വൈസറി കമ്മിറ്റി യോഗം പുതുക്കിയ സി.എസ്.എസ് റെഗുലേഷൻസ് 2020 (Revised CSS Regulations With Effect from 2020 Admissions - Applicable to all Programmes of Undergraduate, Postgraduate and Integrated Postgraduate/Doctoral programmes, and Doctoral programmes of all the functionally autonomous University Schools/ Centres/ Institutes of teaching and research in Mahatma Gandhi University) അംഗീകരിക്കാൻ ശിപാർശ ചെയ്തിരുന്നു .

മേൽ ശിപാർശ മഹാത്മാ ഗാന്ധി സർവ്വകലാശാലാ ആക്ട് 1985 അധ്യായം III .10 (17) പ്രകാരം വൈസ് ചാൻസലർ അംഗീകരിച്ചിരിക്കുന്നു .

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു .

ജോണി കെ എബ്രഹാം

അസിസ്റ്റന്റ് രജിസ്ട്രാർ 3 (അക്കാദമിക്)

പകർപ്പ്

1. എല്ലാ പഠന വകുപ്പ്/ സെന്റർ മേധാവികൾ
2. പി.എസ് ടു വി.സി / പി.എസ് ടു പി.വി.സി
3. പി.എ ടു രജിസ്ട്രാർ / സി.ഇ
- 4 . എ.ആർ 3 (അക്കാദമിക്) / ഡി.ആർ 2 (അക്കാദമിക്)/ ജെ.ആർ 2 (ഭരണം)
- 5 . സി.എസ്.എസ്/ ഇ.ബി. സെക്ഷൻസ്/ എ.സി.എ 12 / എ.സി.സി 1 / 2 / എ.സി.എ.1/ എ.സി.ബി 7
- 6 . കണ്ടെന്റ് മാനേജ്മെന്റ് / ഐ.ക്യൂ.എ.സി / എ.സി.എൽ

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

MAHATMA GANDHI UNIVERSITY KOTTAYAM



Revised CSS Regulations With Effect from 2020 Admissions

(Applicable to all Programmes of Undergraduate, Postgraduate and Integrated Postgraduate/Doctoral programmes, and Doctoral programmes of all the functionally autonomous University Schools/ Centres/ Institutes of teaching and research in Mahatma Gandhi University)

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 offered in the teaching departments/schools of the University. 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 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 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 uniformity to the possible extent (taking into consideration the unique requirements of each Programme) with regard to the pattern of course design, course teaching, evaluation system, academic calendar and examination time-table for all programmes and course-work of the Ph.D 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 and other concerned Regulatory Bodies in the issue of degrees/diplomas/certificates. This revised regulation shall be applicable with effect from 2020 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 2020 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 and other Regulatory Bodies, which are mandatory. Major components of CSS are as follows:

1. Admission to programmes
2. Common Academic Calendar
3. Course and Scheme design
4. Course teaching patterns
5. Student assessment patterns
6. Examinations and evaluations
7. Grading of students
8. Course Reappearance, Improvement, Readmission and Repeating
9. Grievance recording and redressal
10. Inter-school academic collaboration

CSS envisages well designed academic programmes 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.

Outcome Based Education (OBE)

Outcome Based Education (OBE) is an educational approach and a learning philosophy, which envisages organising the entire academic programmes (curriculum) and instructional efforts around clearly defined 'outcomes' that an institution want all students to demonstrate when they complete the programme. The purpose of outcome based approach is to ensure that students achieve learning expectations for the programmes in which they participate. The fundamental premise underlying the

learning outcomes-based approach to curriculum planning and development is that higher education qualifications are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected. The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, programme learning outcomes and course learning outcomes which in turn will help in curriculum planning and development, and in the design, delivery and review of academic programmes. They provide general guidance for articulating the essential learnings associated with programmes of study and courses within a programme.

Key outcomes of curriculum planning and development

The learning outcomes-based curriculum framework for undergraduate education is a framework based on the expected learning outcomes and academic standards that are expected to be attained by students of a programme. The key outcomes that underpin curriculum planning and development include Graduate Attributes, Qualification Descriptors, Programme Learning Outcomes, and Course Learning Outcomes.

Graduate attributes

The graduate attributes reflect the particular quality and feature or characteristics of an individual, including the knowledge, skills, attitudes and values that are expected to be acquired by a student through studies at a higher education institution. The graduate attributes include capabilities that help strengthen one's abilities for widening current knowledge base and skills, gaining new knowledge and skills, undertaking future studies, performing well in a chosen career and playing a constructive role as a responsible citizen in the society. The graduate attributes define the characteristics of a student's university degree programme and describe a set of characteristics/competencies that are transferable beyond study of a particular subject area and programme contexts in which they have been developed.

Qualification descriptors

A qualification descriptor indicates the generic outcomes and attributes expected for the award of a particular type of qualification. The qualification descriptors reflect both disciplinary knowledge and understanding as well as generic skills, including global competencies, that all students in different academic fields of study should acquire/attain and demonstrate.

Programme learning outcomes

Programme learning outcomes will include subject-specific skills and generic skills, including transferable global skills and competencies, the achievement of which the students of a specific programme of study should be able to demonstrate for the award of a Degree qualification.

Course learning outcomes

The programme learning outcomes are attained by learners through the essential learnings acquired on completion of selected courses of study within a programme. Course learning outcomes are specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area. Some programmes of study are highly structured, with a closely laid down progression of compulsory/core courses to be taken at particular phases/stages of learning. Some programmes allow learners much more freedom to take a combination of courses of study according to the preferences of individual student that may be very different from the courses of study pursued by another student of the same programme. Course-level learning outcomes will be aligned to programme learning outcomes. Course level learning outcomes are specific to a course of study within a given programme of study.

Definitions of terms

Course means the curricular content for teaching and learning.

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

Course Code means an eight-character unique code attributed to each course of study with four abbreviated components.

Credit means 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 week; the credit number indicates the total curricular content in terms of number of hours of teaching/learning in a course during a semester.

Credit Point means the product of number of credits of a course and grade point obtained by a student for the course

Cumulative Grade Point Average (CGPA) relates to the performance of a 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 SGPAs with the minimum required SGPAs of all semesters may not be sufficient to obtain the minimum CGPA prescribed for a 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 grades for courses in other semesters in which they are strong, so that the better SGPA scores of such semesters would enable the candidate to attain the minimum CGPA prescribed for a pass in the programme.

Department means the entity offering programmes of study which may be a School/ Centre/ Institute.

Elective Course means an optional course, which can be selected from among a group of electives in a programme, semester wise, as per the scheme of the Programme. Elective courses in related areas can

also grouped together as specializations in specific areas of the subject, in accordance with the scheme of the program.

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

Grade Letter means 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 means the weightage allotted to Grade Letter.

Improvement course is the course registered by a student for improving grades in the end semester component of that particular course

MOOC Course means Massive Open Online Course.

Open Course means a course offered 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.

Programme means a programme of study comprising Core courses, Elective courses, Open courses and MOOC courses.

Project The compulsory project/dissertation / guided field work/block placement, to be completed in the specified semester of a postgraduate programme shall be done 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/ HOD in consultation with Teachers.

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

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.

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.

Features of CSS

Course content of each programme is designed to meet the requirements of the society. A post graduate student has a choice of selecting elective courses offered for a programme in a particular

semester. Each Department designs, offers and teaches a minimum of one course during the third semester for students admitted in other departments. These courses are designated as open courses, each of which carries minimum 4 credits. In the case of open course in the third semester, students get the choice of pursuing courses offered by a Department other than their parent Department, depending on their interests, needs and long term goals. Continuous evaluation of students in all the semesters is done through Internal Assessment as per the norms framed by the Department concerned. The student shall do a project work as a part of the regular programme. Each course, seminar and project work are 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 semesters of the programme is expressed as cumulative grade point average (CGPA).

Common Academic Calendar

Semester	Date of commencing	Date of completion of End Semester Examinations
First	15 th July	31 st December
Second	1 st January	14 th July
Third	15 th July	31 st December
Fourth	1 st January	14 th July

Summer vacation for all Departments shall be from 16 April to 15 June. However, students are to continue theory or practical classes or research work or other assignments during the summer vacation as per the direction of Heads of Departments in accordance with the availability of teachers during the vacation period.

CSS Rules and Regulations

1. Programme/Course design

The broad framework of the programme and the courses - core courses, elective courses, open course and Project constituting the programme as well as the syllabi 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 Departments. The scheme and syllabus should be forwarded to the concerned sections of the University. The Faculty Council of the Departments can make minor modification of content of courses, to a maximum limit of 10%, and the same shall be

intimated to the concerned sections of the University and ratified in the next meeting of BOS. The duration of the PG programmes is two years consisting of four semesters. For LLM and M. Phil. Programmes, duration is one year consisting of two semesters.

2. Regulations applicable to Ph D Programme, Integrated Programmes and BBA LLB Hons Programme

Ph D Programme:

Provisions of Separate *Regulations for Ph.D* will be applicable to all Ph.D Programmes.

Integrated Programmes

Provisions of Separate *Regulations for Integrated Programmes* will be applicable. Clauses in the CSS Regulations will be applicable only in the instances which are not mentioned in the Regulations formulated for Integrated Programmes concerned.

BBA LLB Hons. Programme

Provisions of Separate *Regulations for BBA LLB Hons. Programme* will be applicable. Clauses in the CSS Regulations will be applicable only in the instances which are not mentioned in the Regulations formulated for BBA LLB Hons Programme.

3. Courses and Credits:

In all the programmes, three kinds of courses are offered; Core Courses (3-4 credits), Elective Courses (2-4 credits) and Open courses (4 credits). Core Courses and Elective courses are offered by the Departments. A student is required to choose one course of 4 credits offered by another Department in another Discipline/Subject. Such a course is called Open Course and has to be pursued in the third semester. The total credits for electives registered for one semester shall not exceed 8 except in the case of programmes under Regulatory bodies of such Programmes.

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 /guided field work/block placement up to 4 credits is called minor project/dissertation /guided field work/block placement and that of 8 to 20 credits is called major project/dissertation/guided field work/block placement.

A minimum of 4 credits and maximum of 20 credits shall be set apart for the project work/dissertation/ guided field work/block placement. In all major projects/dissertations /guided field work/block placement that constitute full-semester work, as in the case of M.Phil and certain postgraduate programmes, the maximum admissible credits shall be 20.

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.

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 18 – 20 weeks of teaching-learning-evaluation process.

The minimum duration of a semester is 90 working days. A course may have lecture component (**L**) or practical component (**P**) or tutorial component (**T**) 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**.

Course Code: Each course shall have a unique code number with four abbreviated components :

1. Department/school/centre/institute – Three to Four Alphabets;
2. Programme (DC – for doctoral course work/ PD – for Pre- Doctoral or M Phil programmes/ MP – for all Master programmes / GP - for all Graduate programmes / IM – for all Integrated master programmes/ IG – for all integrated graduate programmes);
3. Course type (C- for core course; E- for elective course; O- for open course;
4. Course number in Arabic numerals – two digit number.

The course code for all other Programmes will be in accordance with the regulations of respective Programmes.

Course Registration

A student must register for the required number of courses as per specific curriculum of a programme, after the commencement of class of that semester. Each student shall have a registration card for each semester, wherein the title of the courses and corresponding course codes are entered and signed by the student, the faculty member offering the course and countersigned by Head of the Department.

Based on this, a consolidated statement of courses to which registration is granted for the semester is to be prepared by the department. This statement must be signed by the Head of the department and

has to be submitted to the CSS section of the examination branch of the University within 20 days after the commencement of class of each semester.

4. Credit Requirements:

For PG programmes, there shall be a minimum of 80 and a maximum of 88 credits spread across 4 semesters, in accordance with the scheme of the Programme of the Department concerned, taking into consideration of credit requirements of the regulatory agencies, if applicable. Wherever Programmes are governed by Regulatory Agencies, the credit requirements of such agencies must be complied with. For LLM and M Phil which are two-semester programmes, the credits shall be in the range 32 to 36 credits. The 80 - 88 credits stipulated for a postgraduate programme shall be spread across core courses, electives, open courses, and a project/dissertation. A semester shall have minimum of 16 credits and maximum of 24 credits. In all two year postgraduate programmes there shall be a minimum of 56 credits for Core courses, a minimum of 12 for Electives and 4 for Open courses and the total minimum credits as stipulated by the respective Department (in the range 80 – 88). 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. 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 Departments. Open Courses are not mandatory for M. Phil, LLM, BBA LLB (Hons), MBA, M.Ed, MTTM, MPES, and M.Tech.

Viva -Voce

Departments will have the option to conduct ‘Viva-Voce’ with definite credits, as per the scheme formulated for the respective Programme. However viva voce shall be part of project/seminar evaluation.

Project

The project shall generally be offered in the last semester, though the Faculty Council can decide to have it in either third or fourth semesters (The MBA Programme shall have Internship in the third semester and Problem centered study in the fourth semester. In M.Tech Programme the project shall spread over 3rd and 4th semesters). The topic for the project shall be selected by the student in consultation with the guide.

The credit requirement for M Phil will be a minimum of 32 credits and maximum of 36 credits. There

shall be courses worth 16 credits in the first semester. The second semester comprises a compulsory dissertation worth 16-20 credits.

Programmes	Credit Flexibility
MA/M Sc/MPES/MTech/MTTM/ MEd	80-88
M Phil	32-36
M Tech	80-88
MBA	120
LLM (one year)	33
Ph D Course Work of all Schools/Centres/Institutes	14 as per specific curriculum

Credit transfer

Credit transfer allows transferring of credits earned by a student from another Institution/University, under specific conditions, for the completion of credit requirements for a programme of Mahatma Gandhi University. Credits transfer is allowed for University approved online courses done in MOOC or SWAYAM. Courses of poor quality and courses that have no relevance to the program concerned will not be considered for credit transfer. All credit transfers are to be approved by an expert committee constituted by the University for this purpose. This committee shall have one senior faculty member from the department concerned and two other academic experts in addition to the chairman. The committee shall go through the details submitted by the student and assess their relevance from the perspective of Mahatma Gandhi University before approving the credit transfer. Credit transfer is not permitted for courses completed before three years. If the Institution/University is following the UGC grade format, the grades will be transferred directly. Otherwise University will decide on the grading for the transferred programmes after verifying all relevant documents.

5. Role of Faculty Council

Faculty Council is responsible for the conduct and monitoring of all programmes offered in a Department. In the absence of regular Faculty Council, the Director/Coordinator along with the adjunct/approved faculties for the Centre/Institute shall constitute the council, and shall be competent to recommend the criteria of selection and to suggest regulations for admission to specific programmes conducted by such Centers/Institutes.

6. Student Admission

Admission for all the courses (PG, M Phil and Ph D) will be made through a common admission procedure (CAP) on the basis of a Common Admission Test (CAT) or a special test conducted for

specific programmes by the Departments, as the case may be, decided by the Faculty Council of Schools/Centres/Institutes from time to time, except for MBA. 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. 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. The Faculty Council of a School/Department/Centre, has to decide specific criteria for admission to a programme and shall get approval of Vice Chancellor, prior to public announcement of the notification for the CAT/ for specific programmes, by the University. In the case of Programmes coming under Regulatory Bodies, the norms put forward by such Bodies will be applicable.

Faculty Advisor: A Faculty Advisor will be assigned to each student admitted to a Programme. The Faculty Advisor shall advise the student on various academic matters.

7. Course Teaching

Courses shall generally be taught by the faculty member who designed the course, though the Faculty Council is authorized under these regulations to assign the teaching of a course to more than one faculty member. A detailed time table shall be prepared and approved by the faculty council and shall be published at the start of each semester.

8. Evaluation:

External & Internal Evaluation:

There shall be continuous internal assessment as well as end semester examinations for all the programmes. Evaluation of the first and third semester shall be done by the faculty members of the Department offering the courses of study.

End semester Examination of second and fourth semesters will be based on the question paper set by External Examiners. Evaluation of the end semester examination of second and fourth semester of the post graduate programmes, except for practical examinations in science subjects, shall be conducted by External Examiner and concerned faculty member. External Examiner means a competent person in the specified subject from other Universities/ Institutes. A panel of External Examiners must be prepared based on recommendation of Faculty Council and approval of the same by Vice Chancellor.

Methodology

Indirect Grading is employed for the evaluation of courses. The performance of a student in each course is evaluated in terms of percentage of marks converted to grade points. Students have to secure a minimum attendance of 75% to appear for the end semester examination. A separate minimum of 40% of marks is required in the Continuous Assessment (CA) as well as End semester examination for a pass in a course. The minimum mark for the Continuous Assessment, End semester examination and Aggregate for a pass, course wise can be fixed as per the norms put forward by Regulatory bodies, wherever Programmes are governed by Regulatory bodies.

Students who fail to obtain minimum of 40% mark in the in Continuous Assessment can request the Faculty council for a chance to improve the marks. The Faculty council may permit the student to secure the minimum mark in CA, by taking written Tests. However, only one chance will be given to improve CA marks.

In the case of M.Phil Programme, External evaluation is applicable only for Project/ Dissertation in the second semester.

Revaluation: Revaluation or Scrutiny of answer scripts for the first and third semester is provided. There is no provision for revaluation or scrutiny of answer scripts for the end semester examinations of 2nd and 4th Semesters as double valuation is performed on the scripts.

The application for scrutiny and revaluation of answer scripts shall be submitted to the Head of the concerned School/ Department/ Centre within 15 days from the date of publication of the results. The Head of the Department, in consultation with Faculty Council may entrust an external expert for revaluation.

9. Question paper setting: The Faculty Council of each Department shall prepare the panel of question paper setters for each programme and get it approved by the Vice Chancellor. The Head of the Department will make arrangements for getting the question papers set by external experts approved by the Vice Chancellor. Questions for courses offered in the 1st and 3rd semesters, will be set by faculty members of the Department and for 2nd and 4th semesters by external examiners. The Faculty Council shall as far as possible recommend teachers of other Universities as external examiners for the purpose of preparing panel of question paper setters and examiners.

10. Process of Evaluation:

The internal assessment will be a continuous assessment (CA) that accounts for 40% of the

evaluation in both theory and practical. The end semester examination will account for the remaining 60% of the evaluation.

End-Semester Examination: The end semester examination will account for 60% of the evaluation. The evaluation of the end-semester examination of the first and third semesters shall be done by the faculty who taught the course. Evaluation of the 2nd and 4th 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 examiner.

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 approved by the Faculty Council.

The 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 HOD from a panel recommended by faculty council and approved by the Vice Chancellor. The comprehensive viva-voce, if any, must be carried out along with project evaluation.

Continuous Assessment (CA): The student's participation and classroom performance as well as the feedback received from tests, tutorials, assignments and term papers shall form the basis for continuous assessment (CA). It accounts for 40% of the evaluation in both theory and practical. 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.

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

a. Theory

	Component	% of internal marks
i.	Test papers	50%
ii.	Assignments/Book review/debates	25%
iii.	Seminars/Presentation of case study	25%

For each course there shall be at least two class tests during a semester. Average of the best of the marks obtained in the two tests (in the case of more than two tests) or the average of the tests (if there

is only two tests) will be counted as the internal test component of CA.

b. Practicals

	Component	% of internal marks
i.	Lab skill	25%
ii.	Records	25%
iii.	Test paper	40%
iv.	Viva	10%

Test Paper: 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.

Results of Continuous Assessment:

The results of the CA counter-signed by Head of the school shall be displayed on the notice board 5 days before the end semester examinations. 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. Relevant records of continuous assessment (CA) must be kept in the department and that must be made available for verification.

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. 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.

External Evaluation of theory answer scripts: The 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. End semester evaluation of theory answer scripts shall be conducted and evaluated by one internal examiner for odd semesters. For even semesters, one external and one internal examiner shall do the process of evaluation. That is, there shall be double valuation system of answer books in the 2nd and 4th 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 Head of the Department. The final marks to be awarded shall be the average of mark obtained in third valuation and the highest of marks awarded by the other two examiners.

Process of evaluation of project work:

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

- i. Continuous Assessment : Supervising teacher/s will assess the project and award Marks.
- ii. Final evaluation: Final evaluation will be done by external examiner, based on the work done by the student and a viva voce.

There is no provision for improving the continuous assessment/ final evaluation of the project.

11. Grading System:

The grading system followed is that of relative grading on a ten-point scale.

The grading system followed is 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

Minimum grade for passing in a course or programme:

The minimum CGPA for a specific programme and the minimum credit point requirement for each programme are as per the table given below:

Programmes	Minimum CGPA
MA/M Sc	4
MEd/MPhil and Master Diploma	5
MTTM//MBA/M Tech	5
M Ed/ MPES	5
M Phil/Ph D Course Work	5
M Sc part of integrated MSc-Ph D in NIPST	5
LLM	5

The 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.

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

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 scheme of the prescribed programme,

within the stipulated period.

12. Reappearance and improvement Examinations

A student who failed for a course in a semester can register for Reappearance in the forthcoming examination, subject to the conditions set forth in this regulations.

Improvement of marks/grades in the forthcoming examination can be done, subject to the conditions set forth in this regulations.

Registration for Improvement

A candidate has to apply for registration for Improvement by paying the requisite fee. Candidates are not permitted to Register for improvement of grades for Individual course.

Candidates in the 1st and 2nd semesters, who have secured SGPA letter grade 'P' or above in the end-semester examination can improve their grade by reappearing for all the semester courses along with the next immediate batch.

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 already awarded.

Candidates in the 3rd semester, who have secured the SGPA letter grade 'P' or above in the end-semester examination, can improve their grade by reappearing for all the semester courses, along with the 3rd semester supplementary examination being conducted for failed candidates immediately after the completion of end semester examination of Fourth semester. This provision is applicable only for third semester. Improvement of 4th semester can be done 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 (3rd or 4th) is to be improved; however, the grade given to the candidate shall be that obtained for the entire semester improvement examination.

1st and 2nd semester SGPA cannot be improved after the completion of the 4th semester. Only 3rd and 4th semester SGPA can be improved after the completion of a programme. The marks/grades awarded for Continuous assessment and that for the Project/dissertation cannot be improved. SGPA secured in the 4th semester can be improved only for the purpose of fulfilling the minimum CGPA requirement.

Reappearance:

Candidates in the 1st and 2nd semesters who have secured a letter grade of 'F' or 'Ab' in any of the courses can avail two immediate consecutive chances to reappear for examination, coursewise, provided the candidate has applied for the same and paid the required fee.

Candidate in the 3rd semester who has secured letter grade of 'F' or 'Ab' in any of the courses can reappear for exams course-wise in the 3rd semester supplementary examination, which will be conducted immediately after the completion of End semester examination of Fourth semester, 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).

Candidates who secured the grade of only 'F' or 'Ab' in a course in the 4th semester examination can reappear coursewise, along with the immediate lower batch.

Candidates who secured the grade of only 'F' or 'Ab' in a course in the 3rd /4th 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).

Scholars undergoing M.Phil Programme shall be permitted to submit dissertation, only after clearing the courses in the First semester. Scholars who fail to clear all or any one of the courses shall be permitted to appear for a supplementary examination during the second semester. Supplementary examination will be conducted within two months of publication of first semester results.

13. Re-admission

No students shall be readmitted to the 1st semester. Readmission to other semesters of the programme will have to be recommended by the Head of the Department. The student has to apply for Readmission paying the prescribed fee. The student may 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 Registrar 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. They need to attend classes along with new batch of students and should obtain the required percentage of attendance as usual.

14. Grade Card: Grade cards will be issued to the student after the publication of results of each End Semester Examination. The Grade Card will indicate the grades obtained for the courses as well as the semester grade point average (SGPA) which is the weighted average of the numerical value (grade point) obtained by the student 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 issued for the Final Semester examinations of the programme. *Minimum SGPA in all semesters is not an assurance to minimum CGPA for the entire programme.*

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

Calculation of Semester Grade Point Average (SGPA) :

Credit Points for the Course = Credits assigned for the Course X Grade Point secured for the 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 credits assigned to the 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 secure minimum required CGPA for a pass in the programme.

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

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.

$$\text{CGPA} = \left(\text{Sum of the Credit Points secured by the student for each semester} \right) \div \left(\text{Sum of the Credits assigned to each Semester of the Programme} \right)$$

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

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 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

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

The equivalent percentage shall be represented in a numeric format rounded to two decimal digits accuracy (“99.99”) and will not be rounded to the nearest integer.

15. Rank/ Position Certificate: Rank Certificate shall be issued to the first three positions only. The position certificate shall be given for the 1st ten positions based on the CGPA secured by the students. Students who have completed the course by availing the opportunity of reappearance for a course will not be eligible for Rank certificate.

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

16. Registration with 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 of admissions to the programme.

17. Consolidation and Declaration of Results:

All work pertaining to the examinations shall be held in the Departments under the direct control and supervision of the Heads of the departments. The Head of each Department in consultation with the Faculty Council shall monitor the Continuous Assessment/ End Semester 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 Department's notice board / published in the Department Website at the end of each semester.

Complaints from students regarding the marks awarded in internal assessment should be reported to the concerned faculty member within 3 working days from the date of publication of the same on the notice board/Website. Thereafter, complaints against internal marks will not be entertained under any circumstance. The pass board of a Department will consist of selected teachers/ the entire faculty of the Department concerned and will be constituted by the Head of the Department 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.

18. CSS Academic Advisory Committee

There will be an Academic Advisory Committee consisting of representative Heads of Departments/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 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

Joint/Deputy/Assistant Registrar of the Academic Section

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 Department. Only student grievances that cannot be settled by the faculty council of the Department 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.

19. Issuing of Certificates:

On completion of a semester (when results are ready) the Heads of Departments 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 concerned. Consolidated grade cards are also issued. Fee for the issue of grade cards will be announced by the University from time to time.

Convenor of CSS

Chair Person of CSS

Appendices

University approved Regulations for i. Ph.D, ii. Integrated Programmes and iii. BBA LLB Hons. Programme