

# MAHATMA GANDHI UNIVERSITY & KANNUR UNIVERSITY

**MGU & KU Joint  
CSS Regulations  
with effect from  
2022 Admissions**



(Applicable to all joint Postgraduate Programmes between Mahatma Gandhi University and Kannur University of all the functionally autonomous University Schools/ Centres/ Institutes of Mahatma Gandhi University and Kannur University)

## **Preamble**

Credit and semester system (CSS) of the joint programme between Mahatma Gandhi University and Kannur University aims at flexibility in curriculum development, objectivity and critical approach in examination patterns, use of continuous evaluation for assessment in all joint programmes offered between the Universities. 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.

The universities follow the guidelines of UGC for implementation of the Joint CSS. The joint MGU-KU-CSS is applicable to all joint academic programmes of the statutory Departments/Schools/Centres/Institutes of the Universities.

Regulation ensures 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 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 joint 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 programmes in all the statutory Departments/Schools/Centers/Institutes of the University. Joint 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 joint postgraduate programmes. Joint 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. The joint CSS Regulation can be revised from time to time in accordance with therequirements of changing curricular pattern. Revisions will be carried out with a view to ensuring accountability, transparency and flexibility.

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

Joint CSS of Mahatma Gandhi University and Kannur 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 joint CSS are as follows:

- Admission to programmes
- Common Academic Calendar
- Course and Scheme design
- Course teaching patterns
- Student assessment patterns
- Examinations and evaluations
- Grading of students
- Course Reappearance, Improvement, Readmission and Repeating
- Grievance recording and redressal
- Inter-school academic collaboration

Joint 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 organizing the entire academic programmes (curriculum) and instructional efforts around clearly defined ‘outcomes’ that an institution wants 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 a unique code attributed to each course of study with five 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 be 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. Grade letters are: O, A plus, A only, B plus, B only, C, P and F

**Grade Point** means the percentage of marks 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 Joint 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. Students can choose open course, which carries minimum 4 credits in the third semester. Students get the choice of pursuing open 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).

## **Joint CSS Rules and Regulations**

### **1. Student Admission**

#### **Eligibility Criteria**

##### **For M.Sc. Chemistry (Nanoscience and Nanotechnology)**

B.Sc. Chemistry with any two subsidiaries (Physics/Mathematics/computer Science) with not less than 55% marks in part III.

##### **For M.Sc. Physics (Nanoscience and Nanotechnology)**

B.Sc. Physics with any two subsidiaries (Chemistry/Mathematics/Computer science) with not less than 55% marks in part III.

Admission for the joint PG programmes may be, decided by the Faculty Council of joint programmes. 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 decided by the Faculty Council of the joint PG programmes 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 joint PG programmes. The Faculty Council of joint PG programmes, has to decide specific criteria for admission to a programme and shall get approval of Vice Chancellors of the partner universities, prior to public announcement of the notification for entrance examination for the joint programmes. The admission should be done following the general reservation rules for student admission. The students can be admitted to Mahatma Gandhi University and Kannur University simultaneously. The University where the students are taking initial admission will be the parental University and shall be responsible for all the academic matters of the student.

The strength of the joint master's programme can be a total of 40 students with 20 students from each university consisting of 10 students for physics stream and 10 students for chemistry stream. The first semester of the joint programme can be conducted at both centres with students admitted from respective centres. The classes can be on hybrid mode with joint online classes between MGU and KU. The second semester can be conducted at KU with total admitted students to a particular course. Third semester can be conducted at MGU with total admitted students to a particular course. Major project work will be done by students in the fourth semester which can be outside the university in India or abroad. The above-mentioned design and centres of the course can be changed according to the curriculum of respective courses and can be decided by the faculty council of the joint programme.

**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.

**Programme Coordinator:** A programme coordinator will be assigned in each university for to deal with all the programme and student matters.

**Registration with joint CSS:** The list of students registered for each semester programme should be forwarded to the concerned section in the respective university along with original certificates (Degree Certificate + SSLC) immediately after closing of admissions to the programme.

The first register number allotted to the student in the parent university should be treated as the Permanent Register Number of the student throughout the course.



## **2. 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 jointly by the course committee constituted for the joint master's programme between MGU and KU. The scheme and syllabus should be forwarded to the concerned sections of the university. The duration of the joint PG programmes is two years consisting of four semesters. A common academic calendar should be followed.

### **Courses and Credits:**

In all the programmes, three kinds of courses are offered; Core Courses (3-4 credits for theory and 2-4 credits for practical's), Elective Courses (2-4 credits), Open courses (4 credits) and an Industrial internship (2-3 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 of Mahatma Gandhi University or Kannur University 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. 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 and that of 8 to 20 credits is called major project.

A course offered may have different components associated with the teaching-learning process of the course, namely (i) Lecture (ii) Tutorial (iii) Practical's, 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 five abbreviated components:

1. Joint Programme – MGKU
2. Master programmes – MP
3. Programme Code – Nanoscience (NS)
4. Course type (C- for core course; E- for elective course; O- for open course)
5. Course number in Arabic numerals – two-digit number.

#### **Course Registration (Offline/Online)**

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 concerned examination branch of the University within 20 days after the commencement of class of each semester.

#### **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. 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 courses with full semester or two semester dissertations 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 should be 64, 20 and 4 respectively. Four (4) credits shall be set apart for open courses to be offered in the third semester by the departments.

#### *Comprehensive Viva*

Departments will have the option to conduct ‘Viva-Voce’ with definite credits (3-4), as per the scheme formulated for the respective Programme. Viva voce should be included in Semester III/IV.

#### *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 topic for the project shall be selected by the student in consultation with the guide.

#### **Credit transfer**

Credits earned by students in respective universities will be transferred between each university in due course. Credit transfer allows transferring of credits earned by a student from another Institution/University, under specific conditions, for the completion of credit requirements for the joint programme of Mahatma Gandhi University and Kannur 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/Kannur university before approving the credit transfer. If the Institution/University is following the UGC grade format, the grades will be transferred directly. Otherwise, Universities will decide on the grading for the transferred programmes after verifying all relevant documents.

#### **Credit Transfer in Joint Programme.**

The first semester examination will be conducted at both center’s as the students admitted in

both the universities remain in the parent universities for the theory and practical courses. Therefore, there is no need to transfer the credits awarded to students in first semester. During second semester all the students admitted in both the universities undergo theory and practical courses in Kannur University and the examinations should be held by Kannur University alone. The credits awarded in semester II to the students admitted in M. G. University will be transferred from Kannur University to M. G. University within one week after the publication of results. During third semester all the students admitted in both the universities undergo theory and practical courses in M. G. University and the examinations should be held by M. G. University alone. The credits awarded in semester III to the students admitted in Kannur University will be transferred from M. G. University to Kannur University within one week after the publication of results. In semester IV, students will be sent to major project works in India or abroad under the co-supervision of faculty members of parent universities. Final project evaluation and comprehensive viva of the students should be held by the parent universities. The credits awarded to students in semester IV should be mutually transferred within one week after the conduct of project evaluation and comprehensive viva. The parent university will be responsible for all the future correspondence including transcript details with the students admitted to them.

### **3. Course Committee**

Course committee should be constituted with following members.

1. Director/Joint Director of Schools (MGU & KU)
2. Two teachers each from the concerned subject (MGU & KU)

Course committee should handle all the matters regarding the conduction of course such as preparation of syllabus, joint time table, Industrial internship, exchange of students between MGU & KU and the arrangement of major project.

### **4. Assessment Committee**

Assessment committee should be constituted with the following members.

1. Director/Joint Director of Schools (MGU & KU)
2. Two teachers each from the concerned subject (MGU & KU)

Assessment committee should handle all the matters regarding the examination such as preparation of question bank, examination time table, evaluation and analysis of results.

## **5. 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. Separate faculties should be appointed and expertise of persons from industries and institutes from India and abroad can be utilized for teaching interdisciplinary subjects.

## **6. Attendance**

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

If a student represents his / her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as University Union, he / she shall be eligible to claim the attendance for the actual number of days participated, subject to the attendance certificate from concerned authorities and based on the specific recommendations of the Head of the Department or teacher concerned. Those who could not register for the examination of the particular semester due to shortage of attendance may repeat the semester along with junior batches, within 20% increase of the sanctioned strength.

## **7. Examination, Evaluation and Grading**

### **Question paper setting**

The Assessment committee shall prepare the panel of question paper setters for each subject. Question bank should be prepared for the generation of question papers.

### **Evaluation**

The evaluation of course shall contain two parts of internal evaluation.

(a) Continuous Evaluation [CE] (b) End Semester Evaluation [ESE]. 40% weightage shall be given to the Continuous Evaluation and the remaining 60% to End Semester Evaluation. Both CE and ESE shall be carried out using Direct Grading system.

### **End-Semester Examination**

The end semester examination will account for 60% of the evaluation. The evaluation of examination shall be done by the faculty who taught the course.

The Head of the School/Department/Centers/Institutes will make arrangements for the evaluation of the answer scripts. An industrial internship with a credit of 2 shall be conducted during 2<sup>nd</sup> semester. The project/dissertation in the 4<sup>th</sup> semester shall be evaluated by the faculty member/s who supervised the project. The project viva-voce must be carried out along with project evaluation.

**Continuous Evaluation (CE)**

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 (CE). 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. For Theory - Continuous Evaluation [CE]**

	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 CE.

**b. For Practical - Continuous Evaluation [CE]**

	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 Evaluation (CE)**

The results of the CE 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 CE shall not be rounded off, if it has a decimal part. The total marks of the CE shall be rounded off to the nearest whole number. Relevant records of continuous Evaluation (CE) must be kept in the department and that must be made available for verification.

**Project Work:**

There shall be a major project/dissertation to be undertaken by all students during fourth semester. The project can be undertaken in the parent School/Centre/Institute or in collaboration with well-known industries and institutes/universities in India or abroad after getting permission from the Department Head. The dissertation entails field work, lab work, report writing, presentation and viva voce. If the project will be done outside the parent institute, one of the teachers from the schools/centers/institutes would be the co-supervisor/internal guide and an expert from the industry/research organization/university concerned shall act as supervisor/ external guide.

**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 faculty members based on the work done by the student and a viva voce.

### Grading System

**Indirect Grading:** Indirect grading is employed for the evaluation of process.

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	Average	6
P	Pass	5
F	Fail	Less than 5
Ab	Absent	0

A **minimum** P grade (Grade point 5) is required for pass in a course.

### Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations.

Credit Points for the Course = Credits assigned for the Course  $\times$  Grade Point secured for the Course.

The **SGPA** is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. After the successful completion of a semester, **Semester Grade Point Average (SGPA)** of a student in that semester is calculated using



the formula given below.

$$SGPA = \frac{\text{Total Credit points awarded in a semester}}{\text{Total Credits of the semester}}$$

**Cumulative Grade Point Average (CGPA)** of a Programme is calculated using the formula,

$$CGPA = \frac{\text{Total Credit Points awarded in all semester}}{\text{Total Credits of the programme}}$$

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	P
<5	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.

### **8. Supplementary Examination**

A Student who fails to secure a minimum grade for a pass in a course will be permitted to write the supplementary examination immediately after announcement of results within a

stipulated time of one month (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 'F' or 'Ab' in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination can reappear course wise along with the junior batch; but this has to be done before the completion of the programme.

## **9. 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 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. 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.

SGPA secured in the 4<sup>th</sup> semester can be improved only for the purpose of fulfilling the minimum SGPA requirement.

## **10. Re-admission**

No students shall be readmitted to the 1<sup>st</sup> semester. Readmission to other semesters of the programme will have to be recommended by the Head of the Department within the limit of the student strength of the course semester. 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. Duration to complete the course for discontinued students will be 4 years.

## **11. Consolidation and Declaration of Results:**

All work pertaining to the examinations shall be held in the Departments of the concerned university under the direct control and supervision of the Director/Joint Director of the schools. The Assessment Committee 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. Grievance of students regarding the result of End Semester Examinations should be cleared within one week.

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. The tabulated grade sheets will be forwarded after each end-semester examination to the office of the Controller of Examinations. The concerned section in the Controller's office will check the Grade card forwarded from the Department/School/Centre/Institute and MGU and KU notify the results jointly 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.

The MGU-KU joint certificates for the students admitted to Mahatma Gandhi University for Joint CSS programme will be issued by Mahatma Gandhi University. The MGU-KU joint certificates for the students admitted to Kannur University for Joint CSS programme will be issued by Kannur University.

## **12. 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.

### **Percentage Equivalence of Grade**

<b>Range of % of Marks</b>	<b>Grade Letter</b>	<b>Grade Point</b>
95 - ≤100	O	10
85 - <95	A plus	9
75 - <85	A only	8
65 - <75	B plus	7
55 - <65	B only	6
50 - <55	P	5
<50	F	0
Absent	Ab	0

### **13. Award of Degree**

The university under its seal shall issue to the students, a consolidated grade card on completion of the programme. The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree. Separate Grade card will be issued at the request of candidates and based on University Guidelines issued from time to time. Details of description of evaluation process-Grade and Grade Point as well as indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the grade card.

### **14. Position Certificate:**

The University shall publish the list of top 3 candidates for each programme after the publication of the programme results. Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position. Also, Students who have completed the course by

availing the opportunity of reappearance for a course will not be eligible for Rank certificate. The position certificate shall be given for the 1<sup>st</sup> 3 positions based on the CGPA secured by the students. Rank certificate and position certificate shall be signed by the Controller of Examinations.

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.

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

There will be an Academic Advisory Committee in both streams consisting of representative Heads of Departments/Teachers from the University Departments to oversee and coordinate the conduct of the joint CSS work.

The following will be the composition of the joint CSS Academic Advisory Committee:

#### **Ex-Officio Members**

Pro-Vice-Chancellors (MGU & KU)

Dean (M. G. University & KU)

Directors/Professors of University Departments (2 persons from both MGU & KU), one of them has to act as the Convenor

#### **Nominated Members**

University Teachers (2 teachers from MGU & KU)

Registrar (MGU & KU)

Controller of Examinations (MGU & KU)

#### **External Experts**

Two external experts from pioneer institutes like IIT, IISc, IISER, IIST, NIT.

The nomination of the members of the Joint 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 joint 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 joint CSS Academic Advisory Committee and the Vice Chancellor. Student grievances that cannot be settled by the joint

CSS Academic Advisory Committee and the Vice Chancellor should be dealt with by the Syndicate. The joint CSS Committee will also prepare a uniform examination schedule for all the programmes between the universities. A common admission schedule for both the Departments in the Universities will also be prepared by the Academic Advisory Committee. All other work pertaining to the joint CSS will be conducted at the University Departments/Schools of Teaching and Research involved.

#### **16. 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 concerned 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.

The Joint M. Sc. Physics (Nanoscience and Nanotechnology) and Joint M. Sc. Chemistry (Nanoscience and Nanotechnology) will be awarded under Faculty of Science.

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

All the official matters of students starting from admission to issue of degree certificates and any further formalities should be dealt with the university in which they are admitted.

#### **17. Model Certificates:**

Certificates in the following model should be issued to students by MG University and Kannur University.



**Mahatma Gandhi  
University**



**Kannur  
University**

## **FACULTY OF SCIENCE**

*The Syndicate of the Mahatma Gandhi University in collaboration with Kannur University*

*hereby makes known that*

*Name of Student*

*has been admitted to the*

*Degree of Master of Science*

*He/she having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the ..... grade with a Cumulative Credit Point Average of .....in Branch ..... at the examination held in .....*

**Permanent Register Number:**

*Given under the seal of the University*



Dated:

**Vice-Chancellor**  
Mahatma Gandhi University



**Kannur  
University**



**Mahatma Gandhi  
University**

## **FACULTY OF SCIENCE**

*The Syndicate of the Kannur University in collaboration with Mahatma Gandhi University*

*hereby makes known that*

*Name of Student*

*has been admitted to the*

*Degree of Master of Science*

*He/she having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the ..... grade with a Cumulative Credit Point Average of .....in Branch ..... at the examination held in .....*

**Register Number:**

*Given under the seal of the University*



Dated:

**Vice-Chancellor  
Kannur University**

2. Certificate issued by Kannur University



## **18. Equivalency:**

Joint M. Sc. Physics (Nanoscience and Nanotechnology) and Joint M. Sc. Chemistry (Nanoscience and Nanotechnology) will be equivalent to the regular M. Sc. Programme in Physics/Chemistry conducted by Mahatma Gandhi University and Kannur University.

**Convenor,** Joint CSS Programme  
Mahatma Gandhi University

**Convenor,** Joint CSS Programme  
Kannur University