

MAHATMA GANDHI UNIVERSITY
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Kerala – 686 560

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REGULATION FOR
CHOICE BASED CREDIT SEMESTER SYSTEM
UNDERGRADUATE PROGRAMMES
IN THE
SCHOOL OF DISTANCE EDUCATION
(MGU – CBCSS – UG – SDE 2012)

2012

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Regulations of Choice based Credit Semester System Undergraduate Curriculum 2012 in School of Distance Education (CBCSS) - UG-SDE.

1. SHORT TITLE

1.1. These regulations shall be called "Mahatma Gandhi University Regulations of Choice based Credit Semester System - Under Graduate Curriculum 2011, in School of Distance Education" (MGU – CBCSS - UG SDE 2012.)

2. APPLICABILITY AND COMMENCEMENT

2.1. The regulations provided herein shall apply to all UG Programmes conducted by the Mahatma Gandhi University under School of Distance Education, under various faculties for the Programmes, including private registration, commencing from 2012-13 admission.

2.2. The provisions herein supersede all the existing regulations/orders governing conduct of programmes in Private/Distance mode in Undergraduate Programmes conducted by the Mahatma Gandhi University unless otherwise specified.

3. DEFINITIONS

3.1. 'Programme' means the entire course of study and examinations (traditionally referred to as course).

3.2. 'Duration of programmes' means the time period required for the conduct of the programme. The duration of an undergraduate degree programme shall be six semesters distributed in a period of 3 years.

3.3. 'Semester' means a term consisting of a minimum of 6 months including the days of examination.

3.4. 'Course' means a segment of subject matter to be covered in a semester (traditionally referred to as paper).

3.5. 'Common Course' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses, selection of which is compulsory for all students undergoing undergraduate programmes.

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3.6. 'Core course' means a compulsory course in a subject related to a particular degree programme.

3.7. 'Open Course' means a course which can be opted by a student at his/her choice. **(The Open Courses that can be chosen by the student shall be from among the courses prescribed by the respective Board of Studies)**

3.8. 'Complementary Course' means a course which is generally related to the core course (traditionally referred to as subsidiary paper).

3.9. 'Repeat Course' is a course that is repeated by a student for having failed in that course in an earlier registration.

3.10. 'Improvement course' is a course registered by a student for improving his performance in that particular course. Improvement should be made in the first immediate chance.

3.11. 'Credit'(Cr.) of a course is a measure of the weekly unit of work assigned for the course.

3.12. 'Letter Grade' or simply grade in a course is a letter symbol (A,B,C,D,E) which indicates the level of performance of a student in a course.

3.13. Each letter is assigned a 'Grade Point' (G) which is integer indicating the numerical equivalent of the broad level of performance of a student in a course.

3.14. 'Credit Point (P) of a course is the value obtained by multiplying the Grade Point (G) by the Credits (Cr.) of the course $P = G \times Cr.$

3.15. 'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of Credit Points (P) obtained by a student in the various courses taken in a semester by the total number of Credits taken by him/her in that semester. The Grade Point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

3.16. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of Credits and shall be rounded off by two decimal places.

3.17. Words and expressions used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

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4. PROGRAMME STRUCTURE

4.1. Students shall be admitted into undergraduate programme under faculties of - LANGUAGE AND LITERATURE, SOCIAL SCIENCES, SCIENCE, COMMERCE, MANAGEMENT SCIENCE, AND BEHAVIOURAL SCIENCES.

4.2. Duration: The duration of an Undergraduate Programme shall be 6 semesters distributed in a period of 3 academic years. The odd semesters shall be from June to October and even semesters shall be from December to April.

4.3. Courses: The Undergraduate programme shall include four types of courses, viz., Common Course (Code A), Core Courses (Code B), Complementary Courses (Code C), Choice Based course (Code D) and Open Courses (Code E).

4.4. Course Code: Each course shall have an alpha numeric code number, which includes abbreviation of the subject in two letters, the semester number (1 to 6) in which the course is offered, the code of the course (A to E) and the serial number of the course (01,02.....) For example: ENIBOI means core course in English for the first semester.

4.5. Common Courses: Every under graduate student shall undergo 10 common courses (Total 38 credits)

4.6. Core courses: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. The number of core courses varies from 10 to 18. The Credit of Project Work in each programme shall be distributed to courses in the 5th or 6th Semesters.

4.7. Complementary courses: Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters.

4.8. Open Courses

[Details of Core Courses, Complementary Courses and Open Courses will be notified each year at the time of admission notification for each programme.]

4.9. Credits: Each course shall have certain credits. For completing the degree programme, the student shall be required to attend examinations for a minimum of 120 credits (of which 38 credit shall be from Common courses, 78 credits from Core, Complementary, Choice based and 4 Credits from Open courses.)

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5. REGISTRATION

5.1. All the students who satisfy the minimum eligibility conditions can register through School of Distance Education, in different programmes.

5.2. A student who register for the programme shall complete the programme within 6 years from the year of registration.

5.3. Those students who have followed the UG courses in annual pattern can cancel their earlier registration and can register afresh for Choice based Credit Semester System-UG-School of Distance Education programme in the same discipline or a different one.

5.4. A student registered under Choice based Credit Semester System-UG-Regular pattern can change over to the Choice based Credit Semester System-UG-School of Distance Education mode in the same core programme, if that programme is offered under the CBCSS – UG – SDE and continue his studies from where he had stopped.

5.5. A student registered under Choice based Credit Semester System-UG-School of Distance Education mode may be permitted to change to Choice based Credit Semester System - UG - Regular mode in the same programme only.

6. BOARD OF STUDIES AND COURSES

6.1. The Scheme and Syllabi approved by the Board of Studies (UG) for various courses are offered in the Under-graduate Programmes in Distance Education Stream. The Board of Studies may design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified /re-designed courses, if necessary, to facilitate better exposures and training for the students.

6.2. The syllabus of a course shall include the title of the course, the number of credits and reference materials. The student shall complete the prerequisites, if any, for the course before the commencement of classes.

6.3. Each course shall have an alpha-numeric code, title and credits. The code gives information on the subject, the semester number and the serial number of the course.

7. ADMISSION

7.1. The admission to all Programmes will be as per the rules and regulations of the University.

7.2. The eligibility criteria for admission shall be as announced by the University from time to time

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7.3. All admission to Choice based Credit Semester System-UG-School of Distance Education will be done through School of Distance Education/Private Registration section.

8. EXAMINATION

8.1. For practical convenience, 1st and 2nd end semester exam may be conducted at the end of 2nd semester, 3rd and 4th Semester examinations at the end of 4th semester and 5th and 6th semester examinations at the end of 6th semester.

8.2. The theory examination of each course will be of 3 hours duration. It shall contain two parts (Internal and External). The internal examination will be conducted at the beginning of this 3 hours duration. For Internal examinations, 20 multiple choice questions are to be answered in the OMR Sheets during the first 15 minutes. The rest 2 hours 45 minutes are for answering External examination in the bar coded answer books.

8.3. The external question paper may contain objective, short answer type, paragraph type and essay type questions.

8.4. Different types of questions shall possess different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance. But a general pattern may be followed by the Board of Studies and is given in the appendix (Table 3).

9. EVALUATION AND GRADING

9.1. The evaluation scheme for each course shall contain two parts.

- (i) Internal Evaluation (OMR Test)
- (ii) External Evaluation

The weightage of internal and external evaluation is as follows.

Evaluation	Weightage
Internal	1
External	3

Both internal and external evaluation will be done using Direct Grading System.

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9.2. **Evaluation:** The external examination is to be conducted with question papers set by subject experts. The evaluation is done by a panel of examiners from affiliated colleges and retired teachers (upto the age of 65) on a well-defined scheme of evaluation prepared by concerned Board of Examiners.

9.3. Photocopies of the answer scripts of the external examination shall be made available to the students on payment of the prescribed fee with an application to that effect after the completion of Re-valuation and Scrutiny. Students can apply for revaluation / scrutiny within the last date prescribed in the notification of the results of each examination.

9.4. Re-valuation: There is provision for Re-valuation in the new system of grading. The existing rules of award of grades consequent on Re-valuation will be followed.

10. DIRECT GRADING SYSTEM

10.1. DIRECT GRADING SYSTEM based on a 5 point scale is used to evaluate the performance (External and Internal) of students.

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

10.2. Each course is evaluated by assigning a letter grade (A,B,C,D or E) to that course by the method of direct grading. The Internal (weight=1) and External (weight=3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weights (See Appendix for details).

10.3. A combined minimum of D Grade for Internal (OMR) and External is required for a pass in a course and the entire programme for awarding a degree.

10.4. There will be no supplementary examinations. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch. For re-appearance / improvement, students can appear along with the next batch.

10.6. The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for grading the students.

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An overall grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CGPA using a 7 point scale given below.

Overall Grade in a Programme

CGPA	Overall Letter Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

For instance, if CGPA of a student turns out to be 3.42, then her/his Cumulative Grade will be B+.

CGPA can be calculated as detailed below :

If the candidate is awarded two A grades, three B grades and one C grade for the six semesters and has 120 credits, the CGPA is calculated as follows :

Semester	Credit taken	Grade	Grade Point	Credit Point
1	20	B	3	60
2	20	B	3	60
3	20	A	4	80
4	20	C	2	40
5	20	B	3	60
6	20	A	4	80
TOTAL	120			380
CGPA	Total credit points / Total Credits = $380/120 = 3.17$ (which is between 3.00 and 3.49 in the 7 point scale). The overall Grade awarded is B+			

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for grading students. An overall letter grade (Cumulative Grade) for the entire Programmes shall be awarded to a student depending on her/his CGPA.

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10.7. Improvement course: A maximum of two courses (common, core, complementary) can be improved in each semester. Provided that it should be done at the next immediate examination.

11. GRADE CARD

11.1. The University will not issue separate semester wise grade card to the students. The students can download the same from University website. Semester wise grade card shall be issued on specific request on payment of prescribed fee.

11.2. The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme. The final grade card shall show the CGPA and the overall letter grade of a student for the entire programme.

11.3. A separate grade card shall be issued with the CGPA of common courses alone at the end of IV Semester of Model-I programmes.

12. AWARD OF DEGREE

12.1. The successful completion of all the courses (common, core, complementary and open courses) for the degree programme with C grade (CGPA of 1.5) shall be the minimum requirement for the award of the degree.

13. GRIEVANCE REDRESSAL COMMITTEE :

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

14. TRANSITORY PROVISION

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

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APPENDIX

1. DIRECT GRADING SYSTEM

Evaluation (Internal and External) is carried out using a Direct Grading System based on a 5-point scale given below:

Table 1 : Direct Grading System

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

In Direct Grading, each answer in an answer book is directly given a letter grade in place of marks. The overall grade of the answer book is then obtained by adding these grades of the individual answers accounting for the weights defined for the corresponding questions in the question paper (see below). Addition of letter grades is facilitated by the numerical grade point associated with each letter grade (see table 1). There is no involvement of marks in this system of valuation.

Grades of individual answers are decided with the help of a well defined scheme of valuation. The best answer is given grade A (Excellent) and the worst answer is given grade E (Poor). Answers falling in between these two grades are assigned the grades B (Very GOOD), C (Good), D(Average) depending on their quality with reference to the scheme.

2. EXTERNAL EVALUATION

2.1. Calculation of the Grade of an answer paper (External Grade)

Let us now consider a full question paper consisting of 9 short answer type (compulsory), 7 paragraph type (5 to be answered) and 3 essay type questions (two to be answered). Knowing the grades awarded to the answers of these questions the overall grade of the answer paper can be calculated as shown in table 2.

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Table 2. Calculation of Grade of an answer paper

Question Type	Question No.	Grade Awarded	Grade Points	Weight	Weighted Grade Point
Short Answer (Compulsory)	1	A	4	1	4
	2	D	1	1	1
	3	B	3	1	3
	4	C	2	1	2
	5	A	4	1	4
	6	B	3	1	3
	7	D	1	1	1
	8	C	2	1	2
	9	A	4	1	4
Short Answer Type (5 out of 7)	10	A	4	2	8
	11	D	1	2	2
	12	B	3	2	6
	13	-	-	-	-
	14	A	4	2	8
	15	B	3	2	6
	16	-	-	-	-
Essay (2 out of 3)	17	-	-	-	-
	18	A	4	4	16
	19	A	4	4	16
TOTAL				27	86

Grade of a Course = Sum of weighted Grade points / sum of weight

$$= 86/27$$

$$= 3.19 = \text{Grade B.}$$

3. INTERNAL EVALUATION

The internal examinations may be conducted with 20 multiple choice question (taken from a pool of 200-250 MCQ provided as a question bank by School of Distance Education) and OMR answer sheet. The grading may be done as follows (Table 3)

Table.3

Correct Answer to	Grade Awarded
16-20 questions	A
11-15 questions	B
06-10 questions	C
01-05 questions	D
0 questions	E

4. CALCULATION OF THE GRADE OF A COURSE

The grade of a course is calculated by combining the grades of the External and internal examinations taking care of their weights. For a particular course, let the grades scored by a student be C and B respectively for the External and Internal evaluations as shown in the above examples. Then the grade of the course can be calculated as follows :

Table 4 Calculation of the Grade of a course:

Exam	Weight	Grade Awarded	Grade Points	Weighted Grade Points
External	4	C	2	8
Internal	1	B	3	3
Total	5			11

Grade of a course = Sum of weighted grade points / sum of weight = $11/5 = 2.20 = \text{Grade C}$

5. CALCULATION OF SGPA

After calculating the grade of each course as mentioned above, we can calculate SGPA as shown below.

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Table 5 Calculation of SGPA

Course Code	Title of Course	Credit	Grade Awarded	Grade Points	Credit Points
01	...	3	A	4	12
02	...	4	B	3	12
03	...	4	C	2	8
04	...	4	C	2	8
05	...	4	B	3	12
Total		19			52

SGPA = Sum of Credit points/Sum of Credits = $52/19 = 2.74$

SGPA is shown in 2 decimal places

6. CALCULATION OF CGPA : Just as we calculated SGPA, CGPA can be calculated at the end of a programme considering all the courses taken by the student Subject to the minimum credits requirements.

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