MAR ATHANASIUS COLLEGE (AUTONOMOUS)
KOTHAMANGALAM, KERALA - 686666

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REGULATIONS OF THE POSTGRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM - MAC-PG-CSS2019

(2019 Admission onwards)

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1. SHORT TITLE

1.1 These Regulations shall be called "Mar Athanasius College (Autonomous) Regulations (2019) governing Postgraduate Programmes under the Credit Semester System (MAC-PG-CSS2019)".

1.2 These Regulations shall come into force from the Academic Year 2019-2020.

2. SCOPE

2.1 The regulations provided here in shall apply to all Regular Postgraduate (PG) Programmes, M.A./M.Sc./M.Com., conducted by Mar Athanasius College (Autonomous) with effect from the academic year 2019-2020 admission onwards.

3. DEFINITIONS

3.1 **'Academic Committee'** means the Committee constituted by the Principal under this regulation to monitor the running of the Post-Graduate programmes under the Credit Semester System (MAC-PG-CSS2019).

3.2 *'Academic Week'* is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

3.3 '**Audit Course**' is a course for which no credits are awarded.

3.4 **'CE' means Continuous Evaluation (Internal Evaluation)**

3.5 **'College Co-ordinator'** means a teacher from the college nominated by the Principal to look into the matters relating to MAC-PG-CSS2019 for programmes conducted in the College.

3.6 **'Comprehensive viva-voce'** means the oral examinations conducted by the appointed examiners and shall cover all courses of study undergone by a student for the programme.

3.7 **'Common Course'** is a core course which is included in more than one programme with the same course code.

3.8 '**Core Course**' means a course that the student admitted to a particular programme must successfully complete to receive the Degree and which cannot be substituted by any other course.

3.9 '**Course**' means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project /practical training / assignments/ evaluation etc., to meet effective teaching and learning needs.

3.10 **'Course Code'** means a unique alpha numeric code assigned to each course of a programme.

3.11 '**Course Credit**' One credit of the course is defined as a minimum of one hour lecture / minimum of 2 hours lab/ field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination.

3.12 **'Course Teacher'** means the teacher of the institution in charge of the course offered in the programme.

3.13 **'Credit (Cr)'** of a course is a numerical value which depicts the measure of the weekly unit of work assigned for that course in a semester.

3.14 '**Credit point(CP)**' of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course **CP=GP x Cr**.

3.15 '**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 to two decimal places. CGPA determines the overall performance of a student at the end of a programme.
    (CGPA = Total CP obtained/ Total credits of the programme)

3.16 '**Department**' means any teaching Department offering a programme of study in the institution.

3.17 '**Department Council**' means the body of all teachers of a Department in a College.

3.18 **'Dissertation'** means a long document on a particular subject in connection with the project /research/ field work etc.

3.19 **'Duration of Programme'** means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be 4 semesters spread over two academic years.

3.20 **'Elective course'** means a course, which can be substituted, by equivalent course from the same subject.

3.21 **'Elective Group'** means a group consisting of elective courses for the programme.

3.22 **'ESE' means End Semester Evaluation (External Evaluation).**

3.23 **'Evaluation'** is the process by which the knowledge acquired by the student is quantified as per the criteria detailed in these regulations.

3.24 **'External Examiner'** is the teacher appointed from other colleges for the valuation of courses of study undergone by the students in the College. The external examiner shall be appointed by the Institution.

3.25 **'Faculty Advisor'** is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.

3.26 **'Grace Grade Points'** means grade points awarded to course(s), recognition of the students' meritorious achievements in NSS/NSS/Sports/Arts and cultural activities etc.

3.27 **'Grade point'** (GP) Each letter grade is assigned a Grade point (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

3.28 **'Grade Point Average(GPA)'** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade point obtained in the course by the sum of the weights of Course. **(GPA= $\sum$WGP / $\sum$W)**

3.29 **'Improvement course'** is a course registered by a student for improving his performance in that particular course.

3.30 **'Internal Examiner'** is a teacher nominated by the department concerned to conduct Internal evaluation.

3.31 '**Letter Grade**' or '**Grade**' for a course is a letter symbol (A+, A, B+, B, C+, C, D) which indicates the broad level of performance of a student for a course.

3.32 **MAC-PG-CSS2019 means Mar Athanasius College Regulations Governing Post Graduate programmes under Credit Semester System, 2019.**

3.33 '**Parent Department**' means the Department which offers a particular postgraduate programme.

3.34 '**Plagiarism**' is the unreferenced use of other authors' material in dissertations and is a serious academic offence.

3.35 '**Programme**' means the entire course of study and Examinations.

3.36 **'Project'** is a core course in a programme. It means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department / any appropriate research centre in order to submit a dissertation on the project work as specified. It allows students to work more autonomously to construct their own learning and culminates in realistic, student-generated products or findings.

3.37 '**Repeat course**' is a course that is repeated by a student for having failed to complete the programme in an earlier registration.

3.38 '**Semester**' means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.

3.39 '**Seminar**' means a lecture given by the student on a selected topic and expected to train the student in self-study, collection of relevant matter from various resources, editing, document writing and presentation.

3.40 '**Semester Grade point average(SGPA)**' is the value obtained by dividing the sum of credit points (CP) obtained by the student in the various courses taken in a semester by the total number of credits for the course in that semester. The SGPA shall be rounded off to two decimal places. SGPA determines the

overall performance of a student at the end of a semester (SGPA = Total CP obtained in the semester / Total Credits for the semester).

3.41 '**Tutorial**' means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

3.42 **'Parent University'** means Mahatma Gandhi University, Kottayam, Kerala.

3.43 '**Weight**' is a numeric measure assigned to the assessment units of various components of a course of study.

3.44 '**Weighted Grade Point (WGP)**' is grade points multiplied by weight. **(WGP=GPxW)**

3.45 **'Weighted Grade Point Average (WGPA)' is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points by the sum of the weights. WGPA shall be obtained for CE (Continuous Evaluation) and ESE (End Semester Evaluation) separately and then the combined WGPA shall be obtained for each course.**

3.46 **Words and expressions** used and not defined in this regulation but defined in the Parent University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. ACADEMIC COMMITTEE

4.1. There shall be an Academic Committee constituted by the Principal to manage and monitor the working of MAC-PG-CSS2019.

4.2. The Committee consists of

(a) The Principal

(b) Dean-Academics

(c) The Controller of Examinations

(d) Two senior teachers nominated from among the Faculty members

5. PROGRAMME STRUCTURE

5.1 Students shall be admitted to post graduate programme under the various faculties. The programme shall include three types of courses, Core Courses,

Elective Courses and Common core courses. There shall be a project with dissertation and comprehensive viva-voce as core courses for all programmes. The programme shall also include assignments / seminars/ practical's etc.

5.2 No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80.

5.3. **Elective courses and Groups**

5.3.1 There shall be various groups of Programme Elective courses for a Programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group shall be the subject of specialization of the programme.

5.3.2 The elective courses shall be either in fourth semester or distributed among third and fourth semesters. There may be various groups of Elective courses (three elective courses in each group) for a programme such as Group A, Group B etc. for the choice of students, subject to the availability of facility and infrastructure in the institution.

5.3.3 The selection of courses from different elective groups is not permitted.

5.3.4 The elective groups selected for the various Programmes shall be Intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group selected for the students who are admitted in a particular academic year for various programmes shall not be changed.

5.4 P**roject Work**

5.4.1. Project work shall be completed in accordance with the guidelines given in the curriculum.

5.4.2 Project work shall be carried out under the supervision of a teacher of the department concerned.

5.4.3. A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.

5.4.4 There shall be an internal assessment and external assessment for the project work.

5.4.5. The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.

5.4.6 The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.

5.4.7 The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.

5.4.8 Project work/Field work etc. shall be carried out over and above the regular working hours of the Programme.

5.5 **Assignments:** Every student shall submit at least one assignment as an internal component for each course.

5.6 **Seminar Lecture:** Every PG student shall deliver one seminar lecture as an internal component for every course with a weightage of two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing and presentation.

5.7 **Test Papers(Internal):**Every PG student shall undergo at least two class tests as an internal component for every course with a weight one each. The best two shall be taken for awarding the grade for class tests.

5.8. No courses shall have more than 5 credits unless otherwise specified.

5.9. **Comprehensive Viva-Voce** -Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.

5.9.1. Comprehensive Viva-Voce shall cover questions from all courses in the Programme.

5.9.2. There shall be an internal assessment and an external assessment for the comprehensive Viva-Voce.

6. **ATTENDANCE**

6.1. 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 institution.

6.2 If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union/ university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.

6.3 Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules and Clause 7.2.

6.4. A Regular student who has undergone a programme of study under earlier regulation/ Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MAC-PG-CSS2019 regulations and conditions specified in 6.3.

6.5. A Regular student of Programmes without Practical's in MAC-PG-CSS2019 can switch over to Private registration under MAC-PG-CSS2019 regulations subject to Clause 7.2.

6.6 A student who had sufficient attendance and could not register for fourth semester examination can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

7. **REGISTRATION/ DURATION**

7.1 A student shall be permitted to register for the programme at the time of admission.

7.2 A student who registered for the Programme shall complete the Programme with in a period of four years from the date of commencement of the Programme.

7.3 Students are eligible to pursue studies for additional post graduate degree. They shall be eligible for award of degree only after successful completion of two years (four semesters of study) either as college going student or through private study.

8. ADMISSION

8.1 The admission to all PG programmes shall be as per the rules and regulations of M.G University, Kottayam.

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

8.3 There shall be provision for inter collegiate transfer and inter University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.

8.4 Inter University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.

8.5 There shall be provision for credit transfer subject to the conditions specified by the Board of Studies/ Expert Committee concerned.

9. ADMISSION REQUIREMENTS

9.1 Candidates for admission to the first semester of the PG programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as eligible thereto.

9.2 Students admitted under this programme are governed by the Regulations in force.

10. PROMOTION:

10.1 A student who registers for the end semester examination shall be promoted to the next semester

10.2 A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

10.3 The medium of Instruction shall be English except programmes under faculty of Language and Literature.

11. EXAMINATIONS

11.1 **End-Semester Examinations**: The examinations shall be at the end of each semester.

11.2 Practical examinations shall be conducted at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.

11.3 There shall be one end-semester examination of 3 hours duration for each lecture based and practical courses.

11.4 Project evaluation and Comprehensive Viva -Voce shall be conducted at the end of the programme only.

11.5 A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

11.6 A **comprehensive online test** may be conducted for each course during every semester.

12. EVALUATION AND GRADING

12.1 **Evaluation:** The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation(ESE) (External Evaluation) and (b) Continuous Evaluation (CE) (Internal Evaluation). 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both End Semester Evaluation (ESE) and Continuous Evaluation (CE) shall be carried out using direct grading system.

12.2 **Direct Grading: The direct grading for CE (Internal) and ESE (External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4, 3, 2, 1 and 0 respectively.**

12.3 **Grade Point Average (GPA): Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in 12.17.**

12.4 **Internal evaluation:** The internal evaluation shall be based on predetermined transparent system periodic written tests, online test, assignments, seminars, lab skills, records, viva-voce etc.

12.5 **Components of Internal (CE) and External Evaluation(ESE):** Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System. Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva-voce within the framework of the regulation.

12.6 **There shall be no separate minimum grade point for internal evaluation.**

12.7 **The model of the components and its weightages for Continuous Evaluation(CE) and End Semester Evaluation(ESE) are shown in below:**
a) For Theory(CE) (Internal)

	Components	**Weightage**
i.	Assignment	1
ii.	Seminar	2
iii.	Best Two Test papers	2(1 each)
Total		**5**

(Average grade of the best two papers can be considered. For test paper all the Questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grades)

b) For Theory(ESE) (External)

Evaluation is based on the pattern of Question specified in **12.15.5**

c) For Practical (CE) (Internal)

Components	Weightage
Written / Lab Test	2
Lab Involvement and Record	1
Viva	2
Total	**5**

(The components and weightage of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 5)
d) For Practical (ESE) (External)

Components	Weightage
Theory &Procedure	6
Understanding of the Experiment	3
Skill/Data Analysis	3
Final Result and inferences	3
Total	**15**

(The components and weightage of the practical (External) can be modified by the concerned BOS without changing the total weightage 15)

e) For Project (CE) (Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project viva	1
Total	**5**

(The components and the weightage of the components of the Project (Internal) can be modified by the concerned BOS without changing the total weightage 5)

f) For Project (ESE) (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project viva	5
Total	**15**

(The components and the weightage of the components of the Project (External) can be modified by the concerned BOS without changing the total weightage 15)

g) Comprehensive viva-voce (CE) (Internal)

Components	Weightage
Comprehensive viva-voce(all courses from first semester to fourth semester)	5
Total	**5**

(Weightage of the components of the Comprehensive viva-voce(Internal) shall not be modified.)

h) Comprehensive viva-voce (ESE) (External)

Components	Weightage
Comprehensive viva-voce(all courses from first semester to fourth semester)	15
Total	**15**

(Weightage of the components of the Comprehensive viva-voce(External) shall not be modified.)

12.8 **All grade point averages shall be rounded to two digits.**

12.9 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination.

12.10 **There shall not be any chance for improvement for internal grade.**

12.11 The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course and a copy should be kept in the college for verification for at least two years after the student completes the programme.

12.12 **External Evaluation.** The external examination in theory courses is tobe conducted by the College at the end of the semester. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination.

12.13 Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University.

12.14 The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.

12.15. **Pattern of Questions**

12.15.1 **Questions shall be set to assess knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.**

12.15.2 The question setter shall ensure that questions covering all skills are set.

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

12.15.4 The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.

12.15.5 Weight: Different types of questions shall be given different weights to quantify their range as follows:

Sl.No.	Type of Questions	Weight	Number of questions to be answered
1	Short Answer type questions	1	8 out of 10
2	Short essay / problem solving type questions	2	6 out of 8
3	Long Essay Type questions	5	2 out of 4

12.16 **Pattern of question for practical** - The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

12.17 **Direct Grading System -** Direct Grading System based on a 6- point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade point(G)	Grade Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

12.18 **Performance Grading**

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good(Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
up to 1.99	D	Deficient(Fail)

12.19 **No separate minimum is required for Internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course**

12.20 A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

12.21 **Improvement of Course**- The candidate who wish to improve the grade/grade point of the external examination of the of a course/ courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semester of the programme.

12.22 **One Time Betterment Programme**- A candidate will be permitted to improve the **CGPA** of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The **CGPA** for the betterment appearance will be computed based on the **SGPA** secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of **CGPA** of a programme, he/she has to appear for the external examination of the entire semester(s) excluding practicals /project /comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular (First appearance)

12.23 **Semester Grade Point Average(SGPA) and Cumulative Grade Point Average (CGPA) Calculations.** The SGPA is the ratio of sum of the credit point of all courses taken by a student in a 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.

Semester Grade Point Average -SGPA (S$_j$) = $\sum$(C$_i$ x G$_i$) / $\sum$C$_i$

(SGPA= Total credit Points awarded in a semester / Total credits of the semester)

Where 'S$_j$' is the jth semester, 'G$_i$' is the grade point scored by the student in the ith course 'C$_i$' is the credit of the ith course.

12.24 **Cumulative Grade Point Average** (**CGPA)** of a programme is calculated using the formula:-

Cumulative Grade Point Average (CGPA) = $\sum$(C$_i$ x S$_i$) / $\sum$C$_i$

(CGPA= Total credit Points awarded in all semester / Total credits of the programme)

Where 'C$_i$' is the credit for the ith semester, 'S$_i$' is the SGPA for the ith semester. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of semester, a student shall pass all courses and score a minimum **SGPA** of 2.0. However a student is permitted to move to the next semester irrespective of her/his **SGPA**

12.25 Audit courses/Certificate courses may be conducted by respective departments as designed by the Board of Studies. No external examination is applicable for audit courses.

13.   GRADE CARD

13.1 The Institution under its seal shall issue to the students, a consolidated grade card on completion of the programme, which shall contain the following information.

a) Name of the University.

b) Name of college

c) Title of the PG Programme.

d) Name of Semesters

e) Name and Register Number of students

f) Code, Title, Credits and Max GPA(Internal, External & Total) of each course (theory &practical), project, viva etc in each semester.

g) Internal, external and Total grade, Grade Point (G), Letter grade and Credit point (P) in each course opted in the semester.

h) The total credits and total credit points in each semester.

i) Semester Grade Point Average (SGPA) and corresponding Grade in each semester

j) Cumulative Grade Point Average (CGPA), Grade for the entire programme.

k) Separate Grade card will be issued.

l) Details of description of evaluation process- Grade and Grade Pointas 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.   AWARD OF DEGREE - 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.

15.   MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Principal to monitor the internal evaluations conducted.

16.   RANK CERTIFICATE

Rank certificate shall be issued to candidates who secure positions 1st and 2nd. 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. Rank certificate shall be signed by the Principal and the Controller of Examinations.

17.   GRIEVANCE REDRESSAL COMMITTEE

17.1   **Department level:** The College shall form a Grievance Redressal Committee in each Department comprising of the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

17.2.   **College level:** There shall be a college level Grievance Redressal Committee comprising of faculty advisor, college co-ordinator, one senior teacher and one staff council member and the Principal as Chairperson.

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

18. TRANSITORYPROVISION

Not withstanding anything contained in these regulations, the Principal shall, for a period of three 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.

19. REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Credit Semester System in their application to any course offered in a College, the latter shall prevail.

20. Credits allotted for Programmes and Courses

20.1 Total credit for each programme shall be **80**.

20.2 Semester-wise total credit can vary from 16to25

20.3 The minimum credit of a course is 2 and maximum credit is 5

21. Common Course: If a course is included as a common course in more than one programme, its credit shall be same for all programmes.

22. Course codes: The course codes assigned for all courses (core courses, elective courses, common courses etc.) shall be unique.

23. Models of distribution of courses, course codes, type of the course, credits, teaching hours for a programme are given in the following tables.

Example: **Programmes with practical -Total Credits 80**- Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours Per Week	Credit	Total Credits
I	Course.code1	Name1	core	4	4	19
	Course.code2	Name2	core	4	4	
	Course.code3	Name3	core	4	4	
	Course.code4	Name4	core	3	3	
	Practical Course.code5	Name5	core	10	4	
II	Course.code6	Name6	core	4	4	20
	Course.code7	Name7	core	4	4	
	Course.code8	Name8	core	4	4	
	Course.code9	Name9	core	3	4	
	Practical-Course.code10	Name10	core	10	4	
III	Course.code11	Name11	core	4	4	20
	Course.code12	Name12	core	4	4	
	Course.code13	Name13	core	4	4	
	Course.code14	Name14	core	3	4	
	Practical Course.code15	Name15	core	10	4	
IV	Course.code16	Name16	Elective	5	3	21
	Course.code17	Name17	Elective	5	3	
	Course.code18	Name18	Elective	5	3	
	Practical-Course.code19	Name19	core	10	5	
	Project-Course.code20	Name20	core		5	
	Comprehensive viva- voce Course.code 21	Name 21	core		2	
Total						**80**

Example: **Programmes without practical -Total Credits 80**- Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours per week	Credit	Total Credits
I	Course.code1	Name1	core	5	4	
	Course.code2	Name2	core	5	4	
	Course.code3	Name3	core	5	4	20
	Course.code4	Name4	core	5	4	
	Course.code5	Name5	core	5	4	
II	Course.code6	Name6	core	5	4	
	Course.code7	Name7	core	5	4	
	Course.code8	Name8	core	5	4	20
	Course.code9	Name9	core	5	4	
	Course.code10	Name10	core	5	4	
III	Course.code11	Name11	core	5	4	
	Course.code12	Name12	core	5	4	
	Course.code13	Name13	core	5	4	20
	Course.code14	Name14	core	5	4	
	Course.code15	Name15	core	5	4	
IV	Course.code16	Name16	core	5	3	
	Course.code17	Name17	core	5	3	
	Course.code18	Name18	Elective	5	3	
	Course.code19	Name19	Elective	5	3	20
	Course.code20	Name20	Elective	5	3	
	Project-Course.code20	Name20	core	-	3	
	Comprehensive viva-voce Course.code21	Name 21	core	-	2	
Total						**80**

Appendix

1. **Evaluation first stage – Both internal and external to be done by the teacher)**

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

The final Grade range for courses, SGPA and CGPA

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
Upto1.99	D	Deficient(Fail)

Theory-External-ESE

Maximum weight for external evaluation is 30. Therefore Maximum Weighted Grade Point (WGP) is 150

Type of Question	Qn. No's	Grade Awarded	Grade point	Weights	Weighted Grade Point
Short Answer	1	A+	5	1	5
	2	-	-	-	-
	3	A	4	1	4
	4	C	2	1	2
	5	A	4	1	4
	6	A	4	1	4
	7	B	3	1	3
	8	A	4	1	4
	9	B	3	1	3
	10	-	-	-	
Short Essay	11	B	3	2	6
	12	A+	5	2	10
	13	A	4	2	8
	14	A+	5	2	10
	15	-	-	-	-
	16	-	-	-	-
	17	A	4	2	8
	18	B	3	2	6
Long Essay	20	A+	5	5	25
	21	-	-	-	-
	22	-	-	-	-
	23	B	3	5	15
			TOTAL	**30**	**117**

Calculation :

Overall Grade of the theory paper = Sum of Weighted Grade Points /Total weight = 117/30 = 3.90 = Grade B+

Theory-Internal-CE

Maximum weight for internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25.

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Assignment	1	A	4	4	**WGP/Total weight= 24/5 =4.8**
Seminar	2	A+	5	10	
Test paper 1	1	A+	5	5	
Test paper 2	1	A+	5	5	
Total	**5**			**24**	**A+**

Practical-External-ESE

Maximum weight for external evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight(W)	Grade Awarded	Grade Point(GP)	WGP=W*GP	Overall Grade of the course
Theory and Procedure	6	A	4	24	**WGP/Total weight= 60 / 15 = 4**
Understanding of the Experiment	3	A+	5	15	
Skill / Data Analysis	3	B	3	9	
Final Result and Inferences	3	A	4	12	
Total	**15**			**60**	**A**

Practical-Internal-CE

Maximum weight for internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Written/ Labtest	2	A	4	8	**WGP/Total weight=17/5 =3.40**
Lab involvement & record	1	A+	5	5	
viva	2	C	2	4	
Total	**5**			**17**	**B**

Project-External-ESE

Maximum weight for external evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP= W*GP	Overall Grade of the course
Relevance of the topic & Analysis	2	C	2	4	**WGP/Total weight = 59/15= 3.93**
Project content & presentation	8	A+	5	40	
Project viva- voce	5	B	3	15	
Total	**15**			**59**	**B+**

Practical-Internal-CE

Maximum weight for internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Relevance of the topic & Analysis	2	B	3	6	WGP/Total weight= 21/5 = 4.2
Project content & presentation	2	A+	5	10	
Project viva-voce	1	A+	5	5	
Total	**5**			**21**	**A**

Comprehensive viva-voce-External-ESE

Maximum weight for external evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP=W*GP	Overall Grade of the course
Comprehensive viva-voce	15	A	4	60	WGP/Total weight = 60 / 15 = 4
Total	**15**			**60**	**A**

Comprehensive viva-voce-Internal-CE

Maximum weight for internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Comprehensive viva-voce	5	A+	5	25	WGP/Total weight = 25/ 5 = 5
Total	**5**			**25**	**A+**

2. Evaluation Second stage-(to be done by the College)

Consolidation of the Grade (GPA) of a Course PC-1

The End Semester Evaluation (ESE) (External evaluation) grade awarded for the course PC-1 is A and its Continuous Evaluation (CE) (Internal Evaluation) grade is A. The consolidated grade for the course PC-1 is as follows

Evaluation	Weight	Grade awarded	Grade Points awarded	Weighted Grade Point
External	3	A	4.20	12.6
Internal	1	A	4.40	4.40
Total	**4**			**17**
Grade of a course.	GPA of the course =Total weighted Grade Points/Total weight= **17/4 =4.25 = Grade A**			

3. Evaluation Third stage-(to be done by the College)

Semester Grade Point Average (SGPA)

Course code	Title of the course	Credits (C)	Grade Awarded	Grade Points(G)	Credit Points (CP=C X G)
01	**PC-1**	**5**	**A**	**4.25**	**21.25**
02	**-----**	**5**	**A**	**4.00**	**20.00**
03	**-----**	**5**	**B+**	**3.80**	**19.00**
04	**-----**	**2**	**A**	**4.40**	**8.80**
05	**-----**	**3**	**A**	**4.00**	**12.00**
TOTAL		**20**			**81.05**
SGPA	**Total credit points / Total credits = 81.05/20 = 4.05= Grade- A**				

4. Evaluation Fourth stage - (to be done by the College)

Cumulative Grade Point Average (CGPA)

If a candidate is awarded three **A+** grades in semester 1(SGPA of semester 1), semester 2 (SGPA of semester 2), semester 4 (SGPA of semester 4) and **B** grades in semester 3 (SGPA of semester 3). Then CGPA is calculated as follows:

Semester	Credit of the Semesters	Grade Awarded	Grade point (SGPA)	Credit points
I	20	A+	4.50	90
II	20	A+	4.60	92
III	20	B	3.00	60
IV	20	A+	4.50	90
TOTAL	**80**			**332**
CGPA= Total credit points awarded / Total credit of all semesters = 332 / 80= 4.15 **(Which is in between 4.00 and 4.49 in 7-point scale)** **Therefore the overall Grade awarded in the programme is A**				