



UNIVERSITY OF CALICUT

Abstract

General & Academic- CUCBCSS UG Regulations 2014-Choice Based Credit Semester System - Modified Regulations - for all UG Programmes under CUCBCSS- Regular and SDE-w.e.f 2014 - implemented -Orders issued.

G & A - IV - J

U.O.No. 13562/2016/Admn

Dated, Calicut University.P.O, 18.11.2016

- Read:-*
1. Hridayakumari Committee Report on CBCSS
 2. GO(Ms)No.507/2012/HEdn dated 16.10.2012.
 3. Letter from Vice Chairman, KSHEC dated 08.11.2012.
 4. U.O.No. 3797/2013/CU dated, 07.09.2013(File Ref.No.13725/GA - IV - J - SO/2013/CU)
 5. U.O.No.9818/2014/Admn dated 23.10.2014.
 6. Item No. a.45 in the minutes of the LXXII meeting of Academic Council held on 15.01.2015.
 7. Item No. III-8 in the minutes of the Senate Meeting held on 28.03.2015.
 8. U.O.No. 11850/2015/Admn Dated, Calicut University.P.O, 20.11.2015
 9. U.O.No. 3196/2016/Admn Dated, Calicut University.P.O, 21.03.2016 & U.O.No. 3197/2016/Admn Dated, Calicut University.P.O, 21.03.2016
 10. Item No.1(D) in the minutes of the meeting of Steering Committee on CUCBCSS UG 2014 held on 29.09.2016

ORDER

Hridayakumari Committee appointed by the Govt. of Kerala, in its report submitted to the Govt. has suggested changes/reforms on the Choice Based Credit Semester System, in the Universities in Kerala.

The Executive Council of Kerala State Higher Education Council considered Hridayakumari Committee Report and made 11 recommendations for consideration by the Universities in Kerala, as per paper read as (2).

The Kerala State Higher Education Council further requested the Vice Chancellors of the concerned Universities to consider those 11 recommendations and to start the process of reforming the Choice Based Credit Semester system with immediate effect so that the revised system can be implemented w.e.f the next academic year, vide paper read as (3).

The Modified CBCSS UG Regulations has been implemented vide paper read as (4).

Modified CUCBCSS UG Regulations 2014, w.e.f 2014 admissions, for all UG programmes under CUCBCSS- Regular and SDE in the University of Calicut has been implemented vide paper read as (5).

The LXXII meeting of Academic Council held on 15.01.2015, vide paper read as (6), ratified and the Senate, vide paper read as (7), approved the modified CUCBCSS UG Regulations 2014, for all UG Programmes under CUCBCSS-Regular and SDE, w.e.f 2014 admissions.

Vide paper read as (8), the Modified Regulation 2014 implemented effecting the changes in Clause 4.11 and 8.2 and referring U.O.No. 9074/2015/Admn Dated, Calicut University.P.O, 24.08.2015 and U.O.No. 9347/2015/Admn Dated, Calicut University.P.O, 04.09.2015, the clarifications in the readmission process of regular students of 2013 and earlier admission of semester system to the present batch and students of 2013 and earlier admission of School of Distance Education, in Clause 6.12.

Vide paper read as (9), U.O.No.9347/2015/Admn dated 04.09.2015 and U.O No.9074/2015/Admn dated 24.08.2015 modified. Accordingly U.O.No. 3196/2016/Admn Dated, 21.03.2016 & U.O.No. 3197/2016/Admn Dated, 21.03.2016 have been implemented. Subsequent modifications have been made in the Clause 6.12 in the Regulation also.

The Steering Committee on CUCBCSS UG 2014 held on 29.09.2016, vide paper read as (10) resolved to include Bachelor of Visual Communication (BVC) as the subject under Language Reduced Pattern (LRP) in Group 3, under Clause 4.5 of UG Regulation.

Hence the CUCBCSS UG Regulations 2014, w.e.f.2014 admissions, for all UG programmes under CUCBCSS- Regular and SDE in the University of Calicut, has been modified to this extent.

Orders are issued accordingly.

(The Modified CUCBCSS UG Regulations 2014 is available in the University website:www.universityofcalicut.info)

Anuja Balakrishnan
Deputy Registrar

To

All the Institutions and Depts. under the University of Calicut
Copy to: Director SDE/PS to VC/ PA to Registrar/ PA to CE

Forwarded / By Order

Section Officer

UNIVERSITY OF CALICUT
Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum -2014

1. TITLE

1.1 These regulations shall be called “Calicut University Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2014” (CUCBCSSUG 2014).

2. SCOPE, APPLICATION & COMMENCEMENT

2.1 The regulations provided herein shall apply to all regular Under- Graduate programmes under faculties conducted by the University of Calicut for the admissions commencing from 2014, with effect from the academic year 2014-2015.

2.2 The provisions herein supersede all the existing regulations for the regular Under- Graduate programmes under faculties specified in section 4.1 conducted by University of Calicut unless otherwise specified.

2.3 These regulations are applicable to the UGC programmes under School of Distance Education, University of Calicut, also.

2.4 Every programme conducted under the Choice Based Credit and Semester System in a college shall be monitored by the College Council. And;

Every UG programme conducted under CUCBCSS UG in SDE shall be monitored by the Director, SDE.

3. DEFINITIONS

3.1 ‘**Programme**’ means the entire course of study and examinations for the award of a degree (Traditionally referred to as course)

3.2 ‘**Duration of programme**’ means the time period required for the conduct of the programme. The duration of an under-graduate degree programme shall be six semesters distributed in a period of 3 years.

3.3 ‘**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.

3.4 ‘**Semester**’ means a term consisting of 90 working days including examination days distributed over a minimum of 18 weeks of 5 working days each.

3.5 ‘**Course**’ means a segment of subject matter to be covered in a semester (traditionally referred to as paper)

- 3.6 **‘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 applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.
- 3.7 **‘Core course’** means a compulsory course in a subject related to a particular degree programme. (Traditionally called ‘Main’)
- 3.8 **‘Open course’** means a course which can be opted by a student at his/her choice.
- 3.9 **‘Complementary course’** means a course which is generally related to the core course (traditionally referred to as subsidiary paper)
- 3.10 **‘Repeat course’** is a course that is repeated by a student in a semester for want of sufficient attendance. He/she can repeat the course whenever it is offered again.
- 3.11 **‘Improvement course’** is a course registered by a student for improving his performance in that particular course.
- 3.12 **‘Audit course’** is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.
- 3.13 **‘Department’** means any Teaching Department in a college offering a course of study approved by the University as per the statutes and Act of the University.
- 3.14 **‘Department Co-ordinator’** is a teacher nominated by a Dept. Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.15 **‘Department Council’** means the body of all teachers of a department in a college.
- 3.16 **‘Parent Department’** means the Department which offers a particular degree programme
- 3.17 **‘College Co-ordinator’** is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the college level monitoring committee.
- 3.18 **‘Faculty Adviser’** means a teacher from the parent department nominated by the Department Council, who will advise the student in the academic matters and in the choice of open courses.
- 3.19 **‘Credit’(C)** is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course.
- 3.20 **‘Extra Credit’** is the additional credit awarded to a student over and above the minimum credits required in a programme, for achievements in co-curricular activities conducted outside the regular class hours, as decided by the University. For calculating CGPA Extra credits are not to be considered.

3.21 **‘Letter Grade’** or simply ‘Grade’ in a course is a letter symbol (A+, A, B,C,D,E and F) Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in (Annexure-I)

3.22 Each letter grade is assigned a **‘Grade point’** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. **“Grade Point”** means point given to a grade on 7 point scale.

3.23 **‘Semester Grade Point Average’ (SGPA)** is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off two decimal places. SGPA determines the overall performance of a student at the end of a semester.

3.24 **‘Credit Point’**(P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P=G \times C$

3.25 **Credit Point of a semester** is the product of SGPA of that semester and the total credit load of that semester.

Credit Point of a Semester = SGPA x Credit load (Total Credits) of the semester

3.26 **‘Cumulative Grade Point Average’ (CGPA)** is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places.

3.27 **Grade Card** shall mean the printed record of student’s performance, awarded to him/her (see section 11)

3.28 **Course teacher:**A teacher nominated by the HOD shall be in charge of a particular course

3.29 Words and expressions used and not defined in this regulation, but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

3.30 **‘Dual core’** means a programme with double core subjects, traditionally known as double main.

3.31 **‘Strike off the roll’** A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

4. PROGRAMME STRUCTURE

4.1 Students shall be admitted into undergraduate programme under faculties of Science, Humanities, Language & Literature, Commerce & Management, Fine Arts, Journalism and such other faculties constituted by University from time to time.

4.2 Duration: The duration of an under graduate programme shall be 6 semesters distributed over a period of 3 academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters (2,4,6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

4.3 Courses: The under graduate programme shall include four types of courses, viz; Common Courses (Code A), Core courses (Code B), Complementary courses (Code C) and open course (Code D)

The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 40, depending on the credits assigned to different courses.

4.4 Course code : Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, the semester number (1 to 6) in which the course is offered, the code of the course (A to D) and the serial number of the course (01,02). course code will be centrally generated by the university. A particular complementary open course should have same code with same credit even though it is offered for different programmes. For example: ENG2A03 represents a common course of serial number 03 offered in the second semester and PHY2B02 representing second semester Core course 2 in Physics programme.

4.5 Common Courses: In general, every under graduate student shall undergo 10 common courses (total 38 credits) **Chosen from a group of 14 common courses listed below, for completing the programme:**

1. <i>Common English Course I</i> 2. <i>Common English Course II</i> 3. <i>Common English Course III</i> 4. <i>Common English Course IV</i> 5. <i>Common English Course V</i> 6. <i>Common English Course VI</i>	English courses I to VI- applicable to BA/BSC Regular pattern
7. <i>Additional Language Course I</i> 8. <i>Additional Language Course II</i> 9. <i>Additional Language Course III</i> 10. <i>Additional Language Course IV</i>	English courses I to IV- applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc. Addl.Language courses I to IV- applicable to BA/B.Sc Regular Pattern Addl.Language courses I&II- applicable to Language Reduced Pattern (LRP) Programmes
11. <i>General Course I</i> 12. <i>General Course II</i> 13. <i>General Course III</i> 14. <i>General Course IV</i>	Applicable to Language Reduced Pattern (LRP) Programmes

Common courses 1-6 shall be taught by English teachers and 7-10 by teachers of additional languages and general courses 11-14 by teachers of departments offering core courses concerned.

General courses I,II and III are numerical skill, general informatics and entrepreneurship respectively.

General course IV shall be designed by the concerned group of boards.

The subject under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into four.

1. BBA, B.Com., Fashion Technology and Hotel Management
2. Industrial Chemistry, Polymer Chemistry and Food Science and Technology
3. Computer Science, Electronics, Multimedia, Instrumentation and Bachelor of Visual Communication
4. Biotechnology, Biochemistry, Aquaculture and Plant Science.

Common Courses in various programmes

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A. & B.Sc	1,2,7	3,4,8	5,9	6,10
2	LRP	1,2,7*	3,4,8*	11,12	13,14

* However the existing additional language pattern shall be continued.

The language pattern of BBA shall be the same as that of B.Com. in the college where both the programmes exist.

Common and open courses under SDE: Existing pattern (as in CCSS UG 2011, SDE) shall be followed under SDE.

4.6 Core courses: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department. The number of core courses varies from 10 to 18 including a project work.

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: There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University.

4.9 Credits: Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38 (22 for common (English) courses + 16 for common languages other than English) credit shall be from common courses, a minimum of 2 credits for project and 2 credits for the open course. (In the case of LRP Programmes 14 credits for common courses, 8 credits for additional language courses and 16 credits for General courses) Minimum credits required for core, complementary and open courses put together are 82. However the credits to be set apart for the Core and Complementary courses shall be decided by the faculty concerned. The maximum credits for a course shall not exceed 5. Honours and dual core programmes are having separate credit distribution.

4.10 A) Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the University. Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities. The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University.

If a student registered in first semester of the UG degree programme is continuously **absent from the classes for more than 14 days** at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the Registrar of the University. The names of such **students shall be removed from the rolls.**

B) Admission to repeat courses should be within the sanctioned strength

However if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Govt. service, may be permitted to repeat the course, with a written order issued by the Registrar, Calicut University (by considering his/her SGPA/CGPA and percentage of attendance). **The number of such candidates should not exceed two.**

4.11 Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out

besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. No credit shall be assigned for such activities.

In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.12 Project: Every student of a UG degree programme shall have to work on a project of not less than 2 credits under the supervision of a faculty member as per the curriculum.

5. BOARD OF STUDIES AND COURSES

5.1 The UG Boards of Studies concerned shall design all the courses offered in the undergraduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

5.2 The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

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

5.4 The syllabus of each course shall be prepared module wise. Number of instructional hours and reference materials are also to be mentioned against each module.

5.5 The scheme of examination and model question papers are to be prepared by the Board of Studies.

5.6 Board of Studies should analyse the previous examination question papers.

5.7 BOS should make the changes in the syllabi and text books in consultation with the teachers.

At least two meetings of teachers may be held in every department in every college, one in mid-year and one towards the year end. The recommendations of these meetings should be sent to the Boards of Studies.

5.8 Boards of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

6. ADMISSION

6.1 The admission to all programmes will be as per Rules and Regulations of the University.

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

6.3 Separate rank lists shall be drawn up for reserved seats as per the existing rules.

6.4 The admitted candidates shall subsequently undergo the prescribed courses of study in a college affiliated to the University for six semesters within a period of not less than three years; clear all the examinations prescribed and fulfill all such conditions as prescribed by the University from time to time.

6.5 The college shall make available to all students admitted a **prospectus** listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses. Detailed syllabi shall be made available in the University/college websites.

6.6 There shall be a uniform **calendar** prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed.

Admission notification and the academic calendar for SDE UG programmes will be prepared and issued by SDE.

6.7 There shall be provision for **Inter Collegiate and Inter University Transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. For the **Inter University or Intra University** transfer of a student, he/she shall have a minimum of 20 credits in the credit bank a) in the same discipline and b) within Kerala.

6.8 **Complementary change** at the time of college transfer is permitted in the third semester if all conditions are fulfilled. **Complementary change** will not be permitted in the fifth semester.

Core/Complementary change under SDE: Existing rule (as in CCSS UG 2011, SDE) shall be followed in Core/Complementary Change.

6.9 **CUCBCSS regular students can join distance education stream in any semester in the same programme or different one. If core and complementary courses are**

different, they have to undergo them in the new stream. The marks/grace obtained for common courses will be retained.

6.10 A student registered under distance education stream in the CUCBCSS pattern may be permitted to join the regular college (if there is a vacancy within the sanctioned strength) in the third and fifth semester with the same programme only. If there is a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch. iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to join.

6.11 Provision for **credit transfer** is subject to common guidelines prepared by the faculty concerned.

6.12 There shall be provision for **Readmission** of students in CUCBCSS 2014 as in CCSSUG Regulations 2009 provided.

There should be a gap of at least one semester for readmission.

The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

There should not be any change in the scheme.

If there is a change in the scheme readmission can be given based on the formula created for the same

- *The conditions for readmission of regular students of 2013 and earlier admissions of semester system to the 2014 batch is detailed in U.O.No. 3197/2016/Admn Dated, Calicut University.P.O, 21.03.2016 (U.O appended)*
- *The clarification for readmission of students of SDE of 2013 and earlier admission of semester system (CCSS stream to CUCBCSS stream) is detailed in U.O.No. 3196/2016/Admn Dated, Calicut University.P.O, 21.03.2016 (U.O appended)*

For readmission, the vacancy should be within the sanctioned strength.

Re admission shall be taken within 2 weeks from the date of commencement of the semester concerned.

If there is no vacancy in the junior batch of the parent college, re admission can be taken in another college with the junior batch if there is vacancy within the sanctioned strength in the concerned college, provided the rules of college transfer cannot be clubbed with clause for re admission.

7. REGISTRATION

7.1 Each student shall make an online registration for the courses he/she proposes to take, in consultation with the Faculty Advisor within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the semester.

It is mandatory that the students who got admission under CUCBCSS UG 2014 in SDE shall register for the examinations of the concerned semesters in the same year itself.

7.2 A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the Principal of the college to the University within two weeks of the commencement of that semester. An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. **(Students shall make up the shortage of attendance in ‘Repeat Semester’ after completion of the programme)**

The ‘Repeat Semester’ shall be possible only once for the entire programme.(see 4.10 b)

7.3 A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.

7.4 For open courses there shall be a minimum of 10 and maximum of 75 students per batch. For other courses existing pattern will be followed.

7.5 Those students who have followed the UG courses in annual pattern or Choice based Credit & Semester System pattern can cancel their earlier registration and register afresh for CUCBCSSUG 2014 scheme in the same discipline or a different one.

7.6 The students who have attendance within the limit prescribed, but could not register for the examination have to apply for **Token registration**, within two weeks of the commencement of the next semester.

8. EXAMINATION

8.1 There shall be University examinations at the end of each semester, except complementary courses of BA programmes.

8.2 Practical examinations shall be conducted by the University at the end of fourth and sixth semester (except for music). Conduct of practical examinations in the second semester as per the syllabi is permitted for B.Sc. programmes in HMCS and B.Sc. Costume and Fashion Designing.

8.4 External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

8.5 The model of question papers may be prepared by the concerned BOS. Each question should aim at – (1) Assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

8.6 Different types of questions shall possess different marks to quantify their range. Maximum marks can vary from course to course depending on their comparative importance. But a general pattern as shown in section 8.5 may be followed by the Boards of studies.

8.7 Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

8.8 In the (CUCBCSSUG 2014 scheme) – UG pattern, the common course IV' will cover the whole aspects of the syllabi for environmental studies. So there is no need of conducting a separate examination in Environmental studies for the students of CUCBCSSUG 2014 scheme.

8.9 Improvement course: Improvement of a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained.

Improvement and supplementary examinations cannot be done simultaneously.

9. EVALUATION AND GRADING

9.1 Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per guidelines given in Annexure-1

9.2 Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

9.3 Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written test/assignments/seminars/viva and attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/Seminar/Viva 25% and Test paper 50%

For practical courses – Attendance 25%, Record 50% and lab involvement 25% as far as internal is concerned.

(if a fraction appears in internal marks, nearest whole number is to be taken)

Attendance of each course will be evaluated as below:

Above 90% attendance	100% marks allotted for attendance
85 to 89%	80%
80 to 84%	60%
76 to 79%	40%
75%	20%

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and HOD

9.3(a) Internal Assessment for SDE : MCQ (Objective type) pattern shall be followed under SDE for internal Examinations.

9.4 Moderation: a) Moderation shall be awarded subject to a maximum of 5% of external total marks to be awarded in semester.

b) For a course concerned, the maximum of moderation awarded shall be limited to 10% of the total marks to be awarded for the external course concerned.

c) If a student fails for a single course, this limit can be enhanced to 15% of external in the course.

d) However Board of Examinations concerned, shall have the liberty to fix low percentage of marks for moderation subjected to the conditions mentioned in a), b) and c) above.

9.5 External Evaluation:

External evaluation carries 80% of marks.

External evaluation of Even (2,4,6) semesters will be conducted in centralised valuation camps immediately after the examination. Answer scripts of Odd Semester (1,3, and 5) examinations will be evaluated by home/centralized valuation. All question papers shall be set by the University.

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners – one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (II,IV and VI) as per the decision of the appropriate academic bodies.

9.6 After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

9.7 Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CUCBCSSUG 2014.

9.8 Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

10. INDIRECT GRADING SYSTEM

10.1 Indirect grading System based on a 7-point scale is used to evaluate the performance of students.

10.2 Each course is evaluated by assigning marks with a letter grade (A+, A, B,C,D,E or F) to that course by the method of indirect grading.

10.3 An aggregate of E grade with 40% marks (after external and internal put together) is required in each course for a pass and also for awarding a degree.

10.4 Appearance for Internal Evaluation (IE) and End Semester Evaluation (external) are compulsory and no grade shall be awarded to a candidate if she/he is absent for IE/ESE or both.

For a pass in each course 40% marks or E grade is necessary.

10.5 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.

10.6 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. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA of the student in that semester is calculated using the formula

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

10.7 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 ranking the students. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semesters}}{\text{Total credits acquired (120)}}$$

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 ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA (see table I in Annexure-I)

11. GRADE CARD

11.1 The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

- a) Name of University
- b) Name of College
- c) Title of Under Graduate Programme
- d) Semester concerned
- e) Name and Register Number of student
- f) Code number, Title and Credits of each Course opted in the semester
- g) Internal marks, External marks, total marks, Grade point (G) and Letter grade in each course in the semester
- h) The total credits, total credit points and SGPA in the Semester(corrected to two decimal places)
- i) Percentage of total marks

11.2 The final Grade/mark card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. However, as already mentioned, for the computation of CGPA only the best performed courses with maximum grade points alone shall be taken subject to the minimum credits requirements (120) for passing a specific degree. The final grade card shall show the percentage of marks, CGPA (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade/mark card shall also include the grade points and letter grade of common course, core courses, complementary courses and open courses separately. This is to be done in a seven point indirect scale.

12. AWARD OF DEGREE

The successful completion of all the courses (common, core, complementary and open courses) prescribed for the degree programme with E grade (40%) shall be the minimum requirement for the award of degree.

12.1 Degree for Oriental Title courses: Those students who have passed Oriental Title courses earlier have to appear for the common courses. A 01 to A 06 in order to get POT degree. This can be done through SDE (SDE registration along with the I semester students)

12.2 For obtaining Additional Degree: Those students who have passed UG programme under CCSS have to appear for only Core, Complementary and Open courses for acquiring

additional degree. The registration for additional degree shall be done through SDE in the III semester.

13. GRIEVANCE REDRESSAL COMMITTEE

13.1 College level: The college shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level grievance redressal committee comprising of student advisor, two senior teachers and two staff council members (one shall be elected member) as members and Principal as Chairman.

13.2 University Level: The University shall form a Grievance Redressal Committee as per the existing norms.

14. A Steering Committee consisting of two syndicate members of whom one shall be a teacher, the Registrar of the University, Controller of Examinations, seven teachers from different disciplines (preferably one from each faculty), two Chairpersons of Board of Studies (one UG and 1 PG), and two Deans of Faculty shall be formed to resolve the issues, arising out of the implementation of CUCBCSSUG 2013. The Syndicate member who is also a teacher shall be the Convenor of the committee. The quorum of the committee shall be six and meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice-Chancellor in exigency and this may be ratified by the Academic Council.

15. TRANSITORY PROVISION

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall, for a period of three years 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.

16. 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 the Choice-Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

Annexure-1

Method of Indirect Grading

Evaluation(both internal and external)is carried out using Mark system .The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

Indirect Grading System in 7 point scale is as below:

To find Semester Grade Point Average (SGPA) :

$$SGPA = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + \dots}{C1 + C2 + \dots}$$

Where G1, G2.....are grade points and C1,C2...are credits of different courses of the same semester

$$\text{Credit point of a semester} = SGPA \times \text{Credit load of the semester}$$

Seven Point Indirect Grading System

Percentage of Marks (IA+ESE)	Grade	Interpretation	Grade point Average (G)	Range of grade points	Class
90 and above	A+	Outstanding	6	5.5 -6	First class with Distinction
80 to below 90	A	Excellent	5	4.5 -5.49	
70 to below 80	B	Very good	4	3.5 -4.49	First class
60 to below 70	C	Good	3	2.5 -3.49	
50 To below 60	D	Satisfactory	2	1.5 -2.49	Second class
40 to below 50	E	Pass/Adequate	1	0.5 -1.49	Pass
Below 40	F	Failure	0	0 - 0.49	Fail

Example-1

Course Code	Course Name	Marks Obtained			Max. marks of the Course	Credit C	Grade point (G)	Credit point C x G	Grade
		Internal (Max.20)	External (Max.80)	Total					
xxxxxxx	xxxxxxx	16	64	80	100	4	5	20	A
xxxxxxx	xxxxxxx	10	40	50	100	3	2	6	D
xxxxxxx	xxxxxxx	18	70	88	100	4	5	20	A
xxxxxxx	xxxxxxx	14	56	70	100	3	4	12	B
xxxxxxx	xxxxxxx	18	58	76	100	3	4	12	B
xxxxxxx	xxxxxxx	12	36	48	100	4	1	4	E

$$SGPA = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

$$SGPA = \frac{20+6+20+12+12+4}{21} = \frac{74}{21} = 3.52 \quad \text{B grade}$$

Credit point of Semester I = 74

Percentage of marks of semester I = $(412/600) \times 100 = 68.667 \% = 68.67 \%$

Note: The percentage of marks shall be approximated up to two decimal points (ex. 66.286 % = 66.29 %)

Example: 2

Semester I	Course Name	Marks Obtained	Max. marks of the course	Credit	Grade point (G)	Grade
Course code						
xxxxxxx	xxxxxxx	80	100	4	5	A
xxxxxxx	xxxxxxxxxx	50	100	3	2	D
xxxxxxx	xxxxxxxxxx	88	100	4	5	A
xxxxxxx	xxxxxxxxxx	70	100	3	4	B
xxxxxxx*	xxxxxxxxxx	32	100	3	0	F
xxxxxxx	xxxxxxxxxx	48	100	4	1	E

*Failed course

Note : In the event a candidate fails to secure E grade (40 % marks) in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining E grade (40 % marks) in the failed Course in the subsequent appearance.

ANNEXURE II

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION

1. Evaluation of the Project Report shall be done under Mark System.
2. The evaluation of the project will be done at two stages:
 - a) Internal Assessment (supervising teachers will assess the project and award internal Marks)
 - b) External evaluation (external examiner appointed by the University)
 - c) Marks secured for the project will be awarded to candidates, combining the internal and external Marks
3. The internal to external components is to be taken in the ratio 1:4. Assessment of different components may be taken as below.

Internal(20% of total)		External(80% of Total)	
Components	Percentage of internal Marks	Components	Percentage of external Marks
Punctuality	20	Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography)	20
Use of Data	20	Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	30
Scheme/Organization of Report	30	Viva-Voce	50
Viva-Voce	30		

4. External Examiners will be appointed by the University from the list of VIth Semester Board of Examiners in consultation with the Chairperson of the Board.

5. The Chairman of the VIth semester examination should form and coordinate the evaluation teams and their work.
6. Internal Assessment should be completed 2 weeks before the last working day of VIth Semester.
7. Internal Assessment marks should be published in the Department.
8. In the case of Courses with practical examination, project evaluation shall be done along with practical examinations.
9. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

2. PASS CONDITIONS-

1. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation.
2. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE for pass in the project.
3. There shall be no improvement chance for the Marks obtained in the Project Report.
4. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through Parent Department as per the existing rule of the University Exam.

Annexure-III

Scheme of Examinations:

1-6 Common Course English: Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

7-10 Additional languages: Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

11-14 General Courses: Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

Core Courses: Duration of each external examination is 3 Hrs. The maximum marks for the theory shall be equal. The division of marks between theory and practicals shall be stipulated by the Board of studies concerned.

For example, if the total marks for the core courses of the science faculty is 900, out of the 900 marks, 720marks (80%) shall be awarded through external evaluation and 180 marks (20%) through internal assessment.

Complementary Courses: Duration of each external examination is 3 Hrs. The division of marks between theory and practical shall be stipulated by the Board of studies concerned.

Open Courses: Duration of each external examination is 2 Hrs with 50 marks.

The division of marks between theory and practical and question paper pattern shall be stipulated by the Board of studies concerned

The **maximum marks** of different programmes in same faculty shall be same.

Annexure-IV

-Some useful examples

Credit & Mark Distribution For Programmes Without practical
(eg, B.A HINDI)

Subject	Sem.	Common Course			Core Course			Complementary Course**				Open Course	Total	
		English		Additional language	Hindi language & Literature			Course I		Course II				
Hindi Language & Literature	I	4	3		4	5			2	}4	2	}4		16
	II	4	3	4	5			2	2				24	
	III	4		4	4	4		2	}4	2	}4		16	
	IV	4		4	4	4		2		2			24	
	V	-		-	4	4	4	4	4			2	22	
	VI				4	4	4	4	2*				18	
	Total	22 credits (600 Marks)		16 credits (400 Marks)	64 credits (1550 Marks)			8	8		2	120		
								16 credits (400 Marks)		2credits (50 Marks)				
		38credits (1000 Marks)			82 credits (2000 Marks)									120
											Total Marks		3000	

* Project

** Examinations for the Complementary Courses will be conducted at the end of even semester II & IV

B.A. Mark distribution

Common: English	6 x 100	600	1000
Additional: Mal/Hindi..	4 x 100	400	
Core : History	15 x 100	1500	1550
Project		50	
Open		50	50
Complementary:	4 x 100	400	400
Total Marks			3000

Credit & Mark Distribution For Dual Core Programmes**Example: BA Malayalam and Sociology**

Subject	Sem.	Common course			Dual Core courses		Open Course	Total
		English	Additional language		Core Course A (Malayalam)	Core Course B (Sociology)		
Hindi Language & Literature	I	4	3	4	5	5		21
	II	4	3	4	5	5		21
	III	4		4	4+4	4		20
	IV	4		4	4	4+4		20
	V	-		-	4+4	4+4	2	20
	VI				4+4+2*	4+4+2*		18
	Total	22 credits (600 Marks)		16 credits (400 Marks)	40 credits (975 Marks)	40 credits (975 Marks)	2 (50 marks)	120
		38credits (1000 Marks)			82 credits (2000 Marks)			120
					Total Marks			3000

* Project carries 75 marks in lieu of 50 for other programmes.

Credit and Mark distribution for Programmes with Practical (B.Sc. Physics)

Sem.	Common Course Credits			Core Course-Physics					Complementary Courses credits		Open	Total credits		
	English		Additional Language						Maths	Chem				
				I	4	3	4	2					3	2
II	4	3	4	2					3	2		18		
III	4		4	3					3	2		16		
IV	4		4	3			4*		3	2	4*		24	
V				3	3	3	3	3				2	17	
VI				3	3	3	3	5*	5*	2**				27
Total	22 Credits (600 Marks)		16 Credits (400 Marks)	56 credits (1750Marks)					12 Credits (400 Marks)	12 credits (400 Marks)	2 Credits (50 Marks)		120	
	38 Credits (1000 Marks)								Total marks = 3600					

* Practicals ** Project

B.Sc. Mark distribution

Common: English		6 x 100	600	1000
Additional: Mal/Hindi..		5 x 100	400	
Core : Physics		17 x 100	1700	1750
Project			50	
Open			50	50
Complementary:	Mathematics	4 x 100	400	800
	Chemistry (T)	4 x 80	320	
	Chem. (P)	1 x 80	80	
Total Marks				3600

Credit and Mark distribution for LRP Programme with practical and two Complementary Courses

Example: B.Sc. Polymer Chemistry

Sem.	Common Course			General	Core Course						Complementary Course		Open Course	Total	
	English		Additional Language								Maths	Comp. Science			
					I	II									
I	4	3	4			3						3	2		19
II	4	3	4			3						3	2		19
III				4	4	3	3					3	2		19
IV				4	4	3	4					3	2+4*		24
V						3	3	3	4	4	2			2	21
VI						3	3	3	3	4	2**				18
Total	14 Credits (400 Marks)		8 Credits (200 Marks)	16 credits (400 Marks)		56 credits (1750Marks) (including project 50 marks)						12 Credit (400 Marks)	12 Credit (400 Marks)	2 Credits (50 Marks)	120
	38 Credits (1000 Marks)					82 Credits (2600 Marks)									
Total marks = 3600															

* Practicals ** Project

Mark distribution

Common: English		4 x 100	400	600
Additional: Mal/Hindi..		2 x 100	200	
General		4 x100	400	400
Core		17 x 100	1700	1750
Project			50	
Open			50	50
Complementary:	Mathematics	4 x 100	400	400
	Computer Science (P)	5 x 80	400	400
Total Marks			3600	3600

Credit and Mark distribution for B.Com.

Sem.	Common Course			General	Core Course					Comple mentary Course	Open Course	Total	
	English		Additional Language										
I	4	3	4			4				4		19	
II	4	3	4			4				4		19	
III				4	4	4	4			4		20	
IV				4	4	4	4			4		20	
V						4	4	4	4	4	2	22	
VI						4	4	5	5	2*		20	
Total	14 Credits (400 Marks)		8 Credits (200 Marks)	16 credits (400 Marks)		64 credits (1550Marks)					16 Credit (400 Marks)	2 Credits (50 Marks)	120
	38 Credits (1000 Marks)					82 Credits (2000 Marks)					120		
Total marks = 3000													

B.Com. Mark distribution

Common English	4 x 100	400	600
Additional: Mal/Hindi....	2 x 100	200	
General	4 x 100	400	400
Core	15 x 100	1500	1550
Project		50	
Open		50	50
Complementary	4 x 100	400	400
Total Marks			3000

Credit and marks distribution for BBA (With only one Complementary Course)

Sem.	Common Course			General	Core Course					Comple mentary Course	Open Course	Total	
	English		Additional Language										
I	4	3	4			5					4		20
II	4	3	4			5					4		20
III				4	4	4		4		4		20	
IV				4	4	4		4		4		20	
V						4	4	4	4	4		22	
VI						4	4	4	4	2		18	
Total	14 Credits (400 Marks)		8 Credits (200 Marks)	16 credits (400 Marks)		64 credit (1550Marks)					16 Credit (400 Marks)	2 Credits (50 Marks)	120
	38 Credits (1000 Marks)					82 Credits (2000 Marks)							120
	Total marks = 3000												

BBA Mark distribution

Common English	4 x 100	400	600
Additional: Mal/Hindi....	2 x 100	200	
General	4 x 100	400	400
Core	15 x 100	1500	1550
Project		50	
Open		50	50
Complementary	4 x 100	400	400
Total Marks			3000