

# **St Mary's College (Autonomous)**

**Thrissur-680020**

**(Re-accredited by NAAC with A+ Grade)**

**Affiliated to the University of Calicut, Thenhipalam**



## **EXAMINATION MANUAL**

**(2024 Admission onwards)**



## EXAMINATION MANUAL

St Mary's College, Thrissur, has been conferred the status of Autonomy in April 2024 by the University Grants Commission (UGC). It is affiliated to the University of Calicut and the Rules and Regulations of the University are followed for admission and examination. The Manual of Examinations is prepared by the Academic Council of the College and it is approved by the University of Calicut.

# St Mary's College, Thrissur Examination Manual

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St MARY'S COLLEGE (AUTONOMOUS), THRISSUR-680020



## PREFACE

St. Mary's College, the first women's college in North Kerala, was established in 1946 in the bustling town of Thrissur. The Congregation of Mother of Carmel (CMC), inspired by the educational vision of its founder, St. Kuriakose Elias Chavara, pioneered this initiative. With a rich history spanning 77 years, the College is managed by the CMC (Congregation of the Mother of Carmel) Educational Society of Nirmala Province, Thrissur. The College operates under the jurisdiction of the Roman Catholic Bishop of Thrissur.

Established in 1946 with affiliation from Madras University, St. Mary's College soon evolved into a full-fledged first-grade College. The distinctive coat of arms and the motto "Scientia et Disciplina" were adopted. The College was formally inaugurated by Sri. George Boag, the Diwan of Cochin, on February 9, 1947, marking the realization of a long-cherished dream.

In 1957, the College gained affiliation with the University of Kerala and in 1964, it extended its influence beyond the district by establishing a sister institution, Mercy College in Palakkad district. The College witnessed a significant milestone in 1967 with the founding of its offspring, Vimala College in Cheroor, Thrissur, through bifurcation. Graduate and Postgraduate courses were transferred to Vimala College, while St. Mary's continued to excel as the top Pre-Degree College in the state, attracting students from across Kerala. In 1968, the College came under the jurisdiction of the University of Calicut.

The pursuit of expanding education led to the establishment of Carmel College, in the rural area of Mala, Thrissur. The year 1987 marked a significant milestone in the College's history with the trifurcation of its management into three provinces: Palakkad, Thrissur, and Irinjalakuda. In 1998, despite the pre-degree delinking, the College introduced new Undergraduate and Postgraduate courses, continuing to uphold its proud legacy.

In 2004, St. Mary's College was accredited with a B+ grade by the National Assessment and Accreditation Council (NAAC) and was re-accredited in 2010 securing an 'A' grade. In the third NAAC accreditation also College secured an 'A' grade with a notable achievement of 3.3 Cumulative Grade Point Average (CGPA). In 2017, St. Mary's

College reached new heights by being ranked 55th among colleges in India by the National Institutional Ranking Framework (NIRF), Government of India. The same year, the College took a significant step toward its academic goals by registering as a local chapter of the National Programme on Technology Enhanced Learning (NPTEL). Additionally, the Ministry of Human Resource Development (MHRD) selected the College for the implementation of the Unnat Bharat Abhiyan Scheme, a prominent program for national development.

The Marian Centre for Advanced Research (MCAR) was founded to provide interdisciplinary research consultancy for scholars and the public. The year 2020 marked the seventy-fifth anniversary of St. Mary's College, celebrating its journey of academic excellence. The Platinum Jubilee Celebrations were inaugurated by Sri. Pinarayi Vijayan, the Honorable Chief Minister of Kerala, on July 7, 2020. In June 2020, St. Mary's College launched the Coursera Online Learning Initiative to encourage students and faculty to explore new courses and update their knowledge across various disciplines. The College was re-accredited with an 'A+' grade and a CGPA of 3.41 in the fourth cycle of NAAC re-accreditation. In 2019, the Science Departments of the College was awarded the prestigious "Fund for Improvement of Science & Technology Infrastructure in Universities and Higher Educational Institutions (FIST) Research Grant" of 50 lakhs from the Department of Science and Technology (DST), Govt. of India.

St. Mary's College is committed to the holistic development of young women, consistently excelling in curricular, co-curricular, and extracurricular activities. Our students' active participation in sports and arts programmes has garnered numerous accolades over the years. The College emphasizes comprehensive personal growth and engages in extensive community outreach activities, fostering well-rounded development for all students. St. Mary's offers 15 undergraduate courses, 12 postgraduate courses, and one doctoral programme. In 2024, the College expanded its space, facilities, and infrastructure with the addition of the new Carmel block, 300m away from the main block.

The University Grants Commission (UGC) granted "Autonomous Status" to the College effective from April 24, 2024, as per Order No. F. 2-10/2023 (AC Policy). This status is granted for a period of 10 years, spanning from the academic year 2024- 2025 to 2033-2034.

## 1. ADMINISTRATIVE AND ACADEMIC BODIES

The College has the following statutory bodies to ensure proper management of academic, financial, and general administrative affairs.

### 1.1. Administration

The Management Committee (Parent Body) functions as the Managing Council as specified in the Ordinance.

#### 1.1.1. The Governing Body

The Governing body acts as the executive body of the College. The **Corporate Manager**, who oversees St. Mary's College (Autonomous), is appointed as the **Chairperson** of the Governing Body by the Management Committee. The Governing body consists of the following **twelve members**.

Number	Category	Nature
1 Member	Principal of College	Member Secretary
5 Members (One of them as Chairperson)	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the College	Administrative Officer/Senior Administrative Staff
1 Member	Educationist/Industrialist	Nominated by the Management
1 Member	State Government Nominee	Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University

The tenure of the Governing body is **five years** and meetings of the Governing body shall be held at least once every six months and the presence of 50% of members will be the quorum.

➤ **Functions of the Governing Body include:**

(Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent University)

- ✓ Guide the College while fulfilling the objectives for which the College has been granted Autonomous status
- ✓ Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council
- ✓ Approve new programmes of study leading to Degrees and/or Diplomas
- ✓ Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the College

➤ **Members of the Governing Body**

1. Dr Sr Beena T L (**Principal- Member Secretary**)
2. Dr Sr Jacintha C C (**Chairperson**)
3. Dr Sr Marriette A Therattil
4. Dr Sr Magie Jose
5. Sr Meena K Cheruvathur
6. Dr Sr.Jolly Varghese
7. Dr Dalie Dominic A
8. Dr Julie P Lazar
9. Sr Limcy Raphael
10. Dr Gabriel Simon Thattil (Educationist)
11. Smt Sindhu P.K (State Govt. Nominee)
12. Dr E M Manogem (University Nominee)

### 1.1.2. *The Finance Committee*

The Finance Committee consists of the following **4 members**.

Category	Nature
Principal of College	Chairman
1 Member	Nominated by the Governing Body of the College for 2 years
One senior-most Faculty member	Nominated by the Principal in rotation for 2 years
Finance Officer/Officer-in-charge of Finance & Accounts	Member Secretary

The term of the finance committee shall be **three years** and the meetings of the committee shall be held at least once every six months.

The Finance Committee shall act as **an advisory body to the Governing Body to consider:**

- ✓ Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc.

- ✓ Audited accounts for the above

➤ **Members of the Finance Committee**

1. Dr Sr Beena T L (**Principal- Chairman**)
2. Sr. Dr. Meena K Cheruvathur
3. Sr. Dr Jolly Varghese U
4. Sr Limcy Raphael (**Member Secretary**)
5. Sr Liya John

## 1.2. Academics

### 1.2.1. *The Academic Council*

The Academic Council consists of the following members.

Category	Nature
The Principal	Chairman
One faculty member	Member Secretary, nominated by the Principal
The Controller of Examination	Of the College
Heads of Departments	Of the College
Four members	Faculty members based on seniority of service in the College, representing different categories of teaching staff by rotation
Four members (Not less than 4)	External Experts/Academicians representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., to be nominated by the Governing Body
Three Members	Nominees of the University, not less than Professors

The tenure of the nominated members shall be **three years** and meetings of the Academic Council shall be held at least **once every six months**.

➤ **The functions of the Academic Council include:**

- ✓ To scrutinize and approve the proposals with or without modification of the Board of Studies about courses of study, academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so
- ✓ To make regulations regarding the admission of students to different programmes of study in the College, keeping in view the policy of the Government
- ✓ To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels

- ✓ To recommend to the Governing Body, proposals for the institution of new programmes of study
- ✓ To recommend to the Governing Body, on institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same
- ✓ To perform such other functions as may be assigned by the Governing Body

➤ **Members of the Academic Council**

1. Dr Sr Beena T L ( **Principal, Chairman**)
2. Dr Sr Meena K Cheruvathur (Vice Principal)
3. Dr Dalie Dominic A (Vice Principal)
4. Dr. Julie P Lazar (Member Secretary)
5. Dr Meera C R ( Controller of Examinations)
6. Smt Jilu Varghese (Joint Controller of Examinations)
7. Dr Theresa C J (FYUGP-Academic Co-ordinator)
8. Dr Bindu Ann Philip (HOD)
9. Dr Litty Mathew Irimpan (HOD)
10. Dr Manju Madhavan (HOD)
11. Dr Manju Sebastian (HOD)
12. Smt. Betsy Chacko (HOD)
13. Dr Dhanya K C (HOD)
14. Dr May Flower K A (HOD)
15. Dr Deepa G Muricken (HOD)
16. Dr Anjali Kishore (HOD)
17. Lt Anu D Alappat (HOD)
18. Smt Jency James (HOD)
19. Smt Jiji Francis E (HOD)
20. Sr Shipy Augustine (HOD)
21. Smt Rakhi Chandran (HOD)
22. Dr Dhanya Shankar K S (HOD)
23. Smt Mimi K M ( HOD)
24. Dr Jasmy C Anto ( HOD)
25. Mr Joshi Kurian C ( HOD)
26. Smt Sreejitha T S ( HOD)
27. Smt Deepa K C (HOD)
28. Dr Manjusha Rani ( HOD)
29. Dr Gilcy George ( HOD)
30. Smt Anu Mary Kalliath ( HOD)
31. Dr Anu P A ( HOD)
32. Dr Divya V U ( HOD)
33. Smt Simple A Z ( HOD)
34. Dr Anto Thomas C (University Nominee)



35. Capt. Dr Rejimon P. M (University Nominee)
36. Dr Malini K A (University Nominee)
37. E D Jemmis (External Expert- Academician)
38. Dr Mendus Jacob (External Expert-Academician)
39. Dr Chithra Valsan (External Expert- Medicine)
40. Mr Derick C Raphael, CA (External Expert-Commerce)
41. Mr Monsy Sebastian (External Expert- Industry)

### 1.2.2. **Board of Studies**

The Board of Studies (BoS) consists of the following members.

Category	Nature
Head of the Department	Chairman
All faculty members	Of the Department
Two Members	Subject Experts from outside the Parent University, nominated by the Academic Council
One Member	Expert nominated by the Vice-Chancellor from a panel of six recommended by the Principal
One Member	Representative from Industry/Corporate Sector/Allied areas to be nominated by the Principal
One member	College alumni to be nominated by the Principal
Experts from outside the College are to be nominated by the Principal, whenever special courses of study are to be formulated	

The tenure of the nominated members shall be **three years** and meetings of the BoS shall be held at least once every six months.

The **Board of Studies** shall **recommend the following to the Academic Council**:

- ✓ Courses of studies
- ✓ Measures for the improvement of the standards of teaching and research
- ✓ Any other academic matter

#### ➤ **The following are the Board of Studies**

1. Biology
2. Biotechnology and Vocational Studies –Applied
3. Botany and Zoology
4. Chemistry and Physics

5. Commerce
6. Computer Science and Applications
7. English and Journalism
8. Economics & Sociology
9. History
10. Management Studies
11. Malayalam, Hindi and Sanskrit
12. Microbiology and Biochemistry
13. Mathematics and Statistics
14. Physical Education
15. Psychology
16. Social Work
17. Vocational Studies-Multimedia
18. Vocational Studies- Software Development

### **1.2.3. The Controller of Examination**

The Manager of the CMC Educational Society, Thrissur appoints the Controller of Examination (CoE) of the Autonomous College following the guidelines of the UGC and the Government for Autonomous Colleges. CoE could be a permanent faculty appointed based on the potential of the person by statutory stipulations if any. All examinations leading to the award of a Degree issued by the University of Calicut shall be conducted under the supervision of the Controller of Examinations. The Controller has the responsibility to extend the safeguards and other regulations prescribed by the University of Calicut to the College. The rules and regulations specified in the Examination Manual should be abided by the CoE in the conduct of Examinations. In the absence of the CoE, the duties will be vested in the Joint Controller of Examinations who is appointed by the Principal.

## 2. REGULATIONS FOR ADMISSION AND EXAMINATION

### 2.1. Eligibility for Admission

The eligibility for admissions and reservation of seats for various **FYUG Degree Programmes, CBCSS-VUG Programmes & CBCSS- PG &VPG Programmes** follow norms /rules made by the Government/ University from time to time.

#### ➤ **Admission Criteria for Calicut University Four Year Undergraduate Programme (CUFYUGP-2024)**

- ✓ The student who has completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent shall be eligible for admission to CUFYUG Degree Programmes in any of the disciplines.
- ✓ During the time of admission, each student shall be provided by the University with a unique Higher Education Student ID which may be advised to link with the Aadhar number of the student so that this ID can be transferred if required to other higher education institutions as well.
- ✓ Students already registered for a particular programme in another College can also enroll in certain courses at St. Mary's College, as per their choice, depending on the availability of infrastructure and other academic facilities. This enrolment shall be through regular mode irrespective of the nature of the programme (aided/ self-finance/ autonomous). On successful completion of the course, the credits may be transferred through the Academic Bank of Credit (ABC) or against the unique ID provided by the University at the time of admission. This facility is restricted to one course per semester, and a maximum of four courses of total 16 credits in the four-year programme.
- ✓ In the case of the students of UG Degree (Honours), who do their Project in another College/ University/ Higher Education Institution in the eighth semester, can enroll for a maximum of four courses offered by that institution (only if that institution grants permission), to earn 4-credits corresponding to one Major course and 12-credits corresponding to the three additional courses of the eighth semester, along with doing their Project.
- ✓ In the case of the students of UG Degree (Honours with Research), this facility can be used

to earn 12 credits corresponding to the three additional courses of the eighth semester.

✓ **Admission Criteria for Choice-Based Credit Semester System for Vocational Under Graduate (B.Voc) Programmes (CBCSS-VUG)**

- ✓ Basic eligibility for B.Voc is 10+2 and above in any stream (No age limit).
- ✓ Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- ✓ The candidates admitted for BVoc Degree (without multiple exits) shall subsequently undergo the prescribed courses of study in a College affiliated to the University for six semesters within not less than three years; shall clear all the examinations prescribed and fulfill all such conditions as prescribed by the College from time to time.
- ✓ Diploma holders (after 10+2) in the parent courses, approved by the University, who satisfy eligibility criteria can be admitted to the higher diploma (3rd semester) based on the availability of the seats and is under the sole discretion of the Principal / BVoc Governing Council of the College.
- ✓ **Reservation for Vocational Students** - 25 marks weightage in index mark shall be given to all B.Voc programmes to compute the ranking of candidates who completed VHSE/HSE with vocational / NSQF course general to all vocational students at the Higher secondary level.
- ✓ **Reservation /Quota** - A maximum of 50 students can be admitted to one B. Voc programme. The students can be admitted only to the first semester (except for diploma holders). No students are admitted directly to the Third and Fifth semesters in any circumstance except for diploma holders.
- ✓ The reservation rules for Government/Aided Colleges are as same as that of the regular UG programmes conducted in Colleges affiliated with this university.

➤ **Admission Criteria for Calicut University Choice Based Credit Semester System for Post-Graduate Programmes (CBCSS-PG)**

- ✓ For PG admission in regular programs, a Bachelor's degree from the University of Calicut or an equivalent degree with a minimum of 50% marks or equivalent CGPA in the Core (Main) subject is required. OBC/OEC candidates are eligible for relaxation up to 5%. SC/ST candidates need only to get a pass.

➤ **Admission Criteria for Choice Based Credit Semester System for Post-Graduate Vocational (M Voc) Programmes (CBCSS-VPG)**

- ✓ The eligibility criteria for undergoing M.Voc is Single/Double/Triple Main (Core/Main) Degree (10+2+3) or B.Voc of Calicut University or any other equivalent degree, with at least 55% aggregate marks or equivalent overall CGPA (50% for OBC/OEC candidates and 40% for SC/ST candidates), OR at least 55% aggregate marks or equivalent overall CGPA (50% for OBC/OEC candidates and 40% for SC/ST candidates).
- ✓ Eligibility for admission will be as per the rules laid down by the University of Calicut from time to time.
- ✓ The minimum duration for completion of the M.Voc Programme is two years and the maximum period is 4 years for those students who have completed their program without multiple entry and exit. In the case of multiple entry and exit, students who complete the first two semesters can discontinue the program, if they wish and can get a Post-graduate Diploma (NSQF Level 8). Those who continue the course further and finish four semesters successfully will be eligible for M.Voc. Degree (Master of Vocation) ie., (NSQF Level 9).

## 2.2. College Transfer

- ✓ In the case of **FYUGP students**, provision for both inter-collegiate and inter-university transfer is available, subject to conditions as may be issued by the College. The inter-collegiate transfer shall be permitted only in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 7<sup>th</sup> semesters. Inter-university transfer shall be permitted only in the 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semesters. College transfer is permitted only once in the entire programme. College transfer with switching in Major and Minor courses, and the academic pathway, is permitted only in the 3<sup>rd</sup> semester. The transfer shall be within two weeks from the date of commencement of the semester.
- ✓ **CBCSS-VUG (B.Voc)** - College transfer may be allowed for programmes without the change in nomenclature.
- ✓ **CBCSS-PG students** also have the provision for inter-collegiate and inter-university transfer in the II & III semesters within two weeks from the date of commencement of the semesters. The provision for credit transfer also exists, subject to the conditions specified

by the Board of Studies (BoS) concerned.

### 2.3. Readmission & Scheme Migration

Provision for re-admission exists in both UG and PG programmes.

- ✓ Readmission is permitted **only once** in the entire program.
- ✓ 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's examination.
- ✓ Readmission shall be taken within two weeks from the date of commencement of the semester concerned.
- ✓ If a change in scheme occurs during readmission, provision for credit transfer is subject to common guidelines prepared by BoS. The Principal concerned shall report the matter of readmission to the Controller of Examinations within two weeks, with the details of previous semesters and courses undergone with credits, to fix the deficiency in courses and credits.

#### ➤ In the case of Undergraduate Programme (CUFYUGP-2024):

- ✓ Even though the re-admission option exists, the total duration for completing the programme shall not exceed six years for the three-year programme and eight years for the four-year programme. If not, such a candidate has to cancel the existing registration and join afresh as a new candidate.
- ✓ Students who discontinued the previous CBCSS scheme can resume their studies under the new regulations upon obtaining readmission, and such students should complete their programmes as per the new regulations.
- ✓ The readmission sought to the parent institution shall be permitted without considering the availability of seats in the particular programme. This is permitted from 2<sup>nd</sup> semester onwards.
- ✓ Readmission to a different institution (other than the parent institution) is permitted depending upon the availability of vacant seats. This can be considered **as readmission with college transfer**, and it is permitted in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> semesters only.

- ✓ Students who discontinue the programme before the completion of the third year, shall be provided with a '**Courses cum Credits Certificate**' as proof of re-entry to another institution, and this certificate is essential for preserving the credits in the Academic Bank of Credits (ABC).

✓ **In the case of the Undergraduate Vocational Programme (CBCSS-VUG-2024):**

This readmission is not to be treated as a College transfer. For readmission, the vacancy should be within the sanctioned strength in the parent College.

**Multiple Entry:** The students can discontinue after the successful completion of 2nd semester with Diploma (NSQF Level 5) or 4th semester with an Advanced Diploma (NSQF Level 6) and can rejoin the programme and opt for a lateral entry to 3rd semester or to 5th semester respectively later if wish to do so and can finish their B.Voc Degree with NSQF Level (7). In such cases, the multiple entries shall be completed within 6 years from the date of first registration of the programme.

✓ **When Rejoining through multiple entry**, the following points to be considered:

1. If rejoining is sought for a student who is the previous student of the same college and in the same programme, the principal / B. Voc Governing Council in the institution can grant the readmission.
2. In all other cases in multiple entry, readmission can be granted only after getting the approval from B.Voc Steering Committee of the university.
3. Rejoining the programme will be allowed to only if the candidate has secured a minimum CGPA of 2.5.
4. The candidate should remit the fees prevailing at that time.

➤ **In the case of the Post-graduate Programme (CBCSS-PG):**

- ✓ For readmission, the vacancy should be within the sanctioned strength in the parent college. If there is no vacancy in the junior batch of the parent college, readmission can be taken to another college with the junior batch if there is a vacancy within the sanctioned strength in the concerned college.
- ✓ This readmission is **not to be treated as a college transfer**



The principal has the authority to grant readmission to both undergraduate and postgraduate students, provided they meet the specified conditions. The principal must notify the Controller of Examinations within one month of granting such readmission.

➤ **In the case of the Post-graduate Vocational Programme (CBCSS-VPG):**

Students who discontinue after the second semester with P.G. Diploma can come back and opt for a lateral entry to the third semester, later if they wish to do so and can finish their M.Voc Degree.

➤ In multiple entries, the rejoining to the third semester shall be done by the students within three years from the date of their exit (The year in which they completed their second semester). In such a case the maximum period for completion of the programme will be 5 years

## **2.4. Online Registration for Examinations**

The students must register for the examinations of their respective semesters within the same year. Exam registration is available exclusively online. To register, students should visit the official College website and use the registration link on the home page. After selecting the appropriate link, they can complete the application form and pay the examination fee online. Incomplete applications will be rejected.

Registration for the End Semester Examination, along with the required fees, must be completed at least **10 days** before the examination begins. A fine of Rs.500/- will be imposed for applications submitted up to 10 days before the exam. Applications can still be submitted up to 5 days before the exam with a super fine of Rs.1000/-.

A list of the registered candidates will be sent to the HOD of each department at least five days before the commencement of the examinations.

## **2.5. Eligibility for Examination Registration**

Both UG & PG students will be permitted to register for the End-Semester Examinations, only if she has a minimum of 75% attendance (have completed a minimum of 75% of the prescribed classroom activities in physical, online, or blended modes, including any compensating activities as specified by the faculty of that particular course).

## 2.6. Condonation-Shortage of Attendance

**Attendance and Progress Certificate (APC)** in respect of every student is necessary for the registration of the candidates for the external examination. Hence, the APC forwarded from the Department is checked before issuing a hall ticket to both UG & PG students. However, a shortage of attendance may be condoned. Condonation application should be given not later than **two weeks** before the commencement of the examination. Condonation will not be granted for more than once in an academic year for any programme of study.

Condonation is ordinarily granted on the following conditions-

1. The prescribed fee has been paid
  2. The reasons given for failure to keep the prescribed attendance are satisfactory
  3. The application is recommended and forwarded by the Principal.
- ✓ Application for condonation shall be attached with an explanatory statement for each day of absence. A medical certificate from a registered medical practitioner is required, if the absence is due to illness, which exceeds 5 working days at a time. The Principal also has to state that a timely application was made by the candidate for leave and leave was granted in time. Details should be forwarded to the CoE.
  - ✓ Condonation of shortage of attendance to a maximum of 10% of working days in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by the College on the remittance of the required fee by the candidate.
  - ✓ On genuine medical grounds, **UG Students** can avail condonation of shortage of attendance in a maximum of four semesters during the entire programme, either **four single condonations** or **one double condonation and two single condonations** during the entire programme.
  - ✓ In the case of **PG students**, two times (for single condonation only) during the whole period of Post Graduate programme may be granted and if a double condonation is availed, only one condonation shall be allowed during the entire programme.
  - ✓ Maternity & menstrual leaves shall be treated as authorized absences

- ✓ The fee for condonation up to 10% of total working days is Rs 500. The fee for condonation up to 20% of total working days is Rs 1000/-. A fine of Rs.1000/- will be imposed additionally on each candidate in case of delayed submission of application for condonation.

### **2.7. Provisional Registration**

If a student cannot register for an examination due to an attendance shortage beyond the condonation limit in a semester, they may move to the next semester with Provisional Registration, provided their attendance is at least **50%**. Such a student can write the examination for the entire courses of the semester, in which a shortage of attendance occurs, as a supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal to the Controller of Examinations within two weeks of the commencement of the semester. Provisional Registration Fee is Rs.1500/-. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.

### **2.8. Token Registration**

Only candidates registered for the end-semester examinations are eligible to move on to the next semester of their programme. However, students who have met the attendance requirements but could not register for the examination may apply for Token Registration. This application must be submitted within two weeks of the commencement of the new semester to receive permission to proceed without losing a year or semester. These students can take the missed examination with their junior batch in the next academic year. The fee for Token Registration is Rs.1000/-.

### **2.9. Cancellation of Examination Registration**

Given that students can only move to the next semester with examination registration, provisions for cancellation of registration will not be available. Students must ensure they are fully committed to their exam schedules and requirements before examination registration.

### III. CONDUCT OF EXAMINATION

#### 3.1. The Examination Cell

The Examination Cell (EC) is a dedicated unit responsible for managing and overseeing all examination-related activities within the institution which is headed by the Controller of Examinations (CoE) and formed by the guidelines of the UGC and Government to Autonomous Colleges. The Examination Cell operates according to guidelines established by the UGC and the institution's Governing Body, ensuring that all practices adhere to academic integrity and standards. It serves as a point of communication between students, faculty, and administration regarding examination-related matters. The EC employs advanced technology for online assessments, result processing, and data management to enhance efficiency and accuracy and is equipped with the appropriate infrastructure for generating question papers and other relevant confidential materials. The cell comprises of Joint controller, representatives of teachers working in the college nominated by the Principal, and a team of office assistants, computer programmers, data entry operators, and other helpers. The teachers will continue performing their regular teaching work as scheduled by the College.

#### 3.2. Examination Calendar

A Calendar of Examinations shall be prepared by the Controller's Office at the beginning of every academic year showing the schedule of various Examinations, conducted during a year. The Calendar contains the following details:

1. The commencement of each semester
2. Names of all examinations conducted during the year
3. Examination notification/ registration dates
4. The dates for of internal examinations
5. The dates for end-semester examinations
6. The detailed timetable for all examinations
7. The vacation days after each semester
8. The probable dates of publication of the results

### 3.3. Formation of Question Bank

To support the Outcome-Based Education (OBE) framework, the College utilizes advanced software to create and manage the Question Bank (QB). The software allows us to clearly define and input Program Specific Outcomes (PSOs) and Course Outcomes (COs) and ensures each question is appropriately categorized and tagged according to these outcomes. The software enables the creation of various question types, such as multiple-choice, short answer, essay, and practical tasks, all designed to address different cognitive levels outlined by Bloom's Taxonomy. Questions ranging from BTL1 to BTL5 are included in the question papers.

For the generation of a Question Bank (QB) for a particular course, the entire modules of the course are divided into several small units, and then an ample number of questions are prepared in different categories, aligned with Course Outcomes (COs) and Bloom's Taxonomy Levels (BTLs). This ensures the appropriate distribution of questions across the entire syllabus of the course and prevents the repetition of questions. Questions undergo a rigorous review and validation process, including peer reviews and pilot testing, to ensure they are fair, unbiased, and aligned with the desired learning outcomes. The QB is modified and updated with additional questions every year.

### 3.4. Setting of Question Papers

Question papers for each course of both UG and PG are generated from the Question Bank (QB) using the same software. The software ensures that question papers are generated only if Bloom's Taxonomy Levels (BTLs) and knowledge levels are satisfied. Each paper is designed to include approximately 40% of BTL1 and BTL2 questions, 50% of BTL3 and BTL4 questions, and 10% of BTL5 questions. The question paper is generated confidentially by the CoE. 20 % of the previous year's questions are permitted to be repeated in a question paper. CoE will generate two sets of question papers and randomly select one out of them. The question papers are printed confidentially and kept in the strong room in the Controller's office with adequate sealing. The question paper patterns given in **Table 1 – 4** are for internal and End Semester Examinations of 4-credit and 3-credit courses in the UG programme. PG

question paper pattern is given in **Table 5**.

**Table 1. The Pattern of Question Paper for 4 Credit Course- Major& Minor Courses in FYUGP (Duration 2 hrs)**

Section	No. of questions asked	No. of questions can be answered	Mark for each question	Total Mark
Section A	10	10	3	24 (Ceiling)
Section B	8	8	6	36 (Ceiling)
Section C	2	1	10	10
<b>Total</b>				<b>70</b>

**Table 2. The Pattern of Question Paper for 3 Credit Course - General Foundation Courses in FYUGP (Duration 1.5 hrs)**

Section	No. of questions asked	No. of the questions can be answered	Mark of each question	Total Mark
Section A	10	10	2	16 (Ceiling)
Section B	5	5	6	24 (Ceiling)
Section C	2	1	10	10
<b>Total</b>				<b>50</b>

**Table 3. The Pattern of Question Paper for 80 mark Courses in CBCSS-VUG (Duration 2.5 hrs)**

Section	No. of questions asked	No. of questions can be answered	Mark for each question	Total Mark
Section A	15	15	2	25 (Ceiling)
Section B	8	8	5	35 (Ceiling)
Section C	4	2	10	20
<b>Total</b>				<b>80</b>

**Table 4 . The Pattern of Question Paper for 60 mark Courses in CBCSS-VUG (Duration 2 hrs)**

Section	No. of questions asked	No. of the questions can be answered	Mark of each question	Total Mark
Section A	12	12	2	20 (Ceiling)
Section B	7	7	5	30 (Ceiling)
Section C	2	1	10	10
<b>Total</b>				<b>60</b>

**Table 5 . The Pattern of Question Paper for PG Programmes (Duration 3 hrs)**

SI No	Type of Questions	Individual Weightage	Total Weightage	Number of questions to be answered
1	Short Answer	2	2x4=8	4 out of 7
2	Short Essay/ Problem Solving	3	3x4=12	4 out of 7
3	Long Essay	5	5x2=10	2 out of 4
	<b>Total</b>		<b>30</b>	<b>18</b>

However, concerned BoS can change the pattern and type of questions subject to the condition that the total mark/weightage of the paper is not changed.

### 3.5. Notification of Examination

The End Semester Examination schedule will be announced at least one month before the examinations. The examination notification released by the CoE will be available on the College website and the Students' notice board. The notification includes details such as the dates of commencement of End Semester Examinations, the deadlines for online exam registration (with and without late fees), the fee for each course, and the mode of fee remittance. The intimation will also be forwarded to HoDs. A second notification with the detailed timetable of the various programmes including



supplementary examinations will be declared 10 days before the start of the End Semester Examination. All semester examinations will adhere strictly to the examination calendar.

### **3.6. Distribution of Hall Tickets**

Eligible candidates can download their hall tickets from the College website three days before the exams begin. The hall ticket will include the student's name, recent photograph, unique ID/register number, course name, and code according to the program's semester. It must be attested by the HoD or Tutor-in-Charge.

### **3.7. Cancellation of Hall Tickets**

The Controller of Examinations reserves the right to cancel the hall ticket issued to any candidate if it is found that the candidate is ineligible to take the exam. This will be done only after the candidate had the opportunity to present her case.

### **3.8. Chief Superintendent (CS) and Additional Chief Superintendent**

The Chief Superintendent (CS) shall be appointed by the Principal before the commencement of the examinations and will be responsible for the proper conduct of the examination in the College. An additional Chief Superintendent is also appointed to assist the CS in the smooth conduct of the examination.

The CS shall complete all the necessary preliminary arrangements such as room arrangement, allocation of seats, pasting of unique ID/ register numbers, etc. a day previous to the commencement of the examinations. Details of seating arrangements should be put up on the student's notice board and displayed prominently at the entrance of the exam hall. A sufficient number of faculty members have to be selected as invigilators and intimated in advance, as per the existing College norms.

### **3.9. Distribution of Question Papers**

The question papers will be handed over to the Chief Superintendent (CS) by the CoE. The CS should inspect the packets and satisfy herself/himself that the question papers have been received in adequate quantities. Discrepancies and deficiencies should be

brought to the notice of the CoE immediately. If any discrepancy is found in the question paper or on the question paper cover about the duration, maximum marks, etc, the same should be intimated to the CoE. The timetable provided by the CoE should be strictly adhered to, and instructions to the candidates should be given accordingly.

The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. She/he should ensure that the seal of the question paper cover is intact. After the question paper covers have been opened and distributed, two of the invigilators must sign the question paper cover sent to the CS. The CS should ensure that the opened question paper covers are returned to the CoE along with the answer books. If a question paper packet remains unopened due to the absence of the candidates registered for a particular examination, it should be returned to the CoE.

The CS will distribute the required number of question papers to the invigilators assigned to each examination hall. The CS is responsible for properly opening the question paper cover, which contains the details about the specific examination. Additionally, the CS must ensure that the invigilator for each room collects the question booklets and answer sheets 15 minutes before the start of the examination and proceed to the examination room promptly.

All excess question papers as per the account with the invigilators should be collected 30 minutes after the commencement of the examination and kept by the CS in safe custody till the close of the examination. Question Papers should not be given to anybody who is not on duty before the close of the examination. No question paper should go out of the College before the close of the examination. The possibility of the exchange of question papers between candidates should be prevented. The candidate should be instructed to write their name and register number on the question paper immediately upon receipt of the same. The CS should ensure that a warning bell rings 10 minutes before the examination ends.

### 3.10. Answer Books

Answer Books shall be prepared and distributed by the office of the Controller of Examinations. A booklet with the prescribed number of papers as the main book and additional sheets will be kept ready in advance. The answer books are kept in the Office of the Controller under high security. Answer books are in different series with letter codes on both main and additional books. The CS has to keep a record of the total number of answer books received from the Controller's Office, with their series. The answer books and question papers should be placed in a strong room under the custody of the CS. The key to the room should be with the CS.

For the examination in a particular session, only one series of main and additional answer books should be used as far as possible. If due to insufficiency of stock, the CS may issue another series to supplement the shortage, after making a note of it in the record. However, this should be avoided as far as possible. The CS should enter the number of used answer books with series in the record.

The same procedure should be followed for practical examinations also. However, the answer books are handed over to the concerned skilled assistant /internal examiner instead of the invigilators, who are responsible for recording the account of answer sheets.

The final accounts of the answer books (main and additional) should be submitted to the CoE immediately after the termination of examinations. Under no circumstances the answer sheets should be left unbundled. The answer sheet bundles should always be kept sealed by the CS. No answer book/sheet should be taken away by unauthorized persons. Such an instance will be treated as malpractice and subsequent punishment shall be imposed.

The used answer books in each course should be packed and dispatched separately. Under no circumstances should a single bundle contain answer books of more than one course. The answer books of the FN and AN Session should be dispatched on the same day to the CoE without fail. Unused answer books shall be counted and kept in safe custody of the CS and a stock register should be maintained for this purpose.

### 3.11. Invigilation

One invigilator is assigned by the CS for every 30 students or fractions more than 10. They will be under the orders of and responsible to the Chief Superintendent. The CS shall give necessary instructions to the invigilators in this regard. When the examination is going on, the CS should visit the various halls at intervals without prior notice to ensure that the invigilators may not engage themselves in any occupation likely to undermine the efficiency of supervision.

#### 3.11.1. Instruction to Invigilators

Invigilation is an important task in an examination. Utmost care has to be taken to ensure the smooth conduct of examination without any malpractices. The following are certain guidelines for invigilators.

- ✓ Invigilators shall report for duty at least **30 minutes** before the actual time fixed for the commencement of the examination. Invigilators posted for a session will not be replaced in the middle of a session. Invigilators should not be allotted with the same classrooms continuously.
- ✓ Each invigilator should acknowledge the receipt of the main answer books and additional sheets. They will be supplied with a statement form in duplicate for recording the issue of answer books to the candidates.
- ✓ No candidate shall be admitted to the examination hall/room without the Hall Ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
- ✓ The CS shall instruct the invigilators to check the Hall Ticket of each candidate without causing disturbance to the candidate. Suspected cases of impersonation should be reported to the CoE.
- ✓ Verify the identity of the candidate by checking photograph on the hall ticket and marking their attendance.
- ✓ Candidates should be allowed into the examination hall 10 minutes before the commencement of the examination, and the invigilator should ensure that the candidates are in their seats at least 5 minutes before the commencement of the examination.

- ✓ Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the required entries (Name of the examination, Unique ID/Reg. Number, etc) in appropriate places. The answer books should not be distributed before the candidates report for the examination. Invigilators should note down the register number of the candidates in the statement which is given in duplicate and get the signature of the candidate against their name. Before the question paper is distributed to the candidates, the invigilator should draw the attention of the candidates to the special instructions printed on the first page of the booklet and warn them against the practice of any unfair means during the examination.
- ✓ The invigilator should sign on the top of the main and additional answer book before issuing it to the candidate. The total number of additional sheets supplied to each candidate should be recorded. While collecting the answer books at the close of the examination, the invigilator should verify that the number of additional sheets supplied to the candidates tallies with the total recorded number. Any discrepancy should be reported to the CS for taking further action. The invigilator should also sign on the last page of the answer paper where the answers end.
- ✓ At the close of the examination, the answer books should be directly collected by the invigilator from the candidates. Candidates should not be allowed to leave the hall before handing over the paper to the invigilator. The candidates who wish to leave the examination hall in the middle of the examination should be instructed to stand in their places until the invigilator collects the answer books. At the close of the examination, all candidates should stop writing and remain in their seats until the invigilator collects the answer books.
- ✓ Collected answer books shall be arranged as per the order of register numbers by the invigilator, to be handed over with the attendance list and unused answer books to the CS before leaving the examination premises. Office Attendants should not be entrusted with the task of taking the answer books to the halls and

distributing them to the examinees.

- ✓ One copy of the daily statement of account should be kept in the College Examination Office and one copy should be dispatched on the same day to the CoE along with the statement showing total answer books and additional sheets issued for the day and the balance at hand.
- ✓ A warning bell should be given 10 minutes before the end of the examination. The CS may at his/her discretion allow extra time up to 5 minutes if for any reason the question paper could not be distributed before the appointed time.

### **3.11.2. Instruction to Candidates**

- ✓ The Candidates should be present in the examination hall 10 minutes before the commencement of the examination and have to occupy their seats 5 minutes before the examination. They should bring their hall tickets on all days of the examination, failing which they will not be admitted to the examination hall. In the case of the loss of a hall ticket, the candidate can get a duplicate from the Office of the Controller with the payment of the required fee. If any candidate fails to bring the hall ticket, the CS shall instruct the candidate to produce her passport-size photograph and affix her signature on it under attestation by any one of the concerned faculty of the Department, which can be used as a duplicate hall ticket for that day, with the condition that the student will produce the hall ticket for the succeeding Examinations.
- ✓ Candidates presenting themselves after the first half an hour of the examination will not be allowed to write the examination under any circumstances.
- ✓ Candidates and invigilators should maintain strict silence in the examination hall. Candidates are forbidden from asking questions of any kind to the invigilator about the day's paper. They should write their name and Register Number on the question paper issued.
- ✓ In general, candidates shall not be allowed to enter the exam hall 30 minutes after the commencement or 30 min before the closure of the exam. Those candidates who wish to hand over their answer books and leave the hall after 30 minutes of

the start of the examination or before 30 minutes of the close of the examination have to stand up in their seats until the invigilator collects the answer books as well as the question papers from them. The question papers shall be returned to the candidates after the close of the examination.

- ✓ Non-programmable scientific calculators can be used by the candidates for the examinations. Electronic gadgets, except acceptable calculators, are to be kept outside the hall. Mobile phones, smart watches, wireless earbuds, etc. even if they are switched off, will not be permitted in the examination hall.
- ✓ The entry of outsiders into the examination hall is strictly prohibited. The invigilators should keep close watch over the peons and other menials who may enter the hall for a supply of water. No member of the staff, teaching or non-teaching, who has no duty in connection with the examination should be permitted to enter the halls or handle question papers.

### **3.12. Malpractices in the External Examinations**

In case of any malpractice, the candidate will be provided with a fresh answer booklet by the invigilator after collecting the original one, and the first answer sheet provided will remain canceled. The CS should make a special note of this and provide the Controller of Examinations with the answer book, a detailed report on the student who engaged in unfair practices, and any evidence related to the case, along with specific charges against the candidate. The answer book of the candidate should be packed separately with the superscription “Suspected Malpractice”.

If the candidate confesses the guilt, the cases are to be closed as per the following guidelines, after obtaining the approval of the Principal.

- (i) Cancel particular course(s)/paper(s) of the examination(s) of the candidate, and she will not be permitted to appear for the course(s)/paper(s) concerned during the next chance.
- (ii) In addition to the cancellation of the appeared course(s) paper(s), an amount of Rs.1000/- will be levied as a fine from the candidate.
- (iii) If a candidate repeats the malpractice, the entire semester/ annual



examinations will be canceled, and she will not be permitted to appear for the next two consecutive examinations of the course(s)/ paper(s) concerned, excluding the appearance in which she is found resorting to malpractice.

- (iv) In addition to the cancellation, an amount of Rs.3000/- will be levied as a fine from such candidates.
- (v) If he/she further repeats the offense, she will be permanently debarred from all Examinations.

If the candidate denies the charge, the principal has to appoint a senior faculty to conduct an inquiry into the allegations against the student. After the formal inquiry, punishment may be imposed based on the severity of the offense.

### **3.13. Exclusion of Candidates on Account of Disease**

Candidates who are undoubtedly suffering from infectious diseases of any kind will not be permitted to write the examination.

### **3.14. Special Permission & Privileges**

#### **A) Physically Handicapped Candidates**

An additional 30 minutes are granted for a three-hour duration examination, 20 minutes for a 2-hour examination, and 15 minutes for a 1.5-hour examination for those having disability. Scribe will be permitted for those who cannot write examination owing to their disability (permanent disability) if it is specially mentioned in the Medical Certificate submitted to prove the same. Application in the prescribed form should be submitted to the CoE through the Principal for the privilege of extra time.

#### **B) Blind Candidates**

An extra time of 15 minutes per hour of examination will be allowed to blind candidates, in addition to the permission to avail the service of a scribe. They are exempted from answering questions on drawing graphs, phonetic transcription, etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer papers.

Blind candidates are exempted from payments of all kinds of special fees and tuition

fees as mentioned at the time of admission and the exam fee prescribed by the CoE for the course. However, they have to remit the fee for degree certificates and other certificates.

### **C) Visually Impaired Candidates**

Visually impaired students can use computers/laptops with a screen reading speech software, for writing the examination, over and above the facilities for using a scribe.

### **D) Dyslexic and Autistic Candidates**

Extra time of 30 minutes will be allowed in addition to the permission to avail the service of a scribe or interpreter to dyslexic and autistic candidates.

### **E) Students with Writing Disabilities**

Students with writing disabilities, who cannot write with hands, can use computers for writing answers in examinations, and the College shall provide computers to the students.

### **F) Application for Scribe or for Extra Time (Amanuensis)**

Scribes will be allowed only to candidates with permanent disability. Application for extra time or scribe should be routed through the Principal. The request of the candidates should be received at least one month before the commencement of the examination. The application should include a Medical Certificate issued either by a Medical Board constituted by the Government or by Specialists in charge of Departments namely, Orthopedics/ Physical medicines/ Ophthalmology/ ENT etc. in a Government Hospital/ Medical College Hospital, and duly countersigned by the Superintendents. The principal will appoint a scribe for the candidate. Candidates are not permitted to bring any scribe. Principal can prepare a panel of scribes.

In the case of total blindness or permanent disability that cannot be cured, a copy of the Medical Certificate attested by the Principal of the College or by the Superintendent of the Government Hospital will be accepted. In all other cases, an original certificate should be produced. To obtain an extension of time, an original Medical Certificate is mandatory, stating that the candidate's condition will impact their normal writing speed.

## 4. EVALUATION AND GRADING

### 4.1. Assessment of CUFYUG Programme

Mark system is followed for UG programmes. A 4-credit course will be evaluated for 100 marks and a 3-credit course for 75 marks. The evaluation scheme for each UG Course shall contain two parts

- a) **Continuous Comprehensive Assessment**
- b) **End-Semester Evaluation**

#### 4.1.1. Continuous Comprehensive Assessment

Continuous comprehensive assessment will have two sub-components: **Formative assessment and Summative Assessment**. The Course faculty can choose any combination of assessment methods listed below under both categories.

#### 4.1.2. Formative assessment methods

The method of evaluation/ assessment may be as follows:

- (i) Practical /Assignment (ii) Observation of practical skills (iii) Viva- voce (iv) Quiz (v) Interview (vi) Oral presentations (vii) Computerized adaptive testing (viii) In-class discussions (ix) Seminar presentations (x) Clicker question (xi) Low-stakes group work (xii) Group tutorial work (xiii) One-minute reflection writing assignments (xiv) Home assignments (xv) Self and Peer assessments etc.

#### 4.1.3. Summative Assessment Methods

The method of evaluation/ assessment may be as follows:

- (i) Written test (ii) Open book test (iii) Laboratory report (iv) Problem-based assignments (v) Individual project report (vi) Case study report (vii) Team project report (viii) Literature survey (ix) Standardized test (x) Any other pedagogic approach specifically designed for a particular course by the instructor.

30% weightage shall be given for continuous comprehensive assessment and the remaining 70% weight shall be for the end-semester evaluation.

✓ In the case of a 4-credit course with only a theory component, the evaluation will be

in 100 marks, out of which 30 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.

- ✓ In the case of a 3-credit course with only a theory component, the evaluation will be 75 marks, out of which 25 marks will be by continuous/internal evaluation and 50 marks will be by external evaluation.
- ✓ In the case of a 4-credit course with only a theory component and with five modules, out of the 30 marks by continuous/internal evaluation, 10 marks will be for the open-ended module and 20 marks will be for the other four modules. The 70 marks of the external evaluation will be based on the four modules other than the open-ended module.
- ✓ In the case of a 3-credit course with only a theory component and with five modules, out of the 25 marks by continuous/internal evaluation, 5 marks will be for the open-ended module and 20 marks will be for the other four modules. The 50 marks of the external evaluation will be based on the four modules other than the open-ended module.
- ✓ In the case of a 4-credit course with 3 credits for the theory component and 1 credit for the practical / practicum component, there can be four modules based on theory and one module on the practical component. Out of the total evaluation of 100 marks, 20 marks will be for the practical / practicum component and it will be based on continuous/internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 20 marks of the practical component will be considered as part of the internal evaluation. Out of the remaining 80 marks for the theory component, 10 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.
- ✓ In the case of a 3-credit course with 2 credits for the theory component and 1 credit for the practical / practicum component, there can be four modules based on theory and one module on the practical component. Out of the total evaluation of 75 marks, 15 marks will be for the practical / practicum component and it will be based on continuous/internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 15 marks of the

practical component will be considered as part of the internal evaluation. Out of the remaining 60 marks for the theory component, 10 marks will be by continuous/internal evaluation and 50 marks will be by external evaluation. A Summarized table is given below in **Table 4**.

**Table 4. Mark Distribution of Internal and External Evaluation for Various Courses in FYUGP**

Course Type	Total Marks	Continuous/ Internal Evaluation	External Evaluation
<b>4-Credit Course (Theory Only)</b>	100	30	70
<b>3 Credit Course (Theory Only)</b>	75	25	50
<b>4-Credit Course (Theory only with 5 Modules)</b>	100	30 (Open ended=10 Others=20)	70 (Excluding Open Ended Module)
<b>3-Credit Course (Theory- 5 Modules)</b>	75	25 (Open ended=5 Others=20)	50 (Excluding Open Ended Module)
<b>4-Credit Course (3 Credit Theory + 1 Credit Practical)</b>	100	10 (Theory) + 20 (Practical)	70
<b>3-Credit Course (2 Credit Theory + 1 Credit Practical)</b>	75	10 (Theory) + 15 (Practical)	50

#### 4.1.4 Continuous Assessment Formats

##### i. Internal Evaluation of Theory Part of a Course

Internal Evaluation of theory part of a course shall have the following components:

**Table 5. Internal Evaluation of Theory Part of a Course**

Components of Internal Evaluation of Theory Part of a Course	Internal Marks for the Theory Part of							
	4-credit Course (Total 30 Marks)				3-credit Course (Total 25 Marks)			
	Theory Only		Theory + Practical		Theory Only		Theory + Practical	
	4 Theory Modules (20)	Open-ended Module (10)	4 Theory Modules (10)	Practical (20)	4 Theory Modules (20)	Open-ended Module (5)	4 Theory Modules (10)	Practical (15)
Test paper/ Mid-semester Exam	10	4	5	-	10	2	5	-
Seminar/ Viva/ Quiz	6	4	3	-	6	2	3	-
Assignment	4	2	2	-	4	1	2	-

##### ii. Practical / Practicum Examination

- ✓ Continuous evaluation of practicals by the teacher-in-charge shall carry a weightage of 50%
- ✓ The end-semester practical examination and Viva-voce, and the evaluation of practical records shall be conducted by the teacher in charge and an internal examiner appointed by the Department Council
- ✓ The scheme of continuous evaluation and the end-semester examination and viva-voce of practical courses is given below in Table 6.

**Table 6. Evaluation of Practical / Practicum Component in a Course**

Evaluation of Practical Component of Credit-1 in a Course	Weightage	Marks for Practicals in	
		4-credit Course	3-credit Course
		20 Marks	15 Marks
Continuous evaluation of practical/exercises performed in practical classes by the students	50%	10	8
End-semester examination and Viva-voce to be conducted by the teacher-in-charge along with an additional examiner arranged internally by the Department Council	35%	7	5
Evaluation of the Practical records submitted for the end semester Viva-voce examination by the teacher-in-charge and additional examiner	15%	3	2

- ✓ The process of continuous evaluation of practical courses shall be completed 10 days before the commencement of the end-semester examination.
- ✓ Only those who pass the continuous evaluation will be permitted to appear for the end-semester examination and Viva-voce (35%).

### *iii. Evaluation of Project*

- ✓ The evaluation of project work will be done internally through continuous assessment mode by a committee internally constituted by the Department Council. 30% of the weightage shall be given through this mode.
- ✓ The remaining 70% shall be awarded by the external examiner appointed by the University.
- ✓ The scheme of continuous evaluation and the end-semester viva voce of the Project are given below:

**Table 7. Evaluation of Project**

Components of Evaluation of Project	Weightage	Marks for the Research Project (Honours with Research)	Marks for the Optional Project (Honours)
		12 Credits / 300 Marks	8 Credits/ 200 Marks
Continuous evaluation of project work through internal presentations and reports by the committee internally constituted by the Department Council	30%	90	60
End-semester Viva-voce examination to be conducted by the external examiner appointed by the CoE	50%	150	100
Evaluation of the day-to-day records and project report submitted for the end-semester Viva-voce examination by the external examiner	20%	60	40

**iv. Evaluation of Internship**

- ✓ The evaluation of the internship will be done internally through continuous assessment mode by a committee internally constituted by the Department Council.

The scheme of continuous evaluation is given below:

**Table 8: Evaluation of Internship**

Components of Evaluation of Internship	Weightage	Marks for Internship 2 Credits/ 50 Marks	
Continuous evaluation of internship through internal presentations and reports by the committee internally constituted by the Department Council	50%	25	
If an Institutional visit is included as part of the internship	10%+40%	5 for visit	20
End-semester viva-voce examination to be conducted by the Committee internally constituted by the Department Council	35%	17	
Evaluation of the day-to-day records and final report submitted for the end semester Viva-voce examination by the Committee internally constituted by the Department Council	15%	8	



- ✓ The Board of Study may decide to make the institutional visit by the students a requirement for the completion of the Internship. In such cases, a weightage of 10% (5 marks) shall be allocated for institutional visits, and the continuous evaluation of the internship shall have a weightage of 40% (20 marks). Another method may be required for specific courses/students as implemented by the instructor.

#### 4.2. Assessment of CUFYVUG Program

**A. Mark system** is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system.

**B. Course Evaluation:** The evaluation scheme for each course shall contain two parts internal assessment and external assessment.

##### 1. Internal Assessment

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

b) The internal assessment shall be based on a predetermined transparent system involving written tests, Classroom participation based on attendance in respect of theory courses and lab involvement, records and attendance in respect of Practical Courses.

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

d) Components with percentage of marks of Internal Evaluation of Theory Courses are-

Theory		Practical	
Test paper	40%	Record	40%
Assignment	20%,	Lab Involvement	60%
Seminar		20%	
CRP based on attendance		20%.	

For the test paper marks, at least two test paper should be conducted. If more test papers are conducted, the mark of the best two should be taken. 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 Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

**Split up of marks for test papers**

<b>Range of Marks in test paper</b>	<b>Out of 8 (Maximum internal marks is 20)</b>	<b>Out of 6 (Maximum internal marks is 15)</b>
Less than 35%	1	1
35%-45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

**Split up of marks for Classroom Participation**

<b>(CRP) Range of CRP</b>	<b>Out of 4 (Maximum internal Marks is 20)</b>	<b>Out of 3 (Maximum internal Marks is 15)</b>
$50\% \leq \text{CRP} < 75\%$	1	1
$75\% \leq \text{CRP} < 85\%$	2	2
85 % and above	4	3

## 2) External Evaluation

- a) External evaluation carries 80% of marks.
- b) All question papers shall be set by the University.
- c) The external question papers may be of uniform pattern with 80/60 marks
- d) The general components taken from other UG Programmes with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.
- e) The external examination in theory courses is to be conducted by the University 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.
- f) The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. No single Examiner is given the charge of conducting the examination. Both the internal and external examiners are equally responsible for the examination work; however evaluation and viva-voce shall be done by the external examiner. The practical board meeting should be conducted before conducting the external practical examination with the concerned examiners. The instructions for conducting the practical examinations, the mark distribution, question paper distribution and related matters should be discussed in the practical examination board meeting. The scheme of valuation must be strictly followed so as to ensure uniformity.
- g) After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

### C. Revaluation:

In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSS VUG 2021. 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.

#### **D. Internship and Project**

a) Internship or the mini/main project should be carried out in the industry, not necessarily with industry partner. The major idea for internship is to implement the things learned and to get a real life experience.

b) The Evaluation process follows 20% internal assessment & 80% external assessment.

c) There will be internship/project at the end of 2nd and 4th semesters.

d) The sixth semester includes one internship and project for the whole semester along with a term paper. Every student shall undergo one internship for the whole semester and along with that they should do a project based on their internship. At the end of the semester they should submit internship report and project.

e) Every student will be assigned an internal guide, allotted from the parent department concerned or an expert available in the college appointed by the principal or the head of the department. The student has to make regular discussions with the guide while choosing the subject/area and throughout the life time of the project.

f) At least three reviews should be conducted to evaluate the progress of work.

g) Since Internship and Project is considered as a single course having a common course code and course name, external examination is also conducted as single. But the evaluation (internal as well as external) should be done separately for internship and project. In the mark sheet and Grade Card, the split up mark is to be shown.

h) An evaluation team is constituted for conducting the evaluation. The team consist of external examiner, allotted by the university from the approved examination panel and a faculty from the institution. If necessary, representatives from the industry can also be added to the panel.

i) Students should submit a report of their work. A valid certificate of internship from the organization should be produced as a proof that the work is carried out in the respective organization. Attendance statement also should be produced.

j) Students are required to make the presentations of their work to present before the panel of examiners. A viva will be conducted based on the report and students are supposed to clarify the queries regarding their work.

**Mark distribution for internship**

<b>Distribution</b>	<b>External</b>	<b>Internal</b>
Report	100	30
Viva	60	10
<b>Total</b>	<b>160</b>	<b>40</b>

**Mark distribution for Project**

<b>Marks Distribution</b>	<b>Total marks</b>	<b>Internal Assessment Marks</b>
Theory/ Algorithm/Flow diagram	40	5
Implementation	80	20
Result/Output	20	5
Record	10	5
Viva	10	5
<b>Total</b>	<b>160</b>	<b>40</b>

E. Evaluation of Audit courses: The examination shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or online question paper may be introduced.

F. Evaluation of Term Paper: The term paper shall be in the sixth semester along with internship and project. It should be in the standard format which is eligible for publishing. It has no external evaluation but only internal assessment. The concerned Board of Studies shall include necessary guidelines for the evaluation of term paper.

G. Minimum for pass: The successful completion of all the courses prescribed for the diploma/degree programme with P grade shall be the minimum requirement for the award of diploma/degree.

**Notes:**

1. For Project/internship, the minimum for a pass shall be 50% of the total marks assigned to the respective examination. A student who does not secure this pass marks in a subject will have to repeat the respective subject.
2. If a candidate has passed all examinations of B.Voc. Programme (at the time of publication of results of last semester) except Internship and Project in the last

semester, a re- examination for the same should be conducted within one month after the publication of results. Each candidate should apply for this Save-A-Year examination within one week after the publication of last semester results.

### 4.3. Assessment of CBCSS-PG Programme

The evaluation scheme for each PG course shall contain two parts

#### a) Internal assessment      b) External Evaluation

For PG Programmes 20% weight is given for internal assessment and 80% is given for external assessment. Both internal and external evaluations will be carried out using the Direct Grading System.

#### 4.3.1. Internal Assessment

25% of the total marks in each course are for internal examinations. The internal assessment shall be based on a predetermined transparent system that includes written tests/assignments/seminars/viva and attendance for the theory courses, and lab involvement/records, and attendance, in the case of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, conclusion, and research aptitude. Components with the percentage of marks of Internal Evaluation are given below in Tables 9 and 10. If a fraction appears in internal marks, the nearest whole number is to be taken.

**Table 9. Marks for Attendance**

	<b>Attendance Percentage</b>	<b>Marks Allotted</b>
1	Above 90% attendance	100% marks allotted for attendance
2	85 to 89%	80%
3	80 to 84%	60%
4	76 to 79%	40%
5	75%	20%

**Table 10. Components with Percentage of Marks of Internal Evaluation**

Theory Course		Practical	
Attendance	25%	Attendance	25%
Assignment/Seminar/Viva	25%	Record	50%
Test paper	50%	Lab involvement	25%

**4.3.2. Project Evaluation**

Evaluation of the Project Report shall be done under the Mark System. The evaluation of the project will be done in two stages:

- ✓ Internal Assessment (supervising teachers will assess the project and award internal marks)
- ✓ External evaluation (Done by the External Examiner appointed by the College)
- ✓ Marks secured for the project will be awarded to the candidates combining the internal and external marks
- ✓ The internal to external components are to be taken in the ratio 1:4.

**Table 11. Assessment of Different Components of the Project**

Internal (20% of Total Marks)		External (80% of the Total Marks)	
Components	Percentage of marks	Components	Percentage of marks
Punctuality	20	Relevance of Topics, Statement of objectives, Methodology Reference, etc	20
Use of data	20	Presentation, Quality of analysis/use of statistical tools/Findings and recommendations.	30
Scheme/ Organization	30	Viva Voce	50
Viva-Voce	30		

- ✓ Internal Assessment should be completed 2 weeks before the last working day of the IV<sup>th</sup> Semester.
- ✓ Internal Assessment marks should be published in the Department.
- ✓ In the case of Courses with Practical examinations, Project evaluation shall be done along with Practical examinations.

#### **4.3.3. Pass Conditions**

- ✓ 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 fails to submit the Project Report for external examination
- ✓ The student should get a minimum of 40% of the aggregate and 40% separately for ESE to pass the project
- ✓ There shall be no improvement chance for marks obtained in the Project Report
- ✓ In the event of failure to achieve the 40% marks, the project work may be re-done and the report may be re-submitted along with the subsequent exams through the parent Department as per the existing rule of the College Examinations

#### **4.4. Assessment of CBCSS-VPG Programme**

Evaluation: The evaluation scheme for each course shall contain two parts; (a) Internal / Continuous Assessment (CA) and (b) External / End Semester Evaluation (ESE).

- ✓ Of the total, 20% weightage (Weightage 1) shall be given to Internal evaluation / Continuous assessment and the remaining 80% (Weightage 4) to External/ESE and the ratio and weightage between Internal and External is 1:4.
- ✓ Primary evaluation for Internal and External shall be based on 6 letter grades (A+, A, B, C, D and E ) with numerical values (Grade Points) of 5, 4, 3, 2, 1 & 0 respectively.
- ✓ Grade Point Average: Internal and External components are separately graded and the combined grade point with weightage 1 for Internal and 4 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 based on Ten point Scale provided in clause 14.

#### 4.4.1. Internal Evaluation-Continuous Assessment

- ✓ This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and viva-voce in respect of theory courses and based on tests, lab skills and records/viva in respect of practical courses.
- ✓ The criteria and percentage of weightage assigned to various components for internal evaluation are as follows :

<b>(a) Theory:</b>			
<b>SI No.</b>	<b>Component</b>	<b>Percentage</b>	<b>Weightage</b>
1	Examination /Test	40%	2
2	Seminars / Presentation	20%	1
3	Assignment	20%	1
4	Attendance	20%	1
			<b>5</b>
<b>(b) Practical :</b>			
1	Rough record for each experiment	20%	1
2	Performance in the laboratory -coding, results	20%	1
3	Fair Record	20%	1
3	Regularity	20%	1
4	End semester Test	20%	1
			<b>5</b>

- ✓ Grades shall be given for the internal evaluation based on the grades A+,A,B,C,D&E with grade points 5,4,3,2, 1 &0 respectively. The overall grades shall be as per the Ten

Point scale provided in clause 14 of this regulation.

- ✓ There shall be no separate minimum Grade Point for internal evaluation.
- ✓ To ensure transparency in the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board 5 days before the commencement of the external examination.
- ✓ There shall not be any chance for improvement of internal marks.

The course teacher shall maintain the academic record of each student registered for the course, which shall be forwarded to the Controller of Examination of the college, after being endorsed by the Head of the Department.

- ✓ For each course there shall be class test/s during a semester. Grades should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal.
- ✓ Each student shall be required to do assignment/s for each course. Assignments after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation etc. and inform the same to the students. Punctuality in submission is to be considered.
- ✓ Every student shall deliver a Seminar / Presentation as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the course teacher.
- ✓ All the records of Continuous Assessment (CA) must be kept in the Department and must be made available for verification by the COE of the College if asked for.

#### **4.5. Publication of Internal Assessment Results**

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 the external examination. There will not be any chance for improvement in internal marks. For those who could not appear for any internal examination for genuine reasons, a single chance for re-examination will be permitted after remitting an amount of Rs.200/- per paper and with the recommendation of the HoD. The date of re-examination will be announced in advance. The course teacher shall maintain the academic record of each student registered for the course. The marks awarded in each semester (continuous internal

assessment) for both theory and practical shall be forwarded to the Controller of Examinations before the commencement of the end-semester examination with the signature of both the Course teacher and HoD.

The Controller of Examinations shall have the right to call for all the records of continuous evaluation from the teachers concerned and moderate the evaluation if it seems necessary in any specific case.

#### **4.6. Grievance Redressal Committee**

The College shall form a Grievance Redressal Committee in each Department comprising of HoD, Faculty advisor, Course faculty and the Department Co-ordinator of CUFYUGP. For CBCSS-PG, the Department Level Committee consists of a Course teacher, one senior teacher and the HoD as the Chairman. Any concern raised by the students regarding attendance and internal assessment grades shall be addressed by these committees. There shall be a College level Examination Grievance Redressal Committee comprising of Vice Principal, Dean of Students' Welfare, Dean of Academics, Controller of Examinations, Joint Controller of Examinations, concerned HoDs, Chairperson of the College Union and the Principal as the Chairman. Complaints that are not resolved at the Department level regarding the internal assessments will be dealt with by the College level Committee.

#### **4.7. End Semester Examination Valuation**

All the End Semester examinations shall be conducted by the Office of the CoE as per the Examination Calendar. An External Chief Examiner shall be appointed for each Course by the CoE and the evaluation of the answer sheets of these courses will be done in a centralized valuation camp.

##### **4.7.1. Constitution of Boards of Examiners**

There shall be a Board of Examiners for each subject with a Chairman appointed by the Controller of Examination. The HoD or any other senior teacher can be the Chairman of each subject concerned. An external Chief examiner will be appointed by the Controller for each Board or each Course as per the need.

#### 4.7.2 Valuation Camp

- ✓ For all examinations of PG and UG courses, Centralized Valuation is to be adopted.
- ✓ The Centralized Valuation Camp is to ensure uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a schedule, and the early publication of results. The Controller of Examinations will be the Camp Director. He/She will be responsible for the disciplined conduct of the camp. He/She will have supervision and control over all the members of the camp including the Chairman and the other examiners.
- ✓ The Controller of Examinations will convene a meeting of the Chairman and members of the Board of Examinations of each subject immediately after the examination. The Board shall discuss the question papers and formulate a well-defined scheme for the valuation of answer scripts. Answer keys shall be prepared in this meeting by the concerned faculty members.
- ✓ Each Board shall maintain a register showing the details such as the name of the Chairman, Chief Examiner and the Additional Examiners, the total number of answer scripts for each subject/paper and the number of papers allotted to each examiner. Normally the paper is distributed equally.
- ✓ The Chief Examiner has to scrutinize every paper and revalue 20% of the total papers. After the evaluation, marks are to be entered only on the front sheet of the answer booklet. The marks will be uploaded by each examiner into the portal of the CoE after each session by scanning the bar code of the answer book.
- ✓ All other calculations including grading are done by the Examination office.
- ✓ A copy of the Mark list duly signed by the Additional Examiner and Chief Examiner has to be submitted to the Chairman. The Chairman has to submit the mark list, the answer sheets, the statement of work, and the DA form to the CoE after the closing of the camp.

Valuation of answer scripts of regular students has been made part of the duty of the

teachers by the University of Calicut w.e.f 01.03.2014. So teachers are not entitled to get remuneration for the valuation of answer scripts of the regular students. The answer scripts of the regular students shall be equitably distributed among all the teachers. Internal examiners for the regular practical examination/viva-voce/thesis or project evaluation are not entitled to remuneration. However, remuneration will be paid to teachers on the contract of the self-financing stream. The revaluation of answer scripts will be remunerated to all teachers. External examiners are entitled to TA/DA and examination charges. If conscious irregularity on the part of the examiner is discovered on valuation, the CoE can conduct an enquiry and recommend further disciplinary actions to the Principal.

In the event of malpractice detected during the valuation of answer scripts by the Internal or External Examiner, the Chairman of the camp concerned shall send a detailed report to the CoE containing a full description of the type of malpractice suspected together with the relevant documents. Further proceedings of the case will be as in the case of malpractice done during the examinations.

#### ***4.7.3. End Semester PG Practical External Examination***

For PG Programmes, the external examination for practical, project and viva shall be conducted by two examiners – one internal and an external, appointed by the CoE. The marks obtained for practical examination, project evaluation and viva shall be uploaded by the examiners into the portal of the CoE after the completion of the examination. The mark list of the practical examination has to be submitted along with the answer sheets and statement of the work. For project and viva, the mark lists have to be submitted to the CoE. Practical examinations will be conducted at the end of the II and IV semesters. The project evaluation with Viva can be conducted at the end of the IVth semester.

### **4.8. Pass Board and Moderation in Examinations**

The CoE shall convene a Pass Board immediately after the tabulation work is over. The Pass Board comprises the Principal, Vice Principal, Dean of Academics, Controller of Examinations and the Heads of the Departments. The statistics of the results of each

Department shall be presented to the Board for consideration. The Board may pass the results as such or with modification as it may decide. Moderation is generally discouraged. Under some unavoidable circumstances, it can be defined by the Pass Board. Moderation shall not be awarded for improvement/reappearance papers.

Moderation that can be awarded in various external examinations will be a maximum of 5% of the aggregate marks of the external examination per year/semester, subject to the condition that a maximum of 10% can be given for a pass in an individual paper. This will be considered at the time of finalization of the results of each semester. The Academic Council of the College will decide the moderation limits. Grace marks and revaluation marks should be applied before adding moderation. When a change in marks occurs on revaluation / when grace marks are added at a later stage, moderation already awarded, if any, should be withdrawn. Moderation, if any, required will be awarded later.

#### **4.9. Publication of Results**

The results of each semester will be published on the College Website within 10 days of the completion of the external examination. Mark list will be issued to the students after each semester. On the approval of the final marks, a consolidated mark list will be issued to the students under the name and seal of the Principal and the CoE of the College, in a format consistent with that prescribed by the University of Calicut.

#### **4.10. Scrutiny / Photocopies of Answer Paper**

Students can apply for photocopies of answer scripts for external examinations. Applications for photocopies/ scrutiny should be submitted within 10 days of publication of results. The fee for this shall be as decided by the College. Photocopies of the answer paper are issued after defacing the marks awarded. The fee rate for Photocopy is 200/ paper and for scrutiny 100 / paper.

Scrutiny means recounting or rechecking the marks awarded by the examiner to see whether any error like adding, omission, neglect, etc. occurred while entering the marks. Scrutiny is done in the Examination Section itself.

#### **4.11. Revaluation of Answer Papers**

Application for revaluation can be given online as per the notification issued from time

to time. Application for revaluation should be submitted within 10 days of publication of the result. There is no revaluation for practical examination and project viva. There is also no spot revaluation. The prevailing rules for revaluation shall be applicable.

If a student applies for revaluation of a course, then the marks on revaluation and the internal marks together shall be reckoned for finalizing the revaluation results. Aggregate grade shall be displayed in the revaluation results. The change in the grade obtained on revaluation will be awarded to the candidate.

The revaluation fee is Rs.500/paper and the revaluation is done externally.

#### **4.11.1. The Rules for Revaluation**

The increased marks obtained in the revaluation will be awarded to the candidate if the increase is less than 30% of the maximum mark.

If the change of mark obtained in the revaluation is 30% or more of the maximum marks, the answer scripts will be sent for a third revaluation and the average of the nearest two marks will be granted to the student. Such variations shall be noticed and recorded. If such errors repeatedly occur in the case of any examiner, proper actions may be taken. If the revalued mark is less than the accrued mark the original mark will be retained.

Change of marks on account of revaluation will be effected in the Revaluation Register and the online register. The change needs to be effected in the mark list only after obtaining the request from the candidate along with the original mark list and original memo issued from the College. This will be intimated to the student through the memo.

There is no fee for entering the revaluation marks in the mark list within 6 months of the revaluation memo. If the request is made after 6 months from the date of the revaluation memo, a fine of Rs 500/- will be levied for each subsequent year for producing the new mark list.



#### 4.12. Improvement & Supplementary Examinations

- ✓ 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 students can improve a maximum of two courses in a particular semester
- ✓ The internal marks already obtained will be carried forward to determine the new grade/ marks 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 grade/ marks obtained in the first appearance will be retained
- ✓ A student who fails to secure a minimum grade for a pass in a course is permitted to write the supplementary examination along with the next junior batch
- ✓ Registration for reappearance will be treated as utilization of reappearance chance, even if the student is absent for the examination. One who reappears for improvement has to take the examination as per the scheme prevailing at the time.
- ✓ In case of reappearance after completion of the programme, the original Transfer Certificate (TC), provisional certificate and mark list should be submitted; these will be returned after the publication of the result. A declaration to the effect that she has not applied for an original degree certificate should be obtained from the applicant who registers for improvement after the completion of the programme. The provisional certificate already issued to the candidate should be revised even if there is no change in marks in the improvement exam.
- ✓ Only the TC (without mark list) can be returned after the completion of the examination but before the publication of the result without cancelling the improvement examination. Chance utilized seal is to be affixed on the TC before issuing it to the candidates.
- ✓ The T C and mark list may be returned to the candidate on request before the publication of the result, cancelling all the improvement examinations (already taken/to be taken) with the forfeiture of improvement chance. Candidates should surrender the hall ticket for improvement examination in such cases. Those who



already applied for the original degree certificate cannot apply for improvement.

The fee rate for improvement after the completion of the course is Rs.1000/paper.

#### **4.13. Special Supplementary Examination**

If a candidate fails to pass the various courses within the permitted chances ( six years for Degree Programme and eight years for the Honours Programme), a special supplementary examination will be allowed for the benefit of the candidate. The additional data processing fee is fixed at Rs.4000/- .The examination fee of Rs.700/- has to be paid as per courses of supplementary.

#### **4.14. Maternity Leave Benefit to Female Students**

The benefit of maternity leave as provided in Kerala Service Rules (KSR) Part I, is made applicable to female students, with the following conditions:

1. The Principal of the College can grant maternity leave to female students only once during the Programme/ Course
2. Maternity leave is available for six months and can be taken starting from any date up to one month before the expected delivery date and the leave should be continuous. Other leave or absence shall not be clubbed with maternity leave during the Programme/ Course
3. The student shall register for the examination after compensating for the leave availed, with the junior batch, if other conditions stipulated in the regulations of the course are fulfilled
4. The student is permitted to continue her study with the junior batch, considering as an additional seat in the department concerned
5. Even if the curriculum/scheme/syllabus change occurs, students shall register for the examination with the junior batch after compensating for the leave availed.

#### **4.15. Participation in Activities Like NCC/NSS/Union Activities**

Students participating in activities of NCC / NSS / College Fitness Education Programme (COFE), students participating in zonal level events of arts and sports, and the elected members of the college union are eligible for 3 credits corresponding to SEC3 in semester VI. They are eligible for a Pass (letter grade P) with a Grade Point of

4 and a mark of 33. Such students have the choice to improve their grades by taking part in the continuous assessment and the end-semester examination of this course. In that case, the higher grade point they subsequently acquire shall be considered as the final grade point, with a corresponding letter grade, for SEC3. The students have to apply in the prescribed form to achieve this privilege at the time of registration for the VI Semester examination. The details of awarding this mark will be according to the time-to-time decisions of the Academic Council.

#### 4.16. Grace Marks

- ✓ Grace marks shall be awarded to a student for meritorious achievements in co-curricular activities (in Sports/ Arts/ NSS/ NCC) carried out besides the regular hours. Such a benefit is applicable in the same academic year spreading over two semesters, in which the said meritorious achievements are earned.
- ✓ Grace marks shall also be awarded to a person with disability, and such other categories as may be decided by the University from time to time. The Academic Council shall decide from time to time the rules for awarding the grace marks.

##### 4.16.2. Grace Marks for Persons with Disabilities (PwD)

As per the PwD Act 2016, various types of disabilities have been detailed under five categories, viz, Physical disabilities, Intellectual disabilities, Mental Behaviour, Disabilities caused due to chronic neurological conditions/ blood disorders and Multiple disabilities. Disabilities like Locomotor disability, Visual impairment, Hearing impairment, Speech and language disability, etc are grouped under Physical Disability. Intellectual Disability includes (a) Specific learning disability like Perceptual disabilities, Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia and Developmental Aphasia and (b) Autism Spectrum Disorder.

The following grace marks/grades will be awarded to all five categories, except for 'Intellectual Disability', listed in the PwD Act 2016, provided that the candidates should produce a Medical Board Certificate specifying that **"the disability mentioned in the Certificate adversely affects the normal learning capacity of the student"** while applying for grace marks/grades.

**Table 12. Grace Marks for PwD**

SI No	Disability	Percentage of Grace marks/ grades to be awarded
1	Candidates having 40% to 49% disability (certified by a Medical Board)	10% (of the marks /grades scored)
2	Candidates having 50% to 59% disability (certified by a Medical Board)	15% (of the marks /grades scored)
3	Candidates having 60% to 69% disability (certified by a Medical Board)	20% (of the marks /grades scored)
4	Candidates having 70% & above disability (certified by a Medical Board)	25% (of the marks /grades scored)

- ✓ The maximum grace marks/ grades awarded shall not be reckoned to achieve 80% of marks in a particular course, that is up to 79% of marks/ grades in each course (common, core, complementary and open) in serial No. 1, 2 & 3 of table A above.
- ✓ The maximum grace marks/ grades awarded shall not be reckoned to achieve 85% of marks in a particular course, that is up to 84% of marks/ grades in each course (common, core, complementary and open) in serial No. 4 Table above.
- In the case of Mental Disability (the term Mental Disability means “Intellectual Disability” that includes Autism and Specific Learning Disabilities
- ✓ For awarding grace marks to persons with mental disability, the percentage of disability need not be insisted, but based on a Medical Certificate issued from Govt. Psychiatrist or from the certificate issued by the Medical Board constituted as per the PWD Act.
- ✓ Specific learning disability can be also considered in awarding grace marks
- ✓ The percentage of grace marks to be awarded to candidates with mental disabilities including Autism and Specific Learning Disability is **25% of marks/grades scored by the candidate.**

#### 4.16.2. Grace Marks for Sports, Games & Cultural Activities

Category	Activities	Activity code	& of Grace Marks on External Examinations
Sports & Games	Inter Collegiate First	SP 01	6%
	Second	SP 02	4%
	Third	SP 03	2%
	Inter-University Participation/University team Selection	SP 04	7%
	Inter University South Zone Semifinals & qualifying for All India Inter University	SP 05	8%
	<b>All India Inter University (Team Events, Individual Events and Relays)</b>		
	First	SP 06	18%
	Second	SP 07	15%
	Third	SP 08	12%
	Fourth	SP 09	10%
	Establishing new Inter University Records (including Relays)	SP 10	1%
	Representing State in National Juniors & Seniors	SP 11	4%
	<b>Winning National Juniors</b>		
	First	SP 12	12%
	Second	SP 13	10%
	Third	SP 14	8%
	<b>Winning National Seniors</b>		
	First	SP 15	15%
	Second	SP 16	12%
	Third	SP 17	10%
	<b>Representing Indian Universities</b>		
	Seniors	SP 18	8%
	Juniors	SP 19	7%

<b>Sports &amp; Games</b>	<b>International Competitions</b>		
	Representing India-Juniors/Sub Juniors	SP 20	12%
	Representing India-Indian Universities	SP 21	15%
	Representing India-Seniors	SP 22	18%
	Winning I Place -Juniors/Sub Juniors	SP 23	20%
	Winning I Place-Indian Universities	SP 24	22%
	Winning I Place-Seniors	SP 25	25%
	Winning II Place - Juniors/Sub Juniors	SP 26	18%
	Winning II Place - Indian Universities	SP 27	20%
	Winning II Place -Seniors	SP 28	22%
	Winning III Place -Juniors/Sub Juniors	SP 29	15%
	Winning III Place -Indian Universities	SP 30	18%
	Winning III Place -Seniors	SP 31	20%
<b>Cultural Activities</b>	<b>Inter -Collegiate Youth Festival / Inter Zone- Ist Place, Best Actor, Best Actress</b>		
	Individual	YF 01	5%
	Group	YF 02	3%
			Limited to 5%
	<b>South Zone Inter University Youth Festival Conducted by the Association of Indian Universities</b>		
	Individual I Place	YF 03	5%
	Individual II Place	YF 04	3%
	Individual III Place	YF 05	2%
	Group I Place	YF 06	4%
	Group II Place	YF 07	2%
	Participation	YF 08	1%
			(limited to 5% )
	<b>National level Youth Festival Conducted by Association of Indian Universities</b>		
	Individual I Place	YF 09	6%
	Individual II Place	YF 10	4%
	Individual III Place	YF 11	3%
	Group I Place	YF 12	5%
	Group II Place	YF 13	3%
	Group III Place	YF 14	2%
	Participation	YF 15	1%
			(limited to 6% )

### 4.16.3. Grace Marks for NCC Cadets

Category	Activities	Activity code	% of Grace Marks on External Examinations
NCC	Attending Republic Day Camps / Parade / National Youth Exchange Programme/ Foreign Cruise	NC 01	7%
	Attending Basic Leader Ship Camp (TSC)/ Nau Sainik Camp / Vayu Sainik Camp/ Independence Day Camp (Sports & Games at New Delhi)	NC 02	6%
	Achieving ' C ' Certificate	NC 03	4%
	Achieving ' B ' Certificate	NC 04	3%
	NCC Cadets with Minimum 75% attendance in a semester (List of Students achieving 75% attendance may be sent by the NCC officer of the respective college through the Principal to the Controller of Examinations in each Semester at least 1 month before the finalisation of the result of the semester)	NC 05	2% (in each Semester)
	Army Attachment Camp (AAC)	NC 06	2%
	Mountaineering course/camp (BMC,AMC)	NC 07	4%
	Para Basic Course/Camp	NC 08	2%
	Rock Climbing Camp (RCC)	NC 09	2%
	Inter Group Competition RDC/TSC	NC 10	2%
	Camel Safari Camp	NC 11	2%
	Special National Integration Camp(SNIC) Renamed as SEBSB (Special Ek Bharat Shreshth Bharat)	NC 12	2%
	All India Annual Training Camp Naval Cadets (AIATC)	NC 13	2%
	International Youth Exchange Programme	NC 14	6%
	Advance Leadership Camp/Trekking	NC 15	2%
	Minimum 3 Pre-Republic Day Camp	NC 16	2%
	National Integration Camp ( Renamed as EBSB (Ek Bharat Shreshth Bharat)	NC 17	2%
	Attachment Camps on board Naval Ships	NC18	2%
	Inter Group Competition IGC/NSC	NC 19	2%
	All India Yatching Regatta (AIYR)	NC 20	3%
	Sailing Expedition	NC 21	2%
	Attachment Camp, Indian Naval Academy	NC 22	2%

The maximum grace marks/ grades awarded shall not be reckoned to achieve 80% of marks in a particular course, that is up to 79% of marks/ grades in each course (common, core, complementary, and open) in the above five categories. (NC 18 to NC 22)

The total grace marks for NCC camps /activities shall be awarded in an academic year, subject to a maximum of 12%.

Grace marks/grades shall be awarded for the particular semester only in which the candidate has attended the NCC Camp/activities.

#### **4.16.4. Grace Marks for NSS Volunteers**

Category	Activities	Activity code	% of Grace Marks on External Examinations
NSS	Attending National Camps/NIC/Youth Festival	NS 01	3%
	Attending Republic Day Camp in New Delhi	NS 02	5%
	7 days Special Camp at College + 75% attendance for regular programmes(NSS Certificate) ( The list of Students may be sent by the Principals of each College to the Controller of Examinations in each Semester atleast one month before the finalization of the result )	NS 03	2%(in each Semester )
	Attending International Events	NS 04	7%

#### **4.16.5. General Rules**

1. The Grace Marks/grades will not be awarded to the paper(s) in which a candidate is absent and the total mark of papers for which the candidate is absent will not be reckoned for calculating the Grace Marks/grades.
2. The maximum cumulative Grace Marks/grades awarded to the students in a particular year for all the activities such as Sports, Games, Cultural Activities, NCC, NSS and disabilities put together should not exceed 25% of marks.

- 3 The Grace Marks/grades awarded cannot be used to achieve 85% of marks in a particular course, ie, up to 84% of marks in each course (common, core, complementary and open) may be awarded utilizing the Grace Marks/grades.
- 4 The Grace Marks/grades shall be distributed to the best advantage of the student at the time of finalization of the results in the semester concerned according to the request of the candidate. The maximum Cumulative Grace Marks awarded for an individual course/ paper in UG Programme for a pass should not exceed 25% of marks. However for the winners (1st,2nd or 3rd) of Sports activities at the Inter University / Inter State Level/ Inter Zone and also for Physically and Mentally challenged students, this rule may be relaxed to obtain a pass mark in a particular course / paper.
- 5 The Grace Marks shall be calculated **on the basis of total External/ Written theory examination only**, excluding Internal marks and the marks of Practical and Viva-voce. But grace marks/ grades **will be awarded to the students for their external practical examination, external Dissertation and Viva Voce** also with effect from 2019-2020 admission onwards.
- 6 In CUFYUG Programme students participating in activities of NCC / NSS / College Fitness Education Programme (COFE), students participating in zonal level events of arts and sports, and the elected members of the college union are eligible for 3 credits corresponding to SEC3 in semester VI. They are eligible for Pass with grade point 4 and marks 33. In this case, no grace mark will be added in Semester VI. But the students have the option to choose either option.
- 7 The details of awarding grace marks will be according to the time-to-time decisions of the University of Calicut.

**4.17. Postponement of Examinations Under Emergency Circumstances** Normally, scheduled examination dates shall not be postponed. However, if an examination date must be changed due to unavoidable reasons, the decision will be made by the



Standing Committee chaired by the Principal and approved by the Governing Council. The Standing Committee comprises the Principal, Vice Principal, Dean of Academics, Controller of Examinations, IQAC Coordinator and two senior faculty members nominated by the Principal.

#### **4.18. Correction in Internal Marks/ Internal Grades**

The internal mark/ internal grade with the signature of the teacher concerned and the Head of the Department should be published on the notice board of the college for at least 3 days. This is to facilitate corrections and address complaints. This should then be uploaded to the website as per the schedule published on the notice board of the College. One copy of the same should be forwarded to the CoE which shall be certified by the Principal/HOD to the effect that the internal mark has been brought to the notice of the students concerned and that the same has been verified with the original records and found correct. Any correction/ alteration in internal assessment grade/ marks after the publication of the result will not be considered.

#### **4.19. Consolidated Mark List**

After the completion of the programme, a consolidated Mark List with various security features will be issued from the College. This will be distributed along with the Provisional Certificate during the graduation ceremony. If it is not collected within six months, a fine of Rs.300/- will be collected from the candidate.

## **5. AWARD OF DEGREE AND GRADE CARD**

### **5.1. UG Degree -FYUG**

If a student has completed 13 General Foundation Courses with 39 credits and 23 Discipline-Specific Courses with 94 credits, thus completing a total of 36 courses with a minimum of 133 credits and maximum of 180 credits), they are eligible for a UG Degree in their discipline and may exit the CUFYUP program.

### **5.2 UG Degree (Honours)-FYUG**

If a candidate has completed 47 courses with a total of 177 credits including 12 credits from an optional graduate project/dissertation in their Major/Allied Discipline, she is eligible for the award of a Four Year UG Degree (Honours) in the Major discipline. Honours students who have not undertaken their optional graduate project/dissertation/ internship training shall do three additional courses in the Major discipline, each comprising 4 credits. For a Four-Year UG Degree (Honours) in BBA and BCA, completion of two mandatory projects, one in the third year worth 4 credits and the other in the fourth year worth 8 credits, in their Major or allied discipline, along with a total of minimum 177 credits and up to 240 credits, is required to complete the program.

### **5.3. UG Degree (Honours with Research)-FYUG**

If one candidate has completed 47 courses with a total of 177 credits including 12 credits from a mandatory graduate research project /dissertation in their Major/ allied discipline she is eligible for the award of a Four Year UG degree (Honors with Research ) in the Major discipline. For BBA and BCA programmes, in the Honours with Research stream, those who have completed a 4-credit project in the third year and a 20-credit project in the fourth year in their Major/ allied discipline are eligible for the award of UG Degree (Honours with Research).

Students have the provision to do a non-credit Audit Course which is not mandatory. If the student has 75% attendance in an Audit Course, she is eligible for a pass in that course, with no credit (zero credit).

#### 5.4. B Voc Programme-CBCSSVUG

The successful completion of all the courses (General Education Components, Skill Development Components and Audit courses) prescribed for the degree programme with 'P' grade shall be the minimum requirement for the award of degree.

##### Levels of Awards

B. Voc is a programme with multiple exits. Following table shows the various certificates and their duration.

Awards	Duration	NSQF Levels
Diploma	2 Semester	Level 5
Advanced Diploma	4 Semester	Level 6
B. Voc Degree	6 Semester	Level 7

- a) Students are free to exit at any point in the duration of the programme.
- b) Only those students who successfully complete the courses and clear the examination are eligible for the certificate.
- c) Separate certificate will be awarded for each year for successful candidates. A candidate who successfully completes first two semesters shall be awarded a Diploma Certificate, first four semesters shall be awarded an Advanced Diploma Certificate and clearing all the semester shall be awarded B.Voc Degree certificate.
- d) Students who fail in any course may be allowed to move the higher level but won't be eligible for any certificates until he/she clears previous courses.
- e) B. Voc degree will confer to those whose successfully complete the diploma, higher diploma and internship and project at the sixth semester.

#### Calicut University Social Service Programme (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme, the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & paliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in

sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the College and the Principal should give a Certificate for the same. The list of students who completed the programme must be sent to the CoE before the commencement of the fifth semester examinations. A College level Coordinator and a Department level Coordinator shall be appointed for the smooth conduct of the programme.

## 5.5. Grade Card

### 5.5.1. CUFYUGP

#### A) Letter Grades and Grade Points

**Mark system is followed for evaluating each question in CUFYUGP**

- ✓ For each course in the semester, letter grades and grade points are introduced in a 10-point indirect grading system as per the guidelines given below.
- ✓ The Semester Grade Point Average (SGPA) is computed from the grades to measure the student's performance in a given semester.
- ✓ The Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.
- ✓ Only the weighted grade points based on marks obtained shall be displayed on the grade card issued to the students.

**Table 11. Letter Grades and Grade Points**

Letter Grade	Grade Point	Percentage of Marks (Internal & External Put Together)	Class
O (Outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very Good)	8	75% to below 85%	
B+ (Good)	7	65% to below 75%	First Class
B (Above average)	6	55% to below 65%	
C (Average)	5	45% to below 55%	Second Class
P (Pass)	4	35% to below 45% aggregate	Third Class

		(internal and external put together) with a minimum of 30% in external valuation	
F (Fail)	0	Below an aggregate of 35% or below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

- ✓ When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.
- ✓ The successful completion of all the courses and capstone components prescribed for the three-year or four-year programme with 'P' grade shall be the minimum requirement for the award of UG Degree or UG Degree (Honours) or UG Degree (Honours with Research), as the case may be. No separate minimum is required for Internal evaluation for a pass, but a minimum **P** Grade is required for a pass in the external evaluation. First Stage Evaluation for both Internal and External is done by the Teachers concerned in the following Scale :

**Table 12. Grade Points for internal/external valuation**

Grade	Grade Points
A+	5
A	4
B	3
C	2
D	1
E	0

**B) Computation of SGPA and CGPA for CUFYUGP**

- **The following method shall be used to compute the Semester Grade Point Average (SGPA):**

- ✓ The SGPA equals the product of the number of credits ( $C_i$ ) with the grade points ( $G_i$ ) scored by a student in each course in a semester, summed over all the courses taken by a student in the semester, and then divided by the total number of credits

of all the courses taken by the student in the semester, i.e.  $SGPA (S_i) = \sum_i (C_i \times G_i) / \sum_i (C_i)$ , where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course in the given semester.

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

Total Credits in that Semester

**Table 14. Illustration – Computation of SGPA**

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 x 8 = 24
I	Course 2	4	B+	7	4 x 7 = 28
I	Course 3	3	B	6	3 x 6 = 18
I	Course 4	3	O	10	3 x 10 = 30
I	Course 5	3	C	5	3 x 5 = 15
I	Course 6	4	B	6	4 x 6 = 24
	Total	20			139
	<b>SGPA</b>				<b>139/20 = 6.950</b>

- ✓ The Cumulative Grade Point Average (CGPA) of the student shall be 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 for the three-year programme in CUFYUGP shall be calculated by the following formula:

$CGPA = \frac{\text{Sum of the credit points of all the courses in six semesters}}{\text{Total credits in six semesters (133)}}$

Total credits in six semesters (133)

- ✓ CGPA for the four-year programme in CUFYUGP shall be calculated by the following formula:

$CGPA = \frac{\text{Sum of the credit points of all the courses in eight semesters}}{\text{Total credits in eight semesters (133)}}$

## Total credits in eight semesters (177)

- ✓ The SGPA and CGPA shall be rounded off to three decimal points and reported in the transcripts.
- ✓ Based on the above letter grades, grade points, SGPA and CGPA, the College shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters

**5.5.2. CBCSS-VUG****Method of Indirect Grading**

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

Indirect Grading System in 10 -point scale is as below:

Percentage of Marks (Both Internal & External put together)	Grade	Interpretati on	Grade point Average ( G)	Range of grade points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	
75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35 to below 45	P	Pass	4	3.5 -4.49	Third Class
Below 35	F	Failure	0	0	Fail
Incomplete	I	Incomplete	0	0	Fail
Absent	Ab	Absent	0	0	Fail

## Example – 1 SGPA Calculation

Semester I Course Code	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)	
xxxxxxx	Xxxxxxx	A	8	4	32	
xxxxxxx	Xxxxxxxxx	C	5	4	20	
xxxxxxx	Xxxxxxxxx	A+	9	4	36	
xxxxxxx	Xxxxxxxxx	B+	7	3	21	
xxxxxxx	Xxxxxxx	P	4	3	20	
xxxxxxx	Xxxxxxxxx	C	9	6	54	
xxxxxxx	Xxxxxxx	C	9	6	54	

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

$$\text{SGPA} = \frac{32+20+36+21+20+54+54}{30} = \frac{237}{30}$$

$$\text{SGPA} = 7.900$$

$$\text{Percentage of marks of semester I} = (\text{SGPA}/10) \times 100 = 79.00 \%$$

Note: The SGPA is corrected to three decimal points and the percentage of marks shall be approximated to two decimal points.

## Example: 2

Semester II Course Code	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)	
xxxxxxx	Xxxxxxx	A	8	4	32	
xxxxxxx	Xxxxxxxxx	C	5	4	20	
xxxxxxx	Xxxxxxxxx	A+	9	4	36	
xxxxxxx	Xxxxxxxxx	B+	7	3	21	
xxxxxx*	Xxxxxxx	F	0	3	0	
xxxxxxx	Xxxxxxxxx	C	5	6	30	
xxxxxxx	Xxxxxxxxx	C	5	6	30	

\*Failed course



### 5.5.3. PG Course (CBCSS) -Credit Details

Calicut University Credit Semester System (CBCSS) pattern is followed for the PG programmes. The duration for completion of a four semester PG Programme is two years. The maximum period for completion is 4 years.

- ✓ The duration of each semester shall be 90 working days, inclusive of examinations, spread over five months.
- ✓ The programme shall include three types of courses: Core courses, Elective courses and Audit Courses.
- ✓ Comprehensive Viva-voce and Project Work / Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester.
- ✓ Total credit for the programme shall be 80 (eighty), this describes the weightage of the course concerned and the pattern of distribution as detailed below: i) Total Credit for Core Courses shall not be less than 60 (sixty) and not more than 68 (sixty eight). ii) Total Credit for Elective Course shall not be less than 12 (twelve) and not more than 20 (Twenty). iii) Total Credits for Comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum of 4 (four) credit for Project Work. iv) Total credit in each semester shall vary between 18 to 22. v) No course shall have less than 2 credits and more than 5 credits.
- ✓ Elective courses shall be spread over either in the Third and Fourth Semesters combined or in any one of these Semesters (III / IV) subject to the stipulations of the BoS concerned.
- ✓ Study Tour / Field visit / Industrial visit / Trip for specimen collection may be conducted as a part of the Programme as per the stipulations of the BoS concerned.
- ✓ **Audit Courses:** In addition to the above courses, there will be two Audit Courses (Ability Enhancement Course & Professional Competency Course) with 4 credits each. These have to be done one each in the first two semesters. The credits will not be counted for evaluating the overall SGPA & CGPA. The Colleges shall

conduct examination for these courses and have to intimate /upload the results of the same to the Controller of Examination on the stipulated date during the III Semester. Students have to obtain only minimum pass requirements in the Audit Courses. The details of Audit courses are given below.

Semester	Course Title	Suggested Area	Details
I	Ability Enhancement Course (AEC)	Internship / Seminar presentation / Publications / Case study analysis / Industrial or Practical Training /Community linkage programme / Book reviews etc.	Concerned BoS can design appropriate AEC & PCC and evaluation criteria by considering the relevant aspects in the core area of the faculty under study
II	Professional Competency Course (PCC)	The skill level of students like testing the application level of different softwares such as SPSSR/ Econometrics / Pythan/Any software relevant to the programme of study / Translations etc	

The required number of credits as specified in the syllabus/regulations must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of 80 credits for the successful completion of the programme. For M Voc. Applied Biotechnology the total credit is 120.

➤ **Direct Grading System is used in CBCSS-PG**

- ✓ Direct Grading System based on a 10 – Point scale is used to evaluate the performance in the External and Internal Examination of students
- ✓ For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and **GPA/SGPA/CGPA** are given in the following way :

a) First Stage Evaluation for both Internal and External done by the Teachers

concerned in the following Scale :

Grade	Grade Points
A+	5
A	4
B	3
C	2
D	1
E	0

b) The Grade Range for both Internal & External shall be :

Letter Grade	Grade Range	Range of Percentage(%)	Merit / Indicator
O	4.25 – 5.00	85.00 –100.00	Outstanding
A+	3.75 – 4.24	75.00 –84.99	Excellent
A	3.25 – 3.74	65.00 –74.99	Very Good
B+	2.75 – 3.24	55.00 –64.99	Good
B	2.50 – 2.74	50.00 –54.99	Above Average
C	2.25 – 2.49	45.00 –49.99	Average
P	2.00 -2.24	40.00 –44.99	Pass
F	< 2.00	Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

'B' Grade lower limit is 50% and 'B+' Grade lower limit is 55%

- ✓ No separate minimum is required for Internal evaluation for a pass, but a minimum

**P** Grade is required for a pass in the external evaluation and a minimum **P** grade

is required for pass in a course.

- ✓ A student who fails to secure a minimum grade for a pass in a course will be permitted to write the supplementary examination.
- ✓ **Improvement of Course-** The candidates who wish to improve the grade/grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch.
- ✓ **Betterment Programme One time-** 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.

➤ ***SGPA and CGPA Calculation for CBCSS-PG Programme***

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student.

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 ( $S_j$ ) =  $\Sigma(C_i \times G_i) / Cr$**

(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  $i^{th}$  course, ' $C_i$ ' is the credit of the  $i^{th}$  course, ' $Cr$ ' is the total credits of the semester.

- ✓ **Cumulative Grade Point Average**

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme.

- ✓ **Cumulative Grade Point Average (CGPA) =  $\Sigma(C_i \times S_i) / Cr$**

(CGPA= Total Credit points awarded in all semesters/Total credits of the programme)

Where  $C_i$  is the credit of the  $i$ th semester  $S_i$  is the SGPA of the  $i$ th semester and  $C_r$  is the total number of credits in the programme. The SGPA and CGPA shall be rounded off to 2 decimal points.

- ✓ For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of 2.0. However, the students are permitted to move to the next semester irrespective of their SGPA.

➤ **Model Calculation:**

1. First Phase Evaluation can be done at 6 point scale by assigning the respective GradePoints as detailed below (done by the concerned teacher/examiner)

Grade	A+	A	B	C	D	E
Grade Point	5	4	3	2	1	0

Calculation of GPA, SGPA & CGPA based on the Direct Grading system using 10 Point Scale as detailed below :

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 - 5.00	85.00 - 100.00	Outstanding
A+	3.75 - 4.24	75.00 - 84.99	Excellent
A	3.25 - 3.74	65.00 - 74.99	Very Good
B+	2.75 - 3.24	55.00 - 64.99	Good
B	2.50 - 2.74	50.00 - 54.99	Above Average
C	2.25 - 2.49	45.00 - 49.99	Average
P	2.00 - 2.24	40.00 - 44.99	Pass
F	< 2.00	Below 40	Fail
I	0	0	Incomplete
Ab	0	-	Absent

**Phases for Evaluation :****I Phase : To be done by the concerned Teacher /Examiner based on 6 Point Scale**

1. Evaluation of all individual External Theory courses and Internal evaluation
2. Evaluation of Project Work External and Internal
3. Evaluation of External and Internal Practical Courses
4. Evaluation of External and Internal Comprehensive Viva-voce

**II Phase - GPA Calculation - To be done by the University**

1. Consolidation of External and Internal for Theory Courses (Calculation of GPA)
2. Consolidation of External and Internal for Project Work (Calculation of GPA)
3. Consolidation of External and Internal for Practical Courses (Calculation of GPA)
4. Consolidation of External and Internal for Comprehensive Viva-voce (Calculation of GPA)

**III Phase - SGPA Calculation - To be done by the University**

Calculation of Semester Grade Point Average. This is the consolidated net result (Grade) in a particular Semester.

**IV Phase - CGPA Calculation - To be done by the University**

Calculation of Consolidated Grade Point Average. This is the consolidated net result (Grade) of a Programme.

**Model Calculation of Grade :****Calculation of overall Grade for one Course (GPA) - Theory External***First Phase Evaluation (Done by the concerned Teacher/Examiner) :***I - Theory - External :**

Type of Question	Qn. No	Grade Awarded	Grade Point	Weightage	Weighted Grade Point	Calculation
Short Answer type	1	A+	5	2	10	Overall Grade of the theory paper = Sum of Weighted Grade Points / Sum of the weightage $115/30 = 3.83 = \text{Grade A+}$
	2	-	-	-	-	
	3	A	4	2	8	
	4	C	2	2	4	
	5	-	-	-	-	
	6	A	4	2	8	
	7	-	-	-	-	
Medium Essay type	8	B	3	3	9	
	9	A+	5	3	15	
	10	-	-	-	-	
	11	-	-	-	-	
	12	-	-	-	-	
	13	A	4	3	12	
	14	B	3	3	9	
Long Essay type	20	A+	5	5	25	
	21	-	-	-	-	
	22	-	-	-	-	
	23	B	3	5	15	
	24	-	-	-	-	
TOTAL				30	115	

Note :1) The total weightage for external evaluation is **30**, (2) Maximum Weighted Grade Point (WGP) is **150 (30 X 5)**, (3) Same way all theory courses can be evaluated.

## II - Theory-Internal :

Components	Weightage (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Examination /Test	2	A	4	8	WGP/Total weight = 21/5 =4.40
Seminars / Presentation	1	A+	5	5	
Assignments	1	A	4	4	
Viva-voce	1	A+	5	5	
Total	5			22	0

Maximum weight for Internal evaluation is **5**. Therefore Maximum Weighted Grade Point (WGP) is **25 (5 X 5)**.

## III - Project - External :

Components	Weightage (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Relevance of the topic and Statement of problem	8	A	4	32	WGP/Total weight = 160/40 =4
Methodology & Analysis	8	B	3	24	
Quality of Report & Presentation	8	A+	5	40	
Viva-voce	16	A	4	64	
Total	40			160	A+ - Grade



<b>TOTAL</b>		<b>20</b>			<b>80.16</b>	
<b>II - SEMESTER</b>						
006	Course 6	4	A+	3.88	15.52	SGPA = Total Credit Points /Total Credits  = 73.08/20 = 3.65 <b>Grade – A</b>
007	Course 7	4	A+	3.75	15	
008	Course 8	4	A	3.3	13.2	
009	Course 9	4	A	3.56	14.24	
010	Course 10	4	A+	3.78	15.12	
<b>TOTAL</b>		<b>20</b>			<b>73.08</b>	
<b>III - SEMESTER</b>						
011	Course 11	4	A	3.45	13.8	SGPA = Total Credit Points /Total Credits  = 74.04/20 = 3.70 <b>Grade – A</b>
012	Course 12	4	A+	3.8	15.2	
013	Course 13	4	O	4.8	19.2	
014	Course 14	4	A	3.58	14.32	
015	Course 15	4	B+	2.88	11.52	
<b>TOTAL</b>		<b>20</b>			<b>74.04</b>	
<b>IV - SEMESTER</b>						
016	Course 16	4	A+	3.85	15.4	SGPA = Total Credit Points /Total Credits  = 76.08/20 = 3.80 <b>Grade - A+</b>
017	Course 17	4	A	3.6	14.4	
018	Course 18	4	A	3.47	13.88	
019	Course 19	4	A+	3.8	15.2	
020	Course 20	4	O	4.3	17.2	
<b>TOTAL</b>		<b>20</b>			<b>76.08</b>	

**Fourth Stage Evaluation :**

**CALCULATION OF CGPA (To be done by the University) :**

**CGPA for the above case :**

Semester	Credit of the Semesters	Grade Awarded	Grade point (SGPA)	Credit points
I	20	A+	4.01	80.2
II	20	A	3.65	73
III	20	A	3.70	74
IV	20	A+	3.80	76
<b>TOTAL</b>	<b>80</b>			<b>303.2</b>
CGPA (Total credit points awarded / Total credit of all semesters) = 303.2 / 80 = 3.79 ( Which is in between 3.50 and 3.99 in 10-point scale) Therefore the overall Grade awarded in the programme is - 'A+'				

#### 5.5.4. CBCSS-VPG (M Voc)

##### ➤ **DIRECT GRADING SYSTEM**

Direct Grading System based on a 10–point scale is used to evaluate the performance (External and Internal Examination of students).

For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and GPA/SGPA/CGPA are given in the following way :

- a) First Stage Evaluation for both Internal and External done by the Teachers concerned in the following Scale :

Grade	Grade Points
<b>A+</b>	<b>5</b>
<b>A</b>	<b>4</b>
<b>B</b>	<b>3</b>
<b>C</b>	<b>2</b>
<b>D</b>	<b>1</b>
<b>E</b>	<b>0</b>

b) The Grade Range for both Internal & External shall be :

Letter Grade	GradeRange	Range of Percentage (%)	Merit / Indicator
O	4.25 – 5.00	85.00 – 100.00	Outstanding
A+	3.75 – 4.24	75.00 – 84.99	Excellent
A	3.25 – 3.74	65.00 – 74.99	Very Good
B+	2.75 – 3.24	55.00 – 64.99	Good
B	2.50 – 2.74	50.00 – 54.99	Above Average
C	2.25 – 2.49	45.00 – 49.99	Average
P	2.00 -2.24	40.00 – 44.99	Pass
F	< 2.00	Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

**‘B’ Grade lower limit is 50% and ‘B+’ Grade lower limit is 55%**

No separate minimum is required for Internal evaluation for a pass, but a minimum P Grade is required for a pass in the external evaluation. However, a minimum P grade is required for passing a course.

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.

**Improvement of Course-** The candidates who wish to improve the grade/grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch.

**Betterment Programme One time-** 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. SGPA & CGPA is calculated as in CBCSS-PG.

### 5.5.5 Grade Card Details

The College shall issue by grade/ marks card to the students on completion of each semester. Grade cards of both FYUGP and CBCSS-PG contain the following details:

- Name of College
- Name of the affiliated University
- Name and Register Number of the student
- Title of the Programme
- Semester concerned
- Code number, Title and Credits of each Course opted in the semester
- Letter grade in each course in the semester
- The total credits, total credit points and SGPA in the Semester  
(corrected to three decimal places)
- **In the case of the FYUGP** students who opt to switch the Major and Minor courses at the end of second semester, the course codes of the discipline- specific courses (Major/ Minor) mentioned in the grade cards issued in the first two semesters shall be provisional. The grade cards thus issued shall be revised on demand with the new course codes. Only the revised course codes shall be given in the final grade card.
- ✓ The final **Grade Card of FYUGP** 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. The following details will be shown in the final grade card:
  - Name of College
  - Name of the affiliated University
  - Name and Register Number of the student
  - Title of the Programme

- The academic pathway of the student
  - Code number, Title, Credits and Grade Point of each Course opted
  - The total credits, total credit points and SGPA (corrected to three decimal places) of each semester
  - CGPA (corrected to three decimal places), calculated on a 10-point scale.
  - Percentage of marks (corrected to two decimal places)
  - Overall letter grade of the student for the entire programme.
  - CGPA and percentage of marks separately for Major courses, Minor courses, Internships, General Foundation Courses and Projects (if applicable)
  - The elective courses opted by the student.
  - Specialization of the student (if applicable)
  - Audit courses passed
  - Details of credits earned by the student through online/ additional courses
- In the case of CBCSS-PG, 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 CGPA (corrected to three decimal places), percentage of marks (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final Grade card will also contain the list of Audit courses.

### 5.6. Requirement for Award of Degree

- The successful completion of all the courses (Major, Minor, General Foundation Courses, Audit courses), prescribed for the degree programme with a P grade (40%) shall be the minimum requirement for the award of the degree in CUFYUGP.
- The successful completion of all the courses with a **P** Grade shall be the minimum requirement for the award of the degree in CCBCSS-PG.

### 5.7. Provisional Certificate

- ✓ Provisional certificates of various programmes are issued by the College

immediately after the publication of the results. Normally provisional certificate is issued from the College along with the final examination mark lists in the case of first-attempt candidates. Only supplementary candidates need to approach the College for the Provisional Certificate.

- ✓ Provisional certificates need not be revised and it can be used till the receipt of original degree certificate. A duplicate provisional certificate is not issued. Provisional Certificates are not issued for additional degrees. The fee rate is Rs.150/- for UG, Rs.200/- PG and Rs.400 for Ph.D.

### 5.8. Original Degree Certificates

- ✓ **Original Degree Certificate is issued by the University of Calicut.** Application for original degree certificate can be submitted to the University directly by the candidates by remitting the required fees after the publication of the result of the final semester examinations.

### 5.9. Confidential Mark List

- ✓ A confidential mark list is issued for higher studies/ employment in cases when the result of an examination is not published but the marks are ready after tabulation/moderation. A confidential mark list is issued to the Head of the Institution concerned and not issued to the candidates directly. A confidential mark list is issued for first-appearance candidates only. It is not issued to supplementary appearance candidates. Application should be made in the prescribed form. For issuing a confidential mark list, the candidates should have secured at least 50% marks. The Fee for the Confidential Mark list (including postal charge) is Rs.400/-.

### 5.10. Rank Certificate/Position Certificate

5.10.1. Position certificates are issued by the Controller of Examinations on request. Ranks are declared only after the completion of the revaluation process.

5.10.2. The grace marks and moderations affected, if any, should not be considered for rank. The candidates who have passed the entire parts and course in the first appearance themselves will only be considered for the rank. **Improvement marks are**

**not counted for rank.** Candidates who have completed the course without break even though they have changed their optional subject during study, only are considered for rank. The fee for Rank Certificate/Position Certificate is Rs.400/-

### 5.11. Courses cum Credits Certificate

Students who discontinue the programme before the completion of the third year shall be provided with a 'Courses cum Credits Certificate' as proof of re-entry to another institution, and this certificate is essential for preserving the credits in the Academic Bank of Credits. The Fee rate for the certificate is Rs.500/-.

### 5.12. Genuineness Verification/ Authentication of Transcripts

The application for genuineness verification should be submitted along with the photocopies of the documents and the required fee. Only photocopies will be attested and the attested copies will be sent to the institution directly, with a covering letter. On no account will such cover be handed over to the candidates concerned. The fee rate is as given in the table given.

No	Particulars		Amount(Rs)
1	Genuineness verification (per document) inside India		2000/-
	Outside India		4000/-
2	Search Fee	Upto 3 years	250/-
		Between 3-10 years of passing the exam	500/-
		Above 10 years of passing the exam	800/-

### 5.13. Unclaimed Documents

The mark lists/ provisional certificates have to be collected within three months. Fine for collecting the unclaimed mark list/ document is Rs 200- per mark list/ document within one year.

Fine for unclaimed document

- a] Between 1-3 years - Rs.500
- b] Between 3-5 years - Rs.1000/-
- c] After 5 years - Rs 2000/-

The candidates should produce hall ticket or any photo identity proof to collect the unclaimed documents.

#### **5.14. Duplicate Mark list**

Details of lost documents should be notified in any newspaper. The notification can be either in English or in Malayalam. The notification should contain details such as name of course, year of study, register number, number of mark list lost, name of university etc. After completing 15 days from the date of publication of the advertisement, an affidavit duly countersigned by a First Class Judicial Magistrate should be obtained in a stamp paper worth Rs-100/-. If the lost documents include more than one document of the same or different courses, only a single advertisement and affidavit is enough. But the application and chalan for the different documents (Mark list/ certificate etc.) and courses should be submitted separately, along with the photocopies of affidavit and news.

Application for duplicate mark list should be made in the prescribed form. Application for the duplicate document should be accompanied by the newspaper containing the advertisement (The Advertisement portion should be highlighted), affidavit in original, copies of the lost document (if available) and a copy of the first page of the SSLC Book along with the payment. In the Affidavit it should be clearly stated that if the original documents are received later they will be surrendered to the College.

The Fee for a duplicate mark list is Rs 500/-+ Rs 50/- postal charge per mark list. Duplicate mark list shall not be handed over to the candidates.

The fee for the duplicate mark list for the second time is Rs 1000/-+ postal charges of Rs 50/-

A search fee of Rs 500 /- upto 3 years and Rs.1000/- up to 10 years after completion of the course and Rs 2000/- for more than 10 years will be levied who do not furnish correct details including register number, month and year while applying for the duplicate mark list.



### 5.14.1 Format of Advertisement

I..... (Name and Address) hereby invite to the notice of the public that my mark list / certificate of ..... Examination ..... (year and month) with Register No ..... of St Mary's College (Autonomous), Thrissur.

A) Have/has been irrecoverably lost during travel/ postal transaction/ .....and such as I intend to apply for the duplicate mark list. If anybody happens to get the original, kindly send the same or intimate the undersigned or the college.

**OR**

B) Have/ has been almost damaged and spoiled due to rain/ fire/ transit/ ..... and as such as I intend to apply for the duplicate mark list.

Certified that the aforesaid facts are true.

(Name& Address of the candidate)

### 5.14.2.Format of Affidavit

#### AFFIDAVIT

I ..... Daughter of ..... aged .....  
 residing at ..... House  
 ..... Post ..... District, PIN  
 ..... do solemnly affirm and state as follows:-

While I was travelling from ..... to..... (place)  
 [or specify the circumstances], I lost my mark list of .....  
 examination of the University of Calicut with Register Number..... of  
 ..... (Month and Year). I have tried all my earnest efforts to get it  
 back, but failed in that attempt. I have also made a news paper notification in  
 ..... (Name of news paper) on..... (Date)

But till date I have not got any response in that regard. Now I am convinced that the  
 original mark list of ..... examination with Register Number  
 ..... of ..... (Month& year) is lost irrecoverably.  
 Hence I am applying for a duplicate of the same. I undertake that if it is recovered in  
 future, it will be surrendered to St Mary's College(Autonomous) Thrissur.

The above facts are true and correct.

Dated this ..... day of ..... month.....year  
 .....

Signature of Deponent

Signature of Judicial First Class Magistrate

### 5.15. Correction in Certificates and Mark List

A fee at the following rate shall be levied for name correction in the mark list already issued to the candidates.

If the error is due to negligence on the part of the College	Up to one year after the issuance	NIL
	After one year and up to 3 years of issuance	Rs- 300/- per mark list
	After 3 years and up to 10 years of issuance	Rs- 600/- per mark list
	After 10 years	Rs- 1200/- per mark list
If the error is due to negligence on the part of the candidate	Up to one year after the issuance	Rs- 300- per mark list
	After one year and up to 3 years of issuance	Rs- 500/- per mark list
	After 3 years and up to 10 years of issuance	Rs- 1000/- per mark list
	After 10 years	Rs- 2000/- per mark list

A single search fee of Rs- 300/- will be collected, if the request for the name correction is received after a lapse of three years from the date of issue of mark list. The period shall be calculated from the date of issue of the mark list.

### 5.16. Name Change (Effectuated Through Gazette)

Candidates who wish to change their name should get the same published in the Kerala Government Gazette. To effect a name change in the College records, the student should request the Principal, St Mary's College (Autonomous) Thrissur. A copy of the gazette is to be attached with the request.

The fee for name change is Rs. 2000/-. The Principal's Office will issue an order in this regard. The student has to apply to the CE with a copy of that order for the name change.

The office of the CE will then make the necessary entries in the records of the candidates. The mark list issued to her thereafter will be in the changed name.

Retrospective correction in name in the mark list already issued is not allowed.

### **5.17. Duplicate of TC**

To get a duplicate TC the candidates should apply for the same with an affidavit on stamp paper worth Rs. 100/- signed before a First Class Judicial Magistrate. The fee for duplicate TC is Rs. 300/-.

### **5.18. Cancellation of Registration of Programme**

Students are permitted to discontinue the programme. Such a candidate has to cancel the existing registration and may join afresh as a new candidate if required. Application along with the prescribed fee shall be submitted to the CoE.

### **5.19. Graduation Ceremony**

The College shall arrange a Graduation Ceremony after the publication of the final results each year. The final mark list/grade card and provisional certificate/course completed certificate shall be issued to students at the ceremony.

### **5.20. Disposal of Files and Documents**

➤ Files/applications/papers/counterfoils/mark sheets/related documents in the section may be disposed of as per the instructions given below:-

1. Examination application of the candidate need not be retained in the section. It can be disposed of after six months from the date of preparation of the certificate.
2. Application for original degree certificates and provisional certificates shall be disposed of after six months from the date of preparation of the certificate. Record of degree shall be properly maintained.
3. Application for revaluation of answer scripts shall be disposed of immediately after the publication of revaluation results.
4. Files shall be disposed of as per the instructions in the Secretariat Manual.
5. All the counterfoils of the answer scripts, of which the marks had already been entered in the system/TR, be retained in the section concerned up to three years after

the publication of the result of the examination.

6. Examination mark book shall be retained in the section up to five years from the date of publication of the result.
7. Dissertation/ Research Reports shall be retained for one year from the date of publication of the result.
8. A register showing the details of documents shall be maintained in each section.

St MARY'S COLLEGE (AUTONOMOUS), THRISSUR-680020

## **6. UNIVERSITY REGULATIONS**

### **6.1. Matriculation/Re-Matriculation**

All persons who register for a course of study or research or appear for an examination of the University of Calicut for the first time shall be required to have their names registered as matriculate by remitting the prescribed fee. Matriculates of the University who have migrated to other universities shall have to apply for re-matriculation afresh when they join for a course of study again in the University, remitting the prescribed fee. For matriculation and re-matriculation the fee is Rs.100/- and 150/- respectively.

### **6.2. Recognition of Qualifying Examination**

The candidates who have passed the qualifying examination from other Universities/Boards and seek admission to further courses of study in the University of Calicut shall be considered qualified for admission to that programme only if the examination passed by him/her has been recognized by the University of Calicut as equivalent to the examination of the University of Calicut prescribed as the qualifying examination for admission to the programme concerned. The Recognition Fee is Rs.80/-

### **6.3. Equivalency/Recognition Certificate**

However, equivalency/recognition certificate will not be insisted for admission in the case of degree and diplomas awarded through regular mode of study by Central Universities, all Universities in Kerala, IIT, IIMS, HSE/VHSE Examinations of the State of Kerala and All India Senior School Certificate Examination (XII standard) of CBSE, ISCE and regular HSE courses conducted by other State Government Boards under 10+2 pattern.

If a foreign degree or diploma is recognized by the Association of Indian Universities (AIU), New Delhi, as equivalent to a corresponding degree or diploma of an Indian university, the same shall be treated as equivalent to the corresponding programme

of this University, provided the candidates produce a certificate from the AIU in this regard.

If a particular course/examination taken by the candidate is not recognized, admission to a course shall not be granted even provisionally in anticipation of getting recognition later.

#### **6.4. Migration Certificate**

A migration certificate will be issued to candidates who seek admission to a course of study in any other University or institution and who apply for the same in the prescribed form accompanied by the Chalan receipt for the prescribed fee.

#### **6.5 Ph.D.Programme**

The notification for PhD is issued by the Directorate of Research situated at Tagore Nikethan. Applications are usually invited for full-time and part-time research. An entrance test at the University level is conducted for admission to the PhD programme. The students are admitted for the Ph.D. programme from the list published by the University.

The following categories are exempted from appearing for the entrance examination-

- i) Teachers of affiliated Aided and Government Colleges under the University of Calicut.
- ii) Candidates having research fellowships from Central or State funding agencies.
- iii) Those qualified in GATE/JRF/SRF examinations of apex bodies such as CSIR/UGC/ICAR/ICMR/DBT and DST inspire fellowship.
- iv) Foreign nationals who are otherwise eligible for admission.

The above candidates can apply for PhD registration at any time during the academic year subject to the availability of guides. The regulations for PhD registration will be modified as per the regulations of UGC or Calicut University.

**Ph.D Programme –Fee Structure**

	<b>Ph. D Registration / Cancellation etc.</b>	<b>Fee ( Rs/-)</b>
1	Ph. D Registration including application fee	3500
2	Ph. D Exemption from PQE/Course work	500
3	Ph. D Guide change	1500
4	Ph. D Centre Change Fee	1300
5	Ph. D Co-Guide Induction	1000
6	Ph. D Conversion to Part-Time / Full-Time	1000
7	Ph. D Cancellation of Ph. D Registration	500
8	Ph. D Extension Fee - Six months	1500
9	Ph. D Extension Fee - one year	2500
<b>10</b>	<b>Ph. D Re-registration Fee</b>	
i	Ph. D Re-registration	6000
ii	Late Fee (per year)	1500