

KANNUR UNIVERSITY
(Abstract)

Revised Regulation for P.G.Programmes in Affiliated Colleges-Implemented – Orders issued – with effect from 2014 admission.

ACADEMIC BRANCH

U.O.No.Acad.C1/11460/2013

Civil Station(P:O),Dated 12-03-2014.

- Read:- 1.Minutes of the meeting of Chair persons of PG & (Cd) Board of Studies held on 30-09-2014
2.Minutes of the Sub Committee dated 18-10-2013 & 19-12-2013.
3.Minutes of the meeting of XVII Academic Council held on 16-01-2014.
4.Resolution of Syndicate vide item No.1014.062

ORDER.

1.The Combined meeting of Chairpersons of PG & (Cd) Board of Studies held as per reference cited (1) considered the matter of introduction of Indirect Grading System for P.G.Programmes in Affiliated Colleges under Credit Based Semester System with effect from 2014 admission and consequent revision of Syllabi of P.G.Programmes. A sub Committee with M.P Narayanan , Chairman Board of Studies in Physics (PG) as convenor was constituted to frame the draft Regulation for P.G.Programes. The Sub Committee finalized the draft Regulation as per paper (2) read above.

2.The Academic Council of Kannur University considered the draft Regulation submitted by the Sub Committee as per reference cited (3) and has passed the Regulation with effect from 2014 admission.

3.The Syndicate of Kannur University in its meeting held on 05-02-2014 considered the revised Regulations passed by the Academic Council vide reference cited (4) and resolved to approve the revised Regulation for P.G Programmes under Credit Based Semester System for affiliated Colleges with effect from 2014 admission. Vice Chancellor after considering the matter in detail has ordered to implement the revised Regulation for P.G Programmes in affiliated Colleges with effect from 2014 admission.

4.Therefore, orders are issued implementing the revised Regulation for P.G.Programmes under Credit Based Semester System for affiliated Colleges with effect from 2014 admission.

Orders are issued accordingly.

Revised Regulation is appended.

To

The Principals of affiliated Colleges offering P.G.Programmes

- Copy to:-1.The Examination Branch
2.PS to VC/PA to R/PA to CE/
3.DR/AR-1 (Academic)
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DEPUTY REGISTRAR(Academic)
For REGISTRAR

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SECTION OFFICER

KANNUR UNIVERSITY KUCBSS- PG-2014 - REGULATION

REGULATIONS FOR THE CREDIT BASED SEMESTER SYSTEM (PG) FOR AFFILIATED COLLEGES – 2014

1. SHORT TITLE

These regulations shall be called “Kannur University Regulations for Credit Based Semester System for Post-Graduate Curriculum 2014 for affiliated Colleges” (KUCBSS-PG-2014).

2. SCOPE, APPLICATION & COMMENCEMENT

- 2.1 The regulation provided herein shall apply to all regular post-graduate programmes conducted by the affiliated colleges (Government /Aided/unaided/Self-financing) of Kannur University with effect from the academic year 2014-2015 (2014 admission onwards).
- 2.2 These regulations are not applicable to the regular PG programmes offered by Teaching Departments/Schools of this University.
- 2.3 The provisions herein supersede all the existing regulations for the regular Post-graduate programmes conducted by the affiliated colleges of the Kannur University unless otherwise specified

3. DEFINITIONS

- 3.1 **‘Academic Committee’** means the Committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the post –graduate programmes in affiliated colleges, under KUCBSS-PG-2014.
- 3.2 **‘Programme’** means the entire course of study and Examinations (traditionally referred to as course).
- 3.3 **‘Duration of Programme’** means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be 4 semesters; except for MCA, where it is 6 semesters.
- 3.4 **‘Semester’** means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks each of 5 working days.
- 3.5 **‘Course’** means a segment of subject matter to be covered in a semester (traditionally referred to as paper).

- 3.6 **'Core course'** means a compulsory course in a subject related to a particular PG Programme, which shall be successfully completed by a student to receive the degree.
- 3.7 **'Elective course'** means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses are required to complete the programme.
- 3.8 **'Repeat course'** is a course that is repeated by a student in a semester for want of sufficient attendance. He/ She can repeat the course whenever it is offered again.
- 3.9 **'Improvement course'** is a course registered by a student for improving his/ her performance in that particular course.
- 3.10 **'Department'** means any teaching Department offering a course of study approved by the University in a college as per the Statute and Act of the University.
- 3.11 **'Parent Department'** means the Department which offers a particular post graduate programme.
- 3.12 **'Department Co-ordinator'** is a teacher nominated by the Head of the Department to coordinate the continuous evaluation undertaken in that Department.
- 3.13 **'Student Advisor'** means a teacher from the college nominated by the College Council to look into the matters relating to Kannur University KUCBSS-PG-2014.
- 3.14 **'Credit' (C)** of a course is a measure of the weekly unit of work assigned for that course.
- 3.15 **'Letter Grade'** or simply **'Grade'** in a course is a letter symbol (O,A, B, C,D, E,F) which indicates the broad level of performance of a student in a course.
- 3.16 Each letter grade is assigned a **'Grade point'** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- 3.17 **'Credit point'** (P) of a course is the value obtained by multiplying the grade point (G) by the Credit (C) of the course $P=G \times C$.

- 3.18 ***'Semester Grade point average'*** (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester . The Grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 3.19 ***'Cumulative Grade point average'*** (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the completed semesters by the total number of credits acquired so far and shall be rounded off to two decimal places.
- 3.20 ***'Overall Grade Point Average'*** (OGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places. OGPA is the final CGPA after completing all semesters by acquiring 80 credits.
- 3.21 ***'Words and expressions'*** used and not defined in this regulation but defined in the Kannur University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. DURATION OF THE PROGRAMME

- 4.1 The minimum duration for completion of a two year PG Programme in any subject is four semesters. The maximum period for completion is eight semesters (4years). The minimum duration for completion of a three year PG Programme in any subject is six semesters. The maximum period for completion is twelve semesters (6 years). Students shall complete the programme by attending four/six semesters continuously. However, permission may be granted if need be, to complete the programme with one break between semesters within a span of eight/ twelve continuous semesters.
- 4.2 The duration of each semester shall be five months inclusive of examinations. There shall be at least 90 instructional days and a minimum of 450 instructional hours in a semester. Ist and IIIrd semesters shall be from June to October and IInd and IVth semesters shall be from November to March.

5. SCHEME AND SYLLABUS

- 5.1 . There shall be a **project** work for each student during one course of study and the dissertation based on it shall be submitted and evaluated at the end of the last semester.

5.2 The detailed scheme and syllabus for each course shall be framed by the Board of Studies concerned and approved by the faculties concerned and Academic Council.

6. PROGRAMME STRUCTURE

6.1 Students shall be admitted into post graduate programme under faculties of Science, Humanities, Language and Literature, Commerce and Management, Communication, Technology etc.

6.2 The programme shall include two types of courses-Core courses and Elective Courses. There shall be a **Project** /Dissertation to be undertaken by all students.

6.3 No course shall have more than 5 credits and for dissertation and General Viva-Voce, the maximum credits shall be 10. **General Viva-Voce** covers questions from all courses in the programme.

6.4 Each course shall have a specified number of credits. These credits describe the weightage of the concerned courses. The number of credits that a student has satisfactorily completed measures the performance of the student. Academic performance and progress of a student are subject to his/ her maintaining a minimum Cumulative Grade Point Average (**CGPA**). A certain minimum number of credits as specified in the syllabus must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of **80** credits in various programmes except for MSW (100 credits), MBA and MCA (120 credits). The number of credits from elective/optional courses shall vary between 12 to 16. Minimum credit for core shall be 64.

6.5 The parent Department shall offer the appropriate elective courses for a specific programme.

7. BOARDS OF STUDIES AND COURSES.

7.1 The PG Board of Studies concerned shall design all the courses offered in the PG programme. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposures and training for the students.

7.2 The **syllabus** of each course shall be prepared module wise and shall include the course code, title of the course, the number of credits, reference books and other materials, instructional hours assigned to each course, scheme of examinations and model question papers.

7.3 Each course shall have an **alphanumeric code** number which includes abbreviation of the subject in three letters, the semester number, and the code of the course and the serial number of the course. ('C' for Core course, 'E' for Elective 'P' for Practicals and 'Pr'- for Project respectively may be given in the parenthesis)

8. ADMISSION

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

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

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

8.4 The college shall make available to all students admitted a **Prospectus** listing all the courses offered including electives in various departments during a particular semester. The information provided shall contain title of the course and credits of the course.

8.5 There shall be a uniform calendar prepared by the University for the conduct of the programmes.

8.6 There shall be provision for inter collegiate and inter University transfer in 3rd semester (for 4 semester programmes), in 3rd and 5th semester (for 6 semester programmes) within a period of two weeks from the date of commencement of the semester.

8.7 There shall be provision for credit transfer subject to the conditions specified by the Board of Studies concerned.

8.8 Candidates who have followed Language Reduced Pattern for UG programmes are not eligible for admission to PG programmes under the faculty of Language and Literature.

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

- 9.2 A student who registered for a programme shall complete it within 4 years (in the case of 4 semester programmes) and 6 years (in the case of 6 semester programmes)
- 9.3 The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.
- 9.4 A student can opt course / courses subject to the minimum credits requirement, within 30 days from the commencement of the semester.
- 9.5 The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including **repeat courses**, to the university in the prescribed form within 45 days from the commencement of the semester.

10. ATTENDANCE

- 10.1 The students admitted in the P.G. programme shall be required to attend at least 75% percent of the total number of classes (theory/practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the University examination.
- 10.2. Condonation of shortage of attendance to a maximum of 12 days of the working days in a semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the *Vice-Chancellor* of the University. *Benefit of Condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies and participation in other extracurricular activities on production of genuine supporting documents with the recommendation of the Head of the Department concerned.* A student who is not eligible for such Condonation shall **repeat the course** along with the subsequent batch.
- 10.3 Students who complete the courses and secure the minimum required attendance for all the courses of a semester and register for the university examinations at the end of the semester alone will be promoted to higher semesters.

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

10.4 Attendance of each course will be evaluated (internally) as below-

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

11. EXAMINATION

- 11.1 There shall be University examination at the end of each semester.
- 11.2 Practical examinations (External) shall be conducted by the University at the end of even semesters(seeclause 15.3).
- 11.3 Project evaluation and External Viva –Voce shall be conducted at the end of the programme only. Project evaluation and Viva-Voces shall be conducted on *separate days* by two external examiners.
- 11.4 A question paper may contain short answer type/annotation, paragraph type and essay type questions. A general pattern may be followed by the Board of Studies.

12. PATTERN OF QUESTIONS

- 12.1 Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evaluation along with the question paper.
- 12.2 Different types of questions shall possess different marks to quantify their range. Maximum marks can vary from course to course depending on their comparative importance. But a general pattern as shown in clause 12.1 may be followed by the Boards of studies.
- 12.3 Questions should be asked as far as possible from all modules following a uniform distribution.

13. EVALUATION AND GRADING

The evaluation scheme for each course (including projects) shall contain two parts; (a) Continuous Assessment (CA) and (b) End Semester Evaluation (ESE). **20%** marks shall be given to CA and the remaining **80 %** to ESE. The ratio of marks between internal and external is 1:4 excluding viva-voce. Both internal and external evaluation shall be carried out using marks with corresponding grades and grade points in **7 point indirect relative grading system**.

14. CONTINUOUS ASSESSMENT (CA):

14.1 This assessment shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on tests, lab skill, records/viva and attendance in respect of practical courses.

14.2 The percentage of marks assigned to various components for internal evaluation is as follows.

Theory

	Components	% of internal marks
i	Two test papers	40
ii	Assignments/Book review/debates	20
iii	Seminars/Presentation of case study	20
iv	Attendance	20

Practicals

	Components	% of internal marks
i	Two test papers	40
ii	lab skill	20
iii	records/viva	20
iv	Attendance	20

14.3 To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks.

14.4 The course teacher shall maintain the academic record of each student registered for the course, which shall be forwarded to the University, through the college Principal, after endorsed by the HoD.

14.5 TESTS

For each course there shall be at least two class tests during a semester. The probable dates of the tests shall be announced at the beginning of each semester. Marks should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal within 10 working days from the date of the tests.

14.6 ASSIGNMENTS

Each student shall be required to do 2 assignments/Book review for each course. Assignments/Book review after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation etc. and inform the same to the students. Punctuality in submission is to be considered.

14.7 SEMINAR

Every student shall deliver one seminar 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 teacher in charge.

14.8 All the records of Continuous Assessment (CA) must be kept in the department and must be made available for verification by university.

14.9 The results of the CA shall be displayed on the notice board within 5 working days from the last day of a semester. It should be get signed by the candidates.

14.10 The marks awarded for various components of the CA shall not be rounded off, if it has a decimal part. The total marks of the CA shall be rounded off to the nearest whole number.

15. END SEMESTER EVALUATION (ESE):

15.1 The End Semester Examination in theory courses is to be conducted by the University with question papers set by external experts. Answer papers shall be bar coded to ensure confidentiality. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. There shall be double valuation system of answer books. The average of two valuations shall be taken in to account. If there is a variation of more than 10

% of the maximum marks, the answer books shall be valued by a third examiner. The final marks to be awarded shall be the **average of the nearest two** out of three awarded by the examiners. After that there shall be no provision for reevaluation.

- 15.2 The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.
- 15.3 End Semester Evaluation in **Practical courses** shall be conducted and evaluated by two examiners- one internal and one external. Duration of practical external examinations shall be decided by the Board of Studies concerned.
- 15.4 The results of the ESE shall be published within 45 days from the date of the last examination.

16. PROJECT WORK:

- 16.1 There shall be a project work with Dissertation to be undertaken by all students. The Dissertation entails field work, lab work, report, presentation and viva voce. The class hours allotted for project work may be clustered into a single slot so that students can do their work at a center /location for a continuous period of time. However appropriate changes can be made by the concerned Board of studies in this regard.
- 16.2 **Project** work shall be carried out under the supervision of a teacher in the parent department concerned or prescribed by the department coordinator.
- 16.3 A candidate may, however, in certain cases be permitted to work on the project in an industrial/ research organization on the recommendation of the Head of the Department/ Department Coordinator. In such cases, one of the teachers from the department concerned would be the supervisor/internal guide and an expert from the industry/ research organization concerned shall act as co-supervisor/ external guide.
- 16.4 The project report shall be prepared according to the guidelines approved by the university. Two typed copies of the project report shall be submitted to the Head of the Department, two weeks before the commencement of the ESE of the final semester.

16.5 The external evaluation of the project work shall be carried out at the end of the programme. The title and the credit with marks awarded for the project work should be entered in the grade/mark sheet approved by the university.

16.6 Every student has to do the project work independently. No group projects are accepted. The project should be unique with respect to title, project content and project layout. No two project report of any student should be identical, in any case, as this may lead to the cancellation of the project report by the university.

Evaluation of Project work:

- a) 1. The ESE of the project work shall be conducted by two external examiners.
- 2. Evaluation of the Project Report shall be done under Mark System.
- 3. The evaluation of the project will be done at two stages:
 - I) Continuous Assessment (CA) (supervising teacher/s will assess the project and award internal Marks)
 - ii) External evaluation (by external examiners appointed by the University)
- 4. Marks secured for the project will be awarded to candidates, combining the internal and external Marks
- 5. The internal to external component is to be taken in the ratio 1:4.

6. Assessment of different components of project may be taken as below.

Internal(Viva) 20% of total	
Components	% of internal Marks
Punctuality	20
Use of Data	20
Scheme/Organization of Report	40
Viva-voce	20

External(80% of Total)	
Components	%of external Marks
Relevance of the Topic	5
Statement of Objectives	10
Methodology/Reference/Bibliography	15
Presentation of Facts / Figures / Language style/Diagrams etc.	20
Quality of Analysis/Use of Statistical tools	15

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Findings and recommendations	10
Viva-Voce	25

7. External Examiners will be appointed by the University from the list of IV semester Board of Examiners in consultation with the Chairperson of the Board.
8. Internal Assessment should be completed 2 weeks before the last working day of IVth semester.
9. Internal Assessment marks should be published in the department.
10. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

b) PASS CONDITIONS

1. Submission of the Project report and presence of the student for viva are compulsory for internal evaluation. For external evaluation (for programmes without practicals) the Project report submitted by the student shall be evaluated by the external examiners. No marks shall be awarded to a candidate if she/he fails to submit the Project report for external evaluation.
2. A student shall be declared to pass in the Project report course if she/he secures minimum 40 % marks of the aggregate and 40% separately for external.
3. The student should get a minimum of 40 % marks for pass in the project. In an instance of inability of obtaining a minimum of 40% marks, the Project work may be redone and the report may be resubmitted along with subsequent exams through parent department.
4. There shall be no improvement chance for the Marks obtained in the Project Report.

17. VIVA VOCE:

The Viva voce shall be conducted by two examiners. For external viva, both of them shall be external examiners.(see clauses 5.1,6.3,11.3 &13)

18. Appearance of CA and ESE are compulsory and no marks shall be awarded to a candidate if he/she is absent for CA/ESE or both.

19. GRADING SYSTEM

Seven Point Indirect Relative grading system:

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

The guidelines of grading is as follows-

TABLE-1

% of Marks (CA+ESE)	Grade	Interpretation	Range of grade points	Class
90 and above	O	Outstanding	9-10	First class with Distinction
80 to below90	A	Excellent	8-8.9	
70to below80	B	Very good	7-7.9	First class
60to below 70	C	Good	6-6.9	
50To below60	D	Satisfactory	5-5.9	Second class
40to below50	E	Pass/Adequate	4-4.9	Pass
Below 40	F	Failure	0-3.9	Fail

$$\text{S.G.P.A} = \frac{\text{SUM OF CREDIT POINTS OF ALL COURSES IN THE SEMESTER}}{\text{TOTAL CREDITS IN THAT SEMESTER}}$$

CREDIT POINT = GRADE POINT (G) X CREDIT©

C.G.P.A = Sum of credit points of all completed semesters / Total credits acquired

$$\text{OGPA} = \frac{\text{Sum of credit points obtained in four semesters}}{\text{Total credits (80)}}$$

20. PASS REQUIREMENT:

COURSE:

20.1A CANDIDATE SECURING E GRADE WITH 40% OF AGGREGATE MARKS AND 40% SEPARATELY FORESEFOR EACH COURSE SHALL BE DECLARED TO HAVE PASSED IN THAT COURSE.

SEMESTER

- 20.2 Those who secure not less than 40 % marks (both ESE and CA put together) for all the courses of a semester shall be declared to have successfully completed the semester.
- 20.3 The marks obtained by the candidates for CA in the first appearance shall be retained (irrespective of pass or fail)
- 20.4 The candidates who fail in theory unit shall reappear for theory unit only, and the marks secured by them in practical unit, if passed in practicals, will be retained.
- 20.5 A candidate who fails to secure a minimum for a pass in a course will be permitted to write the same examination along with the next batch.
- 20.6 For the successful completion of a semester, a candidate should pass all courses and secure a minimum SGPA of 4. However a student is permitted to move to the next semester irrespective of his/her SGPA. A student will be permitted to secure a minimum SGPA of 4.00 required for the successful completion of a Semester or to improve his results at ESE of any semester, by reappearing for the ESE of any course of the semester concerned, along with the examinations conducted for the subsequent admission

21. IMPROVEMENT:

- 21.1 A candidate who secures minimum marks(40 %) for a pass in a course will be permitted to write the same examination along with the next batch if he/she desires to improve his/her performance in ESE. If the candidate fails to appear for the improvement examination after registration, or if there is no change/up gradation in the marks after availing the improvement chance, the marks obtained in the first appearance shall be retained. There shall be no improvement chance for the marks obtained in internal assessment. Improvement of a particular semester can be done only once the student shall avail the improvement chance in the succeeding year along with the subsequent batch.

21.2 There will be no supplementary examinations. For re-appearance/ improvement student can appear along with the next batch.

22. CREDIT DISTRIBUTION

Each course shall have certain credits. For passing the programme the student shall be required to achieve a minimum of 80 credits. Each Board of studies can distribute the credits for different courses subjected to a total maximum of 80.

23. AWARD OF DEGREE

23.1 The successful completion of all the courses prescribed for the Post Graduate degree programme with E grade (40 % of maximum marks) and with a minimum SGPA of 4.0 for all semesters and minimum CGPA 4.0 satisfying minimum credit 80, shall be the minimum requirement for the award of degree.

23.2 Position certificates up to third position will be issued on the basis of highest marks secured for the programme. In the case of a tie, highest of CGPA is to be considered.

24.GRADE/MARKS CARD:

The university under its seal shall issue to the students a Grade with marks card on completion of each semester, which shall contain the following information-

- i) Name of the University, Emblem and Bar code
- ii) Name of the college
- iii) Title of Post Graduate programme with code
- iv) Number of semester
- v) Name and register Number of candidate
- vi) Code number and title of course
- vii) Month and Year of examination
- viii) Internal marks for CA , External marks for ESE , total marks(CA+ESE) awarded, Maximum marks,maximum marks of the group ,credits ,Grade point (G), Credit point and Letter grade in each course in the semester
- ix) Consolidated grade,the total credits, total credit points and SGPA in the semester (corrected to two decimal places)
- x) Percentage of total marks
- xi) CGPA

Final Grade/Marks Card:

The final Grade/mark Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show the percentage of marks, CGPA (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade/mark card shall include the grade points and letter grade of core courses, practical courses and Elective courses. This is to be done in a seven point relative indirect scale.

25. ACADEMIC COMMITTEE

25.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of KUCBSS-PG-2014.

25.2 There shall be Department level, College level and University level monitoring committees for the proper implementation of the restructured curriculum. The Department council and College council shall respectively monitor Department level and College level implementation. University level monitoring shall be done by an Academic Committee constituted by the Vice-Chancellor. The Academic committee shall consist of:

- a. The Vice-Chancellor
- b. The Pro-Vice-Chancellor
- c. The Registrar
- d. The Controller of Examinations
- e. Two Syndicate members including student Syndicate member.
- f. One Principal each from Post Graduate, aided, unaided and Government Colleges.
- g. Senate and Academic Council members (two each)
- h. Deans of Faculties (Other than Deans of Professional Courses),
- i. Chair persons of PG Boards of Studies (at least three).
- j. Five members of the Boards of studies from the affiliated colleges nominated by the Vice Chancellor

25.3 There shall be a subcommittee nominated by the Vice Chancellor to look after the day to day affairs of the KUCBSS-PG-2014 programme.

26. GRIEVANCE REDRESSAL COMMITTEE

26.1 **College level:** The College shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the department as chairman. This committee shall address all grievances relating to the internal assessment grades of the

students. There shall be a college level Grievance Redressal Committee comprising of PG Heads of Departments, student advisor, two senior teachers and two staff council members (one shall be an elected member) as members and principal as chairman.

26.2 **University level:**The University level committee shall consist of the Pro-Vice-Chancellor as the chairman, Syndicate member in charge of examinations and the Chairperson of the Board of Studies concerned as members.

26.3 **Department level committee** shall have initial jurisdiction over complaints against CA.

26.4 College level committee shall hear appeals against Department level decisions and University level committee shall hear appeals against College level decisions. Students shall submit their complaints regarding CA, if any to the Head of the Department concerned within one week of publication of results of CA and the Department level committee shall dispose of such complaints within one week of receipt of the same. Appeals to college level committee shall be made within one week of the decisions taken by Departmental level committee and shall be disposed of within two weeks of the receipt of the complaint. Appeals to the University level committee shall be made within two weeks of the decisions taken by college level committee and shall be disposed of within two months of the receipt of the complaint.

27. **TRANSITORY PROVISION**

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

28. **REPEAL**

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed.

Annexure -I

Example:

Semester I

TABLE-2

Coursecode	Course Name	Total Marks Obtained (Internal+external)	Max. marks of the course	Max. marks In the group	Credit (C)	Grade point (G)	Credit points C x G	Letter Grade
xxxxxxx	Xxxxxxx	48	60	52	4	9.2	36.8	O
xxxxxxx	Xxxxxxxxx	30	60	48	3	6.3	18.9	C
xxxxxxx	Xxxxxxxxx	40	60	55	4	7.3	29.2	B
xxxxxxx	Xxxxxxxxx	42	60	56	3	7.5	22.5	B
xxxxxxx	Viva-voce	9	10	9	1	10	10	O

S.G.P.A = SUM OF CREDIT POINTS OF ALL COURSES IN THE SEMESTER

TOTAL CREDITS IN THAT SEMESTER

= $\frac{36.8+18.9+29.2+22.5+10}{15} = 117.4/15 = 7.82$ B grade

15

Percentage of marks for semester 1 = $\frac{169}{250} \times 100 = 67.6\%$

Consolidated grade- B	Percentage of marks= 67.6 %
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Annexure -II

PROJECT-

i) Arrangement of contents

The project should be arranged as follows-

1. Cover page and Title page

2. Bonafide certificate/s
3. Declaration by the student
4. Acknowledgement
5. Table of contents
6. List of tables
7. List of figures
8. List of symbols, Abbreviations and Nomenclature
9. Chapters
10. Appendices
11. References

ii) Page dimension and typing instruction

The dimension of the Project report should be in A4 size. The project report should be printed in bond paper and bound using flexible cover of the thick white art paper or spiral binding. The general text of the report should be typed with 1.5 line spacing. The general text shall be typed in the font style 'Times New Roman' and font size 12. Paragraphs should be arranged in justified alignment with margin 1.25" each on top. Portrait orientation shall be there on Left and right of the page. The content of the report shall be around 40 pages.

iii) A typical specimen of Bonafide Certificate

KANNURUNIVERSITY

BONAFIDE CERTIFICATE

Certified that this project report “.....**TITLE OF THE PROJECT**.....” is the bonafide work of “.....**NAME OF THE CANDIDATE**.....” who carried out the project work under my supervision.

<<Signature of HoD>><<Signature of Supervisor/co-supervisor>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

<<Academic Designation>>

<<Department>>

<<Seal with full address of the Dept.& college>><< Seal with full address>>

SIGNATURE

<<Name>>

SUPERVISOR

<< Academic Designation>>

<<Department>>

iv) Declaration by the student

DECLARATION

I,....., hereby declare that the Project work entitled.....(Title of the project),.....has been prepared by me and submitted to Kannur University in partial fulfillment of requirement for the award of Bachelor ofis a record of original work done by me under the supervision of Dr./Prof.....of Department ofcollege/(Name of institute).

I also declare that this Project work has not been submitted by me fully or partly for the award of any Degree, Diploma, Title or recognition before any authority.

Place

Date

Signature of the student

(Reg.No.)