

Appendix to U.O No.Acad C3/5268/2011 Dated 19.06.2012

KANNUR UNIVERSITY  
Modified Regulations for Afzal-ul-Ulama  
(Preliminary) Course  
(Effective from 2011 Admission)

1. *Short Title*

1.1 These Regulations shall be called Kannur University Regulations for Afzal-ul-Ulama Preliminary Course under Grading System effective from 2011 Admission.

2. *Scope*

2.1 The Regulations provided herein shall apply to Afzal-ul-Ulama Preliminary Course under the Faculty of Languages and Literature, conducted by Kannur University with effect from 2011 Admission.

2.2 All the Arabic Colleges affiliated to Kannur University and the School of Distance Education shall follow the Regulations framed herein for the Afzal-ul-Ulama Preliminary Course under the above Faculty with effect from 2011 Admission.

3. *Duration*

The duration of Afzal-ul-Ulama Preliminary Course shall be two years.

4. *Definitions*

4.1 Letter Grade (L.G) is a letter symbol (A,B,C,etc) which indicates the broad level of performance of a student for an individual answer/test/subject/course.

4.2 Grade Point (G.P) is an integer indicating the numerical equivalent of the Letter Grade.

4.3 Weightage (W) is a measure of the comparative importance assigned to a question /test / subject, expressed in numerical terms.

4.4 Weighted Grade Point (WGP) is the grade point multiplied by weightage.

4.5 Grade Point Average (GPA) is the sum of weighted grade points divided by the sum of weights.

4.6 Subject Grade Point Average (SGPA) is the sum of the weighted grade points of all papers in a subject divided by the sum of the weights of all papers in that subject.

4.7 Cumulative Grade Point Average (CGPA) is the sum of weighted grade points in all subjects divided by the sum of weights of all subjects

Words and expressions used and not defined in these Regulations but defined in the Kannur University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

### 5. Eligibility for Admission

5.1 Candidates for the Afzal-ul-Ulama Preliminary Course examination shall be required to have passed or acquired eligibility for higher studies in SSLC examination or any other examination recognized by this University as equivalent thereto.

5.2 The criteria for selection of students to the Course and Regulations regarding the reservation of seats shall be as per the rules framed by the Government/University from time to time.

### 6. Course of Study

The Course shall comprise the study of the following subjects:

*Part I –Arabic*

*Part II-English*

*Part III-Optional Subjects*

#### *Part I –Arabic*

For Part I Arabic, there shall be three papers of which Paper I shall be taught during the first year and Paper II & III shall be taught during the second year. There shall be 3 hours duration Examinations for each paper conducted at the end of each year.

#### *Part II-English*

For Part II English, there shall be two papers of which Paper I shall be taught during the first year and Paper II shall be taught during the second year. There shall be Three hour duration Examinations for each paper conducted at the end of each year.

#### *Part III Optional Subjects*

There shall be six Theory papers in three Divisions with two papers in each division and will be taught in two years as shown below:

<i>Divisions</i>	<i>Paper</i>	<i>Year to be taught</i>	<i>Duration of Exam.</i>
Division 1	Paper I	First Year	3 hours
	Paper II	Second Year	3 hours
Division 2	Paper I	First Year	3 hours
	Paper II	Second Year	3 hours
Division 3	Paper I	First Year	3 hours
	Paper II	Second Year	3 hours

### 7. Evaluation:

- (1) Both Internal and External evaluation shall be carried out under Direct Grading System.
- (2) Evaluation of each paper shall be done in two parts viz. External Evaluation and Internal Assessment.

*The Mechanics of Direct Grading is as follows:*

- a) Direct Grading, using a 5-point scale will be used to evaluate the performance (External and Internal) of students, as shown below.

<i>Letter Grade</i>	<i>Performance</i>	<i>Grade Point</i>	<i>Grade Range</i>
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	00.00 to 0.49

b) In direct grading first of all, each answer in an answer paper is evaluated on a five point scale using letter grades A, B, C, D, and E. The overall grade of the answer paper is then obtained by dividing the sum of weighted grade points by the sum of weightage.

c) The Boards of Studies shall decide the different types of questions to be set and assign their weights. The question paper shall carry the weights assigned to each question.

d) The Internal and External components of a paper are separately graded and then combined in the weightage of 1:4 for Internal and External to arrive at the overall grade of the Paper.

e) A student shall be declared to have passed the examination in a paper if he/she obtains minimum D grade in that paper.

f) A student is required to pass all Papers of Part I, Part II and Part III in order to be declared as passed in the Afzal-ul-Ulama Preliminary Course.

g) A student who desires for improving the performance in a paper of the first year, he/she can appear for the re-examination in the subsequent year. On registering for re-examination, the internal grade will be carried forward to determine the new grade in the re-examination.

h) The cumulative Grade Point Average (CGPA) of the student is calculated at end of the course separately for Part I (Arabic) Part II (English) and Part III (Optional Subjects).

i) CGPA would be expressed using a 7-point scale as given in the following table:

<i>CGPA</i>	<i>Over all Letter Grade</i>
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

j) For the successful completion of the course and award of the Afzal-ul-Ulama Preliminary Course Certificate, a student must score a minimum of D grade (CGPA 1.00) separately for Part I and Part II. And a minimum CGPA of 1.50 or an overall grade of C for Part III.

*Criteria for Internal Assessment are as follows:*

Students' attendance, Test Paper, Assignment, Viva and Seminar shall be considered as the criteria for the Internal Assessment. In each paper 20% weightage shall be given to internal examination. The following distribution pattern shall be adopted for The Course.

<i>Components</i>	<i>Weight</i>
Attendance	1
Test Paper	2
Assignment	1
Viva/Seminar	1

a) The ratio of weightage for Internal and External evaluation shall be 1:4.

b) Attendance: Minimum attendance required for each subject shall be 75% of the total number of classes. Grades for attendance for each paper (internal) may be distributed as:

More than 90%	A
86% to 90%	B
81% to 85%	C
75% to 80%	D
Below 75%	E

Shortage of attendance up to a maximum of 24 days a year may be condoned by the University on the recommendation of the Principal that the shortage is due to illness, participation in the University Union activities /extra curricular activities or by attending the meeting of the University bodies; subject to the provisions in Kannur University Act/Statute/Ordinances 1999.

c) Assignments: Each student shall be required to do an assignment for each paper. Direct grading on a five point scale is used to evaluate the assignment. Valued assignment shall be returned to the students.

d) Tests: For each Paper there shall be at least two class tests. The probable dates of the tests shall be announced at least one month earlier. Direct grading on a five point scale is used to evaluate the Test Paper. Valued answer scripts shall be returned to the students for perusal within 10 working days from the date of the test.

e) Seminar: Students shall be required to present a seminar on a selected topic in each paper. Grades are awarded on a five point scale and the evaluation of the seminar shall be done by the concerned teacher(s) handling the paper based on the presentation content and participation in discussion.

f) All the records of Internal Assessment shall be kept in the department and shall be made available for verification by the University if necessary.

*8. Pass Conditions:*

a) Appearance for External Examination (EE) and Internal Examination (IE) is Compulsory and no Grade shall be awarded to a candidate if he/she is absent from EE/IE or both.

b) Minimum D Grade for External Examination is required for pass in a paper.

c) If a candidate is absent from the External Examination or he/she scores Grade E in the External Examination he/she will have to repeat the External examination. In such case the grade of Internal Examination of the particular paper will stand.

d) Minimum D Grade is required for pass in each Paper of Part I, Part II & Part III.

e) Minimum D Grade (CGPA 1.00) is required for successful completion of Part I

f) Minimum D Grade (CGPA 1.00) is required for successful completion of Part II

g) If a candidate has not secured D Grade (CGPA 1.00) in Part I, the candidate has to write all the papers of Part I. And if a candidate has not secured D Grade (CGPA 1.00) in Part II, the candidate has to write all the papers of Part II.

h) If a candidate has secured D Grade [CGPA 1.00] in Part I or Part II, but fails to get at least D Grade in any paper/papers of Part I or Part II the candidate will have to write that paper or those Papers only for clearing Part I or Part II.

i) Minimum C Grade (CGPA 1.50) is required for successful completion of the Part III

j) If a candidate has not secured C Grade in Part III (CGPA 1.50) after completion of second year of the course, the candidate shall be permitted to reappear for the External Examination of any paper of Part III in order to secure a C Grade.

#### *9. Improvement or Re-appearance:*

a) There shall be one improvement chance for each paper in order to secure a higher Grade.

b) Improvement chance can be availed during the course or within a year after the course.

c) A student who secures a Grade other than E Grade in a paper is permitted to register for re-examination within 14 days after publication of the result or within a minimum period decided by the University, for improving the performance if he/she desires so, and can appear for the examination in the subsequent chance.

d) The Grade secured in the Internal Examination during the first appearance will be carried forward to determine the new Grade of that Paper in the re-examination.

e) If a candidate fails to appear for the re-examination for improvement after registration, or if there is no change /up in the gradation in the Grade after availing the improvement chance, the Grade secured in the first appearance will be retained.

f) There shall be no improvement chance for Grade obtained for Internal Examination.

g) There shall not be more than one improvement chance for a paper.

#### *10. Continuation of the Course*

A candidate who has been registered for the examination at the end of the first year shall be permitted to continue the course of study in the second year class irrespective of the results of the first year examinations.

#### *11. Monitoring of the Course*

Monitoring of the Afzal-ul-Ulama Preliminary Course shall be done at three levels- Department Level, College Level and University Level.

a) *Department Level Committee*: A committee consisting of Head of the Department and two senior teachers of the Department nominated by Principal of the College shall monitor the evaluation of the course. The complaints regarding evaluation of students, if any, shall be examined by the Committee.

b) *College Level Committee*: A Committee consisting of the Principal of the concerned College and two senior teachers of the College nominated by the Principal along with Head of the concerned Subject constitute the College Level Committee. The Principal shall be the Chairman and a member nominated by the Principal shall serve as the Convener. This committee shall be responsible for monitoring the Course. The College Level Committee shall be reconstituted every year by the Principal.

c) *University Level Committee*: There shall be a University Level Committee appointed by the Vice-Chancellor, if need be, to go into the grievances not settled at the College level.

#### *12. Transitory provision*

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these Regulations, have the power to provide by order, modifications as may be necessary.

#### *13. Repeal*

The regulations now in force in so far as they are applicable to Afzal-ul-Ulama Preliminary Course offered in the Affiliated Arabic Colleges/the School of Distance Education and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and the new Regulations relating to Afzal-ul-Ulama Preliminary Course in their application, the latter shall prevail.

## Appendix – I

In order to calculate the percentage of marks equivalent to SGPA/SGPA/GPA the following formula shall be used for Afzal ul Ulama (Preliminary) Course:

$$\text{Percentage of Marks} = \text{SGPA/CGPA/GPA} \times 25$$

Accordingly the following Conversion table can be used.

Grade	Range of CGPA	Conversion Mark Range (in Percentage)
D	1.00 to < 1.49	25.00 to < 37.50
C	1.50 to < 1.99	37.50 to < 50.00
C+	2.00 to < 2.50	50.00 to < 62.50
B	2.50 to < 3.00	62.50 to < 75.00
B+	3.00 to < 3.50	75.00 to < 87.50
A	3.50 to < 3.80	87.50 to < 95.00
A+	3.80 to < 4.00	95.00 to < 100

## Appendix – II

## Course Structure

Years	Subjects	Name of Papers	Duration of Year End Examination
First Year	Part I Arabic	Paper I	3 hours
	Part II English	Paper I	3 hours
	Part III Optional Subjects	Division 1 Paper I	3 hours
		Division 2 Paper I	3 hours
		Division 3 Paper I	3 hours
	Second Year	Part I Arabic	Paper II
Paper III			3 hours
Part II English		Paper II	3 hours
Part III Optional Subjects		Division 1 Paper II	3 hours
		Division 2 Paper II	3 hours
		Division 3 Paper II	3 hours

## Appendix – III

## Mark Sheet Part I Arabic

<i>Papers</i>	<i>Examinations</i>				<i>Grade Point Average</i>	<i>Grade of the paper</i>
	<i>Assessment</i>	<i>Weight</i>	<i>Grade</i>	<i>Weighted Grade Point</i>		
Paper I	Internal	1				
	External	4				
Paper II	Internal	1				
	External	4				
Paper III	Internal	1				
	External	4				
<i>Grade of The Subject</i>	Sum of Weights: 15		Sum of Grade points:			

## Appendix – IV

## Mark Sheet Part II English

<i>Papers</i>	<i>Examinations</i>				<i>Grade Point Average</i>	<i>Grade of the paper</i>
	<i>Assessment</i>	<i>Weight</i>	<i>Grade</i>	<i>Weighted Grade Point</i>		
Paper I	Internal	1				
	External	4				
Paper II	Internal	1				
	External	4				
<i>Grade of The Subject</i>	Sum of Weights: 10		Sum of Grade points:			



## Appendix – V

## Mark Sheet Part III Optional Subjects

<i>Papers</i>	<i>Examinations</i>				<i>Grade Point Average</i>	<i>Grade of the paper</i>
	<i>Assessment</i>	<i>Weight</i>	<i>Grade</i>	<i>Weighted Grade Point</i>		
Division 1 Paper I	Internal	1				
	External	4				
Division 1 Paper II	Internal	1				
	External	4				
Division 2 Paper I	Internal	1				
	External	4				
Division 2 Paper II	Internal	1				
	External	4				
Division 3 Paper I	Internal	1				
	External	4				
Division 3 Paper II	Internal	1				
	External	4				
<i>Grade of The Subject</i>	Sum of Weights: 30		Sum of Grade points:			

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