

## KANNUR UNIVERSITY

### Regulations for Undergraduate Programmes under Choice Based Course Credit Semester System & Grading 2009

#### 1. TITLE

1.1 These regulations shall be called “Regulations for Undergraduate Programmes under Choice Based Course Credit Semester System & Grading, 2009”

#### 2. SCOPE, APPLICATION & COMMENCEMENT

2.1 The regulations provided herein shall apply to all regular non-professional undergraduate programmes conducted by the University. These regulations shall not apply to Distance Education and private registration programmes.

2.2 These regulations shall come into force with effect from the admissions commencing from 2009.

2.3 The provisions herein supersede all the existing regulations for the regular undergraduate programmes, to the extent herein prescribed.

#### 3. DEFINITIONS

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

3.2 ‘*Additional Course*’ is a course registered by a student over and above the minimum required courses, the credits earned for which will not be counted for the computation of SGPA and CGPA.

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

3.4 ‘*College Co-ordinator*’ is a teacher nominated by the College Council to co-ordinate the effective running of the Open Courses and continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.

3.5 ‘*Common Course*’ means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses, a selection of which is compulsory for all students undergoing undergraduate programmes.

3.6 ‘*Complementary Course*’ means a course which would enrich the study of core courses.

3.7 ‘*Core course*’ means a course in the subject of specialization within a degree programme.

3.8 ‘*Course*’ means a complete unit of learning which will be taught and evaluated within a semester.

3.9 ‘*Credit*’ is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course.

- 3.10 '**Credit point**' (P) is the value obtained by multiplying the grade point (G) by the credit (C):  $P = G \times C$ .
- 3.11 '**Cumulative Grade Point Average**' (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by a student for the entire programme by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
- 3.12 '**Department**' means any teaching department in a College.
- 3.13 '**Department Co-ordinator**' is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that Department.
- 3.14 '**Department Council**' means the body of all teachers of a department in a college.
- 3.15 '**Extra Credits**' are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University.
- 3.16 '**Faculty Advisor**' means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.
- 3.17 '**Grace Grades**' means up-graded grades awarded to courses in recognition of meritorious achievements in sports/arts.
- 3.18 '**Grade**' means a letter symbol (e.g. A, B, C, etc.), which indicates the broad level of performance of a student in an answer/course/ semester/programme.
- 3.19 '**Grade point**' (G) is an integer indicating the numerical equivalent of the letter grade.
- 3.20 '**Open course**' means a course outside the field of his/her specialization, which can be opted by a student.
- 3.21 '**Parent Department**' means the department which offers core courses within a degree programme.
- 3.22 '**Programme**' means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.
- 3.23 '**Semester**' means a term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five-day academic weeks.
- 3.24 '**Semester Grade Point Average**' (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. SGPA shall be rounded off to two decimal places.
- 3.25 '**Weight**' is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical, internal and external examinations, core and complementary subjects etc.
- 3.26 '**Weighted Grade Point**' is the product of grade points multiplied by weight.

3.27 '**Zero Semester**' A Semester in which a student is permitted to opt out due to unforeseen, genuine reasons.

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

#### **4. PROGRAMME STRUCTURE**

4.1 **Duration:** The duration of an undergraduate programme shall be a minimum of 3 years consisting of 6 semesters. The odd semester shall be held from **JUNE to OCTOBER** and even semester from **DECEMBER to APRIL**. Monday through Friday will be working days. There will be one month semester break in **NOVEMBER and MAY** between semesters. The undergraduate programme shall be completed within a minimum of six and maximum of twelve continuous semesters, with provision for zero semesters. If a student does not clear a course within the regular schedule, he/she shall repeat the course when the course is again offered. If minimum requirements of attendance and continuous evaluation are fulfilled, these need not be repeated.

4.2 **Courses:** The undergraduate programme shall include four types of courses, viz. Common Courses (A), Core courses (B), Complementary Courses (C) and Open Courses (D). The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 40, depending on the credits assigned to different courses.

4.3 **Course code:** Each course shall have an alphanumeric code, which includes the semester number (1 to 6) in which the course is offered, the type of the course (A to D) and the serial number of the course (01, 02...) and a three letter code representing the nature of the course, excepting common course. For example, 2A03 represents a common course of serial number 03 offered in the 2<sup>nd</sup> semester and '2B02PHY' representing second semester core course 2 in Physics programme.

4.4 **Credits:** An undergraduate programme shall have a minimum of 120 credits. Five, Four, three and two credit courses may be designed by Boards of Studies, depending on the extent of coverage required in different subject areas. The University will work out the equivalence between the number of credits and the number of contact hours, taking into consideration the existing workload for different subjects.

#### 4.5. **Common Courses(A)**

##### **(a) For BA/B.Sc Programmes**

##### **English Language Courses**

01. Critical Reasoning and Academic Presentation Skills.
02. Communication Skills in English.
03. Readings on Indian Constitution, Secularism and Environment.
04. Reading Literatures in English.
05. Literature and Contemporary Issues.
06. History and Philosophy of Science.

**Additional Language Courses.**

07. Literature in Malayalam/Hindi/languages other than English.
08. Communication Skills in Languages other than English/Creating Writing in Malayalam.
09. Translation and Communication.
10. Culture and Civilization.

**(b) For B.Com/B.B.A/B.B.M/B.C.A/B.S.W Programmes (LRP Scheme)****English Language Courses:**

01. Critical Reasoning and Academic Presentation Skills.
02. Communication Skills in English
03. Readings on Indian Constitution, Secularism and Environment.
04. Reading Literatures in English.

**Additional Language Courses.**

07. Literature in Malayalam/Hindi/languages other than English.
08. Communication Skills in Languages other than English/Creating Writing in Malayalam.

**General Courses:** (Four courses out of the following nine courses)

05. Readings on Indian Constitution, Secular Society and Sustainable Environment.
06. History and Philosophy of Science/Literature.
09. Environmental Studies.
10. Culture and Civilization.
11. Entrepreneurship.
12. Numerical Skills.
13. Informatics.
14. Methodology of Business Studies/Sciences/Humanities/Social Sciences.
15. Disaster Management.

For B.A/B.Sc Programmes, common courses 01 to 06 shall be taught by English teachers, 07 to 10 by teachers of additional language concerned.

For BCom/BBA/BBM/BCA/BSW Programmes (LRP Scheme), common courses 01 to 04 shall be taught by English teachers, courses 07 to 08 by teachers of additional language concerned and general courses 05, 06,09, 10,11,12,13,14 & 15 by the teachers of relevant department. The choice of general courses in each College shall be decided by the College level Monitoring Committee taking into account the course content and existing staff pattern.

- 4.6 **Core Courses(B):** Core courses offered by the parent department shall include methodology courses pertaining to the stream, subject of specialization and informatics relevant to the subject of specialization, one elective and one project, provided that courses taken as part of the common courses will not be repeated.
- 4.7 **Complementary Courses(C):** Complementary courses shall be offered by the relevant Department.
- 4.8 **Open Courses(D):** A student can opt for open courses from any subject other than the subject of his/her specialization. Open Courses are to be of 2 hours 2 credits during the V & VI Semesters. The number of Open Courses offered by a College will be decided by the College Level

Monitoring Committee taking into account the preferences of students and the need to fully utilize the services of existing teachers.

- 4.9 **'Additional Courses'**: A student can register for additional courses over and above the minimum required courses from among the courses offered by a College, on the advice of the Faculty Adviser depending on the facilities available in the College.
- 4.10 **Audit Courses**: Credit Courses can be registered as Zero Credit Audit Courses by students, on the advice of the Faculty adviser depending on the facilities available in the College concerned.
- 4.11 The distribution of Common, Core, Complementary and Open courses across six semesters shall be decided by the University.
- 4.12 The minimum credit requirements for successful completion of the programme are summarized below:

***Minimum credit requirements of the Undergraduate Programme***

Programme Duration	6 Semesters
Minimum Credits required for successful completion of the Programme	120
Minimum credits required from Common Courses	38
Minimum credits required from Core and Complementary Courses	78
Minimum credits required from Open Courses	4

- 4.13 **Grace Grades**: Grace Grades shall be awarded in recognition of meritorious achievements in sports/arts by upgrading grades awarded to courses to the next higher grade, provided such up-gradation is limited to a maximum of 8 courses within a programme. Detailed guidelines will be issued by the University in this respect.
- 4.14 **Extra Credits**: Extra credits may be awarded to a student for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University. These credits shall not be counted while considering the minimum credits (120) for completing the programme. The University shall frame detailed guidelines for the award of co-curricular credits and grades.
- 4.15 **Attendance**: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Condonation of shortage of attendance for a maximum of 10 days for a maximum of two spells within a programme may be granted subject to existing university rules. A student who is not eligible for such condonation shall repeat the course when it is offered again.
- 4.16 **Credit Transfer**: The credits acquired for courses in another University would be accepted on a reciprocal basis subject to UGC norms.

## **5. BOARDS OF STUDIES, COURSES & SYLLABI**

- 5.1 The UG Boards of Studies shall design all courses in the respective disciplines, subject to the regulations of the University. The Boards shall design and introduce new courses, modify or

redesign existing courses or replace any course with new/modified courses. General courses shall be designed jointly by the Boards concerned.

- 5.2 The syllabus of each course shall be prepared module-wise and include the Course Code, title of the Course, statement of aims and objectives of the Course, the number of credits and instructional hours assigned to it, the scheme of examination and model question paper.

## **6. ADMISSION**

- 6.1 Admission to all courses shall be as per the existing rules and regulations of the University.
- 6.2 Eligibility criteria for admission shall be as announced by the University from time to time.
- 6.3 Students shall be admitted to a particular programme based on the marks/grades scored in the qualifying examination.
- 6.4 Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 6.5 The maximum number of students to be admitted to a programme shall be limited to the number of seats sanctioned by the University.
- 6.6 The College shall make available to all students a brochure listing all the Courses offered by various Departments in the entire programme. The information so provided shall contain the title of the Course, the Semester in which it is offered, credits for the Course, prerequisites, the name of the Faculty etc. Detailed syllabi shall be made available in the University/College websites.
- 6.7 The University shall prepare a common calendar for the conduct of the courses, indicating the schedule of courses, continuous and end-semester examinations and publication of results. The University shall ensure that the calendar is strictly followed.

## **7. REGISTRATION**

- 7.1 The strength of students for each course shall remain as per existing regulations, except in case of open courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10.
- 7.2 Each student shall register for the courses he/she proposes to take in the prescribed registration form in consultation with the Faculty Adviser within two weeks from the commencement of each Semester. Faculty Adviser shall permit registration on the basis of the preferences of the student and availability of seats.
- 7.3 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.
- 7.4 A student can opt out of a course/courses registered subject to the minimum credits requirement, within thirty days from the commencement of the Semester.
- 7.5 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.

## 8. EVALUATION

8.1 The evaluation scheme for each course shall contain two parts:

- **Continuous Evaluation (CE)**
- **End-Semester Evaluation (ESE)**

25% weight shall be given for Continuous Evaluation (CE). The remaining 75% weight shall be given for End-Semester Evaluation (ESE).

8.2 Continuous Evaluation (CE):

Continuous Evaluation (CE) of a course shall be based on periodic written tests, assignments, seminars and attendance.

### *Components of Continuous Evaluation (Theory)*

	<b>Component</b>	<b>Weight</b>
a.	Attendance	1
b.	Assignment	1
c.	Seminar/Viva	1
d.	Two test papers	2

### *Components of Continuous Evaluation (Practicals)*

	<b>Component</b>	<b>Weight</b>
a.	Attendance	1
b.	Practical Test /Lab Skill	2
c.	Practical Record	1
d.	Viva	1

8.3 End-Semester Evaluation (ESE):

The End-Semester Evaluation in theory courses is to be conducted with question papers set by external examiners. Answer papers will be bar coded to ensure confidentiality. The evaluation of the answer scripts shall be done by external examiners on the basis of a well-defined scheme of valuation. The evaluation shall be done immediately after the examination by holding zonal valuation camps, preferably district-wise. End-semester Evaluation in practical courses shall be conducted and evaluated by two examiners - one internal and the other external. The duration of both theory and practical examinations shall be decided by concerned Board of Studies.

8.3.1 Detailed guidelines regarding the execution and evaluation of the Project shall be issued by the University.

## 9. PATTERN OF QUESTIONS

9.1 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.

- 9.2 A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.
- 9.3 Weight: Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of questions	Weight
1	A bunch of 4 objective type questions	1
2	Short answer type questions	1
3	Short essay/problem solving type questions	2
4	Essay type questions	4

## 10. GRADING SYSTEM

- 10.1 Direct Grading: Both CE and ESE will be carried out using Direct Grading System on a 5-point scale as given below:

### *Direct Grading*

Letter Grade	Performance	Grade Points (G)	Grade Range
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	Below Average	0	0.00 to 0.49

In direct grading, each descriptive answer is directly given a letter grade in place of marks, on the basis of an assessment of the quality of the answer. In case of objective type questions, grading is undertaken by bunching them into 4. Thus, if all the 4 answers in the bunch are correct, the bunch can be graded as A; if 3 are correct the Grade is B; if 2 are correct the Grade is C; if 1 is correct the Grade is D; if no answer is correct, the Grade is E.

### 10.2 Consolidation of Grades

- 10.2.1 The overall grade for an answer paper (ESE theory) is consolidated by dividing the sum of weighted grade points by the sum of weights, as shown in the example given below:

#### *Consolidation of Grades for an Answer Paper (Theory)*

Question Type	Question No.	Grades awarded	Grade points (G)	Weight (W)	Weighted Grade points
Objective	1-4	C	2	1	2
	5-8	B	3	1	3
	9-12	D	1	1	1
	13	A	4	1	4
	14	D	1	1	1

Short answer	15	C	2	1	2
	16	B	3	1	3
	17	A	4	1	4
	18	A	4	1	4
	19	A	4	1	4
	20	D	1	1	1
	21	C	2	1	2
Short Essay/ Paragraph	22	B	3	2	6
	23	B	3	2	6
	24	C	2	2	4
	25	B	3	2	6
Long Essay	26	C	2	2	4
	27	B	3	4	12
	28	D	1	4	4
Total				30	73
Grade of Answer Paper	Total weighted grade points / Total weights = $73/30 = 2.43 = \text{Grade C}$				

10.2.2 The Grade of an answer paper (ESE Practical) shall be consolidated by similar procedure discussed above by assigning weights for the various components (e.g. Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of results, Diagrams, etc.). The Boards of studies shall define the components and their weights and include them in the scheme and syllabus of each practical course.

10.2.3 The grades for continuous evaluation (CE) shall be consolidated using the same procedure adopted for the ESE grade by combining the grades of the internal components, viz. attendance, assignment, seminar and test papers taking into account their weights.

10.2.3.1 With regard to attendance (weight = 1), the following grading scheme shall be followed: Below 75%: F; 75 – 79%: D; 80 – 89%: C; 90-94%: B; 95-100%: A

10.2.3.2 Assignments (weight = 1) shall be graded on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc. and inform the same to the students. Due weight may be given for punctuality in submission. Seminar (weight=1) shall be similarly graded in terms of structure, content, presentation, interaction, etc.

10.2.3.3 Test papers (weight=2) shall be graded by the same procedure adopted for End- Semester- Evaluation (ESE) of theory course.

10.2.3.4 If B, C, B and A grades are scored by a student for attendance, assignment, seminar and test paper respectively for a particular course, then her/his CE Grade for that Course shall be consolidated as shown in the example given below:

***Consolidation of Grades for CE***

Component	Weight (W)	Grade awarded	Grade points (G)	Weighted Grade points (W x G)
Attendance	1	B	3	3
Assignment	1	C	2	2

Seminar	1	B	3	3
Test paper	2	A	4	8
Total	5			16
CE Grade	Total Weighted Grade points/ Total weights = $16/5 = 3.20 =$ Grade B			

10.2.3.5 Consolidation of the grade of a course: The Grade for a course is consolidated by combining the ESE and CE Grades taking care of their weights. For a particular Course, if the Grades scored by a student are C and B respectively for the End Semester and Continuous Evaluation, as shown in the above examples, then, the Grade for the Course shall be consolidated as shown in the example given below:

***Consolidation of the Grade of a Course***

Exam	Weight (W)	Grade awarded	Grade points (G)	Weighted grade points (W x G)
ESE	3	C	2	6
CE	1	B	3	3
Total	4			9
Grade of course	Total weighted grade points/ Total weights = $9/4 = 2.25 =$ Grade C			

10.2.4. D Grade is required for passing a Course. There shall be no separate minimum for Continuous Evaluation.

10.2.5. Consolidation of SGPA: SGPA is obtained by dividing the sum of credit points (P) obtained in a Semester by the sum of credits (C) taken in that Semester. After the successful completion of a Semester, Semester Grade point Average (SGPA) of a student in that Semester shall be calculated. Suppose the student has taken four Courses each of 4 credits and two Courses each of 2 credits in a particular Semester. After consolidating the Grade for each course as demonstrated above, SGPA has to be consolidated as shown in the example given below:

***Consolidation of SGPA***

Course code	Title of course	Credits (C)	Grade awarded	Grade points (G)	Credit points (P = C x G)
01	.....	4	A	4	16
02	.....	4	C	2	8
03	.....	4	A	4	16
04		4	C	2	8
05		2	B	3	6
06		2	B	3	6
Total		20			60
SGPA	Total credit points /Total credits = $60/20 = 3.00$				

10.2.5.1 For the successful completion of a Semester, a student has to score a minimum SGPA of 2.00. However, a student is permitted to move to the next Semester irrespective of his/her SGPA.

10.2.5.2 Consolidation of CGPA: An overall letter grade (Cumulative Grade) for the whole programme

shall be awarded to the student based on the value of CGPA using a 7-point scale, as given below.

***Overall Grade in a Programme***

CGPA	Overall Letter Grade
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

10.2.6.1 The grades of the courses taken over and above the minimum prescribed credits, shall not be counted for computing CGPA

10.2.6.2. For the successful completion of a programme and award of the degree, a student must pass all Courses satisfying the minimum credits requirement (120) and must score a minimum CGPA of 2.00 or an overall grade of C+.

## **11. GRADE CARD**

11.1. The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information:

- Name of University.
- Name of College.
- Title of undergraduate Programme.
- Number of Semester.
- Name and Register Number of student.
- Code number, Title and Credits of each course registered in the Semester.
- CE & ESE Grades, consolidated Grade, grade point (G), letter grade and Credit point (P) in each course opted in each Semester.
- Institutional average of the CE and University average of the ESE in each course.
- The total credits, total credit points and SGPA in the Semester
- Details of the audited courses, if any, taken in the Semester.

11.2. The Overall Grade 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. Apart from CGPA of the programme, the cumulative grades obtained for Common, Core, Complementary, and Open Courses and the grades obtained for additional courses shall be shown separately in the overall grade card.

## **12. GRIEVANCE REDRESSAL MECHANISM**

Committees will be constituted at the Department, College and University levels to look into complaints regarding Continuous Evaluation (CE). Department level committee (DLC) will consist of the HOD, the teacher concerned and Department Coordinator. College level committee will consist of the Principal, HOD concerned and College Coordinator. University level committee will consist of the Pro-Vice-Chancellor, Chairperson of the Boards of Studies

concerned and Syndicate Member in charge of examinations. Department level committees will be presided over by the HOD, College level committees by the Principal and University level committees by the Pro-Vice-Chancellor. Department level committee will have initial jurisdiction over complaints against Continuous Evaluation. College level committee will hear appeals against Department level decisions and University level committee will hear appeals against College level decisions. Complaints will have to be submitted to the Department concerned within two weeks of publication of results of Continuous Evaluation (CE) and disposed of within two weeks of receipt of complaint. Appeals to College level committees should be made within two weeks of the decisions taken by Department level committees and disposed of within two weeks of the receipt of the complaint. Appeals to University level committees should be made within one month of the decisions taken by College level committees and disposed of within two months of the receipt of the complaint.

### **13. MONITORING SYSTEM**

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 will respectively monitor Department level and College level implementation. University level monitoring will be done by a committee presided by the Pro-Vice-Chancellor and will include the Chairpersons of Boards of Studies and Deans of Faculties and Convener of standing committee on Affiliation. Faculty-wise sub-committees may be constituted. There shall be monthly review at the department level, quarterly review at the college level and Semester-wise review at the University level. Department level review reports will be submitted for the consideration of College level committee and College level review report will be submitted for the consideration of University level committee. The review reports from higher levels will be sent back to lower levels for implementation.

### **14. 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.

### **15. REPEAL**

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