



# KANNUR UNIVERSITY

(Abstract)

Regulations for Post Graduate Programmes under Credit & Semester System/ Choice Based Credit Semester System in the Schools/ Departments of the University –Modified with effect from 2008 / 2010 admissions- Orders issued.

## ACADEMIC BRANCH

No.Acad/C3/ 2049/2009

Dated, K.U.Campus. P.O 05 -04-2011.

- Read:
- 1.U.O .No.Acad C3/8188/2004 dated 07.11.2005
  - 2.U.O .No.Acad C3/8188/2004 dated 29.04.2008
  3. U.O .No.Acad C3/8188/2004 dated 12.03.2009
  - 4.U.O No.Acad/C3/2049/2009 dated 11.10.2010.
  5. Minutes of the meeting of the Curriculum Committee held on 10-03-2011.

### ORDER

1.The regulations for PG Programmes under Credit & Semester System were implemented in the University w.e.f. 2005 Admission as per the paper read (1) above and certain modifications were effected to the same vide paper read (2) &(3).

2.As per the paper read (4) above, the Regulations for Post Graduate Programmes under Choice Based Credit Semester System were implemented with effect from 2010 admission.

3) The Curriculum Committee at its meeting held on 10-03-2011, vide paper read (5) above, recommended certain modifications/additions/deletions to the regulations for PG Programmes under Credit & Semester System and Choice Based Credit Semester System .

4) The Vice Chancellor after considering the matter in detail, and in exercise of the powers of the Academic Council conferred under section 11(1) of KU Act 1996,and all other enabling provisions read together with, has accorded sanction to implement the modifications/ additions/deletions recommended by the Curriculum Committee to the Regulations for Post Graduate Programmes under Credit & Semester System and Choice Based Credit Semester System with effect from 2008 and 2010 admissions respectively, subject to report to the Academic Council.

5) Following Orders are therefore issued on the matter .

1. *Clause 9.1 of the Regulations for PG Programmes under Credit & Semester System is modified w.e.f 2008 admission as follows.*  
*' The Controller of Examinations shall issue the consolidated grade statement and certificates on completion of the Programme, based on the authenticated documents submitted by the Heads of the Departments concerned. Grade Cards of all semesters other than the final Semester will be issued by the Heads of the Departments concerned.'*
2. *The regulations for PG Programmes under Choice Based Credit Semester System stands modified w.e.f 2010 admission as shown in the appendix.*

6) The U.Os read above stand modified to this extent.

Sd/-

To

REGISTRAR

The Heads of the University Departments

Copy To:

1. The Examination Branch (through PA to CE)
2. PS to VC/PA to PVC/PA to Regr/PA to CE/PA to FO
3. JR Examination 4. DR/AR I Academic
5. DR/AR Examination 6. SF/DF/FC

Forwarded/By Order

SECTION OFFICER

## Appendix to U.O No.AcadC3/2049/2009 Dated 05 .04.2011



*MODIFIED REGULATIONS FOR POST GRADUATE PROGRAMMES UNDER CHOICE BASED  
CREDIT SEMESTER SYSTEM IN THE DEPARTMENTS/SCHOOLS  
EFFECTIVE FROM 2010 ADMISSION*

### 1. SCOPE

- 1.1 These Regulations shall apply to all the Post Graduate programmes, including P.G.Diploma and Certificate Courses conducted by the Departments/Schools of Kannur University.
- 1.2 Choice based Credit Semester System presupposes academic autonomy, cafeteria approach in academic environment, semester system, course credits, alphabetical grading and interdepartmental academic collaboration. There shall be a Department Council consisting of all the Permanent/Guest/ Contract teachers of the Department. The Department Council shall be responsible for admission to all the programmes offered by the Department including conduct of entrance tests, verification of records, admission and evaluation. The Department Council will deliberate on courses and specify the distribution of credits semester wise and course wise. For each course it will specify the number of credits for lectures, tutorials, practicals, seminars etc.
- 1.3 These Regulations shall come into effect from 2010 admission onwards and supersede all other Regulations unless otherwise prescribed.

### 2. DEFINITIONS

- 2.1 Curriculum Committee means the Committee constituted by the Vice-Chancellor under these Regulations to monitor the running of Choice based Credit Semester System. One of the senior Professors shall be the Convener of the Curriculum Committee co-ordinating the various academic activities.
- 2.2 Department/School means Department/School instituted in the University as per Kannur University Statutes.
- 2.3 A Programme is a time bound academic training leading to a Degree/Diploma/Certificate.
- 2.4 A Course means the training in an area or theme of knowledge identified for teaching.
- 2.5 Credit is the measure to assess the value of relative importance of a Course, computed on the basis of the time devoted for teaching theory and/or Practical. Credit defines the quantum of contents/syllabus prescribed for a Course and determines the number of hours of instruction required per week. Thus normally in each of the Course, credits will be assigned on the basis of the number of lectures/tutorials/laboratory work and other forms of learning required to complete the Course contents in a fifteen/sixteen week schedule.
- 2.6 One credit shall be given to one hour lecture or three hours practical work per week.

### 3. ELIGIBILITY FOR ADMISSION

- 3.1 As per the Regulations prescribed by the University from time to time.

#### **4. ADMISSION**

4.1 As per the Regulations prescribed by the University Departments for each Programme from time to time.

#### **5. REGISTRATION**

5.1 Every Department/School shall have faculty members as student advisors. Each student at the time of admission will be assigned to an advisor by the Department Council. He/she will advise the student about the academic Programme and counsel on the choice of courses depending on the student's academic background and objective. The student will then register for the courses he/she plans to take for the semester before the classes begin.

5.2 The Department offering any course shall prescribe the maximum number of students that can be admitted taking into consideration the facilities available. The Department Council will be the authority to fix the Optionals that can be offered for a Programme. The minimum students that can be admitted to a course shall be six (6).

5.3 In any Department, preference shall be given to those students for whom the course is a core course if the demand for registration is beyond the maximum prescribed.

5.4 The student has to complete the prescribed prerequisites for the course before registration. The student within a maximum of 10 working days after the commencement of the classes can change the Optional Course in consultation with the advisor, if he/she feels that he/she has registered for more courses than he/she can handle.

5.5 The University shall make available to all students a bulletin listing all the courses offered in every Semester specifying the Credits, list of topics the course intends to cover, the instructor who is giving the course, the time and place of the classes for the courses and examination schedule.

#### **6. COURSE STRUCTURE**

6.1 Three kinds of Courses are offered - Core, Elective and Open Courses. Core Courses are offered by the Department conducting the Programme. Elective / Open Courses are offered either by the Department conducting the Programme or by any other Department.

6.2 Elective Courses are identified by the Department Council of the Department concerned offering the Programme for which the student is admitted. Open Course is optional with 3 credits. One Open Course can be opted in any of the Semesters during the entire Programme. The maximum students that can be admitted to an Open Course is limited as forty (40).

6.3 Each Course shall have a unique alphanumerical code.

6.4 Every Course offered by the University Department is identified by a unique course code.

Illustration:

EFL C – 001 -is the Course Code in which EFL is the School Code (School of English and Foreign Languages)

C stands for Core Course.

001 is the serial number of the Course

EFL E 001 - E stands for elective

001 is the serial number of the elective.

EFL O 001 - O stands for Open Course

- 6.5 The minimum duration for completion of a two year PG Programme in any subject is four Semesters. The maximum period for completion is eight (8) Semesters. The minimum duration for completion of a three year PG Programme in any subject is six (6) Semesters. The maximum period for completion is twelve (12) Semesters. Even if a candidate earns the required number of credits in less than 4/6 Semesters, he/she has to necessarily study for four Semesters of the two year PG Programme and for six (6) Semesters for a three year PG Programme.
- 6.5a Zero Semester : A Semester in which a student is permitted to opt out due to unforeseen genuine reasons.
- 6.6 No regular student shall register for more than 24 credits and less than 16 credits per Semester, subject to the provisions of the Programme concerned.
- 6.7a The minimum total credits required for the successful completion of a four semester Programme is 80 in which minimum credits required for Core Courses is 60 and minimum for Elective Courses is 12. Those who secure only the minimum credits for Core/Elective subject has to supplement the deficiency required for obtaining the minimum total credits required for the successful completion of the Programme from Core/Elective/Open Courses.
- 6.7b The total credit required for the successful completion of M.B.A Programme shall be 90, subject to the changes that may occur by the insistence of the National Council.
- 6.7c The minimum total credit required for the successful completion of M.C.A Programme shall be 120, in which minimum credits required for Core Courses is 90 and minimum for Elective Courses is 18.
- 6.8 The Department Council shall design the Core, Elective and Open Courses including the detailed syllabus for each Programme offered by the Department. The Department Council shall have the freedom to introduce new courses and/or to modify/redesign existing Courses and replace any existing Course with a new Course to facilitate better exposure and training for the students, with the approval of the Curriculum Committee and it should be ratified by the Academic Council at its next meeting.

## 7. EVALUATION

- 7.1 Evaluation of the students shall be done by the Faculty member who teaches the Course on the basis of Continuous Evaluation and an End Semester Examination. The proportion of the distribution of marks among End Semester Examination and Continuous Evaluation shall be 60:40.
- 7.2 Continuous Evaluation includes Assignments, Seminars, periodic written examinations etc.
- 7.2.1 The allocation of marks for each component under Continuous Evaluation shall be in the following proportions :

<b>THEORY</b>		<b>PRACTICAL</b>	
<i>a. Assignment</i>	20%	<i>b. Tests</i>	75%
<i>b. Tests</i>	40%	<i>c. Record</i>	25%
<i>c. Seminar/Viva-Voce/Debate/Discussion</i>	40%		

### 7.2.2 ATTENDANCE

The minimum attendance required for each Course shall be 75% of the total number of classes conducted for that semester. Those who secure the minimum attendance in a semester alone will be allowed to register for the End Semester Examination.

Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two spells within a Programme will be granted by the Vice-Chancellor. Benefit of Condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meetings of the University Bodies and participation in extra curricular activities on production of genuine supporting documents with the recommendation of the Head of the Department concerned. A student who is not eligible for Condonation shall repeat the Course along with the subsequent batch.

#### 7.2.3 **ASSIGNMENTS**

Each student shall be required to do minimum 2 assignments for each Course. Assignments after valuation shall be returned to the students.

#### 7.2.4 **TESTS**

For each Course there shall be at least two class tests during a Semester. CE marks for tests shall be the best of the two tests. Valued answerscripts shall be made available to the students for perusal.

7.2.5 Students shall be required to present a seminar on a selected topic in each Course. The evaluation of the seminar will be done by the concerned teacher/(s) handling the Course based on the presentation of the seminar paper and participation in discussion.

7.2.6 All the records of the Continuous Evaluation shall be kept in the Department/School and shall be made available for verification by the University.

7.3 Performance of each student in an assessment shall be intimated to him/her within one month of the assessment.

#### 7.4 **CONDUCT OF THE EXAMINATION**

All the Heads of the Departments shall submit a confidential panel of examiners for approval. The Vice Chancellor will approve the panel of examiners submitted by the head of the Department. All teachers of the Department will be the members of the Board of Examiners with Head of the Department as the Chairperson. There shall be a minimum of two external examiners also to ensure transparency in the conduct of examinations. The panel thus approved by the Vice Chancellor will be entrusted with the setting of question papers, conduct and evaluation and examination. The external examiners will be faculty members appointed from other Colleges/Departments of this University or from other Universities. The duration of End Semester Examination shall be specified in the curriculum.

7.5 Pattern of double valuation will be followed for Choice based Credit Semester System.

7.6 The Board of Examiners will function as the Pass Board. After the completion of evaluation of each semester examination, a meeting of the Board of Examiners will be convened as Pass Board to finalise the results. The minutes of the Pass Board will be approved by the Vice Chancellor.

7.7 The End Semester Examination of the final semester will be conducted by the Controller of Examinations in the same pattern of Model Question Papers submitted by the Chairpersons of the Department Councils concerned, as per the Scheme and Syllabus applicable. The tabulation registers of the final Semester shall be prepared and maintained by the Examination Branch, with Separate Grade Point Averages of the previous semesters, for the final semester examination.

## 8. GRADING

- 8.1 An alphabetical Grading System shall be adopted for the assessment of a student's performance in a Course. The grade is based on a 6 point scale. The following table gives the range of marks %, grade points and alphabetical grade.

Range of Marks%	Grade Points	Alphabetical Grade
90-100	9	A+
80-89	8	A
70-79	7	B+
60-69	6	B
50-59	5	C
Below 50	0	F

- 8.2 A minimum of grade point 5 (Grade C) is needed for the successful completion of a Course.
- 8.3 Performance of a student at the end of each Semester is indicated by the Grade Point Average (GPA) and is calculated by taking the weighted average of grade points of the Courses successfully completed. Following formula is used for the calculation. The average will be rounded off to two decimal places.

$$\text{GPA} = \frac{\text{Sum of (grade points in a course multiplied by its credit)}}{\text{Sum of Credits of Courses.}}$$

- 8.4 At the end of the Programme, the overall performance of a student is indicated by the Cumulative Grade Point Average (CGPA) and is calculated using the same formula given above.
- 8.5 Empirical formula for calculating the percentage of marks will be  $\text{CGPA} \times 10 + 5$ .
- 8.6 Based on the CGPA overall letter grade of the student shall be in the following way.

CGPA	Overall Letter Grade
8.5 and above	A+
7.5 and above but less than 8.5	A
6.5 and above but less than 7.5	B+
5.5 and above but less than 6.5	B
4.5 and above but less than 5.5	C

- 8.7 Conversion of Grades into Classification

Overall Letter Grade	Classification
A+ and A	First Class with Distinction
B+ and B	First Class
C	Second Class

- 8.8 A student who has failed in a Course can reappear for the End Semester Examination of the same Course along with the next batch without taking re-admission or choose another Course in the subsequent Semesters of the same Programme to acquire the minimum credits needed for the completion of the Programme.

- 8.9 Appearance for Continuous Evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no Grade shall be awarded to a candidate if he/she is absent for CE/ESE or both.
- 8.10 'A student who fails to complete the Programme/Semester can repeat the full Programme/ Semester once, if the Department Council permits to do so.'
- 8.11 There shall not be provision for improvement of CE and ESE.
- 8.12 No student shall be allowed to take more than eight/twelve consecutive Semesters for completing a four/six Semester Programme from the date of enrolment.
- 9. GRADE CARD**
- 9.1 'The Controller of Examinations shall issue the consolidated grade statement and certificates on completion of the Programme, based on the authenticated documents submitted by the Heads of the Departments concerned. Grade Cards of all semesters other than the final Semester will be issued by the Heads of the Departments concerned.'
- 9.2 The Grade Card shall contain the following
- Title of the Courses taken as Core, Elective & Open.
  - The credits associated with and grades awarded for each Course.
  - The number of credits (Core /Elective / Open) separately earned by the student and the Grade Point Average.
  - The total credits (Core / Elective / Open) separately earned by a student till that Semester.
- 9.3 The consolidated grade statement issued on completion of the Programme shall contain the name of the Programme, the Department/School offering the Programme, the title of the Courses taken, the credits associated with each Course, grades awarded, the total credits (Core /Elective/Open) separately earned by the student, the CGPA and the class in which the student is placed. Rank Certificates will be issued on individual requests, based on CGPA.

**Illustration:**

**CONSOLIDATED GRADE STATEMENT**

Course Code	Course Title	Credits	Grade Point	Letter Grade	Classification of Result
First Semester					
EFL C 001					
EFL C 002					
EFL C 003					
EFL E 001					
EFL E 002					
*EFL O 001 (Optional)					
Grade Point Average					
Second Semester					
EFL C 004					
EFL C 005					

EFL C 006				
EFL E 003				
EFL E 004				
*EFL O 001 (Optional)				
Grade Point Average				
Third Semester				
EFL C 007				
EFL C 008				
EFL C 009				
EFL C 010				
EFL E 005				
EFL E 006				
*EFL O 001 (Optional)				
Grade Point Average				
Fourth Semester				
EFL C 011				
EFL C 012				
EFL C 013				
EFL C 014				
EFL C 015				
EFL C 016				
*EFL O 001 (Optional)				
Grade Point Average				
Total				
Cumulative Grade point Average (CGPA)				

\*One Open Course can be opted in any of the Semesters during the entire Programme.

## 10. DEPARTMENT COUNCIL

- 10.1 All the Permanent/Guest/ Contract teachers of the Department shall be the members of the Department Council.
- 10.2 The Department Council subject to these Regulations shall monitor every academic programme conducted in the Department.
- 10.3 Department Council shall prescribe the mode of conduct of courses, conduct of examinations and evaluation of the students. It also listens to the grievances of students.

## 11. CURRICULAM COMMITTEE

- 11.1 There shall be a Curriculum Committee constituted by the Vice Chancellor to monitor and co-ordinate the working of the Choice based Credit Semester System.
- 11.2 A senior professor nominated by the Vice Chancellor shall be the convener of the Curriculum Committee.