

(Abstract)

Regulations for PG Programmes under CBCSS in the University Teaching Departments / Schools, implemented w.e.f 2023 admission- Clauses pertaining to Direct Grading System & Double Valuation System modified- Approved and implemented w.e.f 2023 admissions - Orders Issued.

ACADEMIC C SECTION

ACAD/ACAD C3/22488/2023

Dated: 16.02.2024

- Read:-1. U.O of even number dated 12/09/2023 & 08/11/2023
2. Minutes of the Regulation Framing Committee held on 05/01/2024
 3. Representation from the Heads of various Teaching Departments of Kannur University dated 11/01/2024
 4. Letter No. Acad C3/22488/2023 dated 03/02/2024
 5. Email dated 09/02/2024 from Dr T V Ramakrishnan, Convenor, Regulation Framing Committee
 6. Orders of Vice chancellor dated 31-1-2024 & 16-2-2024

ORDER

1. As per the Regulation for PG Programmes in University Teaching Department implemented w.e.f 2023 admission , vide paper read (1) above, Direct Grading System and Double Valuation of answer scripts were introduced.
2. As per paper read (2) above, Regulation Framing Committee, in its meeting held on 05/01/2024, recommended to re-instate Indirect Grading system in the Regulation of University Teaching Departments, since other Universities in Kerala are still following indirect grading and resolved to replace the concerned clause in the existing Regulation with the corresponding clause in the previous Regulation.
3. Heads of various Teaching Departments vide paper read (3) above requested to reinstate Single Valuation System and provision for revaluation to the needy students in the place of Double Valuation System .
4. The Vice chancellor has approved the aforementioned recommendations and accordingly, the Convenor, Regulation Framing Committee vide paper read (4) above, was requested to effect the modifications in the existing Regulations for PG Programmes in University Teaching Departments implemented w. e. f 2023 admission vide paper read 1 above.
5. As per paper read (5) above, the Convenor , Regulation Framing Committee forwarded the modified Regulation for PG Programmes, after modifying the clauses pertaining to Direct Grading System & Double Valuation system.
6. The Vice Chancellor after considering the matter in detail, and in exercise of the powers of the Academic Council conferred under section 11(1) , Chapter III of Kannur University Act 1996, and all

other enabling provisions read together with, **approved the modifications pertaining to Indirect Grading System & Single Valuation System in the Revised Regulations for PG Programmes under CBCSS in the University Teaching Departments / Schools with effect from 2023 admission, subject to reporting to the Academic Council .**

7. U.O.s read as paper 1 above stands modified to this extent.

8. The Modified Regulation for Post Graduate Programmes under Choice Based Credit Semester System in the University Teaching Departments / Schools of Kannur University, is uploaded on the University Website (www.kannuruniversity.ac.in).

9. Orders are issued accordingly.

Sd/-

Narayanadas K

DEPUTY REGISTRAR (ACAD)

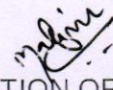
For REGISTRAR

To: 1. Heads of all Teaching Depts
2. Prof Anil Ramachandran, Convenor, curriculum Committee
3. Dr T V Ramakrishnan, Convenor, Regulation Framing Committee

Copy To: 1. The Examination Branch (through PA to CE)
2. PS to VC/PA to PVC/PA to R/PA to CE
3. JR II (Examination)
4. DR /AR I/ AR II (Academic)
5. Academic D & SWC.
6. The Web manager (to upload on the University website)/ Computer Programmer
7. EP IV Section
8. SF/DF/FC



Forwarded / By Order


SECTION OFFICER

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KANNUR UNIVERSITY

Revised Regulations for Post Graduate Programmes Under Choice Based Credit Semester System (CBCSS) in the Departments/ Schools Effective from 2023 admissions.

1. SCOPE

1.1 These Regulations shall apply to all the Post Graduate Programmes, conducted by the Departments of Kannur University.

1.1 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 regular teachers in the Department. The Head of Department shall be responsible for admission to all the programmes offered by the Department including verification of records, admission and evaluation. The entrance test will be conducted by the Controller of Examinations. Heads of the Department will constitute a departmental admission committee to assist him/her in the admission process. The Department Council will deliberate on courses and specify the distribution of credits semester-wise and course-wise. For each course the number of credits for lectures, tutorials, practical, etc. will be specified.

1.2 These Regulations shall come into effect from the academic year 2023-24 and supersede all other Regulations unless otherwise specified.

1.3 The curriculum and credit requirements for programmes like MBA/MCA/MEd/MPed/Law shall be governed by the norms laid down by the regulatory external bodies such as AICTE, NCTE, Bar Council, etc.

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 Professors shall be the Convener of the Curriculum Committee coordinating the various academic activities.

2.2 Department/School means Department/School instituted in the University as per

Kannur University Statutes.

- 2.3 **Academic Programme** means an entire course of study comprising its programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a Teaching Department/Centre or jointly under more than one such Department/Centre.
- 2.4 **Course** means a segment of a Programme limited to one semester in a subject.
- 2.5 **Programme Structure** means a list of courses (Core Courses, Elective Courses, Ability Enhancement Courses, Value Added Courses, Skill Enhancement Courses, etc.) that makes up an Academic Programme, specifying the syllabus, Credits, hours of teaching, evaluation and examination schemes, minimum number of credits required for successful completion of the programme etc. prepared in conformity with University Rules.
- 2.6 **Core Course** means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course.
- 2.7 **Elective Course** means an optional course to be selected by a student out of such courses offered in the same Department or other Departments. Elective courses may include Discipline Specific Electives (DSE), Interdisciplinary Elective (IDC), Multidisciplinary Elective (MDC) and MOOC courses.
- 2.8 **Ability Enhancement Courses (AEC):** Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). AEC are the courses based upon the content that leads to knowledge enhancement. SEC are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
- 2.9 **Credit** – Academic credit is defined both in terms of student efforts and teacher's efforts. A course which includes one hour of lecture or tutorial or minimum 2 hrs of lab work/practical work/field work per week is given one credit hour.
- Accordingly, a one credit course in a semester should be designed for 15 hrs. Lecture/tutorials+30 hrs. of learner engagement in terms course related activities such as seminars preparation, submitting assignments etc.
- 2.10 **SGPA** means Semester Grade Point Average calculated for individual semester.

2.11 **CGPA** is Cumulative Grade Points Average calculated for all courses completed by the students at the end of the programme by clubbing together SGPA of all semesters.

3. ADMISSION

3.1 As per the Regulations prescribed by the University for each programme from time to time.

3.2 Candidates who have passed their qualifying examination from Universities outside Kerala and candidates who have passed their degrees with different nomenclature from the Universities within Kerala, should submit Recognition/Equivalency Certificate while seeking admission.

3.3 Admission to the PG programmes of the University Departments shall be made purely based on Entrance Examination. Notification in this regard shall be made well in advance. The Entrance Examination conducted by the University is mandatory for all the programmes. Departments may conduct practical/proficiency test in addition to Entrance Examination if required. In such cases the admission rank list will be prepared based on 50% for Entrance Examination and 50% for practical/proficiency test. If the number of candidates admitted based on the Entrance Exam is less than the sanctioned strength, the concerned Department can fill the vacancy by making necessary Press Release by fulfilling the reservation norms based on the marks obtained in the qualifying examination.

3.4 There should be uniformity in the date of starting the programmes and conducting the End Semester Examination of different PG Programmes of the University.

4. REGISTRATION

4.1 Every Department shall have Permanent/ Contract faculty member as Student Advisor. Each student at the time of admission will be assigned to an advisor by the Department Council. The faculty member 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 choose the courses in the semester and register for them before the classes begin.

4.2 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 elective courses that can be offered in a

Programme while ensuring that sufficient choice is given to each student in all semesters. However, in Semester 1, the students are advised to take the courses (Core/Elective) offered by the parent Department. The elective courses opted by the students in the next semester should be finalized 10 days before the completion of the ongoing semester.

- 4.3 The student must complete the prescribed prerequisites for a course before registration. The student within a maximum of 10 working days after the commencement of the classes in a semester can change the Elective Course with consent of Heads of the Departments concerned after consulting with the advisor.
- 4.4 The Department shall make available to all students a bulletin listing all the courses offered in the next semester specifying the credits, and the courses intended to be covered, approved by the Department Council and this should be forwarded to the Controller of Examinations.

5. PROGRAMME STRUCTURE

- 5.1 The programme will include Discipline Specific Core courses (DSC), Discipline Specific Elective courses (DSE), Interdisciplinary Electives courses (IDC), Multidisciplinary Elective Courses (MDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC) and Value Added Courses (VAC). The Discipline specific courses (DSC and DSE) offered by a Department will be taken by the students of the respective Departments. Other courses offered by a Department can be taken by students of any Department.
- 5.2 Elective Courses offered from other Departments can be opted for any of the semesters during the entire Programme other than the first semester. Overall, a student should earn minimum 8 credits from the courses offered by other Departments. In the third semester all students should compulsorily register for an IDC / MDC offered by other Departments. They can make-up the remaining credits by opting IDC/ MDC/ AEC/ SEC from other Department in the Second ,Third or Fourth semester.
- 5.3 Every course offered by the University Department is identified by a unique course code. Where, first two letters denote Programme name (MA for Master of Arts, MS for Master of Science, MB for Master of Business Administration, MC for Master of Computer Applications). Next three letters denote subject. This is followed by the semester number such as 01, 02, 03, 04. After the semester number next three letters

stand for category of the course such as Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Interdisciplinary Elective (IDC), Multidisciplinary elective (MDC) etc.. The last two digits denote the serial number of the course in that category in that programme.

Illustration 1:

MAENG01DSC02

MA = Master of Arts

ENG = English

01 = 1st semester

DSC= Discipline Specific Core

02 = Serial number of the DSC course in the programme

Illustration 2:

MSBTC03DSE08 :

MSc Biotechnology, 3rd semester, Discipline Specific Elective

Serial number of the Discipline Specific Elective course in the programme is 08.

Illustration 3:

MSEVS02MDC01: A Multidisciplinary course offered by the Department of Environmental Science in second semester.

- 5.4 The minimum duration for completion of any two-year PG Programme is four (4) semesters and the maximum period for completion is eight (8) Semesters from the date of registration.
- 5.5 All programmes may include field visit/ industrial visit/ minor research project/ internship outside the University of minimum of 2 credits.
- 5.6 Zero Semester: A Semester in which a student is permitted to opt out due to unforeseen genuine reasons.
- 5.7 No regular student shall register for less than 16 credits or more than 28 credits per semester, subject to the provisions of the programme concerned.
- 5.8 The minimum credits required for the successful completion of a four-semester Programme will be 80. The minimum credit requirement can vary programme to programme and it can go up-to 88. The minimum credit requirement for each programme shall be specified in the syllabus of the programme. A minimum of 50%

of credits have to be earned from Discipline Specific Courses including dissertation for any programme.

- 5.9 The Department council shall design Core Courses, Elective Courses, Ability Enhancement Courses, Skill Enhancement Courses and Value Added Courses including the detailed syllabus for each Programme offered by the Department. Individual faculty may offer elective courses in the areas of specialization and get approval from the Department Council and 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 Department Council and the Academic Council. If a course is changed/modified, the question paper will be based on the changed/modified course only.

6. VALUE ADDED COURSE / MOOC COURSE

- 6.1 In addition to the courses specified as part of the programme, all students should complete a Value-Added Course or MOOC course of at least 2 credits to complete the requirements of getting the degree.
- 6.2 Credits earned from Value Added Course/ MOOC course will be over and above the minimum credits required for the completion of the programme.
- 6.3 Value Added Courses will be offered by the Departments and the students can opt for it. The MOOC courses selected by the students should be relevant to the discipline and approved by the Department in which the student is enrolled.
- 6.4 The students should submit the pass certificate of the Values Added Course / MOOC course before completing the fourth semester examination to the Controller of Examination through the Head of the Department.
- 6.5 The marks/grades secured for Value Added Courses / MOOC course will not be considered for the computation of CGPA. However, the name of such course, the credits earned, and the marks/grades secured will be shown in the consolidated grade card.

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, or other measures as proposed in the syllabus and approved by the University.
- 7.3 The allocation of maximum marks for each component under Continuous Evaluation shall be usually in the following proportions:

Theory		Practical	
Components	Percentage	Components	Percentage
Test papers	40%	Practical test	80%
Viva-voce, Seminar presentations, Discussion, Debate etc.relevant to the course	40%	Record	20%
Assignment	20%		

- 7.4 If these components and ratio of marks assigned to the components are not ideal for a discipline, the Department may change it. Then, the mode of assessment and marks for different components in the continuous evaluation should be specified clearly in the syllabus.
- 7.5 Details of Continuous Evaluation shall be transmitted to the Controller of Examinations. A copy of all records of Continuous Evaluation shall be maintained in electronic format in the Department and shall be made available for verification by the University.
- 7.6 Performance of each student in an assessment shall be intimated to the student within two weeks of the conduct of test/ submission of assignment/ report.

8. CONDUCT OF THE END SEMESTER EXAMINATIONS

- 8.1 The End Semester Examinations of each semester will be conducted by the Controller of Examinations. It will be the responsibility of the Department to maintain a sufficient balance of different levels of questions in the Question Bank. The tabulation registers for each semester shall be prepared and maintained by the Examination Branch. The duration of the End Semester Examination shall be specified in the curriculum.
- 8.2 Examinations for the courses in the category of AEC, IDC, MDC, SEC, VAC, Field Visit/ Minor Project/ Institutional- Industrial Visit shall be done by the Department. However, the mode and rubrics of evaluation of such courses shall be mentioned in the syllabus and approval sought from the university.
- 8.3 The Board of Examiners will function as the Pass Board with the Head of the Department or a nominee of the Vice Chancellor as its Chair.
- 8.4 The marks finalized by the pass board will be forwarded to Controller of Examinations by the Head of the Department / Chairman of the Board of Examiners.
- 8.5 The minimum percentage of marks required for a pass in each course shall be 50% of the total marks, with a minimum 40 % marks in the End Semester Examination (ESE).

9. DISSERTATION/ PROJECT WORK:

- 9.1 Dissertations in the fourth semester can range from 4-16 credits depending upon the respective programmes. All the students are required to carry out a project in the fourth semester. For this, the students are encouraged to go to National Research Institutes, to acquire hands-on-training and exposure to a research culture. The Department/University may establish close link with such institutions for the purpose, by way of executing appropriate MoU, if required.
- 9.2 Every candidate has to submit a copy of the Project Report approved by the project supervisor before the last date fixed by the Department.
- 9.3 Continuous evaluation of the project work shall be done by the project supervisor.
- 9.4 The End Semester Evaluation of the project work shall be done by a board of at least two examiners, in which one should be an external expert. For the evaluation of the project work, the candidate must present the work before the board of examiners

which will be followed by a *Viva-Voce*. The End Semester Evaluation of the project will be based on the project report, its presentation and *Viva-Voce*.

9.5 The maximum marks for Continuous Evaluation of the project shall be 40 and that for End Semester Evaluation shall be 60.

10. ATTENDANCE

10.1 The minimum attendance required for each Course shall be 60% 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.

10.2 A Student who is not eligible for Condonation shall repeat the course along with the subsequent batch, in the same Department/School, by allocating additional seats even if there is no vacancy in the batch concerned, with a maximum limit of 10% of the total seats, over and above the sanctioned strength.

10.3 Female students who completed 18 years can avail maternity leave only once during the entire duration of the Programme for a maximum period of 60 days including holidays for pre-natal and post -natal period. Female students can avail Menstrual Leave with 2% lesser attendance than the existing percentage of attendance required

11. GRADING

11.1 An alphabetical Grading System shall be adopted for the assessment of a student's performance in a course as mandated by the UGC. The grade is based on a 8-point scale. The following table gives the grade points and corresponding alphabetical grade.

Range of Marks	Grade Points	Alphabetical Grade
95-100	10	O (Outstanding)
85-94	9	A ⁺ (Excellent)

75-84	8	A (Very Good)
65-74	7	B+ (Good)
55-64	6	B (Above Average)
50-54	5	C (Pass)
Below 50	0	F (Fail)
Absent	0	Ab (Absent)

- 11.2 A minimum of grade point 5 (Grade C) is needed for the successful completion of a Course. 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.
- 11.3 On recommendation of the Department Council, supplementary End Semester examination may also be conducted within one month of the declaration of the Semester results. A student who was absent or has failed in the end semester examination of a course can reappear for the supplementary examination in order to save a year.
- 11.4 There is no provision for improvement of CE or ESE . A student who has successfully completed the CE requirements, can also appear for the ESE in subsequent semesters ,subject to the maximum duration permitted
- 11.5 Performance of a student at the end of each Semester is indicated by the Semester Grade Point Average (SGPA) and is calculated by taking the weighted average of grade points of the Courses successfully completed in that semester. The following formula is used for the calculation. The average will be rounded off to two decimal places.

$$SGPA = S_j = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the credit of i^{th} course and G_i is the grade point scored by the student in the i^{th} course. S_j is the grade point average of j^{th} semester.

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by the student over all the semesters of a

programme. i.e.

$$\text{CGPA} = \frac{\sum (C_j \times S_j)}{\sum C_j}$$

Where C_j is the total credits earned in j^{th} semester and S_j is the SGPA of the j^{th} semester.

11.6 Formula for calculating the percentage of marks will be % Marks = CGPA x 10.

This will be expressed as a percentage in the Final Grade Card.

11.7 Based on the CGPA the overall letter grade of the student and the classification shall be in the following way.

CGPA	Overall Letter Grade	Classification
9.5 and above	O	Outstanding
8.5 and above but less than 9.5	A+	Excellent
7.5 and above but less than 8.5	A	Very Good
6.5 and above but less than 7.5	B+	Good
5.5 and above but less than 6.5	B	Above Average
5 and above but less than 5.5	C	Pass
Below 5	F	Fail

11.8 Appearance for Continuous Evaluation (CE) and End Semester Examination (ESE) are compulsory, and no Grade shall be awarded to a candidate if the candidate is absent for CE or ESE or both.

11.9 A student who fails to complete the Programme/Semester can repeat the full Programme / Semester once, if the Department Council permits to do so. Absence in an examination will be marked zero .

11.10 No student shall be allowed to take more than eight consecutive Semesters for completing a four Semester Programme from the date of enrolment.

11.11 Single Valuation System shall be followed and revaluation is permissible to the needy students.

12. GRADE CARD

12.1 The Controller of Examinations shall issue Semester wise Grade Cards in digital form only, based on the details submitted by the Heads of the Departments concerned. On completion of the Programme, Consolidated Grade Cards and Certificate (Hard Copy) will be issued.

12.2 The Grade Card shall contain the following.

- a) Title of the Courses taken
- b) The credits associated with, and grades awarded for each Course.
- c) The number of credits (Different Category of Courses) separately earned by the student and the SGPA.
- d) The total credits separately earned by a student till that Semester.

12.3 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 (category wise) separately earned by the student, the CGPA and the class in which the student is placed. Rank Certificates upto Third Rank will be issued based on CGPA calculated at the end of the last semester of that Programme.

12.4 The consolidated grade card shall also contain the details of the Value-Added Course / MOOC course successfully completed by the student. However, the marks/grades secured in the Value-Added Course / MOOC course will not be taken for computing the CGPA.

13. DEPARTMENT COUNCIL

13.1 All regular teachers of the Department shall be members of the Department Council.

13.2 The Department Council subject to these Regulations shall monitor every academic programme conducted in the Department.

13.3 The Department Council shall prescribe the mode of conduct of courses, conduct of examinations and evaluation of the students.

13.4 An elected student representative may also attend the Department council meeting where agenda related to academic matters / research activities of students are discussed.

14. CURRICULUM COMMITTEE

14.1 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.

14.2 A professor nominated by the Vice Chancellor shall be the convener of the Curriculum Committee.

14.3 The Committee shall consist of:

- a) Vice-Chancellor or a person nominated by the Vice Chancellor (Chairperson)
- b) The Convener of the Curriculum Committee (A Professor of the University nominated by the Vice-Chancellor)
- c) The Registrar (Secretary)
- d) The Controller of Examinations (Member)
- e) Deans (Members)
- f) The Heads of Departments (Members)

14.4 The term of office of the Committee shall be two years, but the Committee once constituted shall continue in office until a reconstituted committee assumes office.

15. ACADEMIC GRIEVANCE REDRESSAL MECHANISM

15.1 Committees will be constituted at the Department and University levels to look into the written complaints regarding Continuous Evaluation (CE). The Department Level Committee (DLC) will consist of the Department Council, and an elected student representative who is currently a student of that Programme of study. There will be one student representative for the Post Graduate Programmes and one student representative for the Doctoral Programme.

15.2 University Level Committee (ULC) will consist of the Convenor of the Curriculum Committee, the concerned Dean, the concerned Head of the Department and nominee of the Students' Union.

15.3 Department Level Committee will be presided over by the HoD. 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 the University Level Committee should be made within two weeks of the decisions taken by Department Level Committee and disposed of within two weeks of the receipt of the complaint.

15.4 Complaints unsolved by the University Level Grievance Committee shall be placed before the Vice Chancellor.

16. TRANSITORY PROVISION

16.1 Notwithstanding anything contained in these Regulations, the Vice Chancellor

shall for a period of one year (may be revised) 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.

16.2 These Regulations or modifications as mentioned in 16.1 will be applicable to admission of students to one year Post Graduate Programme (after completion of 4 Year Undergraduate Programme) or two-year Post Graduate Programme after completion of Three Year Degree Programme satisfying the credits as per the National Credit Framework and UGC regulations for Four Year Undergraduate Programme.

17. REPEAL

The Regulations now in force in so far as they are applicable to Programmes offered in the University Departments and to the extent, they are inconsistent with these Regulations are hereby repealed. In the case of any inconsistency between the implemented Regulations of Choice Based Credit Semester System and its application to any independent Programme offered in a University Department, the former shall prevail.
