

(Abstract)

Modified Regulations for PG Programmes (CBCSS) under Private Registration and Guidelines for evaluation of Assignments --- w.e.f.2020---- Implemented ---Orders issued.

ACADEMIC C SECTION

Acad/C5/1912/2019

Dated: 24.11.2021

- Read:-1. U.O.No.Acad.C5.1912/2019 Dtd .31.05.2021
2. U O Note.No.SDE/SO SDE-1/415/2020 dtd. 04.08.2021
3. Note to the Standing Committee on CRLP of the Syndicate No. Acad/C5/1912 Dated 01.09.2021
4. Minutes of the meeting of CRLP held on 11.11.2021
5. Minutes of the meeting of Syndicate held on 15.11.2021, item No.2021.754

ORDER

- 1.As per the paper read (1) above,the Regulations for PG Programmes (CBCSS) under Private Registrations [2020 admission] were implemented.
2. Meanwhile, vide paper read (2) above, the SDE branch sought Clarifications on certain Clauses appeared in the aforesaid Regulations of Private Registration, which emphasized about Study Centres, appointment of Study Centre Coordinator, Semester Exams of Private Registration candidates, Evaluation of Assignments by Course Coordinators, Submission of Project Report etc,which are unrelated to the Private Registration.
3. As per paper read (3), the matter was placed before the Standing Committee on Course Research, Library and Publications (CRLP).
4. Vide paper read (4), the Meeting of the Standing Committee on CRLP along with the officials concerned of the School of Distance Education, Examination and Academic Branches held on 11.11.2021 considered the discrepancies cropped up in the Regulations and modified the Regulations of the PG Programmes under Private Registration [2020 admission] and further recommended the Guidelines for the Evaluation of Assignments concerned.
- 5.As per paper read (5), the meeting of the Syndicate held on 15-11-2021 resolved to approve the Minutes of the aforesaid meeting of Standing Committee on CRLP.
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, accorded sanction to implement the modified Regulations of the PG programmes under CBCSS for Private Registration and also the Guidelines for Evaluation of the Assignments,[applicable w.e.f 2020 admission] & to report the matter ,to the Academic Council.*
7. The modified Regulations and Guidelines for Evaluation of Assignments, implemented, are appended with this U.O.
8. The U.O. read as paper (1) above stands modified to this extent.



To: The Director, SDE

Sd/-
BALACHANDRAN V K
DEPUTY REGISTRAR (ACAD)
For REGISTRAR

- Copy To: 1.The Exam Branch (through PA to CE)
2. PS to VC/PA to PVC/PA to R/PA to CE/DR & AR (SDE)
3. Web Manager (to upload in website)
4.DR/AR-1 Acad

Forwarded / By Order


SECTION OFFICER



KANNUR UNIVERSITY

Annexure II



**REGULATIONS FOR PG PROGRAMMES
(CREDIT BASED SEMESTER SYSTEM)**

2020 ADMISSION-UNDER PRIVATE REGISTRATION (Modified)

1. SHORT TITLE, SCOPE & APPLICATION

- 1.1 These regulations shall be called "Kannur University Regulations for Credit Based Semester System for Post-Graduate Programme under Private Registration 2020-21(Modified)
- 1.2 The regulations provided herein shall apply to all Private Registration for PG programmes coming under the Faculties of Humanities, Social Sciences, Language & Literature, Commerce and Management Studies.
- 1.3. These regulations shall come into force with effect from the academic year 2020-21 onwards.
- 1.4 These regulations shall apply to all P G Programmes under Private Registration .
- 1.4 The physical infrastructure available with the Kannur University Directorate of Distance Education shall be utilised for the candidates under private registration.
- 1.5 Once the University Distance Education Directorate receives UGC approval for continuing distance programme, the candidates registered under this regulations shall have options to switch over to the Distance education mode of the University, subject to conditions.
- 1.6 When the Kerala State Sree Narayana Guru Open University becomes operational, the Private Registration system shall be dispensed with.

2. DEFINITIONS

- 2.1 '**Programme**' means the entire course of study and examinations (traditionally referred to a course).
- 2.2 '**Duration of Programme**' means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be 4 semester.
- 2.3 '**Core course**' means a compulsory course in a subject related to a particular PG Programme, which shall be successfully completed by a candidate to receive the degree.
- 2.4 '**Elective course**' means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses are required to complete the programme.
- 2.5 '**Improvement course**' is a course registered by a candidate for improving his/ her performance in that particular course.

- 2.6 '**Letter Grade**' or simply '**Grade**' in a course is a letter symbol (O,A, B, C,D, E,F) which indicates the broad level of performance of a student in a course.
- 2.7 Each letter grade is assigned a '**Grade point**' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- 2.8 '**Credit point**' (P) of a course is the value obtained by multiplying the grade point (G) by the Credit (C) of the course $P=G \times C$.
- 2.9 '**Semester Grade Point Average**' (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester . The Grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 2.10 '**Cumulative Grade Point Average**' (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the completed semesters by the total number of credits acquired so far and shall be rounded off to two decimal places.
- 2.11 '**Overall Grade Point Average**' (OGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places. OGPA is the final CGPA after completing all semesters by acquiring 80 credits.
- 2.12 '**Words and expressions**' used and not defined in this regulation but defined in the Kannur University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

3. DURATION OF THE PROGRAMME

- 3.1 The minimum duration for completion of a two year PG Programme in any subject is four semesters (2years). The maximum period for completion is eight semesters (4years). Candidates shall complete the programme by attending four semesters continuously. A candidate registered for a programme shall successfully complete the programme within a period of four years after which registration will automatically get cancelled
- 3.2 The duration of each semester shall be five months inclusive of examinations.

4. SCHEME AND SYLLABUS

4.1. The detailed scheme and syllabus for each course shall be framed by the Board of Studies concerned .There shall be a **project** work for each candidate during one course of study and the dissertation based on it shall be submitted and evaluated at the end of the last semester.

5. PROGRAMME STRUCTURE

- 5.1 Candidates shall be admitted into post graduate programme under Faculties of Humanities, Language and Literature, and Social science. The programme shall include two types of courses-Core courses and Elective Courses. There shall be a **Project** /Dissertation to be undertaken by all candidates

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

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

6. BOARDS OF STUDIES AND COURSES.

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

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

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

7. ADMISSION

7.1 Candidate who have passed any Graduation/Degree examination of this University or of other recognized University/Institution are eligible for admission to any PG programme under private registration scheme.

7.2 A candidate shall be permitted to register for a programme at the time of admission.

7.3 Candidates who register for the university examinations at the end of each semester alone will be permitted to move to higher semesters.

7.4 Admission, academic and non academic matters concerning private registration students shall be executed through the Distance education directorate of the University.

7.5 Fee as prescribed by the University from time to time shall be levied. Fee once remitted shall not be refunded if the candidate discontinues the course. If the candidate fails to remit fee within the stipulated period, fine/superfine shall be penalized as per University rules.

7.6 An identity card shall be issued to all candidates admitted to the programmes. Candidates shall produce the identity cards when asked for verification. Candidates can keep the identity cards with them till the end of the programme. If the identity card is lost, one time duplicate may be issued on levying fee.

- 7.7 Candidates who have already passed Post Graduate degree examinations from this University or other recognised University/institution are eligible to seek admission to PG programme afresh under this regulations in a different subject if they are otherwise eligible
- 7.8 Candidates who have already registered , but have not successfully completed a Post Graduation Programme under this University or other recognised University/institution, are eligible to seek admission to P G programme afresh under this regulations in the same subject or in a different subject ,if they are otherwise eligible, subject to the cancellation of registration already obtained for the discontinued PG programme
- 7.9. Those candidates who have discontinued Post Graduate programme as a regular student of colleges affiliated to this University, may be permitted to successfully complete the same Post Graduate programme under this regulation if the same Post Graduate programme with same scheme and syllabus are offered under private registration scheme, after admitting such candidates to the semesters in which s/he discontinued the programme.. Such candidates must have registered for the examinations of all previous semesters .In such cases, the results of the semester passed including internal Evaluation ,will be carried over to finalise the results. In all other cases, such candidates shall appear for examinations of all courses under private registration scheme as the candidate of the respective year of admission to which such candidates are included. Conduct certificate issued by the college shall also be produced along with TC at the time of admission. Candidates expelled from colleges for misconduct are not eligible for admission under this provisions.
- 7.10 No maximum age limit for admission to the PG programme.

8. EXAMINATION

- 8.1 The Controller of Examinations shall conduct Examination for Private registration candidates from time to time. Notifications and registration for examination will be done by the examination branch. The preliminary process of collecting applications for first year examination and its sorting shall be done by the Distance education Department and shall be handed over to exam Branch for further proceedings. Applications for second year will be directly collected by the examination branch.
- 8.2 Odd and even semester examinations shall be conducted along with regular candidates in a synchronised manner. Odd semester University examinations for private registration shall be completed just before the commencement of subsequent even semester examination of Regular candidates. All even semester examination of private registration candidates shall be conducted along with that of the regular batch. In case of any unforeseen practical difficulties, the Controller of Examinations , with the approval of the Vice Chancellor, may schedule the examinations separately for candidates registered under private registration scheme.Examination session for Odd semester shall be November and those of even semester shall be April. A candidate who fails to register for University Examination shall not be permitted to move to next semester

8.3 Examinations shall be conducted with the support from affiliated colleges/examination centres. Home valuation/ centralised valuation shall be opted to speed up the evaluation process

8.4 **Improvement:** Improvement of courses in a particular semester can be done only once. The candidate shall avail the improvement chance in the succeeding year along with subsequent batch. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination, the mark/grade obtained in the first appearance will be retained. Candidates may be permitted to cancel their improvement registration/appearance if applied before the publication of results, and after that application for cancellation shall not be permitted. There shall be no improvement chance for Internal evaluation, project/viva voce/practical. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination.

8.5 There shall be no supplementary examinations. For reappearance/improvement the students shall appear along with students of subsequent admissions as and when the examinations are conducted by the University.

8.6 Project evaluation and External Viva –Voce shall be conducted at the end of the programme only. Project evaluation and Viva-Voce shall be conducted on *separate days* by two external examiners.

8.7. A question paper may contain short answer type/annotation, paragraph type and essay type questions. A general pattern may be followed by the Board of Studies.

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 Different types of questions shall possess different marks to quantify their range. Maximum marks can vary from course to course depending on their comparative importance. Questions should be asked as far as possible from all modules following a uniform distribution. Pattern of question paper shall be as prescribed by the Board of Studies concerned.

10. EVALUATION AND GRADING

10.1 The evaluation scheme for each course including projects shall contain two parts

- a) Internal Evaluation (IE)
- b) End Semester Evaluation (ESE)

20% weightage shall be given to the Internal Evaluation (IE) and 80% weightage shall be for the End Semester Evaluation (ESE). The ratio of marks between internal and external is 1:4 excluding viva-

voce. Both internal and external evaluation shall be carried out using marks with corresponding grades and grade points in **7 point indirect relative grading system.**

10.2. **Internal Evaluation (IE):** Internal evaluation of the candidate shall be based on assignment or viva voce or objective type test for each course (20%) as may be decided from time to time .

10.3 The conduct and evaluation of the above components of Internal Evaluation shall be regulated as per the detailed guidelines prescribed in this regard.

10.4. **END SEMESTER EVALUATION(ESE):**The End Semester Examination in theory courses shall be conducted by the University with question papers set by external experts. Answer papers shall be bar coded to ensure confidentiality. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination through home valuation or in a Centralized Valuation Camp.

10.6 End Semester Evaluation in **Practical courses** shall be conducted and evaluated by two examiners- one internal and one external. Duration of practical external examinations shall be decided by the Board of Studies concerned.

11. **PROJECTWORK:**

11.1 The project report shall be prepared according to the guidelines approved by the university. Two typed copies of the project report shall be submitted to the Director, SDE, two weeks before the commencement of the ESE of the final semester.

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

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

11.4 Project work as per curriculum shall be delivered with the assistance of expert teachers from affiliated colleges/University Teaching Departments on a free service basis. University shall invariably ensure these free service modes of delivery.

11.5. Guidelines and format of arrangement of contents, page dimension and typing instruction and Declaration by the student is given in appendix 1 of this Regulations.

11.5 Evaluation of Project work:

1. The ESE of the project work shall be conducted by external examiners.

2. Evaluation of the Project Report shall be done under Mark System.

11.6 External Examiners will be appointed by the Controller of Examinations in consultation with the Chairperson of the of Board of Examiners.

11.7. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project, and shall report the matter to the Controller of Examinations forthwith.

11.8 Pass conditions of Project

1. The Project report submitted by a candidate shall be evaluated by the external examiners. No marks shall be awarded to a candidate if she/he fails to submit the Project report for external evaluation.
2. A student shall be declared to pass in the Project report course if she/he secures minimum 40 % marks
3. The candidate shall get a minimum of 40 % marks for pass in the project. In an instance of inability of obtaining a minimum of 40% marks, the Project work may be redone and the report may be resubmitted along with subsequent exams through SDE.
4. There shall be no improvement chance for the Marks obtained in the Project Report.

11.9 VIVA VOCE- Viva voce shall be conducted by two examiners.

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

12 GRADING SYSTEM

12.1 Seven Point Indirect Relative grading system: Evaluation(both IE and ESE) shall be carried out using Mark system .The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

12.2 The guidelines of grading is as follows-

TABLE-1

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

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

CREDIT POINT = GRADE POINT (G) X CREDIT

C.G.P.A = $\frac{\text{Sum of credit points of all completed semesters}}{\text{Total credits acquired}}$

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

The Percentage of marks based on OGPA is calculated by multiplying them by 10.

Percentage in two decimal places = [OGPA in three decimal places] x 10

13. PASS REQUIREMENT:

13.1. A candidate securing not less than 40% of aggregate marks of a course with not less than 40% in End Semester Evaluation (ESE) and not less than 10% in Internal Evaluation (IE) separately shall be declared to have passed in that course.

13.2 Those who secure not less than 40 % marks (both ESE and IE put together) and 40% separately in ESE and not less than 10% in Internal Evaluation (IE) for all the courses of a semester shall be declared to have successfully completed the semester.

13.3The marks obtained by the candidates for IE in the first appearance shall be retained (irrespective of pass or fail)

13.4The candidates who fail in theory unit shall reappear for theory unit only, and the marks secured by them in practical unit, if passed in practicals, will be retained.

13.5 A candidate who fails to secure a minimum for a pass in a course will be permitted to write the same examination along with the next batch.

13.6 For the successful completion of a semester, a candidate should pass all courses and secure a minimum SGPA of 4. However a candidate is permitted to move to the next semester irrespective of his/her SGPA. A student will be permitted to secure a minimum SGPA of 4.00 required for the successful completion of a Semester or to improve his results at ESE of any semester, by reappearing for the ESE of any course of the semester concerned, along with the examinations conducted for the subsequent admission

14 IMPROVEMENT:

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

the improvement chance in the succeeding year along with the subsequent batch.

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

15 CREDIT DISTRIBUTION

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

16 AWARD OF DEGREE

16.1 The successful completion of all the courses prescribed for the Post Graduate degree programme with E grade (40 % of maximum marks) and 40% separately in ESE and not less than 10% in Internal Evaluation (IE) separately ,with a minimum SGPA of 4.0 for all semesters and minimum CGPA 4.0 satisfying minimum credit 80, shall be the minimum requirement for the award of degree.

17 GRADE/MARKSCARD:

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

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

17.2 Final Grade/Marks Card:

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

18 MONITORING OF THE PROGRAMME AND GRIEVANCE REDRESSAL MECHANISM

18.1 **University level:** There shall be a Grievance Redressal Committee under the chairmanship of Pro-Vice Chancellor ,and Director,SDE as convenor , with Convenors of Standing Committees of the Syndicate on Examinations, and Student Welfare,Controller of Examinations, Director of Student Services and University Union Chairperson as members to consider the complaints/appeal from studentswith regard to Evaluation or any other matter coming under the purview of these regulations..

19.. **TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three year from the date of coming into force of these regulations, have the power to make provisions by order to address any issues arising out of the implementation of these regulations for solution of which no provisions are explicitly provided in these regulations. All such decisions taken by the Vice Chancellor shall be reported to the Academic Council and the Syndicate.

20 **REPEAL AND SAVING**

The Regulations issued as per UO No Acad/C5/1912/2019 (1) dated 31-5-2021 is hereby repealed. Notwithstanding such repeal, anything done or any action taken under the said regulations be deemed to have been done or taken under this Regulations.



PROJECT-

The project should be arranged as follows-

- 11.6 Cover page and Title page
- 11.7 Bonafide certificate/s
- 11.8 Declaration by the student
- 11.9 Acknowledgement
- 11.10 Table of contents
- 11.11 List of tables
- 11.12 List of figures
- 11.13 List of symbols, Abbreviations and Nomenclature
- 11.14 Chapters
- 11.15 Appendices
- 11.16 References

12 Page dimension and typing instruction

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

13 A typical specimen of Bonafide Certificate

KANNURUNIVERSITY

(Font Style Times New Roman-size 18)

BONAFIDE CERTIFICATE

(Font Style Times New Roman-size 16)

Certified that this project report“**TITLE OFTHEPROJECT**.....” is the bonafide work of“**NAME OFTHECANDIDATE** ” who carried out the project work under my supervision.(Font Style Times New Roman-size 14)

Place

Signature of Supervisor

Date

Name, designation

and full official address of the supervising teacher

14 Declaration by the student

DECLARATION

I, (Name of the candidate with Register Number) hereby declare that the Project work entitled (Title of the project), has been prepared by me and submitted to Kannur University in partial fulfillment of requirement for the award of Master of Degree in, is a record of original work done by me under the supervision of Dr./Prof..... (Name and full Official address of the supervising teacher)

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

Place

Date

Signature of the candidate





Annexure III.

Guidelines for the evaluation of Assignments/Viva Voce/Objective Type Test for Internal Evaluation of the UG and PG programmes under private registration scheme with effect from 2020-21 academic year.

1. Internal Evaluation (20%) of each course of UG and PG programmes under Private Registration Scheme shall be based on any one of the following components as may be decided by the University and notified by Director, SDE from time to time in the beginning of each semester.

i. Assignments, or

ii. Viva voce, or

iii. Objective Type Test .

Submission and evaluation of Assignments

2. Director, SDE shall make necessary arrangements for the question papers being prepared for assignment, submission of assignments by candidates, and evaluation.

3. The Director, SDE shall collect the questions for answering assignments from the chairperson, Board of Studies concerned or from an expert approved by the Vice Chancellor if the former is not in office or due to his inconvenience.

4. There shall be atleast four short answer/essay questions to be answered out of eight questions, for each assignments of each course . Questions shall be prepared covering the syllabus of the course concerned.

5. No grade shall be awarded for a course if the candidate fails to submit the assignment even if the candidate appeared for the End Semester Examinations. If a candidate is unable to submit the assignment in a semester concerned within the stipulated period, s/he will be permitted to submit the same along with subsequent batch after levying fine to be fixed by the Vice Chancellor.

6. Questions for answering assignments, with instructions on how to submit the same, shall be made available on University website after admission/registration of candidates is over, or after commencement of each semester period. The candidates shall be informed of the dates of submission of assignments via notification on website/press release/email.

7. Questions for all assignments shall be prepared and revised each year.

8. Candidates shall write answer neatly in own handwriting. Typed assignments or assignments sent via mail shall not be accepted. Differently abled candidates who are unable to write assignments in own handwriting due to his inconvenience, shall obtain permission from the Director, SDE, on submission of a request with copy of disability certificate, to submit typed assignment or submit assignment using scribe. Candidates shall be advised NOT to simply reproduce the exact extracts from books/notes/internet for answering questions in assignments. Candidates shall answer questions in their own words. If the assignments of two or more candidates

are found to be similar/identical on the basis of report of suspected Case of Malpractice from the evaluator, the Director, SDE, shall place the matter before the Standing Committee of the Syndicate on examinations and Discipline for appropriate consideration, along with the remarks of the chairperson BOS or expert who prepared the questions.

9. Answer may be written in either in English or in Malayalam, except in the case of languages other than English.

10. Only A4 size paper shall be used for assignments and shall not be written on undersized or thin paper. Answers shall be written neatly and legibly using a pen in blue or black ink, and not using pencil. A 1.5" margin may be left on the left in an assignment.

11. Assignment of each course of a semester shall be answered on a separate sheet e.g. assignment of 'English Common Course' and that of 'Additional Common Course' shall not be written on the same sheet in continuation. Separate sheet shall be used.

12. A cover sheet in the following format shall be used and attached for each assignment.

KANNUR UNIVERSITY

Private Registration Programme

ASSIGNMENT COVER SHEET

(Separate cover sheet shall be used for each course)

Name of the Programme:

Semester details :

Name of the Course (conventionally referred to as paper):

Roll/Register number of the candidate :

Total number of pages of assignment.

For Office Use Only.

13. Assignments shall be evaluated by the teachers/course coordinators appointed by the Director, SDE from a panel approved by the Vice Chancellor. Details of the

evaluators so appointed shall be communicated to the Controller of Examinations for arranging uploading of marks online. Assignments may be evaluated considering, among other things, the contents, idea, logical sequence, and innovative idea presented.

14. The Controller of Examinations shall make necessary arrangements for uploading of marks of assignments by the evaluators once the evaluation is over. The marks awarded on evaluation of assignments shall be uploaded online by the evaluator on the dates fixed by the Controller of Examinations. Assignments submitted by candidates before and after evaluation shall be kept in safe custody in the office of Director, SDE for a period of one year from the date of publication of results of the semester concerned. Print out of the marks uploaded/original mark sheet shall be handed over to the Controller of Examinations for safe custody for the above period.

Viva Voce

15. Internal Assessment on the basis of Viva Voce shall be conducted by an examiner appointed by the Controller of Examinations as per the schedule prescribed by the Director, SDE. The marks shall be submitted to the Controller of Examinations.

Objective Type Test

16. Internal Assessment on the basis of objective type test examinations with multiple choice questions shall be conducted by the Controller of Examinations along with End Semester Examinations of the course concerned.

17. There shall be no revaluation for assignments/Viva Voce/Objective Type Test. No complaint or grievance redressal request regarding Internal Evaluation shall be entertained after one month of publication of results.

