

## Criterion II

### Teaching- Learning and Evaluation



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

2.5

## Evaluation Process and Reforms

### 2.5.1 Additional Information

Mechanism of Internal/External Assessment is Transparent and the Grievance Redressal System is Time-Bound and Efficient

Submitted to



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# RAJAGIRI COLLEGE

OF MANAGEMENT & APPLIED SCIENCES

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# Policy Manual



LEARN  
SERVE  
EXCEL

### Preface

This policy manual has been developed to guide the faculty, staff, and students of Rajagiri College of Management and Applied Sciences, Kakkanad. It outlines the principles, policies and procedures that govern the operations of the college, ensuring a cohesive and effective learning environment.

Rajagiri College of Management and Applied Sciences is committed to excellence in education, research, and community service. RCMAS uphold the values of integrity, inclusiveness and respect for diversity. This manual serves as a comprehensive resource for understanding the expectations and responsibilities of all members of our college community.

The policies contained herein have been crafted with the input of various stakeholders, reflecting the college's mission and vision. They are designed to provide clarity, consistency, and fairness in all aspects of college life. We encourage all members to familiarize themselves with this manual and to engage actively in upholding the standards set forth.

As we continue to grow and evolve, this policy manual will be periodically reviewed and updated to reflect new developments and improvements in our practices. We invite feedback and suggestions from our community to ensure that the policies remain relevant and effective.

We hope that this manual will be a valuable resource and guide for fostering a positive and productive environment at Rajagiri College of Management and Applied Sciences.



**Dr. Laly Mathew**  
Principal  
Rajagiri College of Management and Applied Sciences  
Kakkanad



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## Assessment and Evaluation Policy

### Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) recognizes the importance of fair, transparent, and effective assessment and evaluation practices in promoting student learning, academic excellence, and continuous improvement. This Assessment and Evaluation Policy outlines the principles, procedures, and guidelines governing the assessment and evaluation of student performance at the college.

### Principle

- a. Fairness: Assessment and evaluation processes at RCMAS are fair, unbiased, and transparent, ensuring equal opportunities for all students to demonstrate their knowledge, skills, and competencies.
- b. Validity: Assessment tools and methods are valid and reliable measures of student learning outcomes, aligned with course objectives, program outcomes, and industry standards.
- c. Authenticity: Assessments are designed to reflect real-world tasks, challenges, and expectations, enabling students to apply their knowledge and skills in relevant contexts.
- d. Feedback: Timely and constructive feedback is provided to students to help them understand their strengths and weaknesses, identify areas for improvement, and guide their learning and development.

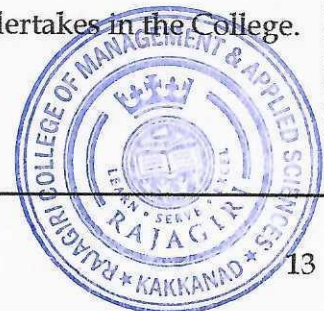


### **Key Components**

- a. **Types of Assessment:** RCMAS employs a variety of assessment methods, including quizzes, assignments, projects, presentations, examinations, practical demonstrations, and performance evaluations, to evaluate student learning outcomes.
- b. **Formative Assessment:** Formative assessments are conducted throughout the semester to monitor student progress, provide feedback, and guide instructional adjustments, fostering active learning and engagement.
- c. **Summative Assessment:** Summative assessments are administered at the end of each semester or academic year to evaluate student achievement of course objectives and program outcomes and determine final grades.
- d. **Rubrics and Criteria:** Clear and consistent rubrics and assessment criteria are used to evaluate student performance, ensuring transparency and objectivity in the assessment process.
- e. **Assessment Integrity:** Measures are implemented to ensure the integrity and security of assessments, including proctoring procedures, plagiarism detection tools, and academic integrity policies.

### **Evaluation**

Rajagiri College of Management and Applied Sciences follows an Internal Assessment Procedure within the framework of the scheme of the affiliating university that ensures a continuous, fair and timely evaluation and feedback of student performance in each course that he/she undertakes in the College.





The faculty-in-charge of the course shall have the freedom to administer as many tests as he/she may deem fit for the course. However, this is subject to a minimum of 2 tests for all the programmes.

Alongside the marks of attendance and test sessions, the evaluation of the student's performance in seminar/viva/assignment will also be considered for Internal Marks.

End-semester examinations are the major component of the evaluation process. These exams are conducted at the end of each semester and include:

- Theory Examinations: Written exams based on the syllabus covered during the semester.
- Practical Examinations: For courses with a practical component, practical exams are conducted to assess laboratory skills and understanding.
- Viva Voce: Oral examinations or viva voce may be conducted for certain courses to evaluate students' comprehension and ability to articulate their knowledge.

For certain programs, particularly at the postgraduate level, students are required to complete a project or dissertation. The evaluation of this component includes:

- Project Report: Submission of a detailed project report or dissertation.
- Presentation: Defense of the project work through a presentation.
- Viva Voce: Oral examination on the project work by a panel of examiners.

Mahatma Gandhi University follows a grading system to assess students' performance:



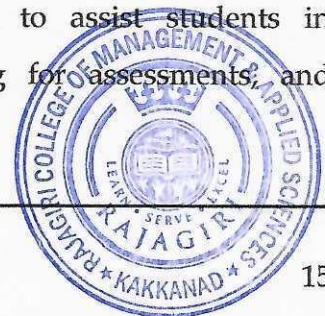
- **Internal Assessment Marks:** Contribute a 20% percentage to the total grade.
- **End-Semester Exam Marks:** Make up 80% percentage of the total grade.
- **Grade Point Average (GPA):** Calculated based on the grades obtained in each course.
- **Cumulative Grade Point Average (CGPA):** Overall performance across all semesters.

#### **Feedback and Improvement**

- a. **Feedback Mechanisms:** Feedback on assessments is provided promptly and constructively to students, both orally and in writing, highlighting areas of strength and areas for improvement.
- b. **Assessment Review:** The college conducts periodic reviews of assessment practices, including analysis of assessment data, student feedback, and faculty input, to identify areas for improvement and implement enhancements.
- c. **Grievance Redressal Mechanism:** Students can approach the grievance redressal committee for any grievances related to assessment and evaluation.

#### **Training and Support**

- a. **Faculty Development:** RCMAS provides faculty members with training, workshops, and resources to enhance their assessment literacy, develop effective assessment strategies, and implement best practices in evaluation.
- b. **Student Support:** The college offers support services, such as academic advising, tutoring, and study skills workshops, to assist students in understanding assessment expectations, preparing for assessments, and improving their performance.



### **Conclusion**

RCMAS is committed to ensuring the quality, integrity, and effectiveness of its assessment and evaluation practices to support student learning and success. By adhering to the principles outlined in this policy and fostering a culture of continuous improvement, the college aims to promote academic excellence and student achievement.



## Outcome Based Education (OBE) Policy

### Introduction

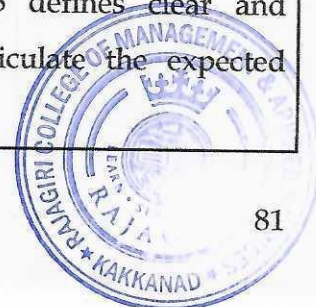
Rajagiri College of Management and Applied Sciences (RCMAS) is committed to providing quality education that prepares students to meet the demands of the rapidly changing global landscape. Outcome-Based Education (OBE) is a key framework adopted by RCMAS to ensure that graduates possess the knowledge, skills, and attributes necessary for success in their chosen fields. This OBE Policy outlines the principles, processes, and practices governing the implementation of outcome-based education at the college.

### Principles

- a. **Learner-Centered Approach:** OBE at RCMAS places the learner at the center of the educational process, focusing on the achievement of specific learning outcomes aligned with program objectives and industry needs.
- b. **Alignment with Stakeholder Expectations:** The learning outcomes are aligned with the expectations of various stakeholders, including students, employers, industry, regulatory bodies, and society at large, to ensure relevance and effectiveness.
- c. **Continuous Improvement:** OBE emphasizes continuous assessment, feedback, and improvement to enhance the quality and relevance of education, curriculum, and instructional practices.

### Key Components

- a. **Program Educational Objectives (PEOs):** RCMAS defines clear and measurable Program Educational Objectives that articulate the expected



achievements and career aspirations of graduates within three to five years after graduation.

b. Program Outcomes (POs): Each program offered by RCMAS specifies Program Outcomes that delineate the knowledge, skills, and attributes graduates are expected to demonstrate upon completion of their studies.

c. Program Specific Outcomes (PSOs): "Program-specific outcome" refers to the specific knowledge, skills, abilities, and competencies that a particular educational program aims to instill in its students by the time they complete the program. These outcomes are typically aligned with the program's goals and objectives and are designed to ensure that graduates are well-prepared for professional practice or further academic study in their field.

d. Course Outcomes (COs): Course Outcomes are established for each course within a program, defining the specific learning objectives and competencies students are expected to achieve by the end of the course.

e. Assessment and Evaluation: RCMAS employs diverse assessment methods, including assignments, projects, presentations, and examinations, to evaluate student attainment of course and program outcomes.

f. Feedback Mechanisms: Feedback from students, faculty, employers, alumni, and other stakeholders is collected and utilized to evaluate the effectiveness of curriculum delivery, instructional methods, and assessment strategies.

g. Curriculum Design and Review: The curriculum is designed and periodically reviewed to ensure alignment with program objectives, industry trends, technological advancements, and societal needs.

#### **Implementation Process**



- a. Faculty Development: RCMAS provides faculty members with training and professional development opportunities to familiarize them with the principles and practices of outcome-based education and enhance their instructional effectiveness.
- b. Learning Resources: The college ensures the availability of adequate learning resources, including textbooks, digital libraries, laboratories, and other facilities, to support the attainment of learning outcomes.
- c. Display Board: Display boards were installed to ensure that students and faculty were familiarized with Outcome-Based Education (OBE)
- d. Advising and Support Services: RCMAS offers advising and support services to assist students in setting academic and career goals, monitoring their progress, and addressing any challenges they may encounter.

#### **Monitoring and Evaluation**

The implementation of OBE at RCMAS is monitored and evaluated regularly through program reviews, student assessments, alumni surveys, employer feedback, and academic audits to ensure compliance with quality standards and continuous improvement.

#### **Conclusion**

RCMAS is committed to fostering a culture of excellence, innovation, and accountability through the implementation of Outcome-Based Education. By aligning curriculum, instruction, and assessment with clearly defined learning outcomes, the college aims to prepare graduates who are well-equipped to contribute meaningfully to society and succeed in their chosen professions.



## Policy on Grievance Redressal Mechanism

### Introduction

Rajagiri College of Management and Applied Sciences (RCMAS) is committed to fostering a supportive and inclusive environment where all members of the college community feel valued, respected, and heard. The Grievance Redressal Mechanism (GRM) is established to provide a fair and transparent process for addressing grievances and resolving disputes promptly and effectively.

### Scope

This policy applies to all stakeholders of RCMAS, including faculty, staff, students, parents, alumni, and other individuals associated with the college. Grievances may relate to academic matters, administrative issues, interpersonal conflicts, discrimination, harassment, or any other concerns affecting the well-being of individuals within the college community.

### Principles

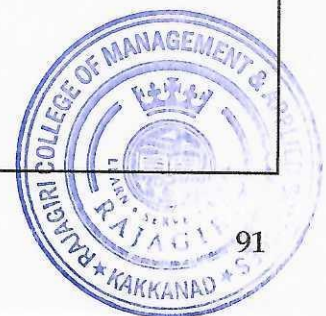
- **Accessibility:** The GRM shall be accessible to all members of the college community, regardless of their position or status.
- **Impartiality:** Grievances will be handled impartially and without bias, ensuring fair treatment for all parties involved.
- **Confidentiality:** Information related to grievances will be treated with confidentiality to protect the privacy and dignity of individuals.
- **Timeliness:** Grievances will be addressed in a timely manner, with due consideration given to the complexity and urgency of the issue.



- **Accountability:** The college administration is accountable for ensuring that grievances are resolved satisfactorily and that appropriate actions are taken to prevent recurrence.

#### **Grievance Redressal Procedure**

- **Informal Resolution:** Individuals are encouraged to resolve grievances informally by discussing the issue with the relevant person or department responsible for the matter. Informal resolution may involve mediation, negotiation, or seeking guidance from a supervisor or counselor.
- **Formal Complaint:** If the grievance cannot be resolved informally or if the individual is dissatisfied with the outcome, they may file a formal complaint with the Grievance Redressal Committee (GRC). The complaint should be submitted in writing, clearly stating the nature of the grievance, relevant facts, and desired resolution.
- **Investigation and Resolution:** Upon receiving a formal complaint, the GRC will conduct a thorough investigation, which may involve gathering evidence, interviewing relevant parties, and seeking expert opinion if necessary. The committee will then make recommendations for resolving the grievance, which may include mediation, arbitration, conciliation, or other appropriate measures.
- **Appeal Process:** If the complainant is dissatisfied with the decision of the GRC, they may appeal to the higher authorities within the college, such as the Principal or the Board of Governors, depending on the nature and severity of the grievance.





### **Reporting Mechanism**

RCMAS will provide multiple channels for individuals to report grievances, suggestion boxes, designated grievance officers, and helpline numbers. The college will ensure that information about the grievance redressal mechanism is readily available and easily accessible to all stakeholders.

### **Training and Awareness**

The college will conduct training sessions and awareness programs to educate members of the college community about the grievance redressal mechanism, their rights and responsibilities, and the importance of constructive communication and conflict resolution.

### **Conclusion**

RCMAS is committed to promoting a culture of openness, accountability, and fairness through its grievance redressal mechanism. By providing transparent processes, fostering dialogue, and addressing concerns promptly and effectively, the college aims to enhance trust and collaboration within the college community.



**MAHATMA GANDHI UNIVERSITY, KOTTAYAM****REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE  
BASED CREDIT SYSTEM 2017****Preamble**

**Mahatma Gandhi University** introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under **Direct Grading System**. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013, was introduced in the University from the Academic year 2013-14 onwards, under Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across the states insisted to introduce uniform grading system in the Universities. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2016-17 academic year onwards. The Academic Council held on 18<sup>th</sup> July 2016 resolved to postpone the implementation of the regulations and syllabi for UG Programmes and to implement from 2017-2018 academic year after detailed discussions with the experts and other stake holders. On the basis of the suggestions put forth by the joint meeting of Faculties and also based on the discussions and suggestions in the workshops conducted for the purpose, Chairpersons of various faculties submitted modified draft Regulations, Scheme and Syllabi and text books for various undergraduate Programmes and the Standing committee of the Academic Council at its meeting held on 5<sup>th</sup> May 2017 resolved to recommend to the Academic council to approve the modified Regulations, Scheme and Syllabi and text books for various undergraduate programmes. Hence it becomes necessary to issue modified Regulations as follows.

## 1. TITLE

- 1.1. These regulations shall be called “**MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017**”

## 2. SCOPE

- 2.1 Applicable to all regular Under Graduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance/Private Undergraduate Programmes with suitable modifications. Under Graduate Programmes in Management Studies are included as non-professional programmes.
- 2.2 Examinations of the courses being run under the Distance/Private registration scheme shall be conducted annually.
- 2.3 Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.
- 2.4 The provisions supersede all the existing regulations for the Regular/Distance/Private Undergraduate programmes to the extent herein prescribed.

## 3. DEFINITIONS

- 3.1. ‘*Academic Week*’ is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.
- 3.2. ‘**Choice Based Course**’ means a course that enables the students to familiarize the advanced areas of core course.
- 3.3. ‘*College Coordinator*’ is a teacher nominated by the College Council to co-ordinate the continuous evaluation undertaken by various departments within the college. He/she shall be nominated to the college level monitoring committee.
- 3.4. ‘*Common Course I*’ means a course that comes under the category of courses for English.
- 3.5 ‘*Common Course II*’ means additional language.
- 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. It includes a course on environmental studies and human rights.
- 3.8. **'Course'** means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).
- 3.9. **'Credit'** is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- 3.10. **'Department'** means any teaching department in a college.
- 3.11. **'Department Coordinator'** is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.
- 3.12. **'Department Council'** means the body of all teachers of a department in a college.
- 3.13. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.
- 3.14. **Grace Marks** shall be awarded to candidates as per the University Orders issued from time to time.
- 3.15. **'Grade'** means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Paper/Course/ Semester/Programme.
- 3.16. **'Grade Point'** (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
- 3.17. **'Institutional Average (IA)'** means average mark secured (Internal + external) for a course at the college level.
- 3.18. **'Open Course'** means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.
- 3.19. **'Parent Department'** means the department which offers core course/courses within an undergraduate programme.
- 3.20. **'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.

- 3.21. **'Semester'** means a term consisting of a minimum **90** working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- 3.22. **'University Average (UA)'** means average mark secured (Internal + external) for a course at the University level.
- 3.23. **'Vocational Course' (Skill Enhancement Course)** means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
- 3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

#### **4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS**

- 4.1 Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

#### **5. DURATION**

- 5.1 The duration of U.G. programmes shall be **6 semesters**.
- 5.2 There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April/May.
- 5.3 No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

#### **6. REGISTRATION**

- 6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.
- 6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within **45** days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional

Registration to the examinations concerned enabling them to get promoted to the next class.

## 7. SCHEME AND SYLLABUS

- 7.1. The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course(s), (c) Complementary/Vocational Courses, and (d) Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.
- 7.3. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- 7.4. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D Grade** or above within the permitted period. (See Clause 5.3)
- 7.5. Students who complete the programme with “D” grade in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- 7.6. Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”.

- 7.7. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

## 8. PROGRAMME STRUCTURE

### Model I BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

### Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary/Vocational courses including Project	95
f	Open Course	3

g	Minimum attendance required	75%
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**Model II BA/B.Sc.**

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	16
d	Credits required from Common Course II	8
e	Credits required from Core + Complementary + Vocational Courses including Project	93
f	Open Course	3
g	Minimum attendance required	75%

**Model III BA/B.Sc./B.Com**

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	8
d	Credits required from Core + Complementary + Vocational Courses including Project	109
e	Open Course	3
f	Minimum attendance required	75%

**9. EXAMINATIONS**

**9.1** The evaluation of each paper shall contain two parts:



- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

**9.2.** The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A <sup>+</sup> Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B <sup>+</sup> Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

## 10. CREDIT POINT AND CREDIT POINT AVERAGE

**Credit Point (CP)** of a paper is calculated using the formula:-

$CP = C \times GP$ , where *C* is the Credit and *GP* is the Grade point

**Semester Grade Point Average (SGPA)** of a Semester is calculated using the formula:-

$SGPA = TCP/TC$ , where *TCP* is the Total Credit Point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the formula:-

$CGPA = TCP/TC$ , where *TCP* is the Total Credit Point of that programme.

**Grade Point Average (GPA)** of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$$GPA = \frac{TCP}{TC}, \text{ where } TCP \text{ is the Total Credit Point of a category of course.}$$

*TC is the total credit of that category of course*

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

<b>GPA</b>	<b>Grade</b>
9.5 and above	<b>S Outstanding</b>
8.5 to below 9.5	<b>A+ Excellent</b>
7.5 to below 8.5	<b>A Very Good</b>
6.5 to below 7.5	<b>B+ Good</b>
5.5 to below 6.5	<b>B Above Average</b>
4.5 to below 5.5	<b>C Satisfactory</b>
3.5 to below 4.5	<b>D Pass</b>
Below 3.5	<b>F Failure</b>

## **11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNA EVALUATIONS**

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

**11.1 For all courses without practical**

- a) **Marks of external Examination : 80**
- b) **Marks of internal evaluation : 20**

<b>Components of Internal Evaluation of theory</b>	<b>Marks</b>
Attendance	<b>5</b>
Assignment /Seminar/Viva	<b>5</b>
Test papers (2x5=10)	<b>10</b>
<b>Total</b>	<b>20</b>

**11.2 For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.**

For all courses with practical

- a) **Marks of external Examination : 60**
- b) **Marks of internal evaluation : 15**

<b>Components of Internal Evaluation</b>	<b>Marks</b>
Attendance	<b>5</b>
Assignment /Seminar/Viva	<b>2</b>
Test papers (2 x 4)	<b>8</b>
<b>Total</b>	<b>15</b>

**(c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10**

<b>Components Internal evaluation of Practical</b>	<b>Marks</b>
Attendance	<b>2</b>
Test paper (1 x 4)	<b>4</b>

Record*	4
<b>Total</b>	<b>10</b>

\*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

### 11.3 For projects

- a) **Marks of external evaluation** : **80**  
 b) **Marks of internal evaluation** : **20**

c)

<b>Components of External Evaluation of Project</b>	<b>Marks</b>
Dissertation (External)	50
Viva-Voce (External)	30
<b>Total</b>	<b>80</b>

\*Marks for dissertation may include study tour report if proposed in the syllabus.

<b>Components of internal Evaluation of Project</b>	<b>Marks</b>
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
<b>Total</b>	<b>20</b>

### Attendance Evaluation for all papers

<b>% of attendance</b>	<b>Marks</b>
90 and above	5
85 – 89	4
80-84	3
76-79	2

75	1
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(Decimals are to be rounded to the next higher whole number)

### 13. ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

### 14. SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

### 15. INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

#### 15.1 Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

#### Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

#### Level 2: College level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

#### Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

**15.2** The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

**15.3** The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

## **16. External Examination**

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

**16.1** Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.

**16.2** All students are to do a **project in the area of core course**. This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

- 16.3** There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/improvement for other semesters the students can appear along with the next batch.
- 16.4** A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- 16.5** A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- 16.6** A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
- 17.** All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

## **18. PATTERN OF QUESTIONS**

Questions shall be set to assess knowledge acquired, standard and 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. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

## **19. RANK CERTIFICATE**

The University publishes rank list of top 10 candidates for each programme after the publication of 6<sup>th</sup> semester results. Rank certificate shall be issued to candidates who secure positions from 1<sup>st</sup> to 3<sup>rd</sup> in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

**Pattern of questions Papers****(a) Without practical**

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
<b>Total</b>				<b>80</b>

**(b) With practical**

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
<b>Total</b>				<b>60</b>

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees.

**19. MARK CUM GRADE CARD**

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information:

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Undergraduate Programme
- (d) Name of the Semester
- (e) Name and Register Number of the student
- (f) Date of publication of result
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.



- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
- (i) The total credits and total credit points in the semester.
- (i) Semester Grade Point Average (SGPA) and corresponding Grade.
- (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
- (l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from **1st to 5th** semesters, and the overall Grade for the total programme.

**20.** There shall be **3 level monitoring** committees for the successful conduct of the scheme. They are -

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior-most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

**21. TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year 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.

**22.** The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

**Annexure I – Model Mark cum Grace Card****Mahatma Gandhi University**

Section:

Priyadarshni Hills P.O.

Student ID:

Kottayam

Date:

**MARK CUM GRADE CARD**

Name of candidate :

Name of College :

Permanent Register Number (PRN) :

Degree:

Name of the Programme :

Name of Examination :

First Semester Examination Month and Year

Date of publication of result :

Course Code	Course Title	Credit (C)	Marks						Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (Cx GP)	Result
			External		Internal		Total						
			Awarded (E)	Maximum	Awarded (I)	Maximum	Awarded (E + I)	Maximum					
	Common Course I												
	Common Course II												
	Core Course												
	Complementary Course I												
	Complementary Course II/ Vocational Course												
	Total												
	Total credit points (TCP)												
	Total credit (TC)												
	SGPA:												
	Grade:												

**Annexure II – Model Mark cum Grace Card (VI Semester)****Mahatma Gandhi University**

Section:

Priyadarshni Hills P.O.

Student ID:

Kottayam

Date:

**MARK CUM GRADE CARD**

Name of candidate :

Name of College :

Permanent Register Number (PRN) :

Degree:

Name of the Programme :

Name of Examination :

First Semester Examination Month and Year

Date of publication of result :

Course Code	Course Title	Credit (C)	Marks						Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (Cx GP)	Result
			External		Internal		Total						
			Awarded (E)	Maximum	Awarded (I)	Maximum	Awarded (E + I)	Maximum					
	Core 9 Core 10 Core 11 Core 12 Choice Based Course Project SGPA Grade												

		Credit	GPA	Grade	Month & Year	Result
	Semester I Semester II Semester III Semester IV Semester V Semester VI					
	Common Course I Common Course II Complementary Course I Complementary Course II Core Course Open Course					
	Overall programme CGPA:					

**Annexure III****Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS)****Description of the Evaluation Process****Grade and Grade Point**

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1.

(Decimals are to be rounded to the next whole number)

**Credit point and Credit point average** Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

**Table 1**

% of marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	
	Ab Absent	

Credit point (**CP**) of a paper is calculated using the formula  $CP = C \times GP$ ,

where **C is the Credit; GP is the Grade Point**

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is

calculated using the formula  $GPA = \frac{TCP}{TC}$

where **TCP is the Total Credit Point; TC is the Total Credit**

CPA	
Equal to 9.5 and above	<b>S Outstanding</b>
Equal to 8.5 and < 9.5	<b>A+ Excellent</b>
Equal to 7.5 and < 8.5	<b>A Very Good</b>
Equal to 6.5 and < 7.5	<b>B+ Good</b>
Equal to 5.5 and < 6.5	<b>B Above Average</b>

Equal to 4.5 and < 5.5	<b>C Satisfactory</b>
Equal to 3.5 and < 4.5	<b>D Pass</b>
Below 3.5	<b>F Failure</b>

**Note:** A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D GRADE** or above within the permitted period.

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**മഹാത്മാഗാന്ധി സർവ്വകലാശാല**

(സംഗ്രഹം)

2017 യു.ജി. സി.ബി.സി.എസ് റഗുലേഷനിൽ വരുത്തുവാനുള്ള ഭേദഗതി സംബന്ധിച്ച അക്കാദമിക് കൗൺസിൽ സ്റ്റാൻഡിംഗ് കമ്മറ്റിയുടെ ശുപാർശ - ബഹു: വൈസ്-ചാൻസലർ അംഗീകരിച്ച് ഉത്തരവാകുന്നു.

**അക്കാദമിക് ലെജിസ്ലേഷൻ സെക്ഷൻ**

സ.ഉ.നം. 4022/എൽ/അക്കാദമിക്/2018

പി.ഡി.ഹിൽസ്, തീയതി, 16.05.2018

പരാമർശം:-1. 01.06.2017 തീയതിയിലെ സ.ഉ.നം.3302/എസി.എ9/സിലബസ്/പരിഷ്കരണം/2017.

2. 30.04.2018-ലെ അക്കാദമിക് കൗൺസിൽ സ്റ്റാൻഡിംഗ് കമ്മറ്റിയുടെ യോഗ നടപടിക്കുറിപ്പ് O.A.No.8 (185108).

**ഉത്തരവ്**

പരാമർശം (1) ൽ സൂചിപ്പിച്ചിട്ടുള്ള, 06.05.2017-ലെ അക്കാദമിക് കൗൺസിൽ തിരുമാനപ്രകാരം പുതുക്കിയ യു.ജി. സി.ബി.സി.എസ് റഗുലേഷൻ 2017-18 അക്കാദമിക വർഷം മുതൽ പ്രാബല്യത്തിൽ വന്നിട്ടുണ്ട്. ഇതിൻപ്രകാരം നിലവിൽ വന്ന യു.ജി. സി.ബി.സി.എസ് 2017 റഗുലേഷനിൽ വരുത്തുവാനുള്ള ഭേദഗതി സംബന്ധിച്ച അക്കാദമിക് കൗൺസിൽ സ്റ്റാൻഡിംഗ് കമ്മറ്റിയുടെ പരാമർശം (2) പ്രകാരമുള്ള ശുപാർശ, 09-05-2018-ന് മഹാത്മാഗാന്ധി സർവ്വകലാശാല ആക്റ്റ് 1985, അദ്ധ്യായം 3, സെക്ഷൻ 10(17) പ്രകാരം ബഹു:വൈസ്-ചാൻസലർ അംഗീകരിച്ചു.

**2017 ലെ ചോയ്സ് ബേയ്സ്ഡ് ക്രെഡിറ്റ് സിസ്റ്റത്തിന് കീഴിലുള്ള ബിരുദ പ്രോഗ്രാമുകളുടെ റഗുലേഷനിൽ വരുത്തിയ ഭേദഗതി - ഭേദഗതി നം.3/2017**

യു.ജി. സി.ബി.സി.എസ് 2017-റഗുലേഷനിലെ അനുചേദം 11-ൽ താഴെ കാണിച്ചിട്ടുള്ള പ്രകാരം ഭേദഗതി വരുത്തിയിരിക്കുന്നു.

Existing	Amendment
<p><b>Clause 11</b> For Programmes having on the job Training course (OJT), if there is no external evaluation and the marks are to be awarded fully by internal examiners, the total marks of 100shall be divided into 20:80 similar to other courses.</p>	<p><b>Clause 11</b> (a) For Programmes having course where there is no external evaluation [including on the job training (OJT)], and the assessment and evaluation is done by internal examiners only, the marks (out of the total maximum of 100 for the course) shall be awarded as internal only and not to be divided in the 20:80(internal: external) ratio.</p>

(b) For programmes having on the job training (OJT) courses with external evaluation, the marks (out of the total maximum of 100 for the course) shall be divided in the 20:80(internal: external) ratio.

ടി ഭേദഗതികൾ ഉടനടി പ്രാബല്യത്തിൽ വരുന്നതാണ്.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഒപ്പ്/-  
ദിലീപ് കുമാർ. ആർ  
അസിസ്റ്റന്റ് രജിസ്ട്രാർ - III (അക്കാദമിക്)  
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്:-

1. ഗവ:പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ്, തിരുവനന്തപുരം (With C/L)
2. കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ, തിരുവനന്തപുരം
3. എല്ലാ അഫിലിയേറ്റഡ് കോളേജ് പ്രിൻസിപ്പൽമാർക്കും
4. ഡയറക്ടർ ഗവ.പ്രസ്റ്റ് തിരുവനന്തപുരം
5. വി.സി/പി.വി.സി എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
6. രജിസ്ട്രാർ/പരീക്ഷാ കൺട്രോളർ എന്നിവരുടെ പി.എ.മാർ
7. ജെ.ആർII/ഡിആർ/എ.ആർ (അക്കാദമിക്)
8. ജെ.ആർ/ഡി.ആർ/എ.ആർ/ (പരീക്ഷാ വിഭാഗം)
9. എസി.സി/പി.ആർ.ഒ സെക്ഷനുകൾ/ സി.ബിസി.എസ്.എസ് സെക്ഷനുകൾ
10. എസി.എ1/3/4/5/7/8/9 സെക്ഷനുകൾ
11. CapCell/സിസ്റ്റം അഡ്മിനിസ്ട്രേഷൻ വിഭാഗം
12. കണ്ടൻ്റ് മാനേജ്മെൻ്റ് സെക്ഷൻ/റിക്കാർഡ്സ് സെക്ഷൻ
13. സ്റ്റോക്ക് ഫയൽ/ഫയൽ കോപ്പി

ഉത്തരവിൻ പ്രകാരം

*rajeev*

സെക്ഷൻ ഓഫീസർ

# **MAHATMA GANDHI UNIVERSITY**

Priyadarshini Hills P O  
Kottayam, Kerala-686560



## **REGULATIONS OF THE POST GRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM, 2019 (MGU-PG-CSS2019)**



**REGULATIONS OF THE POST GRADUATE PROGRAMMES  
UNDER CREDIT SEMESTER SYSTEM,2019  
(MGU-PG-CSS2019)**

**1. SHORT TITLE**

- 1.1. These Regulations shall be called Mahatma Gandhi University Regulations(2019) governing Post Graduate Programmes under Credit Semester System (MGU-PG-CSS2019)
- 1.2. These Regulations shall come into force from the Academic Year 2019-2020.

**2. SCOPE**

- 2.1. The regulation provided herein shall apply to all Regular/Private Post-graduate programmes except Professional Courses, conducted in the affiliated colleges/Institutions, constituent centers of Mahatma Gandhi University with effect from the academic year 2019-2020 admission with suitable modifications for Private Study.
- 2.2. The provisions herein supersede all the existing regulations for the regular post-graduate programmes conducted in the affiliated colleges of Mahatma Gandhi University and Private Study unless otherwise specified.
- 2.3. The details of programmes offered under private mode shall be notified separately as the examinations of regular mode will be conducted on semester basis and the examinations of both semesters of private mode will be conducted at the end of the academic year.

**3. DEFINITIONS**

- 3.1. **Academic Committee'** means the Committee constituted by the Vice-Chancellor under this regulation to monitor the running of the Post-Graduate programmes under the Credit Semester System (MGU-PG-CSS2019).
- 3.2. **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 minimum of 18 such academic weeks constitute a semester.

- 3.3. **Audit Course'** is a course for which no credits are awarded.
- 3.4. **CE' means Continuous Evaluation (Internal Evaluation)**
- 3.5. **College Co-ordinator'** means a teacher from the college nominated by the College Council to look into the matters relating to MGU-PG-CSS 2019 for programmes conducted in the College.
- 3.6. **Comprehensive viva-voce'** means the oral examinations conducted by the appointed examiners and shall cover all courses of study undergone by a student for the programme.
- 3.7. **Common Course'** is a core course which is included in more than one programme with the same course code.
- 3.8. **Core course'** means a course which cannot be substituted by any other course.
- 3.9. **'Course'** means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork /seminar / project / practical training / assignments / viva-voce etc., to meet effective teaching and learning needs.
- 3.10. **'Course Code'** means a unique alpha numeric code assigned to each course of a programme.
- 3.11. **Course Credit'** One credit of the course is defined as a minimum of one hour lecture /minimum of 2 hours lab/field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination.'
- 3.12. **Course Teacher'** means the teacher of the institution in charge of the course offered in the programme.
- 3.13. **Credit (Cr)'** of a course is a numerical value which depicts the measure of the weekly unit of work assigned for that course in a semester.
- 3.14. **Credit point (CP)'** of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course **CP = GP x Cr.**
- 3.15. **Cumulative Grade point average' (CGPA)** is the value obtained by dividing the sum of credit points of all the courses taken by the student

for the entire programme by the total number of credits and shall be rounded off to two decimal places. CGPA determines the overall performance of a student at the end of a programme.

**(CGPA = Total CP obtained / Total credits of the programme)**

- 3.16. **'Department'** means any teaching Department in the affiliated college / Institution offering a programme of study approved as per the Act / Statutes of the University.
- 3.17. **'Department Council'** means the body of all teachers of a Department in a College.
- 3.18. **'Dissertation'** means a long document on a particular subject in connection with the project /research/ field work etc.
- 3.19. **'Duration of Programme'** means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be 4 semesters spread over two academic years.
- 3.20. **'Elective course'** means a course, which can be substituted, by an equivalent course from the same subject.
- 3.21. **'Elective Group'** means a group consisting of elective courses for the programme.
- 3.22. **'ESE' means End Semester Evaluation (External Evaluation).**
- 3.23. **'Evaluation'** is the process by which the knowledge acquired by the student is quantified as per the criteria detailed in these regulations.
- 3.24. **'External Examiner'** is the teacher appointed from other colleges for the valuation of courses of study undergone by the students in a College. The external examiner shall be appointed by the University.
- 3.25. **'Faculty Advisor'** is a teacher nominated by the Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department of the affiliated College / Institution.
- 3.26. **'Grace Grade Points'** means grade points awarded to course(s), in recognition of the students' meritorious achievements in NSS/ Sports/ Arts and cultural activities etc.
- 3.27. **'Grade point' (GP)**-Each letter grade is assigned a 'Grade point' (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

- 3.28. **'Grade Point Average (GPA)'** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points obtained in the course by the sum of the weights of the Course ( $GPA = \frac{\sum WGP}{\sum W}$ ).
- 3.29. **'Improvement course'** is a course registered by a student for improving his performance in that particular course.
- 3.30. **'Internal Examiner'** is a teacher nominated by the department concerned to conduct Internal evaluation.
- 3.31. **'Letter Grade' or 'Grade'** for a course is a letter symbol (A+,A,B+,B,C+,C,D) which indicates the broad level of performance of a student for a course.
- 3.32. **MGU-PG-CSS2019 means Mahatma Gandhi University Regulations Governing Post Graduate programmes under Credit Semester System, 2019.**
- 3.33. **'Parent Department'** means the Department which offers a particular post graduate programme.
- 3.34. **'Plagiarism'** is the unreferenced use of other authors' material in dissertations and assignments and is a serious academic offence.
- 3.35. **'Programme'** means the entire course of study and examinations.
- 3.36. **'Project'** is a core course in a programme. It means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department / any appropriate research center in order to submit a dissertation on the project work as specified. It allows students to work more autonomously to construct their own learning and culminates in realistic, student-generated products or findings.
- 3.37. **'Repeat course'** is a course that is repeated by a student for having failed in that course in an earlier registration.
- 3.38. **'Semester'** means a term consisting of a minimum of 90 working days, inclusive of examinations, distributed over a minimum of 18 weeks of 5 working days each.
- 3.39. **'Seminar'** means a lecture given by the student on a selected topic and is expected to train the student in self-study, collection of relevant matter from various resources, editing, document writing and presentation.

- 3.40. **'Semester Grade Point Average' (SGPA)** is the value obtained by dividing the sum of credit points (CP) obtained by a student in the various courses taken in a semester by the total number of credits for the course in that semester. The SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester (**SGPA = Total CP obtained in the semester / Total Credits for the semester**).
- 3.41. **'Tutorial'** Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.
- 3.42. **'University'** means Mahatma Gandhi University, Kottayam, Kerala.
- 3.43. **'Weight'** is a numeric measure assigned to the assessment units of various components of a course of study.
- 3.44. **'Weighted Grade Point' (WGP)** is the grade point multiplied by weight. (**WGP = GP x W**).
- 3.45. **'Weighted Grade Point Average (WGPA)'** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points by the sum of the weights. WGPA shall be obtained for CE(Continuous Evaluation) and ESE(End Semester Evaluation) separately and then the combined WGPA shall be obtained for each course.
- 3.46. **Words and expressions** used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

### **3. ACADEMIC COMMITTEE**

- 4.1. There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of MGU-PG-CSS2019.
- 4.2. The Committee consists of
- (a) The Vice-Chancellor
  - (b) The Pro-Vice-Chancellor
  - (c) The Registrar
  - (d) The Controller of Examinations
  - (e) Two Teachers nominated from among the syndicate members

4.3. There shall be a subcommittee nominated by the Vice Chancellor to look after the day-to-day affairs of the Mahatma Gandhi University Regulations for Post Graduate Programmes under MGU-PG-CSS2019.

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

5.1. Students shall be admitted to post graduate programme under the various faculties. The programme shall include three types of courses, Core Courses, Elective Courses and Common core courses. There shall be a project with dissertation and comprehensive viva-voce as core courses for all programmes. The programme shall also include assignments / seminars / practicals etc.

5.2. No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80. However for MPed programme the total programme credit shall be in accordance with NCTE regulations and for MSW programme total programme credit shall be in accordance with the UGC model curriculum prescriptions and for MBA it shall be in accordance with AICTE regulations.

#### **5.3. Elective courses and Groups**

5.3.1. There shall be at least two and not more than four elective groups (Group A, Group B, Group C, etc.) comprising of three courses each for a programme and these elective courses shall be included either in fourth semester or be distributed among third and fourth semesters. This clause is not applicable for MEd (Education and Special Education), MPed, MFA, MSW, MBA and for programmes defined by the Expert Committees of Music and Performing Arts.

5.3.2. The number of elective courses assigned for study in a particular semester shall be the same across all elective groups for the programme concerned.

5.3.3. The colleges shall select any one of the elective groups for each programme as per the interest of the students, availability of faculty and academic infrastructure in the institution.

5.3.4. The selection of courses from different elective groups is not permitted.

5.3.5. The elective groups selected by the College shall be intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group

selected by the college for the students who are admitted in a particular academic year shall not be changed.

#### **5.4. Project work**

5.4.1. Project work shall be completed in accordance with the guidelines given in the curriculum.

5.4.2. Project work shall be carried out under the supervision of a teacher of the department concerned.

5.4.3. A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.

5.4.4. There shall be an internal assessment and external assessment for the project work.

5.4.5. The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.

5.4.6. The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.

5.4.7. The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.

5.4.8. A separate course shall be included instead of the project for students undergoing private study.

5.5. **Assignments:** Every college going student shall submit atleast one assignment as an internal component for each course.

5.6. **Seminar Lecture:** Every college going student shall deliver one seminar lecture as an internal component for every course with a weightage of two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing, and presentation.

5.7. **Test Papers(Internal):** Every college going student shall undergo at least two class tests as an internal component for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests.

- 5.8. No courses shall have more than 5 credits unless otherwise specified.
- 5.9. **Comprehensive Viva-Voce** -Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.
- 5.9.1. **Comprehensive Viva-Voce** shall cover questions from all courses in the programme.
- 5.9.2. There shall be an internal assessment and an external assessment for the comprehensive Viva-Voce.
- 5.9.3. Comprehensive Viva-Voce shall be included for students undergoing private study.

## 6. ATTENDANCE

- 6.1. The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University.
- 6.2. If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union / university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.
- 6.3. Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules and Clause 7.2.
- 6.4. A Regular student who has undergone a programme of study under earlier regulation / Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU-PG-CSS2019 regulations and conditions specified in 6.3.
- 6.5. A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations subject to Clause 7.2.



- 6.6. A student who had sufficient attendance and could not register for fourth semester examination can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

## **7. REGISTRATION / DURATION**

- 7.1. A student shall be permitted to register for the programme at the time of admission.
- 7.2. A student who has registered for the programme shall complete the programme within a period of four years from the date of commencement of the programme.
- 7.3. Students are eligible to pursue studies for additional post graduate degree. They shall be eligible for award of degree only after successful completion of two years (four semesters of study) either as college going student or through private study.

## **8. ADMISSION**

- 8.1. The admission to all regular PG programmes shall be through PG-CAP(Centralized Allotment Process) of the Mahatma Gandhi University unless otherwise specified.
- 8.2. The eligibility criteria for admission to PG Programmes shall be published by the University along with the notification for admission.
- 8.3. There shall be provision for inter collegiate transfer and inter University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.
- 8.4. Inter University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.
- 8.5. There shall be provision for credit transfer subject to the conditions specified by the Board of Studies / Expert Committee concerned.

## **9. ADMISSION REQUIREMENTS**

- 9.1 Candidates for admission to the first semester of the PG programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as eligible thereto.

9.2. Students admitted under this programme are governed by the Regulations in force.

## **10. PROMOTION:**

**10.1.** A student who registers for a particular semester examination shall be promoted to the next semester.

**10.2.** A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

**10.3.** The medium of Instruction shall be English except programmes under faculty of Language and Literature.

## **11. EXAMINATIONS**

**11.1.** There shall be University examinations at the end of each semester.

**11.2.** Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.

**11.3.** End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student. For private students examination for both semesters shall be conducted at the end of the academic year.

**11.4.** There shall be one end-semester examination of 3 hours duration for each lecture based and practical courses.

**11.5.** A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

## 12. EVALUATION AND GRADING

- 12.1. **Evaluation:** The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation(ESE) (External Evaluation) and (b) Continuous Evaluation(CE)(Internal Evaluation). 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is **1:3**. Both End Semester Evaluation(ESE) and Continuous Evaluation(CE) shall be carried out using direct grading system.
- 12.2. Private students will have to answer an additional question paper with objective type questions as part of internal evaluation along with the external examinations within the prescribed time.
- 12.3. **Direct Grading: The direct grading for CE (Internal) and ESE(External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4,3,2, 1 and 0 respectively.**
- 12.4. **Grade Point Average (GPA):Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in 12.16.**
- 12.5. **Internal evaluation for Regular programme:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.
- 12.6. **Components of Internal (CE) and External Evaluation(ESE): Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.**
- Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva-voce within the framework of the regulation.**
- 12.7. **There shall be no separate minimum grade point for internal evaluation.**
- 12.8. **The model of the components and its weightages for Continuous Evaluation(CE) and End Semester Evaluation(ESE) are shown in below:**

a) For Theory(CE)(Internal)

	Components	Weightage
i.	Assignment	1
ii.	Seminar	2
iii.	Best Two Test papers	2(1 each)
Total		5

*(Grades of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+,A,B,C,D,E grade.)*

b) For Theory(ESE)(External)

Evaluation is based on the pattern of question specified in 12.16.5

c) For Practical(CE)(Internal)

Components	Weightage
Written/Lab test	2
Lab involvement and Record	1
Viva	2
<b>Total</b>	<b>5</b>

*(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 5.)*

d) For Practical(ESE)(External)

Components	Weightage
Written / Lab test	7
Lab involvement and Record	3
Viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the of the practical(External) can be modified by the concerned BOS without changing the total weightage 15.)*

**e) For Project(CE)(Internal)**

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project viva	1
<b>Total</b>	<b>5</b>

*(The components and the weightage of the components of the project(Internal) can be modified by the concerned BOS without changing the total weightage 5.)*

**f) For Project (ESE)(External)**

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project viva	5
<b>Total</b>	<b>15</b>

*(The components and the weightage of the components of the Project(External) can be modified by the concerned BOS without changing the total weightage 15.)*

**g) Comprehensive viva-voce(CE) (Internal)**

Components	Weightage
Comprehensive viva-voce (all courses from first semester to fourth semester)	5
<b>Total</b>	<b>5</b>

*(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)*

## h) Comprehensive viva-voce(ESE) (External)

Components	Weightage
Comprehensive viva-voce(all courses from first semester to fourth semester)	15
<b>Total</b>	<b>15</b>

*(Weightage of the components of the Comprehensive viva-voce (external) shall not be modified.)*

- 12.9. **All grade point averages shall be rounded to two digits.**
- 12.10. To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination.
- 12.11. **There shall not be any chance for improvement for internal grade.**
- 12.12. The **course teacher** and the **faculty advisor** shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the Principal and a copy should be kept in the college for verification for at least two years after the student completes the programme.
- 12.13. **External Evaluation.** The external examination in theory courses is to be conducted by the University at the end of the semester. **The answers may be written in English or Malayalam except those for the Faculty of Languages.** 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 preferably through Centralized Valuation.
- 12.14. Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University.
- 12.15. The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.

## 12.16. Pattern of Questions

**12.16.1. Questions shall be set to assess knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.**

**12.16.2. The question setter shall ensure that questions covering all skills are set.**

**12.16.3. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.**

**12.16.4. The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.**

12.16.5. Weight : Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of Questions	Weight	Number of questions to be answered
1.	Short Answer type questions	1	8 out of 10
2	Short essay/ problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

**12.17. Pattern of question for practical.** The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

### 12.18. Direct Grading System.

Direct Grading System based on a 6– point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade Points	Range
<b>A+</b>	<b>5</b>	<b>4.50 to 5.00</b>
<b>A</b>	<b>4</b>	<b>4.00 to 4.49</b>
<b>B</b>	<b>3</b>	<b>3.00 to 3.99</b>
<b>C</b>	<b>2</b>	<b>2.00 to 2.99</b>
<b>D</b>	<b>1</b>	<b>0.01 to 1.99</b>
<b>E</b>	<b>0</b>	<b>0.00</b>

### 12.19. Performance Grading

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good(Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal(pass)
up to 1.99	D	Deficient(Fail)

12.20. **No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course.**

12.21. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

12.22. **Improvement of Course-** The candidates who wish to improve the grade / grade point of the external examination of a course / courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.

12.23. **One Time Betterment Programme -** A candidate will be permitted to improve the **CGPA** of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The **CGPA** for the betterment appearance will be computed based on the **SGPA** secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of **CGPA** of a programme, he/she has to appear for the external examination of the entire semester(s) excluding practicals / project/ comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular(First appearance).



**12.24. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations.** The **SGPA** is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. After the successful completion of a semester, **Semester Grade Point Average (SGPA)** of a student in that semester is calculated using the formula given below.

$$\text{Semester Grade Point Average -SGPA (S}_j\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

(SGPA= Total credit Points awarded in a semester / Total credits of the semester)

Where ' $S_j$ ' is the  $j^{\text{th}}$  semester, ' $G_i$ ' is the grade point scored by the student in the  $i^{\text{th}}$  course ' $c_i$ ' is the credit of the  $i^{\text{th}}$  course.

**12.25 Cumulative Grade Point Average (CGPA)** of a Programme is calculated using the formula:-

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

(CGPA= Total credit points awarded in all semesters / Total credits of the programme)

Where ' $C_i$ ' is the credits for the  $i^{\text{th}}$  semester ' $S_i$ ' is the **SGPA** for the  $i^{\text{th}}$  semester. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of semester, a student shall pass all courses and score a minimum **SGPA** of 2.0. However, a student is permitted to move to the next semester irrespective of her/his **SGPA**.

### **13. GRADE CARD**

13.1 The University under its seal shall issue to the students, a consolidated grade card on completion of the programme, which shall contain the following information.

- a) Name of the University.
- b) Name of College
- c) Title of the PG Programme.
- d) Name of the Semesters
- e) Name and Register Number of the student

- f) Code, Title, Credits and Max GPA (Internal, External & Total) of each course(theory& Practical) , project, viva etc. in each semester.
- g) Internal, external and total grade, Grade Point (G), Letter Grade and Credit Point (P) in each course opted in the semester.
- h) The total credits and total credit points in each semester.
- i) Semester Grade Point Average (SGPA) and corresponding Grade in each semester
- j) Cumulative Grade Point Average (CGPA), Grade for the entire programme.
- k) Separate Grade card will be issued at the request of candidates and based on University Guidelines issued from time to time.
- l) Details of description of evaluation process- Grade and Grade Point as well as indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the grade card.

#### **14. AWARD OF DEGREE**

The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree.

#### **15. MONITORING COMMITTEE**

There shall be a Monitoring Committee constituted by the Vice-chancellor to monitor the internal evaluations conducted by institutions.

#### **16. RANK CERTIFICATE**

The University shall publish the list of top 10 candidates for each programme after the publication of the programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to candidates on their request.

Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

## **17. GRIEVANCE REDRESSAL COMMITTEE**

**17.1 Department level:** The College shall form a Grievance Redressal Committee in each Department comprising of the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

**17.2. College level:** There shall be a college level Grievance Redressal Committee comprising of faculty advisor, college co-ordinator, one senior teacher and one staff council member and the Principal as Chairperson.

**17.3 University level:** The University shall form a Grievance Redressal Committee as per the existing norms.

## **18. 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 provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

## **19. 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 Credit Semester System in their application to any course offered in a College, the latter shall prevail.

## **20. Credits allotted for Programmes and Courses**

**20.1.** Total credit for each programme shall be **80** except MPEd, MSW and MBA programmes.

**20.2.** Semester-wise total credit can vary from 16 to 25

**20.3.** The minimum credit of a course is 2 and maximum credit is 5 except for MEd, MFA, MBA and MSW.



# RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

(Affiliated to Mahatma Gandhi University, Kottayam)

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## Translation of the University Order

Translation of the abstract on the order issued by Mahatma Gandhi University, Kottayam, on revised regulations regarding the weightage on Continuous Evaluation (Internal Evaluation) of theory papers for PG CSS (2019) to 1:3 with effect from the academic year 2022.

Ref: 815/ AC A 9/2022/MGU Dated 24.01.2022

As per the revised regulation the components as well as the weightage for Continuous Evaluation (Internal Marks) are revised as follows.

Components	Weightage
Assignment	2
Seminar	4
Best Two Test Papers	4 (2 each)
Total	10

The order from University in Regional Language (Malayalam) is attached herewith for further reference.



Dr. Laly Mathew

PRINCIPAL  
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മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

സംഗ്രഹം

PG CSS 2019 - റഗുലേഷൻസ് ഭേദഗതി - സർവ്വകലാശാലാ ആക്ട് 1985 അദ്ധ്യായം 3, വകുപ്പ് 10 (17) പ്രകാരം അംഗീകരിച്ച് - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

അക്കാദമിക് എ 9 സെക്ഷൻ

നമ്പർ. 815/AC A 9/2022/എം.ജി.യു

പ്രിയദർശിനി ഹിൽസ്, തീയതി:

24.01.2022

പരാമർശം:-1) 28.05.2019 തീയതിയിലെ നമ്പർ 2320/AC A9/2019/എം.ജി.യു.

സർവ്വകലാശാലാ ഉത്തരവ്

2) സർവ്വകലാശാലാ ആക്ട് 1985 അദ്ധ്യായം 3, വകുപ്പ് 10 (17) പ്രകാരം

ബഹു: വൈസ് ചാൻസലർ 21.01.2022 തീയതിയിൽ നൽകിയ ഉത്തരവ്.

ഉത്തരവ്

സർവ്വകലാശാലയുടെ അഫിലിയേറ്റഡ് കോളേജുകളിൽ നടന്നുവരുന്ന ബിരുദാനന്തര ബിരുദ പ്രോഗ്രാമുകൾക്ക് ബാധകമായ PG CSS 2019 റഗുലേഷൻസ് പരാമർശം (1) പ്രകാരം നിലവിൽ വന്നിട്ടുള്ളതാണ്.

റഗുലേഷൻസ് അനുച്ഛേദം 12 .1 പ്രകാരം ഓരോ കോഴ്സിന്റേയും മൂല്യനിർണ്ണയത്തിന് രണ്ട് ഘടകങ്ങൾ ഉൾപ്പെട്ടിരിക്കുന്നു - End Semester Evaluation (External Evaluation ) and Continuous Evaluation (Internal Evaluation ). കൂടാതെ internal, external എന്നിവയുടെ വെയ്റ്റേജ് 1:3 എന്ന അനുപാതത്തിൽ ആയിരിക്കണം എന്നും വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. അനുച്ഛേദം 12.8 a പ്രകാരം തീയറി internal മൂല്യനിർണ്ണയ ഘടകത്തിന് ആകെ വെയ്റ്റേജ് 5 എന്നും, 12.16.5 പ്രകാരം തീയറി external മൂല്യനിർണ്ണയ ഘടകത്തിന് ആകെ വെയ്റ്റേജ് 30 എന്നും നിജപ്പെടുത്തിയിരിക്കുന്നു. തദനുസരണം internal-external അനുപാതം 1:6 എന്ന് ആകുകയും അനുച്ഛേദം 12.1 ലെ വ്യവസ്ഥ പാലിക്കപ്പെടാതിരിക്കുകയും ചെയ്തിരിക്കുന്നു.

അനുച്ഛേദം 12.8 a പ്രകാരം നിലവിൽ നൽകിയിരിക്കുന്ന തീയറി കോഴ്സിന്റെ Continuous Evaluation (Internal Evaluation ) നിർണ്ണയിക്കുന്നതിനുള്ള ഘടകങ്ങളും അവയുടെ വെയ്റ്റേജും ചുവടെ പ്രസ്താവിക്കുന്ന പ്രകാരം ക്രമീകരിച്ച് ആകെ വെയ്റ്റേജ് 10 ആയി മാറ്റിയാൽ 1 : 3 എന്ന അനുപാതം പാലിക്കപ്പെടുന്നതാണ് എന്നുള്ള ശിപാർശ സമർപ്പിക്കപ്പെട്ടിരുന്നു .

For Theory (CE) (Internal)

<u>Components</u>	<u>Weightage</u>
i. Assignment.	2
ii. Seminar	4
iii. Best Two Test Papers	4 (2 each)
<b>Total</b>	<b>10</b>

മേൽ ഭേദഗതി പ്രകാരം PG CSS 2019 റഗുലേഷൻസ് അനുബന്ധം പേജ് 24 ൽ ഇപ്രകാരം മാറ്റം വരുത്തുന്നതിനും ശുപാർശ ചെയ്തിരുന്നു .

Theory -Internal - CE

Maximum weight for Internal Evaluation is **10**. Therefore Maximum Weighted Grade Point (WGP) is **50**.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W x GP	Overall Grade of the Course
Assignment	2	A	4	8	WGP / Total weight = 48 /10 = 4.8
Seminar	4	A+	5	20	
Test paper 1	2	A+	5	10	
Test paper 2	2	A+	5	10	
<b>Total</b>	<b>10</b>			<b>48</b>	

PG CSS 2019 റഗുലേഷൻസ് ഇപ്രകാരം ഭേദഗതി ചെയ്യുന്നതിനുള്ള ശുപാർശകൾ സർവ്വകലാശാലാ ആക്ട് 1985 അദ്ധ്യായം 3, വകുപ്പ് 10 (17) പ്രകാരം ബഹു: വൈസ് ചാൻസലർ 21.01.2022 തീയതിയിൽ പരാമർശം (2) പ്രകാരം അംഗീകരിച്ചിരിക്കുന്നു .

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ആശ രാഘവൻ

ഡപ്യൂട്ടി രജിസ്ട്രാർ 2 (അക്കാദമിക്)  
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്

1. വി സി / പി വി സി എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
2. രജിസ്ട്രാർ, പരീക്ഷാകൺട്രോളർ എന്നിവരുടെ പി എ മാർ
3. ജെ ആർ II (ഭരണ വിഭാഗം ) / ഡി ആർ II / എ ആർ III (അക്കാദമിക്)
4. ജെ ആർ II, III, IV / ഡി ആർ I, II, V, VI /എ ആർ VIII, IX, XII ,XXII (പരീക്ഷാവിഭാഗം )
5. ഡി ആർ (പ്രൈവറ്റ് രജിസ്ട്രേഷൻ )
6. എ സി എ 1, 3, 4, 5, 7, 8, 12 / എ സി സി 1 / എ സി സി 2 / എ സി എൽ സെക്ഷനുകൾ
7. ഇ എച്ച് 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 , 15, 17/ ഇ ഐ 3, 6 സെക്ഷനുകൾ
8. CETEX / System Administrator
9. കണ്ടൻറ് മാനേജ്മെന്റ് / റെക്കോർഡ്സ് സെക്ഷനുകൾ
10. കരുതൽ ഫയൽ/ ഫയൽ കോപ്പി

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