

MAHARAJA'S COLLEGE, ERNAKULAM
[A GOVERNMENT AUTONOMOUS COLLEGE]
REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER
CHOICE BASED CREDIT SEMESTER SYSTEM- 2016 ADMISSION ONWARDS

1. TITLE

1.1. These regulations shall be called "Regulations for Under Graduate Programmes under Choice Based Credit Semester System, 2016" of Maharaja's College, Ernakulam [Autonomous].

2. SCOPE

2.1 Applicable to all Under Graduate Programmes conducted by Maharaja's College Ernakulam [Autonomous] with effect from 2016-17 admissions.

2.2 The provisions herein supercede all the existing regulations for undergraduate programmes to the extent herein prescribed.

3. DEFINITIONS

3.1. '*Academic Week*' is a unit of five working days in which distribution of work is organized from day1 today5, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

3.2. '*College Co-ordinator*' 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.

3.3. '*Common Course I*' means a course that comes under the category of courses for English and '*Common Course II*' means additional language, a selection of both is compulsory for all students undergoing undergraduate programmes. '*Common Course II*' is exempted in the cases of B.A Economics (Honours), B.Sc. Physics (Instrumentation) and B.Sc. Environmental Chemistry and Water Management programmes.

3.4. '*Complementary Course*' means a course which would enrich the study of core courses.

3.5. '*Core Course*' means a course in the subject of specialization within a degree programme.

3.6. '*Course*' means a complete unit of learning which will be taught and evaluated within a semester.

- 3.7. **'Credit'** is the numerical value assigned to a course according to the relative importance of the content of the syllabus of the programme.
- 3.8. **'Department'** means any teaching department in a college.
- 3.9. **'Department Co-ordinator'** is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.
- 3.10. **'Department Council'** means the body of all teachers of a department in a college.
- 3.11. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.
- 3.12. **Grace Marks** shall be awarded to candidates as per the M.G.University orders issued from time to time in recognition of meritorious achievements in NCC/NSS/Sports/ Arts and Cultural Activities.
- 3.13. **'Grade'** means a letter symbol (e.g., S, A, B, C, etc.), which indicates the broad level of performance of a student in a course/ semester/programme.
- 3.14. **'Credit Point (CP)'** of a course is the value obtained by multiplying the grade point (GP) by the Credit (C) of the course $CP = GP \times C$.
- 3.15. **'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 entire programme by the total number of credits and shall be rounded off to two decimal places.
- 3.16. **'Choice based Course'** means a course other than in the subject of specialization which can be opted by a student/department in a degree programme.
- 3.17. **'Parent Department'** means the department which offers core courses within a degree programme.
- 3.18. **'Programme'** means a three year programme of study with examinations spread over six semesters, according to the regulations of the respective programme, the successful completion of which would lead to the award of a degree.
- 3.19. **'Semester'** means a term consisting of a minimum of **450** contact hours distributed over **90** working days, inclusive of examination days, within **18** five-day academic weeks.

4. ELIGIBILITY FOR ADMISSION, AND RESERVATION OF SEATS

4.1 Eligibility and Norms for admission and reservation of seats for various Degree Programmes shall be according to the rules framed by the Mahatma Gandhi University/State Government from time to time.

5. DURATION

5.1 The duration of U.G. programmes shall be **6 semesters** (the semesters defined under 3.19 above).

5.2 The duration of odd semesters shall be from **June to October** and that of even semesters from **November to March**. There shall be one week *semester break after odd semesters and two months vacation during April and May in every academic year*.

5.3 A student may be permitted to complete the Programme, on valid reasons, within a period of 8 continuous semesters from the date of commencement of the first semester of the programme.

6. REGISTRATION

6.1 The strength of students for each course shall remain as per existing regulations.

6.2 Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Advisor shall permit registration on the basis of the preferences of the student and availability of seats.

6.3 The number of courses/credits that a student can take in a semester is governed by the provisions in these regulations pertaining to the minimum and maximum number of credits permitted.

6.4 Those students who possess the required minimum attendance and progress 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 & II, (b) Core courses, (c) Complementary Courses, (d) Choice Based Course I & II. Complementary Courses are exempted in the case of B.Com and B.A Economics (Honours) programmes.

7.2. 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 College to continue their education in another College without break.

The College shall allow credit transfer, subject to the approval of the concerned Board of Studies and Academic Council.

8. PROGRAMME STRUCTURE

The structure of UG Programmes is as follows:

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Minimum credits required from common courses	38*
d	Minimum credit required from common courses in B.Com.	22
e	Minimum credit required from common courses in B.A. Economics(Honours), B.Sc. Instrumentation and B.Sc. Environmental Chemistry	8
f	Minimum credits required from Core + Complementary + Vocational courses including Project	74*
g	Minimum credits required from Choice Based Course I & II	7
h	Minimum attendance required	75%

*except Language Restricted Programmes [LRPs] including B. Com, B.A Economics (Honours), B.Sc. Physics (Instrumentation) and B.Sc. Environmental Chemistry and Water Management.

9. EXAMINATIONS.

The evaluation of each course shall contain two parts:

- (i) In-Semester Assessment (ISA)
- (ii) End-Semester Assessment (ESA)

The in-semester to end semester, assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for end semester assessment and maximum of **20** marks for in-semester assessment. For all courses (theory & practical), grades are given on a 10- 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+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C+ Average	5
40 to below 45	C Pass	4
Below 40	F Fail	0
	Ab Absent	0

10. CREDIT POINT (CP), SEMESTER CREDIT POINT AVERAGE (SCPA) & CUMULATIVE CREDIT POINT AVERAGE (CCPA)

Credit Point (CP) of a course is calculated using the formula:

$$CP = C \times GP, \text{ where } C = \text{Credit}; GP = \text{Grade Point}$$

Semester Credit Point Average (SCPA) of a Semester is calculated using the formula:

$$SCPA = TCP/TC, \text{ where } TCP = \text{Total Credit Point of that Semester}$$

$$TC = \text{Total Credit of that Semester}$$

Cumulative Credit Point Average (CGPA) of a Programme is calculated using the formula:

$$CCPA = \sum TCP \div \sum TC, \text{ where } \sum TCP = \text{Total Credit Point of All Semesters}$$

$$\sum TC = \text{Total Credit of All Semesters}$$

CCPA shall be rounded off to two decimal places

Grades for the different semesters and overall programme are given based on the corresponding SCPA/CCPA as shown below:

SCPA/CCPA	Grade
Equal to 9.5 and above	S Outstanding
Equal to 8.5 and below 9.5	A+ Excellent
Equal to 7.5 and below 8.5	A Very Good
Equal to 6.5 and below 7.5	B+ Good
Equal to 5.5 and below 6.5	B Above average
Equal to 4.5 and below 5.5	C+ Average
Equal to 4.0 and below 4.5	C Pass
Below 4.0	F Failure

Note: A separate minimum of 30% marks each for in-semester and end semester (for both theory and practical) and aggregate minimum of 40% are required to pass for a course. For the successful completion of a semester, a student should pass all courses and score a minimum **SCPA** of 4.0. However, a student is permitted to move to the next semester irrespective of his/her **SCPA**. To pass in a programme, a separate minimum of Grade **C** 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 **C** grade or above within the permitted period. Candidate secures **C** grade (**CCPA**) and above shall be eligible for higher studies.

11. MARKS DISTRIBUTION FOR END SEMESTER EXAMINATION AND IN-SEMESTER EVALUATION

The end semester examination of all semesters shall be conducted by the college at the end of each semester. All theories, practicals and project(s) are treated as individual papers and marks should be in the 80(external)/20 (internal) pattern. To ensure the seriousness of the practicals, it must be essential to introduce adequate number of experiments to justify 100 marks questions in each course with practicals. In-semester evaluation is to be done through continuous assessment. Marks distribution for end semester and in-semester assessments and the components for in-semester evaluation with their marks are shown below:

Components of the in-semester evaluation and their marks are as below.

11.1 For all courses without practical

- a) **Marks of End Semester Examination : 80**
b) **Marks of In Semester Evaluation : 20**

All the three components of the in-semester assessment are mandatory.

Components of In-Semester Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	5
2 Test papers*	10
Total	20

*marks of test papers shall be the average

11.2 For all courses with practical

- a) **Marks of theory -End Semester Examination : 80**
b) **Marks of theory – In Semester Evaluation : 20**

Components of Theory–In Semester Evaluation	Marks
Attendance	5
Assignment/Seminar/Viva	5
2 Test papers*	10
Total	20

*marks of test papers shall be the average

- c) **Marks of Practical –End semester Examination: 80**

(Practicals shall be conducted in even semesters for all programmes except commerce. For Commerce, in semester evaluation shall be conducted separately for odd and even semesters).

- d) **Marks of Practical- In Semester Evaluation: 20**

Components of Practical-In Semester evaluation	Marks
Attendance	4
Record*	10
Viva / Working Model Projects	6
Total	20

*Marks awarded for Record should be related to number of experiments recorded.

11.3 Project Evaluation: (Maximum marks100)

Components of Project-Evaluation	Marks
In-semester Evaluation*	20
Dissertation (End semester)	50
Viva-Voce (End semester)	30
Total	100

*Components of Internal Evaluation	Marks
Relevance and Contents	5
Analysis and Presentation	5
Pre-submission Presentation and Viva	10
Total	20

12. Attendance Evaluation

1) For all courses without practical

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

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

2) For all courses with practical

% of Attendance	Marks for theory	% of Attendance	Marks for practical
90 and above	5	90 and above	4
85-89	4	85-89	3
80-84	3	80-84	2
76-79	2	75-79	1
75	1		

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

13. In-Semester Assessment

The evaluation of all components is to be published in the department and is to be acknowledged by the candidates. All documents of in-semester assessments are to be kept in the department for two years and shall be made available for verification by the college authorities.

13.1 Grievance Redressal Mechanism for In-Semester Assessment

In-Semester assessment shall not be used as a tool for personal or other type of vengeance. A student has every right to know, how the teacher arrived at the marks. In order to address the grievance of students, a two-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 Head; with Dept. coordinator and teacher in-charge,as members.

Level 2: College level: A committee with the Principal as Chairman, Dept. Coordinator, HOD of concerned Department and a senior teacher nominated by the College council as members.

13.2 The college council shall nominate a senior teacher as coordinator of in-semester evaluations. This coordinator shall make arrangements for giving awareness of the in-semester evaluation components to students immediately after commencement of I semester

13.3 The in-semester evaluation report in the prescribed format should reach the Controller of Examinations before the 4th week of October and March in every academic year.

14. End Semester Examination

The end semester examination of all semesters shall be conducted by the College at the end of each semester.

14.1 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 or 50 hours in a semester, subject to a maximum of 2 times during the whole period of the programme, may be granted by the subcommittee of the College Council on valid grounds. The last date of submitting application form shall be the cut-off date for calculating attendance for determining the condonation of shortage of attendance at the time of registering for end semester examinations. This condonation shall not be counted for in-semester 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 in-semester assessment also.

Those students who are not eligible to attend the end semester examination due to shortage of attendance, even with condonation, shall repeat the course along with the next batch upon the recommendation of the Head of the Department and the College Council.

- 14.2** All students are to do a project. This project can be done individually or as a group of 3 students. The projects are to be identified during the 4th 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 College.
- 14.3** Those candidates who have not appeared/failed in the end semester examinations of 5th and 6th Semester shall be eligible to appear for special supplementary examination by paying separate fees. For reappearance/ improvement, the students can appear along with the next batch.
- 14.4** A student who registers his/her name for the end semester examination will be eligible for promotion to the next semester.
- 14.5** 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.
- 14.6** A candidate who has not secured minimum marks/credits in in-semester examinations can re-do the same subsequently with the next batch.
- 14.7** All programmes and courses shall have unique alphanumeric code.

15. PATTERN OF QUESTIONS

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.

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

Pattern of questions for end semester examination for theory paper

Sections	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Section A (Answer to each question shall not exceed 1 or 2 sentences)	10	8	1	8
Section B	8	6	2	12

(Answer to each question shall not exceed 3 or 4 sentences)				
Section C (Answer to each question shall not exceed 1 page)	8	6	5	30
Section D (Answer to each question shall not exceed 4 pages)	4*	2	15	30
Total	30	22	x	80

*questions in bunches of two

16. There shall be 2 level monitoring committees for the successful conduct of the scheme.

They are:

1. Department Level Monitoring Committee (DLMC), comprising HOD and two teachers nominated as members by the Department Council.

2. College Level Monitoring Committee (CLMC), comprising Principal, Controller of Examinations, Academic Coordinator, Department Co-ordinator and A.O/Superintendent as members.

17. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Principal 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.
