

**MAHARAJA'S COLLEGE, ERNAKULAM**  
**(A GOVERNMENT AUTONOMOUS COLLEGE)**  
**REGULATIONS FOR POST GRADUATE PROGRAMMES**  
**UNDER CHOICE BASED CREDIT SYSTEM**  
**(2016 Admission onwards)**

**1. SHORT TITLE**

- 1.1. These Regulations shall be called as Post Graduate Regulations (2016) of Maharaja's College (Autonomous) under the Choice Based Credit System.
- 1.2. These Regulations shall come into force from the Academic Year 2016-2017 onwards

**2. SCOPE**

- 2.1. The regulation provided herein shall apply to all regular post-graduate programmes, MA/MSc / MCom, conducted by Maharaja's College (Autonomous) with effect from the academic year 2016-2017 admission onwards.

**3. DEFINITIONS**

- 3.1. 'Programme' means the entire course of study and Examinations.
- 3.2. 'Duration of Programme' means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be of 4 semesters.
- 3.3. 'Semester' means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.
- 3.4. '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/evaluation etc., to meet effective teaching and learning needs.
- 3.5. 'Credit' (Cr) of a course is a measure of the weekly unit of work assigned for that course in a semester.
- 3.6. '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 end semester examination. The total minimum credits required for completing a PG programme is 80.
- 3.7. 'Programme Core course' Programme Core course means a course that the student admitted to a particular programme must successfully complete to receive the Degree and which cannot be substituted by any other course.

- 3.8. 'Programme Elective course' Programme Elective course means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses is required to complete the programme.
- 3.9. 'Programme Project' Programme Project 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.
- 3.10. 'Seminar' seminar means a lecture expected to train the student in self-study, collection of relevant matter from the books and internet resources, editing, document writing, typing and presentation.
- 3.11. 'Evaluation' means every student shall be evaluated by 20% in-semester assessment and 80% end- semester assessment.
- 3.12. 'Repeat course' is a course that is repeated by a student for having failed in that course in an earlier registration.
- 3.13. 'Audit Course' is a course for which no credits are awarded.
- 3.14. 'Parent Department' means the Department which offers a particular post graduate programme.
- 3.15. 'Department Council' means the body of all teachers of a Department in a College.
- 3.16. 'Faculty Advisor' is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.
- 3.17. 'Letter Grade' in a course means a letter symbol (S,A,B,C,D, etc.) which indicates the broad level of performance of a student in a course.
- 3.18. 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.
- 3.19. Credit Point (CP) of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course  $CP=GP \times Cr$ .
- 3.20. Extra Credits are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours as directed by the Mahatma Gandhi University
- 3.21. 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.

3.22. Grace Marks means marks awarded to course/s, as per the UO's issued from time to time, in recognition of meritorious achievements in NSS/Sports/Arts and cultural activities.

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

4.1. Students shall be admitted into post graduate programme under the various faculties.

4.2. The programme shall include two types of courses, Program Core (C) courses and Program Elective (E) Courses. There shall be a Program Project (P) with dissertation to be undertaken by all students. The Programme will also include assignments, seminars / practical, viva (V) etc., if they are specified in the Curriculum.

4.3. There shall be various groups of Programme Elective courses for a programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group shall be the subject of specialization of the programme.

##### **4.4. Project work**

4.4.1. Project work shall be completed by working outside the regular teaching hours.

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

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

4.4.4. There should be an in-semester assessment and end-semester assessment for the project work.

4.4.5. The end-semester evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce.

##### **4.5. Seminar Lectures**

4.5.1 Every PG student shall deliver one seminar lecture as an internal component for every course. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

##### **4.6 Test Papers**

4.6.1 Every student shall undergo at least two class tests as an internal component for every course.

#### **4.7 Assignments**

- 4.7.1 Every student shall submit one assignment as an internal component for every course.

#### **4.8 Attendance**

- 4.8.1 The attendance of students for each course shall be another component of in-semester assessment.
- 4.8.2 The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%.
- 4.8.3 Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of post graduate programme.
- 4.8.4 If a student represents his/her institution, University, State or Nation in Sports, NSS or Cultural or any other officially sponsored activities such as college union / university union activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 10 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College.
- 4.8.5 A student who does not satisfy the requirements of attendance shall not be permitted to take the end-semester examinations.
- 4.8.6 Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

#### **4.9 Maximum Credit**

- 4.9.1 No course shall have more than 4 credits.

#### **4.10 Viva-Voce**

- 4.10.1 Comprehensive Viva-voce shall be conducted at the end semester of the programme. Comprehensive Viva-Voce covers questions from all courses in the programme.

#### **4.11 Alpha numeric code**

- 4.11.1 Each course shall have an alpha numeric code number which includes abbreviation of the subject in two letters, the semester number, the code of the course and the serial number of the course ('C' for Program Core course, 'E' for

Program Elective course, 'O' for Open Elective course, 'P' for Practicals, 'D' for Project/ Dissertation and 'V' for comprehensive Viva).

## **5. REGISTRATION**

- 5.1. A student shall be permitted to register for the programme at the time of admission.
- 5.2. A student who registered for the course shall complete the course within a period of 8 semesters from the date of commencement of the programme.

## **6. ADMISSION**

- 6.1. Candidates for admission to the first semester of the PG programme shall be required to have passed an appropriate Degree Examination of any recognized University or authority accepted by the Academic council of the Maharaja's College.
- 6.2. The candidate has to register all the courses prescribed for the particular semester.
- 6.3. Cancellation of registration is applicable only when the request is made within two weeks from the time of admission.
- 6.4. Students admitted under this programme are governed by the Regulations in force.

## **7. PROMOTION**

- 7.1. A student who registers for the end semester examination shall be promoted to the next semester.

## **8. EXAMINATION**

- 8.1. There shall be end semester examination at the end of each semester.
- 8.2. The answers must be written in English except for those coming under Faculty of Languages.
- 8.3. Practical examinations shall be conducted by the college at the end of even semesters only.
- 8.4. Project evaluation and Viva -Voce shall be conducted at the end of the programme only.
- 8.5. Practical examination, Project evaluation and Viva-Voce shall be conducted by two external examiners.

## **9. END-SEMESTER EXAMINATION**

- 9.1. The examinations shall normally at the end of each semester. There shall be one end-semester examination of 3 hours duration in each lecture based course and practical course.

9.2. A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions.

## 10. EVALUATION AND GRADING

### 10.1. Evaluation

10.1.1 The evaluation scheme for each course shall contain two parts; (a) in-semester evaluation and (b) end-semester evaluation. 20 marks shall be given to in-semester evaluation and the remaining 80 marks to end-semester evaluation. Both in-semester and end semester evaluation shall be carried out by using in mark system. Both internal and external marks are to be mathematically rounded to the nearest integer.

#### 10.1.2 Internal evaluation

10.1.2.1 The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The marks assigned to various components for in-semester evaluation is as follows.

##### Components of In-semester Evaluation (For theory)

Components	Component Marks
Assignment	4
Seminar	4
Two Test papers*	8
Attendance	4
Total	20

\*Marks of Test Papers shall be the average

##### Components of In-semester Evaluation (For Practical)

Components	Component Marks
Attendance	4
Laboratory Involvement	4
Written/Lab Test	4
Record*	4
Viva	4
Total	20

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

### Components of In-semester Evaluation (For Project)

Components	Marks
Topic/Area selected	2
Experimentation/Data collection	4
Punctuality	2
Compilation	4
Content	4
Presentation	4
<b>Total</b>	<b>20</b>

#### a) Evaluation of Attendance

% of attendance	Mark
91 and above	4
81 to 90	3
76 to 80	2
75	1
< 75	0

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

#### b) Evaluation of Assignment

Components	Marks
Punctuality	1
Content	1
Conclusion	1
Reference/Review	1
<b>Total</b>	<b>4</b>

#### c) Evaluation of Seminar

Components	Marks
Content	1
Presentation	2
Reference/Review	1
<b>Total</b>	<b>4</b>

10.1.2.2 To ensure transparency of the evaluation process, the in-semester marks 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. There shall not be any chance for improvement for in semester marks.

10.1.2.3 The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course and a copy should be kept in the college for at least one year for verification.

### 10.1.3 End-Semester Evaluation:

10.1.3.1 The end-semester evaluation in theory courses is to be conducted by the college with question papers set by external experts. The answers must be written in English 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 end-semester evaluation shall be done immediately after the examination preferably through Centralized Valuation.

10.1.3.2 Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts shall be done as per the request of the candidate by paying fees.

10.1.3.3 The question paper should be strictly on the basis of model question paper set by BOS and there shall be a combined meeting of the question paper setters for scrutiny and finalization of question paper. Each set of question should be accompanied by its answer scheme for valuation.

#### 10.1.3.4 Pattern of Questions

10.1.3.4.1 The question setter shall ensure that questions to course should satisfy weightage to objectives and weightage to difficulty levels.

<b>Weightage to Objectives</b>	
<b>Objectives</b>	<b>%</b>
Understanding	25
Critical Evaluation	50
Application	25

<b>Weightage to difficulty levels</b>	
<b>Level of difficulty</b>	<b>%</b>
Easy	20
Average	60
Difficult	20

10.1.3.4.2 Question paper setters shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of objective type, short answer type, short essay type /problem solving type and long essay type questions.



### Pattern of questions for end semester examination

	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
<b>TOTAL</b>	12	10	2	20
	10	6	5	30
	4	2	15	30
	<b>26</b>	<b>18</b>	x	<b>80</b>

### 10.2 Grades for Courses

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
<b>95 and above</b>	<b>S Outstanding</b>	<b>10</b>
<b>85 to below 95</b>	<b>A+ Excellent</b>	<b>9</b>
<b>75 to below 85</b>	<b>A Very Good</b>	<b>8</b>
<b>65 to below 75</b>	<b>B+ Good</b>	<b>7</b>
<b>55 to below 65</b>	<b>B Above Average</b>	<b>6</b>
<b>45 to below 55</b>	<b>C+ Average</b>	<b>5</b>
<b>40 to below 45</b>	<b>C Pass</b>	<b>4</b>
<b>Below 40</b>	<b>F Fail</b>	<b>0</b>
	<b>Ab Absent</b>	<b>0</b>

### 11. CREDIT POINT AND CREDIT POINT AVERAGE

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

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

*TC = Total Credit of that Semester*

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

$$CCPA \text{ or } CGPA = \sum TCP \div \sum TC$$

*CCPA or CGPA* shall be rounded off to two decimal places

**12. Grades for the different semesters and overall programme are given based on the corresponding CPA as shown below:**

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

**12.1.**A separate minimum of 40% 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. 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. Candidates who secures **C (CGPA)** grade and above shall be eligible for higher studies.

12.2. A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the end-semester examination for the same semester, subsequently.

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

**12.4. There will be no supplementary examinations.** A candidate will be permitted to improve the marks/CGPA of a programme within a continuous period of four semesters immediately following the completion of the programme. If a candidate opts for the betterment of a programme, he/she has to appear for the entire semester. The consolidation of marks/grade/grade points after the betterment examination is limited to one time

### **13. AWARD OF DEGREE**

The successful completion of all the courses with CGPA of 'C' (40%) shall be the minimum requirement for the award of the degree.

### **14. GRIEVANCES REDRESS COMMITTEE**

The College shall form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the in-semester assessment grades of the students. There shall be a college level Grievance Redress Committee comprising of Faculty advisor, two senior teachers and the Principal as Chairman.

