

(Abstract)

Regulations for Post Graduate Programmes under Choice Based Credit Semester System in the Schools/Departments of Kannur University w.e.f 2020 - Clauses 6.2 & 6.8 modified - Implemented w.e.f 2021 admission - Orders Issued.

ACADEMIC C SECTION

ACAD C/ACAD C3/4236/2021 (I)

Dated: 07.11.2022

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- Read:-1. UO No ACAD C/ACVAD C3/22373/2019 dated 12/11/2020
2. Minutes of the meeting of IQAC held on 27/07/2022
3. Minutes of the Online Meeting of HoDs of the University Teaching Departments dated 20/10/2022
4. UO of even number dated 07-11-2022

ORDER

1. The Regulations for Post Graduate Programmes under Choice Based Credit Semester System in the Schools/Departments of Kannur University were implemented w.e.f 2020 admission as per paper read (1) above.
2. Clause 6.2 states that "***Open Elective Courses can be opted in any of the semesters during the entire Programme other than the first semester. The maximum students that can be admitted to an Open Elective Course is limited to forty(40) except for MOOC Courses. If the student intake in the Department is more than 40, then the maximum number of students that can be admitted to an Open Elective Course is equal to the student intake.***
3. Meeting of Internal Quality Assurance Cell (IQAC) held on 27/07/2022 above, resolved to make Open Elective Courses from other Departments compulsory for all Post Graduate students of the Schools/Departments of Kannur University, in the Third semester as per paper read(2) above.
4. Clause 6.8 states that "**The total credits required for the successful completion of a four semester Programme will be between 72 to 80. The maximum credits assigned to Core Courses for non- science subjects should not exceed 50 percent of total required credits. For science subjects the maximum credits for core courses should not exceed 70 percent of the total required credits**".
5. As per paper read (3) above, Online Meeting of the HoDs of the Teaching Departments of the University recommended to modify the Clause 6.8 of the existing Regulations by changing the total credits "between 72-80" as "between 72-84".
6. As per paper read (4) above, modified Guidelines for the conduct of Open Elective Courses were implemented in the Teaching Departments of Kannur University w.e.f 2021 admission.
7. In compliance with the decisions of the meeting of Internal Quality Assurance Cell, Online meeting of the HoDs of the Teaching Departments and also the modified guidelines for the conduct of Open Elective Courses, Clause 6.2 and Clause 6.8 of the Regulations for Post Graduate Programmes under CBCSS in the Schools/Departments of Kannur University (implemented w.e.f 2020 admission) was modified in consultation with Karthikeyan P, CBCSS & Time Table Coordinator as well as the Convenor of the Committee constituted for monitoring the conduct of Open Elective Courses in the Teaching Departments, as follows:

6.2: Open Elective Courses can be opted in any of the semesters during the entire

Programme other than the first semester. In the third semester all students shall compulsorily register for an Open Elective Course offered by other Departments or MOOC.

6.8: The total credits required for the successful completion of a four semester Programme will be between 72 to 84. The maximum credits assigned to Core Courses for non- science subjects should not exceed 50 percent of total required credits. For science subjects the maximum credits for core courses should not exceed 70 percent of the total required credits

8. The Vice Chancellor after considering the matter in detail and in exercise of the powers of the Academic Council conferred under section 11(1), Chapter III of Kannur University Act 1996, accorded sanction to revise the Regulations for Post Graduate Programmes under Choice Based Credit Semester System in the Schools/Departments of Kannur University, w.e.f 2021 admission onwards, by modifying clauses 6.2 and 6.8 as detailed in paragraph 7 above, and to report the same to Academic Council.

9. Revised Regulations for Post Graduate Programmes under Choice Based Credit Semester System in the Schools/Departments of Kannur University w.e.f 2021, is appended and uploaded in the University Website (www.kannuruniversity.ac.in)

10. UO read vide paper (1) above stands modified to this extent.

Orders are issued accordingly



Sd/-

BALACHANDRAN V K
DEPUTY REGISTRAR (ACAD)

For REGISTRAR

To: 1. HoDs of the University Teaching Depts/ Course Directors
2. Karthikeyan P, CBCSS & Time Table Coordinator

Copy To: 1. The Examination Branch (through PA to CE)

2. PS to VC/PA to PVC/ PA to R

3. JR I/ JR II (Exam)

4. EP IV/ EG II/ EXC I (Exam)

5. DR/AR I/AR II (Academic)

6. Academic D/G & SWC Sections

7. Web Manger (to upload in the website)

8. SF/DF/FC

9. Computer Programmer

Forwarded / By Order


SECTION OFFICER

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KANNUR UNIVERSITY

Revised Regulations for Post Graduate Programmes Under Choice Based Credit Semester System (CBCSS) in the Departments / Schools Effective from 2021 Admission.

1. SCOPE

- 1.1 These Regulations shall apply to all the Post Graduate programmes, including P.G.Diploma and Certificate Courses conducted by the Departments/Schools of Kannur University.
- 1.2 Choice based Credit Semester System presupposes academic autonomy, cafeteria approach in academic environment, semester system, course credits, alphabetical grading and interdepartmental academic collaboration. There shall be a Department Council consisting of all the Permanent/ Contract teachers of the Department. The Head of Department shall be responsible for admission to all the programmes offered by the Department including conduct of entrance tests, verification of records, admission and evaluation. Head of the department may constitute an admission committee to assist him/her in the admission process. The Department Council will deliberate on courses and specify the distribution of credits semester wise and course wise. For each course it will specify the number of credits for lectures, tutorials, practicals, etc.
- 1.3 These Regulations shall come into effect from 2021 admission onwards and supersede all other Regulations unless otherwise prescribed.

2. DEFINITIONS.

- 2.1 Curriculum Committee means the Committee constituted by the Vice-Chancellor under these Regulations to monitor the running of Choice Based Credit Semester System. One of the senior Professors shall be the Convener of the Curriculum Committee co-ordinating the various academic activities.
- 2.2 Department/Centre/School means Department/Centre/School instituted in the University as per Kannur University Statutes.
- 2.3 **Academic Programme** means an entire course of study comprising its programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a teaching Department/Centre or jointly under more than one such Department/ Centre.
- 2.4 **Course** means a segment of a Programme limited to one semester in a subject.
- 2.5 **Programme Structure** means a list of courses (Core, Elective, Open Elective) that makes up an Academic Programme, specifying the syllabus, Credits, hours of teaching, evaluation and examination schemes, minimum number of credits required for successful completion of the programme etc. prepared in conformity with University Rules.
- 2.6 **Core Course** means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course.

- 2.7 **Elective Course** means an optional course to be selected by a student out of such courses offered in the same Department/Centre.
- 2.8 **Open Elective Course** means an elective course which is available for students of all programmes including students of same department. Students of other Departments may opt these courses subject to fulfilling of eligibility criteria as laid down by the Department offering the course.
- 2.9 **Credit** means the value assigned to a course which indicates the level of instruction; Normally, one-hour lecture per week equals 1 Credit, 2/3 hours practical class per week equals 1 credit. Credit for a practical could be proposed as part of a course or as a separate practical course.
- 2.10 **SGPA** means Semester Grade Point Average calculated for individual semester.
- 2.11 **CGPA** is Cumulative Grade Points Average calculated for all courses completed by the students in the last year of the course by clubbing together SGPA of four semesters.

3. ELIGIBILITY FOR ADMISSION

- 3.1 As per the Regulations prescribed by the University Departments for each programme from time to time.
- 3.2 Candidates who have passed their qualifying examination from Universities outside Kerala and candidates who have passed their degrees with different nomenclature from the Universities within Kerala, should submit Recognition/Equivalency Certificate while seeking admission.

4. ADMISSION

- 4.1 As per the Regulations prescribed by the University Departments for each Programme from time to time.
- 4.2 Admission to the PG programmes of the University departments shall be made purely on the basis of Entrance Examination. Newspaper notification in this regard has to be made in the month of May itself. Entrance Examination is mandatory for all the departments even if the number of applications are less than the sanctioned strength. If the number of candidates admitted based on the Entrance Exam is less than the sanctioned strength, the concerned department can fill the vacancy by making necessary press release by fulfilling the reservation norms on the basis of the marks obtained in the qualifying examination.
- 4.3 There should be uniformity in the date of starting the courses and conducting the End Semester Examination of different PG programmes of the University.

5. REGISTRATION

- 5.1 Every Department/School shall have Permanent/ Contract faculty members as Student Advisors. Each student at the time of admission will be assigned to an advisor by the Department Council. He/she will advise the student about the academic Programme and counsel on the choice of courses depending on the student's academic background and objective. The student will then register for the courses she/he plans to take for the semester before the classes begin.
- 5.2 The Department offering any course shall prescribe the maximum number of students that can be admitted taking into consideration the facilities available. The Department Council will be the authority to fix the optionals (elective and open elective courses) that can be

offered for a Programme while ensuring that sufficient choice is given to each student in all semesters. However, in semester 1, the students are advised to take the courses (core / elective) offered by the parent department. The elective/ open elective courses that can be opted by the students in the next semester will be announced within 10 days after completion of a semester.

- 5.3 The student has to complete the prescribed prerequisites for a course before registration. The student within a maximum of 10 working days after the commencement of the classes can change the Optional Course with consent of HoD after consulting with the Advisor.
- 5.4 The Department shall make available to all students a bulletin listing all the courses offered in the next semester specifying the credits, list of topics the course intends to cover, the name of the instructor, the timetable and examination schedule. This will be made available in the last week of each semester after it is approved by the Department Council and the Vice Chancellor.

6. COURSE STRUCTURE

- 6.1 Three kinds of Courses are offered - Core, Elective and Open Elective Courses (including MOOC courses). Core and Elective Courses are offered by the Department conducting the Programme. Open Elective Courses are offered either by the Department conducting the Programme or by any other Department/ centres of the University or by other Institutions or via MOOC.
- 6.2 Open Elective Courses can be opted in any of the semesters during the entire Programme other than the first semester. In the third semester all students shall compulsorily register for an Open Elective Course offered by other Departments or MOOC.
- 6.3 Every Course offered by the University Department is identified by a unique course code. Where, first two letters denote Programme name (MA for Master of Arts, MS for Master of Science, MB for Master of Business Administration, MC for Master of Computer Applications, MJ for Master of Journalism, DP for Post graduate Diploma). Next three letters denote subject. This is followed by semester number such as 01,02,03, 04. After semester number single alphabet stands for Core (C), Elective (E) and Open Elective course (O). The last two digits denote the serial number of the course in that category (C, E or O) in that programme.

Illustration 1:

MAENG01C02

MA = Master of Arts

ENG = English

01 = 1st semester

C = Core

02 = Serial number of the core course in the program

Illustration 2:

MSBTC03E08 : MSc Biotechnology, 3rd semester, Elective course, Serial number of the elective course in the programme is 08.

Illustration 3:

MSEVS02O01: An Open Elective course offered as a part of M.Sc. Environmental Science.

- 6.4 Any course including a core course of one Department can be offered as an Open Elective Course to students of other Departments.
- 6.5 The minimum duration for completion of a two-year PG Programme in any subject is four (4) semesters and the maximum period for completion is eight (8) Semesters from the date of registration. The minimum duration for completion of a one-year PG Programme in any subject is two (2) semesters and the maximum period for completion is four (4) semesters from the date of registration.
- 6.6 Zero Semester: A Semester in which a student is permitted to opt out due to unforeseen genuine reasons.
- 6.7 No regular student shall register for more than 24 credits and less than 16 credits per semester, subject to the provisions of the programme concerned.
- 6.8 The total credits required for the successful completion of a four semester Programme will be between 72 to 84. The maximum credits assigned to Core Courses for non- science subjects should not exceed 50 percent of total required credits. For science subjects the maximum credits for core courses should not exceed 70 per cent of the total required credits.
- 6.9 The total credits required for the successful completion of the programmes like MBA/ MCA/ MEd/ MPed/ Law shall be governed by the norms laid down by the regulatory external bodies such as the AICTE, NCTE, Bar Council etc.
- 6.10 The Department Council shall design Core, Elective and Open Elective courses including the detailed syllabus for each Programme offered by the department. Department Council shall have the freedom to introduce new courses and/or to modify/redesign existing Courses and replace any existing Course with a new Course to facilitate better exposure and training for the students, with the approval of the Faculty Council and the Academic Council.
- 6.11 The intake, eligibility, admission procedure, curriculum and syllabus for the programmes like MBA/MCA/MEd/MPed/Law shall be governed by the existing norms and regulations of regulatory external bodies such as AICTE, NCTE, Bar Council etc. However, in case the regulatory body does not specify on any of the above aspects, it should be as per the current regulation.

7. EVALUATION

- 7.1 Evaluation of the students shall be done by the Faculty member who teaches the Course on the basis of Continuous Evaluation and an End Semester Examination. The proportion of the distribution of marks among End Semester Examination and Continuous Evaluation shall be 60:40.
- 7.2 Continuous Evaluation includes Assignments, Seminars, periodic written examinations etc.
- 7.3 The allocation of marks for each component under Continuous Evaluation shall be in the following proportions:

Theory		Practical	
Components	% of marks	Components	% of marks
Test papers	40% (16 marks)	Tests	75% (30 marks)
Tutorial with viva, Seminar presentations, Discussion, Debate etc. relevant to the course	40% (16 marks)	Record	25%(10 marks)
Assignment	20% (8 marks)		
Total Internal marks	40	Total internal marks	40

- 7.4 Mode of assessment i.e. administering of Test or Tutorial etc. will be decided by individual departments.
- 7.5 A copy of all records of Continuous Evaluation shall be maintained in electronic format in the Department and shall be made available for verification by the University.
- 7.6 Performance of each student in an assessment shall be intimated to him/her within two weeks of the conduct of test/ submission of assignment/ report

8 CONDUCT OF THE END SEMESTER EXAMINATIONS

- 8.1 The End Semester Examinations of each semester will be conducted by the Controller of Examinations. It will be the responsibility of the Department to maintain a sufficient balance of different levels of questions in the Question Bank. The tabulation registers of each Semester shall be prepared and maintained by the Examination Branch. There shall be a minimum of one external examiner to ensure transparency in the conduct of examinations. The external examiners will be faculty members appointed from other Colleges/Departments of this University or from other Universities. The duration of End Semester Examination shall be specified in the curriculum.
- 8.2 The Board of Examiners (including the external examiner) will function as the Pass Board and will be called the Moderation Committee with the Head of the Department or a nominee of the Vice Chancellor as its Chair.
- 8.3 After valuation of the scripts, the moderation committee will be convened and marks awarded to each student in a course will be presented by the examiners in the committee. Average mark for each course is calculated and compared with that of other courses. If the average mark is significantly different for any course compared to other courses, it will be normalised by the examiner to avoid the significant deviation. The external examiner should be present in the meeting.
- 8.4 The mark-lists so finalised by the Moderation Committee (Pass Board) will be forwarded to Controller of Examinations by the Chairman of the Board of Examiners.

9 ATTENDANCE

- 9.1 The minimum attendance required for each Course shall be 60% of the total number of classes conducted for that semester. Those who secure the minimum attendance in a semester alone will be allowed to register for the End Semester Examination. Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two spells within a Programme will be granted by the Vice-Chancellor. Benefit of Condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meetings of the University Bodies and participation in extra-curricular activities on production of genuine supporting documents with the recommendation of the Head of the Department concerned. A student who is not eligible for Condonation shall repeat the Course along with the subsequent batch.

10 GRADING

- 10.1 An alphabetical Grading System shall be adopted for the assessment of a student's performance in a Course. The grade is based on a 6 point scale. The following table gives the range of marks %, grade points and alphabetical grade.

Range of Marks%	Grade Points	Alphabetical Grade
90-100	9	A+
80-89	8	A
70-79	7	B+
60-69	6	B
50-59	5	C
Below 50	0	F

- 10.2 A minimum of grade point 5 (Grade C) is needed for the successful completion of a Course. A student who has failed in a Course can reappear for the End Semester Examination of the same Course along with the next batch without taking re-admission or choose another Course in the subsequent Semesters of the same programme to acquire the minimum credits needed for the completion of the Programme. There shall not be provision for improvement of CE and ESE. A student can sit the ESE again if she/he has successfully completed the CE requirements in a subsequent semester subject to the maximum durations permitted.
- 10.3 Performance of a student at the end of each Semester is indicated by the Semester Grade Point Average (SGPA) and is calculated by taking the weighted average of grade points of the Courses successfully completed. Following formula is used for the calculation. The average will be rounded off to two decimal places.

$$GPA = \frac{\text{Sum of (grade points in a course multiplied by its credit)}}{\text{Sum of Credits of Courses}}$$

- 10.4 At the end of the Programme, the overall performance of a student is indicated by the Cumulative Grade Point Average (CGPA) and is calculated using the same formula given above.

- 10.5 Empirical formula for calculating the percentage of marks will be

$$\% \text{ Marks} = (\text{CGPA} \times 10) + 5.$$
- 10.6 Based on the CGPA overall letter grade of the student and classification shall be in the following way.

CGPA	Overall Letter Grade	Classification
8.5 and above	A+	First Class with Distinction
7.5 and above but less than 8.5	A	
6.5 and above but less than 7.5	B+	First Class
5.5 and above but less than 6.5	B	
5 and above but less than 5.5	C	Second Class

- 10.7 Appearance for Continuous Evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no Grade shall be awarded to a candidate if he/she is absent for CE/ESE or both.
- 10.8 A student who fails to complete the Programme/Semester can repeat the full Programme / Semester once, if the Department Council permits to do so. Absence in an examination will be marked zero.
- 10.9 No student shall be allowed to take more than eight/twelve consecutive Semesters for completing a four/six Semester Programme from the date of enrolment.

11 GRADE CARD

- 11.1 The Controller of Examinations shall issue the grade cards of all semesters and the consolidated grade card and certificates on completion of the programme, based on the details submitted by the Heads of the Departments concerned. This will be in digital form only.
- 11.2 The Grade Card shall contain the following
- Title of the Courses taken as Core, Elective & Open Elective .
 - The credits associated with and grades awarded for each Course.
 - The number of credits (Core /Elective / Open Elective) separately earned by the student and the SGPA.
 - The total credits (Core / Elective / Open Elective) separately earned by a student till that Semester.
- 11.3 The consolidated grade statement issued on completion of the Programme shall contain the name of the Programme, the Department/School offering the Programme, the title of the Courses taken, the credits associated with each Course, grades awarded, the total credits (Core/ Elective/Open Elective) separately earned by the student, the CGPA and the class in which the student is placed. Rank Certificates will be issued based on CGPA calculated at the end of the last semester of that Programme.

12 DEPARTMENT COUNCIL

- 12.1 All the Permanent and Contract teachers of the Department shall be the members of the Department Council.

- 12.2 The Department Council subject to these Regulations shall monitor every academic programme conducted in the Department.
- 12.3 Department Council shall prescribe the mode of conduct of courses, conduct of examinations and evaluation of the students.
- 12.4 An elected student representative also may attend the department council meeting where agenda related to academic matters / research activities of students are discussed.

13 CURRICULUM COMMITTEE

- 13.1 There shall be a Curriculum Committee constituted by the Vice Chancellor to monitor and co-ordinate the working of the Choice Based Credit Semester System.
- 13.2 A senior professor nominated by the Vice Chancellor shall be the convener of the Curriculum Committee.
- 13.3 The Committee shall consist of:
- a) Vice-Chancellor or a person nominated by Vice Chancellor (Chairperson)
 - b) The Convener of the Curriculum Committee (A professor of the University nominated by the Vice-Chancellor)
 - c) The Registrar - (Secretary)
 - d) The Controller of Examinations - (Member)
 - e) Deans - (Members)
 - e) The Heads of Departments - (Members)
- 13.4 The term of office of the Committee shall be two years, but the Committee once constituted shall continue in office until a reconstituted committee assumes office.

14 ACADEMIC GRIEVANCE REDRESSAL MECHANISM

- 14.1 Committees will be constituted at the Department and University levels to look into the written complaints regarding Continuous Evaluation (CE). Department Level Committee (DLC) will consist of the Department Council, and an elected student representative who is currently a student of that Programme of study. There will be one student representative for the post graduate programmes and one student representative for the doctoral programme.
- 14.2 University Level Committee (ULC) will consist of the Convenor of the Curriculum Committee, the concerned Dean, the concerned Head of the Department and a nominee of the Students' Union.
- 14.3 Department Level Committee will be presided over by the HoD. Complaints will have to be submitted to the Department concerned within two weeks of publication of results of Continuous Evaluation (CE) and disposed of within two weeks of receipt of complaint. Appeals to University Level Committee should be made within two weeks of the decisions taken by Department Level Committee and disposed of within two weeks of the receipt of the complaint.
- 14.4 Complaints unsolved by the University Level Grievance Committee shall be placed before the Vice Chancellor.

15 TRANSITORY PROVISION

- 15.1 Notwithstanding anything contained in these regulations, the Vice Chancellor shall for a period of one year (may be revised) from the date of coming into force of these Regulations, have the power to provide by order that these Regulations shall be applied to any Programme with such modifications as may be necessary.

16 REPEAL

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

Sd/-
Registrar

