

**(Abstract)**

Revised Regulation for Post Graduate Programmes under Choice Based Credit and Semester System in Affiliated Colleges - 2023 in OBE ( Outcome Based Education) system -Implemented with effect from 2023 admissions - Orders issued.

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**ACADEMIC C SECTION**

Acad/C1/21246/2019

Dated: 09.08.2023

- Read:-1. U.O No. Acad C2/429/2017 Dated 08.09.2020  
2. U. O No. Acad C1/21246/2019 Dated 07.12.2020  
3. U.O. NO Acad C1/21246/2019 Dated 07.03.2022  
4. Judgement of Hon'ble High Court in WP (C) No.1530/2021 dtd.22.03.2022.  
5. U.O. No. Acad/C1/21246/2019 dated 16.02.2023 ,  
6. U.O. No. Acad/C1/21246/2019 dated 20.04.2023  
7. Minutes of the meeting of the CSMC held on 10.04.2023  
8. Minutes of the meeting of the CSMC & Conveners of Adhoc committee held on 14.06.2023 & 15.06.2023  
9. Draft Regulation submitted by the Convener, CSMC dated 05.08.2023  
10. Orders of Vice- chancellor in File of even No. dtd. 05.08.2023.

**ORDER**

1. As per paper read (1) above, Curriculum Syllabus Monitoring Committee comprising the members of Syndicate was constituted for the Syllabus revision of UG & PG Programmes in Affiliated Colleges.
2. As per the recommendation of the Curriculum Syllabus Monitoring Committee in its meeting held on 20.11.2020, recommended to constitute a sub Committee to prepare the Regulation for PG programmes in Affiliated Colleges vide paper read (2) above.
3. Even though a one day workshop of the Chairpersons of all PG Board of Studies and Curriculum Syllabus Monitoring Committee was held on 09.03.2022 vide paper read (3) above, in connection with the revision of Curriculum and Syllabus of PG Programmes in Affiliated Colleges, follow up actions were not done as all activities of Board of studies are kept in abeyance in the light of the judgement of Hon'ble High court vide Paper read 4 above.
4. As the reconstitution of Board of Studies of the University is under consideration of the Hon'ble Chancellor, considering the exigency of the matter, an Ad hoc Committee was constituted vide paper read (5) above, & it has been modified vide paper read (6) above to revise the Curriculum and Syllabus of PG Programmes in Affiliated Colleges w.e.f 2023-24 academic year.
5. The meeting of the Curriculum Syllabus Monitoring Committee held vide the paper read (7) above and the combined meeting of the Curriculum Syllabus Monitoring Committee & Conveners of Adhoc committee held on 15.06.2023 at syndicate room (vide Paper 8) discussed in detail the draft Regulation, prepared by the Curriculum Syllabus Monitoring Committee, for the PG programmes under Choice Based Credit and Semester System to be implemented in Affiliated Colleges w.e.f 2023 admission and proposed the different phases of Syllabus revision process such as subject wise workshop.
6. Accordingly, the Convener, CSMC submitted the draft Revised Regulation for PG programmes under Choice Based Credit and Semester System (OBE system) in Affiliated Colleges for implementation w.e.f 2023 admission vide paper read (9) above.
7. Vide paper read (10) above, 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 and all other enabling provisions read together with, **approved the Revised Regulations for PG programmes in Affiliated Colleges (OBE- Outcome Based Education system) w.e.f 2023 admissions, subject to report to the Academic Council.**

8. Therefore orders are issued accordingly.

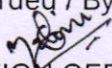
9. The Revised Regulation for PG Programmes under Choice Based Credit and Semester System w.e.f 2023 admission is uploaded on the University Website.

10. Revised Regulation is appended herewith.

Sd/-  
**Narayanadas K**  
**DEPUTY REGISTRAR (ACAD)**  
For REGISTRAR

To: 1. Principals of Affiliated Colleges offering P.G programmes  
2. Convenor, Curriculum Syllabus Monitoring Committee.  
3. Convenors, Adhoc Committees

Copy To: 1. The Examination Branch (Through PA to CE)  
2. PS to VC / PA to PVC / PA to R/PA to FO  
3. DR / AR 1 (Acad) /All sections of Academic Branch/Computer Programmer  
4. SF / DF /FC  
5. IT Centre ( for uploading on the website)

Forwarded / By Order  
  
SECTION OFFICER







## KANNUR UNIVERSITY

### **Curriculum for Choice Based Credit and Semester System for Postgraduate Programme in Affiliated Colleges -2023**

#### **(OBE – Outcome Based Education – system)**

Kannur University introduced Outcome Based Education (OBE) in the curriculum for under graduate students in 2019. Expanding OBE to the Postgraduate curriculum and syllabus from the academic year 2023 onwards demonstrates the university's commitment to further improving the learning experience for its students across different academic levels. This move is to enhance the academic rigour and relevance of the Postgraduate programmes, better preparing the students for their future careers and challenges.

Outcome based education is an educational methodology where each aspect of education is organized around a set of goals (outcomes). Students should achieve their goal by the end of the educational process. Throughout the educational experience, all students should be able to achieve their goals. It focuses on measuring student performance through outcomes. The OBE model aims to maximize student learning outcomes by developing their knowledge & skills.

The key to success in outcome-based education is clarity, for both teachers and students to understand what's expected of them. Outcome-based education aims to create a clear expectation of results that students must achieve. Here, the outcome includes skills, knowledge and attitude. In addition to understanding what's expected, outcome-based education also encourages transparency. The basic principle of outcome-based education is that students must meet a specific standard to graduate. Hence, no curve grading is used in outcome-based education, and instead, teachers are free to experiment with any methodology they feel is best.

### **Mission statements**

- To produce and disseminate new knowledge and to find novel avenues for application of such knowledge.
- To adopt critical pedagogic practices which uphold scientific temper, the uncompromised spirit of enquiry and the right to dissent.
- To uphold democratic, multicultural, secular, environmental and gender sensitive values as the foundational principles of higher education and to cater to the modern notions of equity, social justice and merit in all educational endeavours.
- To affiliate colleges and other institutions of higher learning and to monitor academic, ethical, administrative and infrastructural standards in such institutions.
- To build stronger community networks based on the values and principles of higher education and to ensure the region's intellectual integration with national vision and international standards.
- To associate with the local self-governing bodies and other statutory as well as non-governmental organizations for continuing education and also for building public awareness on important social, cultural and other policy issues.

### **Establishing the Programme Outcomes (POs)**

Programme Outcomes (POs): Programme outcomes can be defined as the objectives achieved at the end of any specialization or discipline. These attributes are mapped while a student is doing graduation and determined when they get a degree.

**PO 1.** Advanced Knowledge and Skills: Postgraduate courses aim to provide students with in-depth knowledge and advanced skills related to their chosen field. The best outcome would be to acquire a comprehensive understanding of the subject matter and develop specialized expertise.

**PO 2.** Research and Analytical Abilities: Postgraduate programmes often emphasize research and analytical thinking. The ability to conduct independent research, analyze complex problems, and propose innovative solutions is highly valued.

**PO 3.** Critical Thinking and Problem-Solving Skills: Developing critical thinking skills is crucial for postgraduate students. Being able to evaluate information critically, identify patterns, and solve problems creatively are important outcomes of these programs.

**PO 4. Effective Communication Skills:** Strong communication skills, both written and verbal, are essential in various professional settings. Postgraduate programs should focus on enhancing communication abilities to effectively convey ideas, present research findings, and engage in academic discussions.

**PO 5. Ethical and Professional Standards:** Graduates should uphold ethical and professional standards relevant to their field. Understanding and adhering to professional ethics and practices are important outcomes of postgraduate education.

**PO 6. Career Readiness:** Postgraduate programs should equip students with the necessary skills and knowledge to succeed in their chosen careers. This includes practical skills, industry-specific knowledge, and an understanding of the job market and its requirements.

**PO 7. Networking and Collaboration:** Building a professional network and collaborating with peers and experts in the field are valuable outcomes. These connections can lead to opportunities for research collaborations, internships, and employment prospects.

**PO 8. Lifelong Learning:** Postgraduate education should instill a passion for lifelong learning. The ability to adapt to new developments in the field, pursue further education, and stay updated with emerging trends is a desirable outcome.

### **Establishing the Course Outcomes**

**Course Outcomes (COs)** are the objectives that are achieved at the end of any semester/year. For instance, if a student is studying a particular course, then, the outcomes would be concluded on the basis of the marks or grades achieved in theory and practical lessons.

Each programme shall define the COs according to the outcome set at the beginning of the study of the course.

### **Automated Question Bank System**

The evaluation process shall be based on the revised Bloom's Taxonomy. Hence the syllabus shall be defined and designed in view of the scheme of the said taxonomy.

## Modules

The syllabus shall be prepared in four Modules to reflect the spirit of revised Blooms Taxonomy and the evaluation system based on the six cognitive levels.

### Evaluation process using Revised Bloom's Taxonomy

There are six levels of cognitive learning according to the revised version of Bloom's Taxonomy. Each level is conceptually different. The six levels are remembering, understanding, applying, analysing, evaluating, and creating. These levels can be helpful in developing learning outcomes.

**Remember:** Definition: retrieve, recall, or recognize relevant knowledge from long-term memory. Appropriate learning outcome verbs for this level include: *cite, define, describe, identify, label, list, match, name, outline, quote, recall, report, reproduce, retrieve, show, state, tabulate, and tell.*

**Understand:** Definition: demonstrate comprehension through one or more forms of explanation. Appropriate learning outcome verbs for this level include: abstract, arrange, articulate, associate, categorize, clarify, classify, compare, compute, conclude, contrast, defend, diagram, differentiate, discuss, distinguish, estimate, exemplify, explain, extend, extrapolate, generalize, give examples of, illustrate, infer, interpolate, interpret, match, outline, paraphrase, predict, rearrange, reorder, rephrase, represent, restate, summarize, transform, and translate.

**Apply:** Definition: Use information or a skill in a new situation Appropriate learning outcome verb for this level include: apply, calculate, carry out, classify, complete, compute, demonstrate, dramatize, employ, examine, execute, experiment, generalize, illustrate, implement, infer, interpret, manipulate, modify, operate, organize, outline, predict, solve, transfer, translate, and use.

**Analyze:** Definition: break material into its constituent parts and determine how the parts relate to one another and/or to an overall structure or purpose Appropriate learning outcome verbs for this level include: analyse, arrange, break down, categorize, classify, compare, connect, contrast, deconstruct, detect, diagram, differentiate, discriminate, distinguish, divide, explain, identify, integrate, inventory, order, organize, relate, separate, and structure.

**Evaluate:** Definition: make judgments based on criteria and standards Appropriate learning outcome verbs for this level include: appraise, apprise, argue, assess, compare, conclude, consider, contrast, convince, criticize, critique, decide, determine, discriminate, evaluate, grade, judge, justify,

measure, rank, rate, recommend, review, score, select, standardize, support, test, and validate.

**Create:** Definition: put elements together to form a new coherent or functional whole; reorganize elements into a new pattern or structure. Appropriate learning outcome verbs for this level include: arrange, assemble, build, collect, combine, compile, compose, constitute, construct, create, design, develop, devise, formulate, generate, hypothesize, integrate, invent, make, manage, modify, organize, perform, plan, prepare, produce, propose, rearrange, reconstruct, reorganize, revise, rewrite, specify, synthesize, and write.

## KANNUR UNIVERSITY

### Regulations for Choice Based Credit and Semester System for Postgraduate Programme in Affiliated Colleges -2023 (in OBE – Outcome Based Education – system)

#### 1. TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These regulations may be called “Kannur University Regulations for Choice Based Credit and Semester System for Postgraduate Programme 2023” (in OBE – Outcome Based Education – system) (KUCBCSSPG 2023)
- 1.2 The regulations provided herein shall apply to all regular Post-graduate programmes conducted in colleges and institutions affiliated to the Kannur University, coming under the Faculties of Science, Technology, Humanities, Social Sciences, Language & Literature, Commerce and Management Studies, Fine Arts, Communication, and such other faculties as decided by the University from time to time .
- 1.3 These regulations shall come into force with effect from 2023 admission onwards.
- 1.4 The provisions herein shall supersede all the existing regulations for the regular Postgraduate programmes of affiliated colleges and institutions to the extent herein prescribed.

#### 2. DEFINITIONS: In these regulations, unless the context otherwise requires:

- 2.1 ‘**Programme**’ means a programme of study comprising of Core Course, Elective Course, Open Course and MOOC course as applicable.

- 2.2 **'Duration of Programme'** means the time period required for the conduct of the programme. The duration of a Post Graduate degree programme shall be four semesters with 18 weeks in a semester distributed over a period of two academic years in compliance with hours of instruction stipulated by UGC.
- 2.3 **'Semester'** means a term consisting of 90 working days including examination days.
- 2.4 **'Academic Week'** is a unit of five working days in which the distribution of work is organised from day one to day five (normally, Monday to Friday), with five contact hours of one-hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.
- 2.5 **'Course'** means a segment of a programme limited to one semester in a subject.
- 2.6 **'Core Course'** means a compulsory course in a subject related to a particular postgraduate programme.
- 2.7 **'Elective Course'** means an optional course to be selected by a student out of such courses offered in the same Department.
- 2.8 **'Open Elective Course (Multidisciplinary)'** means an elective course which is available for students of all departments including students of the same department. Students of other departments may opt for these courses subject to fulfilling eligibility criteria as laid down by the department offering the course.
- 2.9 **'MOOC Course'** means Massive Open Online Course.
- 2.10 **'Improvement Course'** is a course registered by a student for improving her/his performance in that particular course.
- 2.11 **'Credit'** means the value assigned to a course which indicates the level of instruction. It is the measure of total number of hours of training received in a course during a week.
- 2.12 **'Credit Point' (CP) of a Course** is the value obtained by multiplying the grade point (GP) by the credit (C) of the course:  $CP = GP \times C$ .
- 2.13 **'Credit Point' (CP) of a Semester** is the sum of credit points obtained by a student in various courses taken in a semester.
- 2.14 **'Semester Grade Point Average' (SGPA)** is the value obtained by dividing the sum of credit points obtained by a student in various courses



taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end of a semester.

- 2.15 **'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 completed semesters by the total number of credits acquired so far and shall be rounded off to three decimal places.

**CGPA = Sum of the Credit Points secured in completed semesters/  
Total Credit for the completed semesters**

- 2.16 **'Overall Grade Point Average'** (OGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to three decimal places. OGPA is the final grade point average after completing four semesters.

- 2.17 **'Grade Card'** means the official record of a student's performance, awarded to her/him. Each letter grade is assigned a **'Grade Point'** (GP) which indicates the numerical equivalent of the broad level of performance of a student in a course. **"Grade Point"** means a point given to a grade on the scale as provided under clause 7.2.

- 2.18 **'Letter Grade'** or simply 'Grade' in a course is a letter symbol (A<sup>+</sup>, A, B, C, D, E, and F). Grade means the prescribed alphabetical grade awarded to a student based on her/his performance in various examinations.

- 2.19 **'Repeat course'** is a course that is repeated by a student in a semester for want of sufficient attendance. She/ He can repeat the course whenever it is offered again. The student registered for repeat course need not attend the classes if she/he has satisfied the requirements regarding attendance.

- 2.20 **'Strike off the roll'**: means removing a student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college from the roll after following the procedure prescribed.

- 2.21 **'College Council'** means the body of all Heads of the Departments and elected members among teachers as per the Kannur University Statutes.

- 2.22 **'College Co-ordinator'** is a teacher nominated by the college council to coordinate the effective running of CBCSS and the process of continuous evaluation undertaken by various departments within the college. She / he shall be nominated to the College level Grievance Redressal Cell.

- 2.23 '**Department**' means any teaching department in a college offering a programme/course of study approved by the University, as per the Statutes and Act of the University.
- 2.24 '**Parent Department**' means the Department that offers a particular degree programme.
- 2.25 '**Department Council**' means the body of all teachers of a department in a college.
- 2.26 '**Department Co-ordinator**' is a teacher nominated by the Department Council to co-ordinate the continuous evaluation process undertaken in that department.
- 2.27 '**Faculty Adviser**' means a teacher from the parent department nominated by the Department Council, who will advise the students in academic matters and in the choice of Generic Elective course.
- 2.28 Words and expressions used and not defined in these regulations, but defined in the Kannur University Act, Statutes and Ordinances shall have the meaning respectively assigned to them in the Act, the Statutes and the Ordinances.

### 3. PROGRAMME STRUCTURE

- 3.1 **Duration:** The duration of a Postgraduate programme shall be four semesters inclusive of days of examinations distributed over a period of two academic years. The odd semesters (1, 3,) shall be from June to October and the even semesters (2, 4,) shall be from October/November to March. Each semester shall have 90 working days inclusive of days of all examinations. The minimum duration for completion of a two year Postgraduate programme in any subject is four semesters and the maximum period for completion is eight semesters from the date of registration. No student shall register for more than 24 credits and less than 16 credits per semester subject to the provisions of the programmes concerned.
- 3.2 **Admission:** Eligibility for admissions and reservation of seats for various First semester (Postgraduate) programmes shall be according to the rules framed by the University from time to time. There shall be a uniform **Academic cum Examinations Calendar** approved by the University for the registration, conduct and scheduling of examinations, and publication of results. The Academic cum Examinations Calendar shall be complied with by all colleges and offices, and the Vice Chancellor shall have all powers necessary for this purpose.

- 3.3 **Courses:** The Post graduate programme shall include three types of courses, viz., Core Courses, Elective Courses and Open Elective Courses (including MOOC courses). Parent Department shall offer appropriate elective courses for a specific programme. Open Elective Courses are offered either by the parent department or by any other Department or via MOOC. Open Elective courses can be opted in the third semester preferably having multidisciplinary nature. A course offered may have different components associated with the teaching-learning process of the course; namely 1. Lecture (L), 2. Tutorials (T) and 3. Practicals (P). 'L' stands for lecture session and every one-hour lecture session per week of a semester amounts to 1 credit. 'T' stands for tutorial session consisting of participatory discussion /self-study/desk work/brief seminar presentation by students. 'P' stands for practical session and it consists to acquire the much-required skill of applying the theoretically learnt concepts. A minimum of two-hour session of Tutorial or Practical amounts to 1 credit per semester. Maximum hours allotted for 1 credit practical course/tutorial course/seminar course shall not exceed 4 hours.
- 3.4. **Project/ Project and internship/Industry visit** There shall be a project work with dissertation (credit of which shall be decided by the concerned Board of Studies/Ad hoc committee) to be undertaken by all students. Project and dissertation work is a special course involving application of knowledge in solving/analysing/exploring a real-life situation/problem. The dissertation entails field work, lab work, report, presentation and viva voce. Project with dissertation shall be done under the supervision of a faculty member of the department as per the curriculum design. A candidate may, however, in certain cases be permitted to work on the project in an industrial/ research organisation on the recommendation of the Head of the Department. In such cases, one of the teachers from the department concerned shall be the supervisor/internal guide and an expert from the industry/research organisation concerned shall act as co-supervisor/external guide. Project dissertation shall be submitted in the last week of February in the fourth semester. Belated and incomplete project reports will not be entertained. Dissertation on project shall be prepared as per the guidelines given as Annexure 1. Board of studies/Ad hoc committee of each programme shall frame guidelines for internship/industry /academy/ library visit or such items designed by the BOS/Ad hoc committee.
- 3.5 **Course code:** Every course offered is identified by a unique course code; where, first two letters to denote programme name (MA for Master of Arts, MS for Master of Science, MB for Master of Business Administration, MC for Master of Computer Application, CM for Master

of Commerce, MW for Master of Social Work and MT for Master of Tourism and Travel Management). Next three letters denote subject. This is followed by semester number such as 01, 02, 03 and 04. After the semester numbers, single alphabet stands for Core (C) Elective (E) and Open Elective (O). The last two digits denote the serial number of the course in that category (C, E or O) in that programme.

Illustration.

MAENG01C02

MA = Master of Arts

ENG= English

01= First semester

C = Core

02= Serial number of the core course in the programme.

- 3.6 **Credits:** Each course shall have a specified number of credits. The total credits required for the successful completion of four-semester programme will be 80 but for MSW the total credits will be 100 and for MBA and MCA, 120 credits each. Minimum credits for core course shall be 64. The number of credits from Elective course/Open Elective course shall vary between 12 and 16. No course shall have more than 5 credits and for dissertation and General Viva Voce, the maximum credits shall be 10.
- 3.7 **Attendance:** A student shall be permitted to appear for the semester examination, only if the candidate secures not less than 75% attendance in all courses of a semester put together. Female students can avail 2% menstrual leave and require only 73 % of attendance. Maternity leave for 60 days shall also be granted to girls above 18 years as per U.O. No. Acad/C2/24654/2019 dated 25-03-2023.

Records of attendance shall be maintained by the concerned Department for a period of six years and the attendance register shall be made available for verification, as and when required by the University.

- 3.8 **Eligibility to register for examination:** Only those students who are registered for the University examination with eligible attendance (including those under condonable limit) alone are eligible to be promoted to next semester. Students who have attendance in the prescribed limit but could not register for examination are eligible to move to the next semester after availing token registration. The

candidates shall apply for token registration within two weeks of the commencement of the next semester. Token registration is allowed only once during the entire programme. It shall be the duty of the principal to ensure that only eligible candidates are promoted to the next semester. The Vice Chancellor shall be competent to cancel the ineligible promotion and impose penalty on the Principal.

- 3.9 **Condonation:** Students are eligible for the condonation of shortage of attendance for a maximum of 14 days in a semester subject to a maximum two times during the whole period of Postgraduate Programme. Condonation of shortage of attendance may be granted by the Vice Chancellor on production of the medical certificate from a registered medical practitioner for the days absent. Students who attend, with prior concurrence from the Head of the department/ institution, the approved co-curricular activities of College/University/higher level /other agencies approved by the Principal are eligible to get their lost days treated as 'Present' on submission of an application to the Principal through the Head of the Department with a certificate of participation / attendance certificate in such activities, provided the student concerned must receive the required course of instruction in lieu of the days/ hours lost as may be decided by the Head of the Department/ Principal.

A student who is not eligible for condonation of shortage of attendance shall repeat the semester along with the subsequent batch, in the same institution by availing re-admission.

- 3.10 For **re-admission** additional seats shall be allocated, if there is no vacancy in the batch concerned, with a maximum limit of 10% of the total seats, over and above the sanctioned strength.
- 3.11 **Absence from classes:** If a student registered in the first semester of a Postgraduate programme is continuously absent from the classes for more than 14 days at the beginning of the first semester without intimation to the Principal, the matter shall immediately be brought to the notice of the Registrar of the University, by the Principal. The names of such students shall be removed from the rolls. A student who is continuously absent for 14 days during a semester without sufficient reason and proper intimation to the Principal of the College shall be removed from the roll provided before removing the student from the roll, the Principal shall consult the College Council and shall communicate the student the decision of the College Council giving the student a reasonable time to file appeals/ complaints, if any, to the Principal before the date of strike off the roll. Such appeals/ complaints shall be considered by the College Council for further proceedings.

3.12 **Grace marks:** Grace marks shall be awarded to eligible candidates as per the University orders in this regard from time to time.

#### 4. **BOARD OF STUDIES AND COURSES**

4.1 The programme/ course under these Regulations shall be designed to include the title of the programme /course, Programme Specific Outcome (PSO)/ Course Outcome (CO), the number of credits, maximum marks for End Semester Evaluation and Continuous Evaluation and the distribution there of, duration of examination hours and reference materials. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty. The Vision and Mission Statements of the University and Programme Outcomes, as given in Annexure (i) and (ii) shall be given in all syllabi. The concerned PG Boards of Studies/ Ad hoc committees shall design all the courses offered in the Postgraduate programmes. The Boards/Ad hoc committees shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposures and training for the students.

4.2 Each course shall have an alpha-numeric code and title of the course. The code gives information on the subject, the semester number and the serial number of the course.

4.3 The syllabus of each course shall be prepared module (unit)-wise. Number of instructional hours and reference materials are also to be mentioned against each module.

4.4 The scheme of examination and model question papers are to be prepared by the Board of Studies/Ad hoc committee.

4.5 Board of Studies/Ad hoc committees should analyse the question papers of previous examinations.

4.6 Board of Studies/Ad hoc committee should make the changes in the syllabi and text books in consultation with the teachers concerned.

4.7 At least two meetings of teachers may be held in every department in every College, one in the mid-year and one towards the year end to discuss the academic and general activities of the Department. The recommendations of these meetings should be sent to the Boards of Studies/Ad hoc committee.

- 4.8 Boards of Studies/Ad hoc committees have to be constantly in touch with other Universities. Subject experts are to be identified in all major fields of study and endeavour, and consulted frequently.
- 4.9 Different types of questions shall possess different marks to quantify their required analysis. Maximum marks can vary from course to course depending on their comparative importance.

## 5. EXAMINATION

- 5.1 There shall be university examinations at the end of each semester. A candidate who fails to register for the University Examination shall not be permitted to move to the next semester. However, token registration is possible as per clause 3.8.
- 5.2 **Practical** examinations shall be conducted by the University at the end of the semester. If necessary, it shall be conducted before the End Semester Evaluation.
- 5.3 **External Viva-voce**, if any, shall be conducted along with the practical examination/project evaluation.
- 5.4 **Project/Dissertation** evaluation shall be conducted at the end of the fourth semester. 20 % of marks are to be awarded through continuous evaluation.
- 5.5 **Improvement:** Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with the subsequent batch. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination, the mark/grade obtained in the first appearance will be retained. Candidates may be permitted to cancel their improvement registration/appearance if applied before the publication of results, and after that application for cancellation shall not be permitted. To avoid a situation of undergoing two courses of study during the same academic year, those candidates who intend to avail improvement chance after successful completion of the programme, shall surrender their Grade Cards and submit their Transfer Certificate to the University along with application for registration for examination. Transfer Certificate shall be returned to the students after releasing the hall tickets and fresh Grade Card shall be issued incorporating the improvement results. There shall be no improvement chance for continuous evaluation, project/viva voce/practical. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination.

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

## 6. EVALUATION :

### 6.1 Course Evaluation:

The evaluation scheme for each course shall contain two parts

- a) Continuous Evaluation (CE)
- b) End Semester Evaluation ( ESE)

20% Weightage shall be given to the Continuous Evaluation (CE) and 80% Weightage shall be for the End Semester Evaluation (ESE )

### 6.2 Continuous Evaluation (CE):

- a. 20% of the total marks in each course are for continuous assessment. The continuous evaluation shall be based on a pre-determined transparent system involving two or more of the following components:  
For theory course: written test, assignments, seminars, viva, book/article review etc.  
For practical course: lab involvement, records, written test, etc.
- b. Two components and their respective weightages shall be as prescribed in the scheme and syllabus by the Board of Studies/Adhoc committee concerned.
- c. Attendance *shall not be* a component for Continuous Evaluation (CE).
- d. There is no pass minimum insistence on Continuous Evaluation marks.

6.3 To ensure transparency in the evaluation process, the Continuous Evaluation marks awarded to the students in each component of each course in a semester shall be displayed on the notice board at least three days before the commencement of the End Semester Evaluation. There shall not be any chance for the improvement of Continuous Evaluation. Only the total CE marks awarded to a candidate in each course need be sent to university by the principal of colleges concerned. The College shall maintain the academic record of each student registered for the course, with the details of the marks awarded to each component of Continuous Evaluation of courses with the signatures of the students, course teacher and HoD which shall be preserved in the college for a period of six years from the last date of the End Semester Examination of the semester concerned and shall be made available to the University for



inspection as and when required. Complaints, if any, with regard to the Continuous Evaluation shall be submitted by the student to the Course Teacher. If the student feels that justice is denied, she/he can submit appeal to the Head of the Department and thereafter to the Principal of the College. The Department Council/ College Council shall consider the complaint and ensure that assessments are done by the teacher in a just and fair manner. In case the student is not satisfied with the decision at the college level, further appeal/complaints may be submitted by the student to the Controller of Examinations, Kannur University for being placed before the University Level Committee for consideration.

#### 6.4 **End Semester Evaluation (ESE)**

End Semester Evaluation carries 80% of the total marks. The End Semester Evaluation in theory courses are to be conducted with the question papers set by external experts. The evaluation of the answer scripts shall be done by examiners appointed by the University based on a well-defined Scheme of valuation and answer keys provided by the University. After the End Semester Evaluation marks are to be entered in the answer scripts. Marks secured for End Semester Evaluation only need to be communicated to the University. All other calculations including grading are to be done by the University by the Chairperson of Board of Examiners. The End Semester Evaluation in the practical courses shall be conducted by two examiners (one internal and one external) appointed by the University. End Semester Evaluation of all semesters will be conducted in centralised valuation camps immediately after the examination. All question papers shall be set by the University.

6.5 **Project Evaluation:** Project evaluation shall be conducted at the end of the fourth semester as per the following general guidelines or by the guidelines framed by the Board of Studies/Ad hoc committee concerned:

- a. Evaluation of the Project Report shall be done under Mark System.
- b. The evaluation of the project will be done at two stages:
  - i) Continuous Evaluation (supervising teachers will assess the project and award Continuous Evaluation Marks)
  - ii) End Semester Evaluation (external examiner appointed by the University)
- c. Marks secured for the project will be awarded to candidates, combining the Continuous Evaluation and End Semester Evaluation marks.

d. The Continuous Evaluation to End Semester Evaluation components is to be taken in the ratio 1:4. Assessment of different components may be taken as follows:-

e. Components of Continuous Evaluation and End Semester Evaluation of Project other than the following can be decided by the concerned Board of Studies/Adhoc committee.

f. For internship/industry/academy/library visit, BOS/ Adhoc committee shall frame suitable evaluation methods including records presentation etc

Continuous Evaluation (20% of total)	
Components	Percentage
Punctuality	20
Use of Data	20
Scheme/Organization of Report	40
Viva voce	20

End Semester Evaluation (80% of total)	
Components	Percentage
Relevance of the Topic	5
Statement of Objectives	10
Methodology/Reference/Bibliography	15
Presentation of facts/figures/language style/diagrams etc	20
Quality of Analysis/Use of Statistical tools	15
Findings and recommendations	10
Viva-Voce	25

g. External Examiners will be appointed by the University from the list of IV semester Board of Examiners in consultation with the Chairperson of the Board.

h. The chairman of the IV semester examination should form and coordinate the evaluation teams and their work.

i. Continuous Evaluation should be completed 2 weeks before the last working day of the IV semester.

j. Continuous Evaluation marks should be published in the department.

k. In the case of courses with practical examination, project evaluation shall be done along with practical examinations.

l. Chairperson Board of Examinations, may at his/her discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

m. Submission of the Project Report and presence of the student for Viva are compulsory for Continuous Evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for End Semester Evaluation.

n. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE and 10% CE for a pass in the project.

o. There shall be no improvement chance for the Marks obtained in the Project Report.

p. In an instance of inability of obtaining a minimum pass marks as required under clause 6.5 n, the project work shall be re- done and the report may be re-submitted along with subsequent exams through parent department.

- 6.6 **Viva Voce:** There shall be a comprehensive viva voce at the end of the programmes covering questions from all courses of the programme including project work. The candidate shall present one copy of the Dissertation on project before the Viva voce board. The viva voce shall be conducted by two external examiners.

## 7. GRADING:

- 7.1 Indirect Grading System based on the scale specified in clause 7.2 is used to evaluate the performance of students.

- 7.2 Indirect grading system shall be adopted for the assessment of a student's performance in a course (both CE and ESE) Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E and F) to that course by the method of indirect grading. Mark system is followed instead of direct grading for each question. For each course in the semester, letter grade, grade point and percentage of marks are introduced in the indirect grading system with scale as per guidelines given below:

<b>% of Marks (CE+ESE)</b>	<b>Grade</b>	<b>Interpretation</b>	<b>Range of Grade Points</b>
<b>90 and above</b>	<b>A+</b>	<b>Outstanding</b>	<b>9-10</b>
<b>80 to below 90</b>	<b>A</b>	<b>Excellent</b>	<b>8-8.99</b>
<b>70 to below 80</b>	<b>B</b>	<b>Very Good</b>	<b>7-7.99</b>
<b>60 to below 70</b>	<b>C</b>	<b>Good</b>	<b>6-6.99</b>
<b>50 to below 60</b>	<b>D</b>	<b>Satisfactory</b>	<b>5-5.99</b>
<b>40 to below 50</b>	<b>E</b>	<b>Pass</b>	<b>4-4.99</b>

<b>Below 40</b>	<b>F</b>	<b>Failure</b>	<b>0-3.99</b>
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- 7.3 Evaluation (both CE and ESE) is carried out using Mark system. The grading on the basis of a total CE and ESE marks will be indicated for each course. Each letter grade is assigned a '**Grade point**' (GP) which is a point given to a grade on the scale as envisaged under clause 7.2 and is obtained using the formula:

$$\text{Grade Point} = (\text{Total marks awarded} / \text{Total Maximum marks}) \times 10.$$

- 7.4 '**Credit point**' (CP) of a course is the value obtained by multiplying the grade point (GP) by the credit (C) of the course

$$\text{CP} = \text{GP} \times \text{C}$$

A minimum of grade point 4 is needed for the successful completion of a course.

- 7.5 A candidate securing not less than 40% of aggregate marks of a course [both ESE and CE put together) with not less than 40% in End Semester Examination [ESE] shall be declared to have passed in that course. A minimum of grade point 4 with letter grade E is needed for the successful completion of a course.
- 7.6 Appearance for Continuous Evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no grade shall be awarded to a candidate if she/he is absent for CE/ESE or both.
- 7.7 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.

$$\text{SGPA} = \frac{\text{Sum of the Credit Points of all courses in a semester}}{\text{Total Credits in that semester}}$$

**Semester Grade Point Average'** (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA determines the overall performance of a student at the end of a semester.

For the successful completion of a semester, a student should pass all the courses in that semester. However, a student is permitted to move to the next semester irrespective of the SGPA obtained.

SGPA shall be rounded off to three decimal places.

- 7.8 The **Cumulative Grade Point Average (CGPA)** of the student is calculated at the end of each semester. The CGPA of a student determines the overall academic level of the student in each stage of the programme. CGPA can be calculated by the following formula:

$$\text{CGPA} = \frac{\text{Sum of Credit Points of all completed semesters}}{\text{Total Credits acquired}}$$

CGPA shall be rounded off to three decimal places.

- 7.9 At the end of the programme, the overall performance of a candidate is indicated by the Overall Grade Point Average. **Overall Grade Point Average (OGPA)** of the student is calculated at the end of the programme. The OGPA of a student determines the overall academic level the student in a programme and is the criterion for classification and ranking the students. OGPA can be calculated by the following formula.

$$\text{OGPA} = \frac{\text{Sum of Credit Points obtained in all semesters of the programme}}{\text{Total Credits (80)}}$$

OGPA shall be rounded off to three decimal places.

An overall letter grade for OGPA for the entire programme shall be awarded to a student after completing the entire programme successfully. Overall letter grade based on OGPA and conversion of Grades into classification shall be in the following way.

Grade range OGPA	Overall Letter Grade	Classification
9 - 10	A+	First class with Distinction
8 - 8.999	A	
7 - 7.999	B	First class
6 - 6.999	C	
5 - 5.999	D	Second class

<b>4 - 4.999</b>	<b>E</b>	<b>Pass</b>
<b>Below 4</b>	<b>F</b>	<b>Fail</b>

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

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

7.11 Those candidates who pass all the courses prescribed for a programme shall be declared to have successfully completed the programme and eligible for the degree. Minimum OGPA required for the successful completion of the degree programme is 4. In the event a candidate fails to secure pass in any course in a semester, consolidation of SGPA and CGPA will be made only after obtaining pass in the failed course in the subsequent appearance, as envisaged in clause 7.5.

7.12 A student who fails to secure a minimum mark for a pass in a course is permitted to write the examination along with the subsequent batch.

7.13 **Moderation:** Moderation shall be decided by the concerned Board of examiners subject to the Statistics of marks made available from the Examination branch and as per the prescribed guidelines.

7.14 **Revaluation:** In the new system revaluation is permissible. The prevailing rules and regulations of revaluation are applicable to KUCBCSSPG2023.

## **8. GRADE CARD**

8.1 The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

- a) Name of University
- b) Name of College
- c) Month and year of examination
- d) Title of Postgraduate Programme
- e) Semester concerned
- f) Name and Register Number of student.
- g) Course Code, Title and Credits of each course opted in the semester

- h) Continuous Evaluation marks, End Semester Evaluation marks, total marks, Grade point (G), Credit point and Letter grade in each course in the semester
  - i) Total credits, total credit points and SGPA in the semester (corrected to three decimal places)
  - j) Semester percentage = SGPA X 10 and CGPA separately.
- 8.2 The **final Grade/mark Card** issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show OGPA (corrected to three decimal places) and the overall letter grade of a student for the entire programme. If the students are in need of separate grade card of each semester for the purpose of higher studies, the same shall be issued on attestation by the Controller of Examinations / Joint Registrar/ Deputy Registrar/ Assistant Registrar after levying the prescribed fee.

## 9. AWARD OF DEGREE

- 9.1 For the successful completion of all the courses (core, elective and open elective (multidisciplinary) ) a candidate has to secure minimum E grade as provided in clause 7. Satisfying the minimum credit 80 and securing minimum OGPA 4 shall be the minimum requirement for the award of degree.
- 9.2 Rank certificates up to third rank shall be issued, instead of Position Certificates, on the basis of highest OGPA secured for the programme.

## 10. MONITORING OF THE PROGRAMME AND GRIEVANCE REDRESSAL MECHANISM

- 10.1 **College level:** Every programme conducted under the Choice Based Credit and Semester System in a College shall be monitored by the College Council. The College shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the department as chairperson. This committee shall address all grievances relating to the continuous evaluation marks of the students. There shall be a college level Grievance Redressal Committee comprising of staff advisor of College Union as Convenor, Chairperson of College Union, General Secretary of College Union, two senior teachers and two members elected by the College Council from among the teachers of the College as members and Principal as Chairperson.

10.2 **University level:** The University shall form a Grievance Redressal Committee under the chairmanship of Pro-Vice Chancellor as the Chairperson with Convenors of Standing Committees on Examinations, and Student Welfare, Controller of Examinations as Convenor, One Senior officer in Examination branch not below the rank of Joint Registrar/Deputy Registrar , Director of Student Services ,University Union Chairperson, University Union General Secretary as members to consider the complaints/appeal from students with regard to Continuous Evaluation or any other matter coming under the purview of these regulations .

## 11. TRANSITORY PROVISION

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

## 12. REPEAL

The Regulations now in force in so far as they are applicable to Post Graduate programmes offered by the University and to the extent they are inconsistent with these regulations stand repealed. In the case of any inconsistency between any other existing regulations and these regulations in their application to any programme offered in a College, the latter shall prevail.

Annexure 1; Guidelines for the preparation of dissertation on project:

1. Arrangement of contents shall be as follows:

1. Cover page and title page
2. Bonafide certificate
3. Declaration by the student
4. Acknowledgements
5. Table of contents
6. List of tables
7. List of figures
8. List of symbols, Abbreviations and Nomenclature
9. Chapters
10. Appendices



## 11. References

### 2. Page dimension and typing instruction:

The dimension of the dissertation on project should be in A4 size. The dissertation should be typed in bond paper and bound using flexible cover of the thick white art paper or spiral binding. The general text shall be typed in the font style 'Times New Roman' and font size 12. For major headings font size may be 16 and minor heading 14. Paragraph should be arranged in justified with margin 1.25 each on top. Portrait orientation shall be there on left and right of the page. The content of the report shall be around 40 pages.

### 3. Bonafide certificate shall be in the following format

#### CERTIFICATE

This is to certify that the project entitled .....(title) submitted to the Kannur University in partial fulfilment of the requirements of Post Graduate Degree in .....(subject), is a Bonafide record of studies and work carried out by .....(Name of the student) under my supervision and guidance.

Office seal

Signature, name, designation and official address of the Supervisor.

Date

### 4. Declaration by the student shall be in the following format:

#### DECLARATION

I.....( Name of the candidate) hereby declare that this project titled .....( title) is a bonafide record of studies and work carried out by me under the supervision of .....(Name, designation and official address of the supervisor), and that no part of this project, except the materials gathered from scholarly writings, has been presented earlier for the award of any degree or diploma or other similar title or recognition.

Date:

Signature and name of the student