

**Appendix to U.O No.Acad C2/11772/2011 Dated 15.10.2011**

**KANNUR  UNIVERSITY**

Regulations for  
Undergraduate Programmes under  
Choice based Course Credit System & Grading 2011 conducted by the SDE

**1. TITLE**

- 1.1 These regulations shall be called “Regulations for Undergraduate Programmes under Choice Based Course Credit System & Grading, 2011 conducted by the SDE.

**2. SCOPE, APPLICATION & COMMENCEMENT**

- 2.1 The regulations provided herein shall apply to all non-professional undergraduate Programmes conducted by the SDE of the University.
- 2.2 These regulations shall come into force with effect from the admissions commencing from 2011.
- 2.3 The provisions herein supersede all the existing regulations for the SDE undergraduate programmes, to the extent herein prescribed.

**3. DEFINITIONS**

- 3.1 ‘*Additional Course*’ is a course registered by a student over and above the minimum required Courses, the credits earned for which will not be counted for the computation of AGPA and CGPA.
- 3.2 ‘*Common Course*’ means a Course that comes under the category of Courses, including compulsory English and additional language Courses, a selection of which is compulsory for all students undergoing undergraduate Programmes and also a set of General Courses applicable for LRP Programmes.
- 3.3 ‘*Complementary Course*’ means a Course which would enrich the study of Core Course.
- 3.4 ‘*Core Course*’ means a Course in the subject of specialization within a degree Programme.
- 3.5 ‘*Course*’ means a complete unit of learning which will be taught and evaluated within an year.
- 3.6 ‘*Credit*’ is a unit of academic input measured in terms of course contents assigned to a Course.
- 3.7 ‘*Credit point (P)*’ is the value obtained by multiplying the Grade Point Average by the Credit.
- 3.8 ‘*Cumulative Grade Point Average (CGPA)*’ is the value obtained by dividing the sum of credit points in all the Courses taken by a student for the entire Programme by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in a Programme. An overall letter grade (Cumulative Grade) for the entire Programme shall be awarded to a student depending on his/her CGPA.
- 3.9 ‘*Grade*’ means a letter symbol (e.g. A, B, C, etc.), which indicates the broad level of performance of a student in an answer/Course/ Programme.
- 3.10 ‘*Grade point (G)*’ is an integer indicating the numerical equivalent of the letter grade.
- 3.11 ‘*Grade Point Average (GPA)*’ means total weighted Grade Points divided by total weights.
- 3.12 ‘*Open course*’ means a course outside the field of his/her specialization, which can be opted by a student.

- 3.13 '*Programme*' means a three year programme of study and examinations spread over 3 years, the successful completion of which would lead to the award of a degree.
- 3.14 '*Annual Grade Point Average (AGPA)*' is the value obtained by dividing the sum of credit points (P) obtained by a student in various courses taken in the year by the total number of credits taken by him/her in that year. AGPA shall be rounded off to two decimal places.
- 3.15 '*Weight*' is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical examinations, Core and Complementary subjects etc.
- 3.16 '*Weighted Grade Point*' is the product of grade points multiplied by weight.
- 3.17 Words and expressions used and not defined in this regulations but defined in the Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

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

- 4.1 *Duration*: The duration of an undergraduate programme shall be 3 years consisting of annual examinations in every year. The undergraduate programme shall be completed within a minimum of 3 years. If a student does not clear a course within the regular schedule, he/she shall reappear for the course when the course is again offered along with the subsequent batch.
- 4.2 *Courses*: The undergraduate Programme shall include four types of Courses, viz. Common Courses (A), Core Courses (B), Complementary Courses (C) and Open Courses (D). The minimum number of Courses required for completion of an undergraduate Programme may vary from 15 to 20, depending on the credits assigned to different Courses.
- 4.3 *Course code*: Each course shall have an alphanumeric code, which includes the year number (1 to 3) in which the Course is offered, the type of the Course (A to D) and the serial number of the Course (SDE01, SDE 02...) and a three letter code representing the nature of the Course, except Common Course. For example, SDE2A03 represents a Common Course of serial number 03 offered in the 2<sup>nd</sup> year and 'SDE2B02ECO' representing second year Core Course 2 in Economics Programme.
- 4.4 *Credits*: An undergraduate Programme shall have a minimum of 120 credits. Courses shall be designed by Boards of Studies with a maximum of eight credits, depending on the extent of coverage required in different subject areas.
- 4.5. *Common Courses (A)*

##### **English Language Courses**

01. Critical Reasoning and Communication Skills.
02. Literature and Vital issues.
03. Literature and Science.

( For B. Com , BBA and BCA programmes Course01 and 02 will be followed)

##### **Additional Language Courses.**

##### **SDE offer Malayalam, Hindi, Arabic and Kannada as Additional languages**

For BA, B Sc., Programmes there will be three courses as Additional Language

04. Literature in Malayalam/ Hindi/Kannada/Arabic- 1<sup>st</sup> year
05. Communication/ Translation Skills in Languages other than English- 2<sup>nd</sup> year
06. Culture and Civilization/ Translation Skills - 2<sup>nd</sup> year

( For BBA, B Com and B CA only one course will be followed , and the same shall be decided by the Board of Studies concerned.)

**General Courses :- It includes following Topics and shall be confined to different courses by the concerned Board of Studies within the frame of Core Courses**

Readings on Indian Constitution, Secular Society and Sustainable Environment/History and Philosophy of Science / Literature/ Environmental Studies / Culture and Civilization / Entrepreneurship/Numerical Skills/Informatics/Methodology of Business Studies/ Sciences / Humanities/ Social Sciences

*Or any other Course offered by the Board of Studies concerned, from time to time.*

- 4.6 *Core Courses(B):* Core Courses shall include methodology Courses pertaining to the stream, subject of specialization and Informatics relevant to the subject of specialization, one Elective and one Project, provided that Courses taken as part of the Common Courses will not be repeated.
- 4.7 *Complementary Courses(C):* Complementary Courses shall be offered by the relevant Programme.
- 4.8 *Open Courses (D):* A student can opt for an Open Courses from any subject other than the subject of his/her specialization. Open Courses are of 4 credits during the third year of study.
- 4.9 *Additional Courses:* A student can register for additional Courses over and above the minimum required courses from among the Courses offered by the SDE.
- 4.10 The distribution of Common, Core, Complementary and Open courses across 3 years shall be decided by the University.
- 4.11 The minimum credit requirement for successful completion of the Programme is as follows:

*Minimum credit requirement of the Undergraduate Programme*

Programme Duration	Three years
Minimum Credits required for successful completion of the Programme	120
Minimum credits required from Common Courses/General courses	38
Minimum credits required from Core and Complementary Courses	78
Minimum credits required from Open Courses	4

*Credit distribution for B.A.Programmes*

3 English Language Course First Year -- 2 Courses with 7 Credits each Second Year – 1 Course with 8 Credits	22
3 Additional Language Course First Year -- 1 Course with 6 Credits Second Year – 2 Courses with 5 Credits each	16
Core Course	62
Complementary Courses -2 Courses with 8 credits each ( For Malayalam BA programme One Complementary with 8 credit)	16
Open Courses	4

*Credit distribution for B.Sc.Programmes*

3 English Language Course First Year -- 2 Courses with 7 Credits each Second Year – 1 Course with 8 Credits	22
3 Additional Language Course First Year -- 1 Courses with 6 Credits Second Year – 2 Course with 5 Credits each	16
Core Course	54
Complementary Courses First year - 2 Complementary courses with 6 credits each Second Year- 2 Complementary courses with 6 credits each	24
Open Courses	4

*Credit distribution for B.Com/B.B.A./B.C.A.*

2 English Language Course First Year -- 2 Courses with 7 Credits each	14
1 Additional Language Course First Year -- 1 Course with 6 Credits	6
General Courses--3 General courses with 6 credits each	18
Core Course	62
Complementary Courses - 2 Complementary courses with 8 credits each	16
Open Courses	4

4.16 *Credit Transfer:* The credits acquired for courses in another University would be accepted on a reciprocal basis subject to UGC norms.

## **5. BOARDS OF STUDIES, COURSES & SYLLABI**

- 5.1 The UG Boards of Studies shall design all Courses in the respective disciplines, subject to the Regulations of the University. The Boards shall design and introduce new Courses, modify or redesign existing Courses or replace any Course with new/modified Courses. General Courses shall be designed jointly by the Boards concerned.
- 5.2 The syllabus of each Course shall be prepared module-wise and include the Course Code, title of the Course, statement of aims and objectives of the Course, the number of credits and instructional hours assigned to it, the scheme of examination and model question papers.

## **6. ADMISSION**

- 6.1 Admission to all courses shall be as per the existing rules and regulations of the University.
- 6.2 Eligibility criteria for admission shall be as announced by the University from time to time.
- 6.3 Students shall be admitted to a particular Programme based on the marks/grades scored in the qualifying examination.

6.4 The University shall prepare a common calendar for the conduct of the Courses, indicating the schedule of Courses, annual examinations and publication of results.

## 7. REGISTRATION

7.1 Each student shall register for the Courses through on-line as he/she proposes to take within the period announced for registration by the University.

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

7.4 The SDE shall scrutinize the application and confirm the admission /registration by sending ID cards.

## 8. EVALUATION

8.1 The evaluation for each course shall be conducted at the end of each year with 100% weight for External Evaluation.

The External Evaluation is to be conducted with question papers set by external examiners. Answer papers will be bar coded to ensure confidentiality. The evaluation of the answer scripts shall be done by external examiners on the basis of a well-defined scheme of evaluation. The evaluation shall be done immediately after the examination by holding zonal valuation camps, preferably district-wise.

8.2 Detailed guidelines regarding the execution and evaluation of the Project/Practical if any, shall be issued by the University.

8.3 **Improvement:** A student who secures a grade other than E in a Course in a subject is permitted to register after the declaration of results for re-examination, for improving the performance if she/he desires so, and can appear for the re-examination in the subsequent chance or within the Programme or within one year of the successful completion of the Programme. If the candidate fails to appear for the improvement examination after registration, or if there is no change/ up gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained. There shall not be more than one improvement chance for a Course.

## 9. PATTERN OF QUESTIONS

9.1 Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evaluation along with the question paper.

9.2 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.

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

Sl. No.	Type of questions	Weight
1	A bunch of 4 objective type questions	1
2	Short answer type questions	1
3	Short essay/problem solving type questions	2
4	Essay type questions	4

## 10. GRADING SYSTEM

10.1 Direct Grading: Evaluation will be carried out using Direct Grading System on a 5-point scale as given below:

### *Direct Grading*

Letter Grade	Performance	Grade Points (G)	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Below Average	0	0.00 to 0.49

In direct grading, each descriptive answer is directly given a letter grade in place of marks, based on an assessment of the quality of the answer. In case of objective type questions, grading is undertaken by bunching them into 4. Thus, if all the 4 answers in the bunch are correct, the bunch can be graded as A; if 3 are correct the Grade is B; if 2 are correct the Grade is C; if 1 is correct the Grade is D; if no answer is correct, the Grade is E.

## 10.2 Consolidation of Grades

10.2.1 The overall grade for an answer paper is consolidated by dividing the sum of weighted grade points by the sum of weights, as shown in the example given below:

### *Consolidation of Grades for an Answer Paper (Theory)*

Question Type	Question No.	Grades awarded	Grade Points (G)	Weight (W)	Weighted Grade Points
Objective	1-4	C	2	1	2
	5-8	B	3	1	3
	9-12	D	1	1	1
Short answer	13	A	4	1	4
	14	D	1	1	1
	15	C	2	1	2
	16	B	3	1	3
	17	A	4	1	4
	18	A	4	1	4
	19	A	4	1	4
	20	D	1	1	1
	21	C	2	1	2
Short Essay/ Paragraph	22	B	3	2	6
	23	B	3	2	6
	24	C	2	2	4
	25	B	3	2	6
	26	C	2	2	4
Long Essay	27	B	3	4	12
	28	D	1	4	4
Total				30	73
Grade of Answer Paper	Total weighted grade points / Total weights = GPA=73/30 = 2.43, Grade C				

- 10.2.2 The Grade of an answer paper of a Practical examination shall be consolidated by similar procedure discussed above by assigning weights for the various components (e.g. Procedure, Experiment, Calculation, Accuracy of the reported values, Presentation of results, Diagrams etc.). The Boards of studies shall define the components and their weights and include them in the Scheme and Syllabus of each practical course.
- 10.2.3 Consolidation of AGPA: AGPA is obtained by dividing the sum of credit points (P) obtained in the year by the sum of credits (C) taken in that year.
- 10.2.4 Consolidation of CGPA: CGPA is obtained by dividing the sum of credit points (P) obtained in the programme by the sum of credits (C) taken in the programme.
- 10.2.5 **Consolidation of CGPA:** An overall letter grade (Cumulative Grade) for the whole Programme shall be awarded to the student based on the value of CGPA using a 7-point scale, as given below.

*Overall Grade in a Programme*

CGPA	Overall Letter Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

- 10.2.5 The grades of the Courses taken over and above the minimum prescribed credits shall not be counted for computing CGPA.

## 11. PASS CONDITIONS

- 11.1. A student shall be declared to have passed the examination in a Course if He/she obtains minimum D Grade .
- 11.2 For the successful completion of a Programme and award of the degree, a student must pass all Courses satisfying the minimum credit requirement (120) and must secure a minimum of CGPA 2.00

## 12. GRADE CARD

- 12.1. The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information:
- Name of University.
  - Title of undergraduate Programme.
  - Name and Register Number of student.
  - Code number, Title and Credits of each course registered in the year.
  - Consolidated Grade, Grade Point Average, letter grade and Credit point (P) in each course opted in each year.
  - Details of the Additional Courses, if any, taken during the Programme.
- 12.2. The Overall Grade Card issued at the end of the final year 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. Apart from CGPA of the Programme, the cumulative grades obtained for Common, Core, Complementary, and Open Courses and the grades obtained for Additional Courses shall be shown separately in the overall grade card.

**13. GRIEVANCE REDRESSAL MECHANISM**

University Level Committee (ULC) will consist of the Pro-Vice-Chancellor, Chairperson of the Boards of Studies concerned and Syndicate Member in charge of Examinations. Appeals to University Level Committee should be made within one month of the declaration of the results.

**14. MONITORING SYSTEM**

There shall be University level monitoring committees for the proper implementation of the restructured curriculum. University level monitoring will be done by a Committee presided by the Pro-Vice Chancellor and will include the Chairpersons of Boards of Studies and Deans of Faculties and Convener of standing committee on Affiliation.

**15. TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years 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**

The Regulations now in force in so far as they are applicable to Programmes offered by the SDE of the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice based Credit System and Grading in their application to any Programme offered, the latter shall prevail.

**Sd/-  
REGISTRAR**