



**UNIVERSITY OF CALICUT**

**Abstract**

General and Academic - Choice-based Credit Semester System PG - CCSS PG Regulations 2019 - Regulations for Post Graduate Programmes of Teaching Departments/Schools of the University of Calicut w.e.f. 2019 admissions - Approved by the Academic Council - Implemented - Orders issued.

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**G & A - IV - J**

U.O.No. 4500/2019/Admn

Dated, Calicut University.P.O, 26.03.2019

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*Read:-*1.U.O No.GA1/JI/1373/08 Dated 01.07.2008

2. Item No.3 in the minutes of the CCSS Academic Committee held on 01.02.2019

3 Item No.1(3) in the minutes of the special meeting of the Academic Council held on 28.02.2019

**ORDER**

Vide paper read as (1) above, Regulations for Choise Based Credit Semester System for all Regular PG Programmes in University Teaching Department/Schools of this University was implemented. Vide paper read as (2) above, The meeting of the CCSS Academic Committee held on 01.02.2019 decided to form a sub committee for studying the draft CCSS PG Regulations to be implemented w.e.f 2019 admissions and submit the final version. The sub committee finalised and submitted the CCSS PG Regulations 2019.

The Academic Council in its special meeting held on 28.02.2019 has resolved vide paper read as (3) to approve the CCSS PG Regulations 2019.

Sanction has, therefore, been accorded to implement the Regulations under Choice-based Credit Semester System for Post Graduate Programmes (CCSS-PG -2019) of all Teaching Departments / Schools of the University of Calicut w.e.f 2019 admissions.

Orders are issued accordingly.

(The CCSS PG Regulations 2019 is herewith appended)

Biju George K

Assistant Registrar

To

All Teaching Departments/Schools under the University of Calicut

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Section Officer



**UNIVERSITY OF CALICUT**

**CHOICE-BASED CREDIT  
SEMESTER SYSTEM-PG  
(CCSS-PG-2019)**

**REGULATIONS**

## **Regulations for the Choice-based Credit Semester System**

### **1. SHORT TITLE**

- 1.1 These regulations shall be called “Regulations under Choice-based Credit Semester System for Postgraduate Programmes (CCSS-PG) 2019”.

### **2. SCOPE**

- 2.1 The regulations provided herein shall apply to all regular post-graduate programmes conducted by the Teaching Departments/Schools of the University of Calicut with effect from the academic year 2019-2020. The regulations are not applicable to the post-graduate programmes offered by Government, Private Colleges (aided/unaided/self-financing) and Autonomous Colleges affiliated to the University.
- 2.2 The provisions herein supersede all the existing regulations for the regular post-graduate programmes conducted by the Teaching Departments/Schools of the University of Calicut unless otherwise specified.
- 2.3 The *Department of Biotechnology* and the *Department of Education* may be allowed to follow the present system.

### **3. DEFINITIONS**

- 3.1 ‘Academic Committee’ means the committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the post-graduate programmes under the choice-based credit semester system (CCSS).
- 3.2 ‘Programme’ means the entire course of study and examinations (traditionally referred to as course).
- 3.3 ‘Duration of programme’ means the time period required for the conduct of the programme. The duration of a post-graduate degree programme shall be 4 semesters except for M.Ed. programme for which the duration shall be 2 semesters and that for MCA programme for the duration shall be 6 semesters.
- 3.4 ‘Semester’ means a term consisting of a minimum of 90 working days distributed over a minimum of 18 weeks each of 5 working days.
- 3.5 ‘Course’ means a segment of subject matter to be covered in a semester (traditionally referred to as paper). Each course has an alpha-numeric code number, title and credit. The code number gives comprehensive information on the Department/School offering the course, the Semester in which it is offered and a Serial Number. (e.g., ENG.312 refers to a course with serial number 12 offered by English Department in the 3<sup>rd</sup> Semester)
- 3.6 ‘Core course’ means a course of a particular degree programme, which must be successfully completed by a student to receive the degree and which cannot be substituted by any other course. Core courses are offered by the Department conducting the programme.
- 3.7 ‘Elective course’ means a course which can be substituted by equivalent course from the same or other Departments/Schools and which must be successfully completed to receive the degree.

- 3.8 ‘Audited course’ means a course which the student can register without earning credits (zero credit course). Credit courses can be registered as zero-credit courses if a student desires so.
- 3.9 ‘Ability enhancement course’ means a compulsory course which is mandatory for all programmes but its grade will not be counted for the computation of SGPA or CGPA. This course is to enhance the ability and skill in the concerned core area.
- 3.10 ‘Professional competency course’ means a compulsory course which is mandatory for all programmes but its grade will not be counted for the computation of SGPA or CGPA. This course is to get professional competency and exposure in the concerned core area.
- 3.11 ‘Repeat course’ is a course that is repeated by a student for having failed in that course in the earlier registration.
- 3.12 ‘Re-examination course’ is a course registered by a student for improving his performance in that particular course.
- 3.13 ‘Department/School’ means Teaching Departments/Schools instituted in the University as per Statutes and Act.
- 3.14 ‘Parent Department/School’ means the Department/School which offers a particular degree programme.
- 3.15 ‘Credit’ (C) of a course is a measure of the weekly unit of work assigned for the course. A theory class of one hour per week or a practical class of three hours per week shall be counted as one credit.
- 3.16 ‘Grade point’ (G) of a student in a course is the value obtained by dividing her/his % marks in the course by 10. Grade point is expressed on a 10.0 point scale rounded off to the first decimal place and varies from 0.0 to 10.0. Grade point indicates the exact level of performance of a student in a course.
- 3.17 ‘Letter Grade’ or simply ‘Grade’ in a course is a letter symbol (e.g., O, A+, A, B+, B, etc.), which indicates a particular range of grade points (e.g., 8.0 to 10.0, 7.0 to 7.99, 6.0 to 6.99, 5.5 to 5.99, 5.0 to 5.49 etc.) and is used to refer to the broad level of performance of a student in a course.
- 3.18 ‘Credit point’ (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course:  $P = G \times C$ .
- 3.19 ‘Semester Grade Point Average’ (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses studied in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to the first decimal place. SGPA determines the overall performance of a student at the end of a semester.

For instance, if a student has registered for ‘n’ courses of credits  $C_1, C_2, \dots, C_n$  in a semester and if she/he has scored credit points  $P_1, P_2, \dots, P_n$  respectively in these courses, then SGPA of the student in that semester is calculated using the formula

$$\text{SGPA} = \frac{P_1 + P_2 + \dots + P_n}{C_1 + C_2 + \dots + C_n} \quad (\text{See 12.5 for a model calculation of SGPA})$$

3.20 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all the courses opted by the student for the entire programme by the total number of credits and is calculated based on the same formula given above. CGPA shall be rounded off to the first decimal place. CGPA determines the academic level of the student in a programme and is the index for ranking students.

An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on the CGPA using the same criterion used for awarding Grade in a course based on the grade point.

3.21 Words and expressions used and not defined in this regulation but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

#### **4. ACADEMIC COMMITTEE**

4.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage the working of the choice-based credit semester system (CCSS).

4.2 The committee consists of

- 1.The Vice-Chancellor
- 2.The Pro-Vice-Chancellor
- 3.The Registrar
- 4.The Controller of Examinations
- 5.Deans of Faculties representing the subjects of the University Teaching Departments/Schools.
- 6.Syndicate member representing the University Teachers
- 7.One teacher other than Dean from each Department/School, nominated by the Department Council based on seniority and by rotation.
8. Student Syndicate Member
9. Chairman, Department Students Union

4.3 The Vice-Chancellor shall be the Chairman of the Academic Committee and the Pro-Vice-Chancellor the Vice-Chairman. A senior Professor nominated by the Vice-Chancellor from among the members of the committee shall be the Convener of the Academic Committee.

4.4 The normal term of the Academic Committee shall be *two years*. It is mandatory to reconstitute the committee before its term expires.

4.5 The Academic Committee shall meet at least 2 times in a semester.

4.6 The Committee shall manage the activities starting from the conduct of admission of the students to the issuance of the final score sheet at the end of the course.

4.7 **ADMINISTRATIVE COMMITTEE:** There shall be a 5-member Administrative Committee within the Academic Committee to look after the day-to-day affairs of the CCSS in consultation with the Vice-Chancellor. The Convener of the Academic Committee shall be the Convener of the Administrative committee. The other members of the Administrative Committee shall be nominated by the Vice-Chancellor from among the members of the Academic Committee.

4.8 There shall be a separate Administrative Office for the management of the CCSS.

#### **5. PROGRAMME STRUCTURE**

5.1 The programme shall include three types of courses, viz. Core courses, Elective courses and Audited Courses. Core courses should generally be offered by the parent Department/School concerned. Elective Courses and Audited Courses are offered by the parent departments and/or other departments. A Department/School shall come forward to offer more and more Elective Courses and Audited Courses suitable for other Departments/Schools. There shall be a compulsory Project/Dissertation to be undertaken by all students.

5.2 No course shall have more than 4 credits except for project/dissertation, for which the maximum credits shall be 8 and the minimum 4. Audited Courses will not carry any credits.

5.3 A student is free to register for as many courses as she/he can manage if facilities permit, meeting the minimum credit requirements.

5.4 A student shall accumulate a minimum of 36 credits in the case of 2 semester programmes, 72 credits in the case of 4 semester programmes other than MBA and 120 credits in the case of MBA as advised by the parent Department/School, for the successful completion of the programme. These credits shall be distributed among the core courses, elective courses and project/dissertation as stated below.

The minimum number of credits from core courses, elective courses and project/dissertation shall be 24, 8 and 4 respectively for 2 semester programmes, 48, 16 and 8 respectively for 4 semester programmes other than MBA, and 92, 20 and 8 respectively for MBA.

In addition to the above courses for the mandatory requirement of a programme there will be two compulsory courses - **Ability Enhancement Course (AEC)** & **Professional Competency Course (PCC)** each with 2 credits, and these courses are to be done within the first two semesters. The credits will not be counted for computing the overall SGPA/CGPA of the student. The concerned department shall conduct examination for these courses and shall intimate /upload the results of the same to the University on the stipulated date during the III Semester. The student has to obtain only minimum pass requirements in these two courses. The broad framework of the compulsory audited courses are given hereunder.

Semester	Course Title	Suggested Area	Details
I	Ability Enhancement Course (AEC)	Internship / Seminar presentation /Publications / Case study analysis /Industrial or Practical Training /Community linkage programme /Book reviews etc.	Concerned Department Council/BoS can design appropriate AEC & PCC and evaluation criteria by considering the relevant aspects in the core areas.
II	Professional Competency Course (PCC)	To test the skill level of students like testing the application level of different software such as SPSS/R/Python or any software relevant to the programme of study /Translations etc.	

5.5 No student shall register for more than 24 credits (36 in the case of MBA) excluding re-examination and repeat courses and less than 16 (24 in the case of MBA) credits per semester.

5.6 The parent Department/School shall decide the core courses and appropriate elective courses for a specific degree programme.

5.7 Each semester shall have a minimum of 90 working days inclusive of all Examinations.

5.8 Attendance: The minimum requirement of attendance during a semester shall be 75% for each course. Attendance shall be maintained by the course teacher. 10% condonation can be granted on the attendance requirements by the Chairman of the Academic Committee on genuine grounds, provided it is also recommended by the Department Council. A fee for this purpose may be collected as prescribed by the Academic Committee and approved by the Syndicate. Candidates who do not satisfy the required minimum attendance in a course shall be awarded zero grade point in that course

5.9 The general structure of the Programme shall be summarized as given below in Table 1:

**Table 1: Structure of the programme**

<b>Programme Duration</b>	<b>4 Semesters (MA/M.Sc./ M.Com./MCJ)</b>	<b>4 Semesters (MBA)*</b>
Accumulated Minimum Credits required for successful completion of programme	72	120
Minimum credits required from Core courses	48	92
Minimum credits required from Elective courses	16	20
Minimum credits required from compulsory project/dissertation	8	8
Minimum and maximum credits to be registered in a semester	16-24	24-36
Minimum attendance required	75%	75%

## **6. BOARD OF STUDIES FOR THE CHOICE BASED CREDIT SEMESTER SYSTEM**

6.1 The Department Council shall prepare the Syllabus for Choice based Credit Semester System and the same shall be reported to the respective Board of Studies.

6.2 The Department Council shall have the freedom to design and introduce new courses, to 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.

6.3 New/Modified courses designed under the above clause shall be informed to the Academic Committee sufficiently in advance so that the information is available before the student is required to register for courses during the semester. The date of registration for courses during a semester shall be three weeks before the end of the previous semester.

It is desirable not to change the core courses once a programme gets started. However modified or new courses can be offered in the midst of a programme at the elective level, with such changes made available well in advance of the starting of a semester.

6.4 The syllabus of a course shall include the title of the course, the number of credits, prerequisites, and the course outcome. The student shall complete the prerequisites, if any, for the course before the commencement of classes.

6.5 Each course shall have an alpha-numeric code giving comprehensive information on the Department/School offering the course, the semester in which it is offered, and a serial number.

6.6 The Departmental Council shall report the details of the courses designed/modified to the respective Boards of Studies in the first sitting following such modifications

6.7 Every programme conducted under the Credit Semester System in a Department/School shall be monitored by the Department Council.

## **7. Admission**

7.1 It is the responsibility of the Academic Committee to monitor and finalize the admission to all programmes as per the existing rules and regulations of the University.

7.2 The admission shall be based on the marks scored by a student in the qualifying examinations, unless otherwise decided by the university.

7.3 Separate rank lists shall be drawn up for reserved seats as per the existing rules.

7.4 On admission to a particular degree programme, the student shall be assigned an admission number, which shall consist of 3 components: Department offering the degree program, year of admission, and the serial number of the student in the admission list of the year (e.g., STA-2019-14).

7.5 The Academic Committee shall make available to all students admitted a Bulletin listing all the courses offered in various Departments/Schools during a particular semester. The information so provided shall contain title of the course, credits for the course, prerequisites, the name of the instructor, place & time of classes & examination schedule.

Detailed syllabi shall be made available at information terminals as well as in the University website.

7.6 There shall be a uniform calendar prepared by the Academic Committee for the conduct of the courses. The Academic Committee shall ensure that the calendar is strictly followed and that there is no time over-run of each semester.

## **8. ELIGIBILITY FOR ADMISSION**

8.1 The eligibility for admission shall be as announced by the University from time to time.

## **9. REGISTRATION**

9.1 Every department/school shall have a *Student Advisory Committee* constituted by the Department Council comprising a maximum of 4 faculty members and a student representative of the batch concerned. Details of the advisory committee will be notified to the Academic Committee during the second week of the first semester. Normally the same Committee shall continue during the entire programme for the batch concerned, except under very special circumstances. Any such change shall be made by the Department Council and reported immediately to the office of the Academic Committee.

9.2 The student shall register for the courses she/he plans to do during a semester three weeks prior to the end of the previous semester in consultation with the Student Advisory Committee.

9.3 The first semester shall be dealing with only Core courses so that the student gets time to decide on the elective courses to be opted. Elective courses and the other Core courses shall be distributed in the remaining semester(s).



9.4 The number of courses a student can take is restricted by the rules that govern the minimum and maximum credits she/he may earn during a semester (see Table 1).

9.5 The Department/School offering any course shall prescribe the maximum number of students that can be admitted taking in to consideration the facilities available.

9.6 In a Department/School, preference shall be given to those students for whom the course is a Core-course, if the demand is beyond the maximum prescribed.

9.7 The student can reduce the number of credits by opting out if she/he feels that she/he has registered for more courses than she/he can handle, within 30 days of the commencement of classes.

## 10. EVALUATION AND GRADING

10.1 The evaluation scheme for each paper shall contain two parts

a) internal evaluation

b) external evaluation

**20%** weight shall be given to the internal evaluation. The remaining **80%** weight shall be for the end semester external evaluation. (For **MBA programme** the internal, external weights are **40%** and **60%** respectively).

10.2 Internal Evaluation:

The internal evaluation shall be based on a predetermined transparent system involving periodic written tests, viva-voce, seminars and attendance in respect of theory courses and based on written tests, viva-voce and lab skill/records in respect of practical courses as detailed below in Table 2:

**Table 2: Internal Evaluation**

<b>Theory Paper</b>	<b>Marks</b>	<b>Practical Paper</b>	<b>Marks</b>
<b>a.</b> Attendance /Classroom participation*	3	<b>a.</b> Lab skill/ Quality of Records	5
<b>b.</b> Seminar	5	<b>b.</b> Practical Test	10
<b>c.</b> Test Paper	8	<b>c.</b> Viva-voce	5
<b>d.</b> Viva-Voce / Field work	4	<b>d.</b> Total marks	<b>20</b>
<b>e.</b> Total marks	<b>20</b>		

\*90% & above: 3 marks, 80 to 89%: 2 marks, 75 to 79%: 1 mark, below 75%: nil

The details of executing the internal evaluation shall be decided by the concerned Departmental Council. To ensure transparency of the evaluation process, photocopies of the answer scripts of the test papers shall be returned to the students within a week of the conduct of the tests. Any dispute regarding the internal evaluation shall be taken up with the concerned teacher within 48 hours. The internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination.

10.3 External Evaluation:

The external examination in theory courses is to be conducted with question papers set by external examiners. The evaluation of the answer scripts shall be done by the teacher offering the course and an external expert based on a well-defined scheme of valuation framed by them.

The external examination in practical courses shall be conducted and evaluated by two examiners - one internal and an external.

***The valuation scheme for Project/Dissertation:***

The valuation shall be jointly done by the supervisor of the project in the department and an External Expert from the approved panel, based on a well-defined scheme of valuation framed by them. The following break-up is suggested for the valuation. The concerned department council/BoS may decide on alternative break-up, if required, specific to the discipline of study.

Sl. No.	Particulars	Weightage (%)
1	Review of Literature and Formulation of the Research Problem/Objective	20
2	Methods and Description of the techniques used	15
3	Analysis and Discussion of results	30
4	Presentation of the report, organization, linguistics style, references etc.	15
5	Viva Voce examination based on the Project work/Dissertation	20
<b>Total</b>		<b>100</b>

10.4 The external evaluation shall be done in a Centralized Valuation Camp, to be held in the respective Departments/Schools immediately after the examination under the supervision /control of the Academic Committee. It is desirable to have the semester results announced within 10 days of the conduct of the last examination of the semester.

10.5 The course teacher (s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the Academic Committee through the Head of the Department/School.

10.6 The Academic Committee is empowered to lay down the procedure for the conduct of examinations from time to time.

**11. GRADING SYSTEM**

11.1 The indirect absolute grading system where the marks are compounded to grades based on pre-determined class intervals and letter grades based on 10-point grading system as recommended by UGC shall be followed.

11.2 Based on the % marks scored (internal and external marks put together), the students are graded in each course applying the following grading system given in Table 3 and Table 4:

**Table 3. Letter Grades with Grade Points and Marks Equivalence (For programmes other than MBA)**

Range of Marks (%)	Grade Point	Letter Grade
85-100	8.5 - 10.0	<b>O</b> (Outstanding)
75 – 84.99	7.5 - 8.49	<b>A+</b> (Excellent)

65 – 74.99	6.5 - 7.49	<b>A</b> (Very Good)
55 – 64.99	5.5 - 6.49	<b>B+</b> (Good)
50 – 54.99	5.0 - 5.49	<b>B</b> (Above Average)
45 – 49.99	4.5 - 4.99	<b>C</b> (Average)
40 – 44.99	4.0 – 4.49	<b>P</b> (Pass)
0 - 39	0 – 3.99	<b>F</b> (Failed)/ RA(Reappear)
-	0	<b>I</b> (Incomplete)
-	0	<b>Ab</b> (Absent)

**Table 4. Letter Grades with Grade Points and Marks Equivalence (For MBA programme)**

<b>Range of Marks (%)</b>	<b>Grade Point</b>	<b>Letter Grade</b>
85-100	8.5 - 10.0	<b>O</b> (Outstanding)
75 – 84.99	7.5 - 8.49	<b>A+</b> (Excellent)
70 – 74.99	7.0 - 7.49	<b>A</b> (Very Good)
65 – 69.99	6.5 - 6.99	<b>B+</b> (Good)
60 – 64.99	6.0 - 6.49	<b>B</b> (Above Average)
55 – 59.99	5.5 - 5.99	<b>C</b> (Average)
50 – 54.99	5.0 – 5.49	<b>P</b> (Pass)
0 - 49.99	0 – 4.99	<b>F</b> (Failed)/ RA(Reappear)
-	0	<b>I</b> (Incomplete)
-	0	<b>Ab</b> (Absent)

**Remarks:**

*The cut-off mark for **Grade B+ (Good)** is 55% marks and the cut-off mark for **Grade B (Above Average)** is 50% marks under this grading system.*

*For MBA: Pass minimum for Semester Exam is 50%; and that for aggregate (Internal+External) is 50% and hence % marks range 0-49 corresponds to the letter grade 'F'.*

**Conversion Formula:** Percentage of Marks = Grade point x 10

11.3 Each student shall be assigned a grade point (see 3.16 for definition) and a letter grade in each course on the basis of the % marks scored in the course (internal and external marks taken together) as shown above. The minimum grade point required for passing a course is **4.0**.

If 2 students score 78% and 73% marks in a course, then their grade points are 7.8 and 7.3 respectively, but both will be assigned the same letter grade A+. If the course carries 4 credits, then the credit points (see 3.16 for definition) of these students will be 31.2 and 29.2 respectively.

11.4 The student is required to pass all the core courses and the stipulated minimum number of elective courses in order to complete the programme successfully.

11.5 After the completion of a semester, the Semester Grade Point Average (SGPA) (see 3.17 for definition) of a student in that semester is calculated using the formula given under its definition. The minimum SGPA required for the successful completion of a semester is **5.0**. However, a student with SGPA less than 5.0 in a semester is permitted to proceed to the next semester.

11.6 The Cumulative Grade Point Average (CGPA) of the student is calculated (see 3.18 for definition) at the end of a programme. For the CGPA computation only the best performed courses with maximum credit points (P) alone shall be taken subject to the restrictions on the credits of Core and Elective courses prescribed for a specific degree. The CGPA of a student determines the academic level of the student in a programme and is the criterion for ranking the students.

An overall letter grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CGPA using the same criterion given in Table 3 for assigning letter grade for a course on the basis of the grade point. For instance, if the CGPA of a student turns out to be 6.6, then the Cumulative Grade of that student will be A (Very Good).

11.7 The minimum CGPA required for the successful completion of a programme is **5.0**, which corresponds to **50%** marks.

11.8 A student who secures zero grade point (F grade) in a course (for want of sufficient marks and/or attendance) is permitted to register for repeating the course when the course is offered to the next batch. The student registered for repeat course need not attend the classes if she/he has satisfied the requirements regarding attendance.

11.9 A student who does not complete the stipulated requirements of a course gets I Grade (Course Incomplete). However, such a student shall be permitted by the Academic Committee, with the concurrence of the Department Council, to complete the course at a later time along with the respective semester batch.

11.10 Any student in a course is permitted to register within the time limit specified by the University after the declaration of results for the improvement examination for improving the performance if she/he desires so and can appear for the improvement examination in the subsequent semester for external examination. However there shall be no improvement chance for internal assessment. The student need not attend classes for improvement examination course. On registering for an improvement examination course, the marks obtained under regular registration or new registration, which one is higher will be awarded to the candidate. However, the internal marks will be carried forward to determine the new grade point in the improvement examination course. In case the student fails to appear for the improvement examination for any reason, the marks obtained under the original registration will be retained.

## **12. MARK / GRADE SHEET**

- 12.1 The University under its seal shall issue to the students a mark/grade sheet on completion of each semester. The mark sheet shall contain the following information:
- a. Name of the University
  - b. Name of the parent department
  - c. Title of the Post-Graduate Programme
  - d. Name of the of the Semester
  - e. Name and Register Number of the student
  - f. Code number, Title and credit of each course opted in the semester
  - g. Internal, External and Total marks out of 100, Grade point (G), Letter grade and Credit point (P) in each course opted in the semester
  - h. The total credits, total credit points earned and SGPA in the semester
  - i. Details of the audited courses undergone in the semester, provided that the candidate has an attendance of 75% or above in the course.
- 12.2. The final Mark/Grade sheet issued at the end of the final semester shall contain the details of all courses and project taken by the student including those taken over and above the prescribed credits for obtaining such a degree. However, as already mentioned, for the CGPA computation only the best performed courses with maximum grade points and project alone shall be taken subject to the restrictions on the minimum prescribed credits of Core and Elective courses for passing a specific degree. The final mark/grade sheet shall show the CGPA and the overall letter grade of a student for the entire programme.
- 12.4 In the final mark/grade sheet, the details of the courses taken over and above the minimum prescribed credits, which shall not be counted for computing CGPA, shall be shown separately along with the grade points and letter grades obtained. The final mark/grade sheet shall also include all the audited courses (zero credit courses) successfully completed by the student during the entire programme and the conversion formula:  $\text{Percentage of Marks} = \text{Grade point} \times 10$ .
- 12.5 A typical model of the mark/grade sheet provided at the end of a semester is shown below for reference. (Here, the courses registered over and above the required minimum as well as the audited courses, if any, are not shown for simplicity)

### Model mark/grade sheet

UNIVERSITY OF CALICUT

Department of Chemistry

M.Sc. Applied Chemistry (CCSS): Semester II

Name: S. N. Bose

Admission No. : AC-2019-12

Code No. of course	Title of course	Dept offering the course	Credit	Mark			Credit point	Letter Grade	Credit point	SGPA
				Internal (20)	External(80)	Total (%)				
CHE.201	Basic Quantum Chemistry	Chemistry	4	11	67	78	7.8	A+	31.2	7.9
CHE.202	Physical Chemistry	Chemistry	4	15	58	73	7.3	A+	29.2	
CHE.203	Structural Inorganic chemistry	Chemistry	4	13	55	68	6.8	A	27.2	
CHE.204	Organic chemistry	Chemistry	4	17	67	84	8.4	O	33.6	
CHE.205	Practical Physical chemistry	Chemistry	2	18	75	93	9.3	O	19.6	
CHE.206	Practical Organic chemistry	Chemistry	2	16	74	90	9.0	O	18.0	
<b>Total</b>			<b>20</b>						<b>158.8</b>	

Here,  $SGPA = 158.8/20 = 7.94$  is rounded off to 7.9.

(Conversion Formula: Percentage of Marks = Grade point x 10)

### 13. AWARD OF DEGREE

The successful completion of all the courses (core and elective) and the compulsory project prescribed for the degree programme with **CGPA of 5.0** shall be the minimum requirement for the award of the degree.

### 14. STUDENT EVALUATION OF THE COURSES AND THE TEACHERS

There shall be a questionnaire prepared by the Academic Committee to evaluate the specific courses and the concerned teachers confidentially by the students at the end of the

courses in each semester. The required questionnaire shall be designed by the Academic Committee (A draft is given in the Appendix –I). These confidential reports shall be used positively to improve upon the quality of the courses and the academic standards and should not be linked with the career advancement of teachers.

#### **15. FAIRNESS OF THE EVALUATION**

The Department Council has the responsibility to ensure fair evaluation of the students. Any complaints from the students about the conduct of courses and evaluation or any complaints from the teacher about the students shall be enquired into by the Department Council. If the council fails to sort out such complaints it shall be reported to the Academic Committee to be further enquired into by an Enquiry Committee duly constituted by the Academic Committee. In case the Academic Committee also fails to resolve the issue it shall be reported to the Vice-Chancellor for further action and the Vice-Chancellor's decision will be final.

#### **16. TRANSITORY PROVISION**

Notwithstanding anything contained in this regulation, the Vice-Chancellor shall, for a period of one year from the date of coming into force of this regulation, have the power to provide by order that this regulation shall be applied to any programme with such modifications as may be necessary.

#### **17. REPEAL**

The Regulations now in force in so far as they are applicable to programmes offered in the University Teaching Departments/Schools and to the extent they are inconsistent with this regulation are hereby repealed. In the case of any inconsistency between the existing regulations and this regulation relating to the Choice-based Credit Semester System in their application to any course offered in a University teaching Department/School, the latter shall prevail.

## Appendix – I

### EVALUATION BY STUDENT

Your honest and thoughtful suggestions are solicited for the purpose of aiding your instructor and the Department/School in improving the teaching programmes in the Department/School. Please read carefully and assess the various aspects of your teacher / course given below by putting tick mark in the appropriate boxes. Your response will be anonymous and will not affect your grade.

#### A. TEACHER EVALUATION SCHEDULE

Department:

Semester:

Name of the Course:

Name of the Instructor:

Year:

Date:

Ser No	Aspect	Very Good	Good	Average	Poor
1	Ability to inspire you				
2	Mastery of the subject				
3	Clarity of Explanation / Communication skill				
4	Keeness to ask questions				
5	Ability to stimulate discussion				
6	Ability to stimulate fresh thoughts				
7	Keeness to invite questions				
8	Preparation for the class				
9	Efficiency in class room management				
10	Fairness in student evaluation				
11	Use of modern teaching aids and methods				
12	Regularity in taking classes				
13	Special care for weak students				
14	Demonstration of practical experiments				
15	Availability to students out side the class				
16	Your willingness to take another course offered by this teacher				
17	Any other aspect to mention.				



## B. COURSE EVALUATION SCHEDULE

Sl. No	Question	Answer			
		Very difficult	Difficult	Somewhat difficult	Simple
1	Is the course difficult to study?	Very difficult	Difficult	Somewhat difficult	Simple
2	Is the subject matter interesting?	Very interesting	Interesting	Somewhat interesting	Boring
3	Is the course relevant to the programme offered?	Very relevant	Relevant	Somewhat relevant	Irrelevant
4	Is the course stimulating to search for further knowledge?	Very stimulating	Stimulating	Somewhat stimulating	Not stimulating
5	Does the course cover all the aspects to be studied in the area?	Covers all aspects	Covers all major aspects	Average coverage	Poor Coverage
6	Did the course further your knowledge?	Substantially furthered	Furthered	Somewhat furthered	Did not further
7	Will you be interested in undertaking further studies in the area?	Very much interested	Interested	Somewhat interested	Not interested

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