ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA Affiliated to Mahatma Gandhi University, Kottayam, Kerala Reaccredited by NAAC with A++ Grade, CGPA 3.68 ISO 9001:2015 Certified



2.5.1. Mechanism of internal assessment is transparent and robust In terms of frequency and mode – Additional Details

CRITERION 2 TEACHING, LEARNING AND EVALUATION





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College Policy Document with guidelines for the conduct of examinations – Excerpt

POLICY DOCUMENTS

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ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA

II. Academic Policy

Academic integrity is given pivotal importance and the college abides by the quality policies on academic integrity. Academic policies and procedures allow faculty and students to clearly understand their rights and responsibilities. They protect the esteem of the college and provide fair and transparent guidelines for activities related to teaching and learning across campus. The faculty and students are expected to familiarize themselves with all academic policies.

A. Teaching and Learning

- 1. All Teachers shall strictly adhere to the Academic Plan every year
- 2. Proper records shall be maintained by each teacher for Tutorials, Continuous evaluation, Remedial and Bridge courses
- 3. All teachers shall be encouraged to prepare e-contents pertaining to the subject allotted and the same has to be deposited in the library repository.
- 4. ICT shall be used as a support to traditional lecture system
- 5. Each teacher shall keep records of any two student-centric academic or nonacademic activities organised

B.

There shall be an Examination Coordinating cell with a Coordinator for Internal Exams and a Senior Assistant for University Exams

- 1. Senior Assistant shall coordinate all University examinations in accordance with the MG University examination norms
- 2. University examinations shall be supervised by the Principal
- 3. Coordinator of Internal Exams shall coordinate all Internal examinations in accordance with the academic calendar

- 4. Coordinator shall prepare a schedule in accordance with the Academic calendar for the conduct of internal exams
- 5. Appropriate provisions shall be offered to collect Examination related grievances from the students via website and printed forms

C. Outcome Based Education

- 1. The college shall institutionalise Outcome Based Education to ensure student centric instructional practice
- 2. Programme Outcomes, Programme Specific Outcomes and Course Outcomes shall be deliberated and specified by each department prior to academic rendering and the same shall be published in the college website
- 3. Outcome attainment analysis shall be done at the department and college level each academic year and necessary remedial measures be taken if incongruities are found

D. Innovative Teaching and Learning

- 1. The teachers shall use digital platforms and multimedia for knowledge dissemination to the possible extent
- 2. The teachers shall develop and distribute e-contents for the students to have better grasp on the subjects
- **3.** The students shall be encouraged to make maximum use of technology centered strategies in their assignment and project submissions
- 4. Virtual Learning Environments and Learning Management Systems shall be developed to provide staff and students with access to electronic teaching and learning materials
- 5. Conducive teaching learning environment like smart rooms and interactive whiteboards shall be installed

E. Learner-Specific Programmes

- 1. The Principal shall implement learner-centric Government initiatives like SSP, WWS, ASAP and support systems like Scholarships and e-grants
- 2. A coordinator shall be delegated for each programme
- 3. The Coordinators shall monitor and supervise the functioning of the programmes

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staff with constant upskilling to achieve better engagement of staff in entrepreneurial activities

• Facilitate entrepreneurship training programmes and Entrepreneurship/Innovation based fairs and fests to implant and cultivate entrepreneurial and innovative skills of students and staff



ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA



Affiliating University Regulations for the conduct of examinations for Undergraduate Programmes – Excerpt

MAHATMA GANDHI UNIVERSITY, KOTTAYAM REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017

Preamble

Mahatma Gandhi University introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under Direct Grading System. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013, was introduced in the University from the Academic year 2013-14 onwards, under Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across the states insisted to introduce uniform grading system in the Universities. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2016-17 academic year onwards. The Academic Council held on 18th July 2016 resolved to postpone the implementation of the regulations and syllabi for UG Programmes and to implement from 2017-2018 academic year after detailed discussions with the experts and other stake holders. On the basis of the suggestions put forth by the joint meeting of Faculties and also based on the discussions and suggestions in the workshops conducted for the purpose, Chairpersons of various faculties submitted modified draft Regulations, Scheme and Syllabi and text books for various undergraduate Programmes and the Standing committee of the Academic Council at its meeting held on 5th May 2017 resolved to recommend to the Academic council to approve the modified Regulations, Scheme and Syllabi and text books for various undergraduate programmes. Hence it becomes necessary to issue modified Regulations as follows.

g	Minimum attendance required	75%

Model II BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the	120
	Programme	
c	Credits required from Common Course I	16
d	Credits required from Common Course II	8
e	Credits required from Core + Complementary + Vocational	93
	Courses including Project	
f	Open Course	3
g	Minimum attendance required	75%

Model III BA/B.Sc./B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
с	Credits required from Common Course I	8
d	Credits required from Core + Complementary + Vocational Courses including Project	109
e	Open Course	3
f	Minimum attendance required	75%

9. **EXAMINATIONS**

9.1 The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)
- **9.2.** The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, *(ISA+ESA)* as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A ⁺ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B^+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

10. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula:-

 $CP = C \times GP$, where C is the Credit and GP is the Grade point

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

SGPA = *TCP/TC*, where *TCP* is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

CGPA = *TCP/TC*, where *TCP* is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

GPA = TCP/TC, where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNA EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

11.1 For all courses without practical

- a) Marks of external Examination : 80
- b) Marks of internal evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

11.2 For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

a) b)	Marks of external Examination:Marks of internal evaluation:	60 15
	Components of Internal Evaluation	Marks
	Attendance	5
	Assignment /Seminar/Viva	2
	Test papers (2 x 4)	8
	Total	15

(c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal evaluation of Practical	Marks
Attendance	2
Test paper (1 x 4)	4

Record*	4
Total	10

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

11.3 For projects

a)	Marks of external evaluation	:	80
b)	Marks of internal evaluation	:	20

c)

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 - 89	4
80-84	3
76-79	2

75	1
15	1

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

13. ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

14. SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

15. **INTERNAL ASSESSMENT TEST PAPERS**

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

15.1 **Grievance Redressal Mechanism**

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

- **15.2** The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester
- **15.3** The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

16. **External Examination**

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

- 16.1 Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
- 16.2 All students are to do a **project in the area of core course.** This project can be done individually or in groups(not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those **new generation programmes** and programmes on **performing arts** where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

- **16.3** There shall be supplementary exams only for fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/ improvement for other semesters the students can appear along with the next batch.
- **16.4** A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- 16.5 A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- **16.6** A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
- 17. All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

18. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and 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. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

19. RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.



Affiliating University Regulations for the conduct of examinations for Postgraduate Programmes – Excerpt



Priyadarshini Hills P O Kottayam, Kerala-686560



REGULATIONS OF THE POST GRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM, 2019 (MGU-PG-CSS2019)

selected by the college for the students who are admitted in a particular academic year shall not be changed.

5.4. Project work

- 5.4.1. Project work shall be completed in accordance with the guidelines given in the curriculum.
- 5.4.2. Project work shall be carried out under the supervision of a teacher of the department concerned.
- 5.4.3. A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.
- 5.4.4. There shall be an internal assessment and external assessment for the project work.
- 5.4.5. The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.
- 5.4.6. The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.
- 5.4.7. The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.
- 5.4.8. A separate course shall be included instead of the project for students undergoing private study.
- 5.5. Every college going student shall submit atleast one assignment as an internal component for each course.
- 5.6. Every college going student shall deliver one seminar lecture as an internal component for every course with a weightage of two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing, and presentation.
- 5.7. **Test Papers(Internal)**:Every college going student shall undergo at least two class tests as an internal component for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests.



- 5.8. No courses shall have more than 5 credits unless otherwise specified.
- 5.9. **Comprehensive Viva-Voce** -Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.
- 5.9.1. **Comprehensive Viva-Voce** shall cover questions from all courses in the programme.
- 5.9.2. There shall be an internal assessment and an external assessment for the comprehensive Viva-Voce.
- 5.9.3. Comprehensive Viva-Voce shall be included for students undergoing private study.

6. ATTENDANCE

- 6.1. The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University.
- 6.2. If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union / university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.
- 6.3. Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules and Clause 7.2.
- 6.4. A Regular student who has undergone a programme of study under earlier regulation / Scheme and could not complete the Programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU-PG-CSS2019 regulations and conditions specified in 6.3.
- 6.5. A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations subject to Clause 7.2.



6.6. A student who had sufficient attendance and could not register for fourth semester examination can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

7. **REGISTRATION / DURATION**

- 7.1. A student shall be permitted to register for the programme at the time of admission.
- 7.2. A student who has registered for the programme shall complete the programme within a period of four years from the date of commencement of the programme.
- 7.3. Students are eligible to pursue studies for additional post graduate degree. They shall be eligible for award of degree only after successful completion of two years (four semesters of study) either as college going student or through private study.

8. ADMISSION

- 8.1. The admission to all regular PG programmes shall be through PG-CAP(Centralized Allotment Process) of the Mahatma Gandhi University unless otherwise specified.
- 8.2. The eligibility criteria for admission to PG Programmes shall be published by the University along with the notification for admission.
- 8.3. There shall be provision for inter collegiate transfer and inter University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.
- 8.4. Inter University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.
- 8.5. There shall be provision for credit transfer subject to the conditions specified by the Board of Studies / Expert Committee concerned.

9. ADMISSION REQUIREMENTS

9.1 Candidates for admission to the first semester of the PG programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as eligible thereto.



9.2. Students admitted under this programme are governed by the Regulations in force.

10. PROMOTION:

- **10.1.** A student who registers for a particular semester examination shall be promoted to the next semester.
- **10.2.** A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.
- **10**.3. The medium of Instruction shall be English except programmes under faculty of Language and Literature.

11. EXAMINATIONS

- **11.1.** There shall be University examinations at the end of each semester.
- **11.2.** Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.
- 11.3. End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student. For private students examination for both semesters shall be conducted at the end of the academic year.
- 11.4. There shall be one end-semester examination of 3 hours duration for each lecture based and practical courses.
- 11.5. A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.



12. EVALUATION AND GRADING

- 12.1. **Evaluation**: The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation(ESE) (External Evaluation) and (b) Continuous Evaluation(CE)(Internal Evaluation). 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is **1:3.** Both End Semester Evaluation(ESE) and Continuous Evaluation(CE) shall be carried out using direct grading system.
 - 12.2. Private students will have to answer an additional question paper with objective type questions as part of internal evaluation along with the external examinations within the prescribed time.
 - 12.3. Direct Grading: The direct grading for CE (Internal) and ESE(External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4, 3, 2, 1 and 0 respectively.
 - 12.4. Grade Point Average (GPA):Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in 12.16.
 - 12.5. **Internal evaluation for Regular programme**: The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.
 - 12.6. Components of Internal (CE) and External Evaluation(ESE): Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.

Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive vivavoce within the framework of the regulation.

- 12.7. There shall be no separate minimum grade point for internal evaluation.
- 12.8. The model of the components and its weightages for Continuous Evaluation(CE) and End Semester Evaluation(ESE) are shown in below:



a) For Theory(CE)(Internal)

	Components	Weightage
i.	Assignment	1
ii.	Seminar	2
iii.	Best Two Test papers	2(1 each)
Tota	1	5

(Grades of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+,A,B,C,D,E grade.)

b) For Theory(ESE)(External)

Evaluation is based on the pattern of question specified in 12.16.5

c) For Practical(CE)(Internal)

Components	Weightage
Written/Lab test	2
Lab involvement and Record	1
Viva	2
Total	5

(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 5.)

d) For Practical(ESE)(External)

Components	Weightage
Written / Lab test	7
Lab involvement and Record	3
Viva	5
Total	15

(The components and the weightage of the of the practical(External) can be modified by the concerned BOS without changing the total weightage 15.)



e) For Project(CE)(Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project viva	1
Total	5

(The components and the weightage of the components of the project(Internal) can be modified by the concerned BOS without changing the total weightage 5.)

f) For Project (ESE) (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project viva	5
Total	15

(The components and the weightage of the components of the Project(External) can be modified by the concerned BOS without changing the total weightage 15.)

g) Comprehensive viva-voce(CE) (Internal)

Components	Weightage
Comprehensive viva-voce (all courses from first semester to fourth semester)	5
Total	5

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)



h) Comprehensive viva-voce(ESE) (External)

Components	Weightage
Comprehensive viva- voce(all courses from first semester to fourth semester)	15
Total	15

(Weightage of the components of the Comprehensive viva-voce (external) shall not be modified.)

12.9. All grade point averages shall be rounded to two digits.

- 12.10. To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination.
- 12.11. There shall not be any chance for improvement for internal grade.
- 12.12. The **course teacher** and the **faculty advisor** shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the Principal and a copy should be kept in the college for verification for at least two years after the student completes the programme.
- 12.13. External Evaluation. The external examination in theory courses is to be conducted by the University at the end of the semester. The answers may be written in English or Malayalam except those for the Faculty of Languages. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation.
- 12.14. Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University.
- 12.15. The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.



12.16. Pattern of Questions

- 12.16.1. Questions shall be set to assess knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.
- 12.16.2. The question setter shall ensure that questions covering all skills are set.
- 12.16.3. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.
- 12.16.4. The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.
- 12.16.5. Weight : Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of Questions	Weight	Number of questions to be answered
1.	Short Answer type questions	1	8 out of 10
2	Short essay/ problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

12.17. **Pattern of question for practical.** The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

12.18. Direct Grading System.

Direct Grading System based on a 6– point scale is used to evaluate the Internal and External examinations taken by the students for various courses of study.

Grade	Grade Points	Range
A+	5	4.50 to 5.00
Α	4	4.00 to 4.49
В	3	3.00 to 3.99
С	2	2.00 to 2.99
D	1	0.01 to 1.99
Е	0	0.00

MGU-PG-CSS2019

12.19. Performance Grading

Indicator Grade Range 4.50 to 5.00 Outstanding A+ 4.00 to 4.49 Α **Excellent** 3.50 to 3.99 **B+** Very good 3.00 to 3.49 B Good(Average) 2.50 to 2.99 C+ Fair 2.00 to 2.49 С Marginal(pass) D **Deficient(Fail)** up to 1.99

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below.

- 12.20. No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course.
- 12.21. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.
- 12.22. **Improvement of Course-** The candidates who wish to improve the grade / grade point of the external examination of a course / courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.
- 12.23. **One Time Betterment Programme -** A candidate will be permitted to improve the **CGPA** of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The **CGPA** for the betterment appearance will be computed based on the **SGPA** secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of **CGPA** of a programme, he/she has to appear for the external examination of the entire semester(s) excluding practicals / project/ comprehensive vivavoce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular(First appearance).



12.24. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) Calculations. The SGPA is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. 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.

Semester Grade Point Average -SGPA (S_j) = Ó(C_i x G_i) / Ó Ci

(SGPA= Total credit Points awarded in a semester / Total credits of the semester)

Where ${}^{'}S_{j}{}^{'}$ is the j^{th} semester , ${}^{'}G_{i}{}^{'}$ is the grade point scored by the student in the i^{th} course ${}^{'}c_{i}{}^{'}$ is the credit of the i^{th} course.

12.25 Cumulative Grade Point Average (CGPA) of a Programme is calculated using the formula:-

Cumulative Grade Point Average (CGPA) = Ó(C_i x S_i) / Ó Ci

(CGPA= Total credit points awarded in all semesters / Total credits of the programme)

Where C_i is the credits for the ith semester S_i is the **SGPA** for the **i**th semester. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of semester, a student shall pass all courses and score a minimum **SGPA** of 2.0.However, a student is permitted to move to the next semester irrespective of her/his **SGPA**.

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13. GRADE CARD

- 13.1 The University under its seal shall issue to the students, a consolidated grade card on completion of the programme, which shall contain the following information.
 - a) Name of the University.
 - **b)** Name of College
 - c) Title of the PG Programme.
 - d) Name of the Semesters
 - e) Name and Register Number of the student

- **f)** Code, Title, Credits and Max GPA (Internal, External & Total) of each course(theory& Practical), project, viva etc. in each semester.
- **g)** Internal, external and total grade, Grade Point (G), Letter Grade and Credit Point (P) in each course opted in the semester.
- h) The total credits and total credit points in each semester.
- i) Semester Grade Point Average (SGPA) and corresponding Grade in each semester
- **j)** Cumulative Grade Point Average (CGPA), Grade for the entire programme.
- **k)** Separate Grade card will be issued at the request of candidates and based on University Guidelines issued from time to time.
- I) Details of description of evaluation process- Grade and Grade Point as well as indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the grade card.

14. AWARD OF DEGREE

The successful completion of all the courses with 'C'grade within the stipulated period shall be the minimum requirement for the award of the degree.

15. MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vicechancellor to monitor the internal evaluations conducted by institutions.

16. RANK CERTIFICATE

The University shall publish the list of top 10 candidates for each programme after the publication of the programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to candidates on their request.

Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.





WEBLINKS OF THE DOCUMENTS

1, Policy document of the College

Weblink : https://stxaviersaluva.ac.in/uploads/2022/09/POLICY-DOCUMENT.pdf

2. Affiliating University UG CBCS Regulations - 2017

Weblink : https://www.mgu.ac.in/uploads/2017/09/UG- CBCS -Regulagtions-2017-2.pdf?x25466

3. Affiliating University PG CSS Regulations - 2019

Weblink:<u>https://www.mgu.ac.in/uploads/2019/11/PG_CSS_2019_compressed_2_merge_d_1_pdf?x25466</u>

