

**ST. XAVIER'S COLLEGE FOR WOMEN (AUTONOMOUS)**  
**ALUVA**



**ACADEMIC REGULATIONS, 2024**  
POSTGRADUATE PROGRAMMES (SXC PGP)

Under Credit Semester System  
VERSION 1 DTD. 25.06.2024

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## **PREAMBLE**

St. Xavier's College for Women (Autonomous) proudly introduces the new regulations for the Postgraduate Programme (SXC PGP) 2024. These regulations, formulated under the Credit Semester System Regulations 2011, adopt the Mahatma Gandhi University syllabus to uphold academic rigor and relevance. Our commitment to fostering a transformative educational environment is reflected in these regulations, designed to promote advanced scholarly research, critical thinking, and professional expertise. By integrating theoretical knowledge with practical applications, the SXC PGP ensures our students are well-prepared to meet contemporary challenges and contribute meaningfully to society. These regulations come into force from 2024 onwards, marking a significant milestone in our journey as an autonomous institution dedicated to academic excellence, inclusivity, and social responsibility.

## **PREFACE**

St. Xavier's College for Women (Autonomous) is pleased to introduce the Postgraduate Programme Regulations 2024 (SXC PGP Regulations 2024). In our pursuit of establishing a strong autonomous identity, it is crucial to adhere to an established and validity-proven academic framework. Therefore, we have decided to adopt the Mahatma Gandhi University Postgraduate syllabus. This strategic move ensures that our academic offerings are grounded in a respected and time-tested curriculum, marking an esteemed beginning as an autonomous institution. This decision aligns with our commitment to providing a robust and comprehensive educational framework that meets the highest standards of academic excellence and relevance.

By integrating the Mahatma Gandhi University syllabus, we aim to ensure that our postgraduate programs remain competitive and cutting-edge, thereby reinforcing our commitment to excellence in this new phase of autonomy. This adoption allows us to offer a curriculum that is both rigorous and reflective of current academic and industry trends, providing our students with the knowledge and skills they need to succeed in their chosen fields.

The present regulations are formulated in adherence to the Credit Semester System as per the Mahatma Gandhi University Regulations 2011. This system ensures a

structured and efficient progression of learning, facilitating a balanced and in-depth exploration of subjects through a credit-based approach. It underscores our commitment to a standardized yet flexible educational experience that accommodates the diverse needs and aspirations of our students.

These regulations, designed to come into force from 2024 onwards, mark a significant milestone in our ongoing efforts to provide an optimal academic ecosystem. They reflect our dedication to fostering a culture of academic excellence, inclusivity, and continuous improvement. The SXC PGP Regulations 2024 are a testament to our resolve to nurture accountable individuals and resourceful global citizens.

We are confident that the implementation of these regulations will further our mission of creating a knowledge society that values diversity, inclusivity, and social responsibility. We look forward to the positive impact this will have on our students' academic and professional journeys, reinforcing St. Xavier's College for Women as a leading institution in higher education.

### **MOTTO**

On the path of knowledge, love & service.

### **VISION**

St. Xavier's College for Women envisions the empowerment of women through academic excellence and spiritual enlightenment for their educational, social and cultural enhancement.

### **MISSION**

At St. Xavier's College for Women, our mission is to:

- \* To facilitate optimal academic ecosystem that facilitates lifetime learning, sustainability and holistic development.
- \* To nurture students to evolve as accountable individuals and resourceful global citizens
- \* To foster inclusiveness, innovation, entrepreneurship and professional enhancement
- \* To engage in collaborative global network to widen teaching-learning ambit.

### **STRATEGIC STATEMENT**

St. Xavier's College for Women is dedicated to providing a state-of-the-art, inclusive academic environment that promotes lifelong learning and global networking. By offering

personalized support to students, the college aims to develop responsible global citizens who excel in innovation, entrepreneurship, and professional growth, while embodying a deep commitment to sustainability and national pride.

## **FOREWORD**

We are excited to present the Postgraduate Programme (SXC PGP) regulations for 2024 at St. Xavier's College for Women (Autonomous). At the pivotal moment in our institution's journey towards autonomy, the adoption of the Mahatma Gandhi University syllabus will provide access to a curriculum renowned for its quality and rigor, ensure our educational standards align with nationally recognized benchmarks, enable our students to stay abreast of contemporary educational trends and advancements, enhance the overall academic experience through well-structured and comprehensive syllabi, and foster a learning environment that promotes excellence and innovation. This decision underscores our commitment to superior academic standards, ensuring our programs remain at the forefront of educational advancement.

The SXC PGP regulations are designed to provide a robust academic framework that not only meets but exceeds the expectations of our stakeholders. By integrating the best practices of MG University and embracing a credit-based semester system, we aim to empower our students with holistic knowledge and practical skills. This forward-looking approach not only prepares our graduates for successful careers but also instills in them a deep sense of social responsibility and ethical leadership. Together, let us embark on this journey of academic rigor and personal growth, shaping the future leaders of our society.

Principal

## **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

1.1. These Regulations will be called ST. XAVIER'S COLLEGE POSTGRADUATE PROGRAMME (SXC PGP) REGULATIONS, 2024.

1.2 These Regulations will come into effect for admissions commencing from the academic year 2024-25.

## **2. SCOPE AND APPLICATION**

2.1 The regulation provided herein will apply to all regular post-graduate programmes, MA/MSc/MCom, conducted by the college (Aided/Self-financing) with effect from the academic year 2024-2025 admission onwards.

2.2 These regulations will not apply to programs conducted prior to the 2024 admission, with the regulations in effect at that time, as established by Mahatma Gandhi University, remaining applicable.

## **3. DEFINITIONS**

3.1 '*University*' means Mahatma Gandhi University, Kottayam, Kerala

3.2 '*Academic Committee*' means the Committee constituted by the Principaal under this regulation to monitor the running of the Post-Graduate programmes under the Credit SemesterSystem(SXC PGP)

3.3 '*Programme*' means the entire course of study and Examinations.

3.4 '*Duration of Programme*' means the period of time required for the conduct of the programme. The duration of post-graduate programme will be of 4 semesters.

3.5 '*Semester*' means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.

3.6 '*Course*' means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project / practical training / assignments/evaluation etc., to meet effective teaching and learning needs.

3.7 '*Credit*' (Cr) of a course is a measure of the weekly unit of work assigned for that course in a semester.

3.8 '*Course Credit*' One credit of the course is defined as a minimum of one hour lecture / minimum of 2 hours lab/field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination. No regular student will register for more than 24 credits and less than 16 credits per semester. The total minimum credits, required for completing a PG programme is 80.

3.9 '*Programme Core course*' Programme Core course means a course that the student admitted to a particular programme must successfully complete to receive the Degree and which cannot be substituted by any other course.

3.10 '*Programme Elective course*' Programme Elective course means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses is required to complete the programme.

3.11 '*Programme Project*' Programme Project means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in the parent department / any appropriate research center in order to submit a dissertation on the project work as specified.

3.12 '*Plagiarism*' Plagiarism is the unreferenced use of other authors' material in dissertations and is a serious academic offence.

3.13 '*Tutorial*' Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

3.14 '*Seminar*' means a lecture expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

3.15 '*Evaluation*' means every student will be evaluated by 25% internal assessment and 75% external assessment.

3.16 '*Repeat course*' is a course that is repeated by a student for having failed in that course in an earlier registration.

3.17 '*Improvement course*' is a course registered by a student for improving his performance in that particular course.

3.18 '*Audit Course*' is a course for which no credits are awarded.

3.19 '*Department*' means any teaching Department offering a course of study approved by the college as per the Act or Statute of the University.

3.20 '*Parent Department*' means the Department which offers a particular post graduate programme.

3.21 '*Department Council*' means the body of all teachers of a Department in a College headed by the Head of the Department.

3.22 '*Faculty Advisor*' is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.

3.23 '*Course Teacher*' means the teacher who is taking classes on the course.

3.24 '*College Co-ordinator*' means a teacher from the college nominated by the College Council to look into the matters relating to SXC PGP System

3.25 '*Letter Grade*' or simply '*Grade*' in a course is a letter symbol (A,B,C,D, E) which indicates the broad level of performance of a student in a course.

3.26 Each letter grade is assigned a '*Grade point*' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

3.27 '*Credit point*' (P) of a course is the value obtained by multiplying the grade point (G) by the Credit (Cr) of the course  $P=G \times Cr$ .

3.28 '*Weight*' is a numerical measure quantifying the comparative range of an answer or the comparative importance assigned to different components like theory and practical, internal and external examinations, core and elective subjects, project and viva-voce etc.



3.29 *'Weighted Grade Point'* is grade points multiplied by weight.

3.30 *'Grade Point Average' (GPA)* is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade point obtained in the course by the sum of the weights of Course.

3.31 *'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 taken in a semester by the total number of credits taken by him/her in that semester . The grade points will be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

3.32 *'Cumulative Grade point average' (CGPA)* is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and will be rounded off to two decimal places.

3.33 *'Grace GradesPoints'* means gradepoints awarded to course/s, as per the choice of the student, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities.

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

4.1 There will be an Academic Committee constituted by the Principal to manage and monitor the working of SXC PGP, 2024.

4.2 The Committee consists of

- (a) The Principal
- (b) The Academic Coordinator
- (c) The Controller of Examinations
- (d) Four Faculty members proposed by the College Council

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

5.1 Students will be admitted into post graduate programme under the faculties.

5.2 The programme includes two types of courses, Program Core (PC) courses and Program Elective (PE) Courses . There will be a Program Project (PP) with dissertation to be undertaken

by all students. The Programme will also include assignments, seminars / practical viva etc., as e specified in the Curriculum of each discipline.

5.3. There will be various groups of Programme Elective courses for a programme such as Group A, Group B etc. for the choice of students subject to the availability of facility and infrastructure in the institution and the selected group will be the subject of specialization of the programme.

#### 5.4 Project work

5.4.1. Project work will be completed by working outside the regular teaching hours .

5.4.2 Project work will be carried out under the supervision of a teacher in the concerned department.

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 Supervisor.

5.4.4 There will be an internal assessment and external assessment for the project work.

5.4.5. The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce.

5.4.6. The title and the credit with grade awarded for the program project will be entered in the grade card issued by the college.

5.5. Assignments: Every student will submit one assignment as an internal component for every course with a weightage one. The Topic for the assignment will be allotted within the 6th week of instruction.

#### 5.6 Seminar Lectures

5.6. Seminar Lecture: Every PG student will deliver one seminar lecture as an internal component for every course with a weightage two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

5.7. Every student will undergo at least two class tests as an internal component for every course with a weightage one each. The weighted average will be taken for awarding the grade for class tests.

5.8. Student attendance for each course is mandatory, with 75% attendance required to be

eligible for the examination.

5.9 .No course will have more than 4 credits.

5.10. Comprehensive Viva-voce will be conducted at the end semester of the program comprehensive Viva-Voce covers questions from all courses in the programme.

## **6. ATTENDANCE**

6.1 The minimum requirement of aggregate attendance during a semester for appearing the end semester examination will be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the University.

6.2 .If a student represents the institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as college union / university union activities, she will be eligible to claim the attendance for the actual number of days participated subject to a maximum of 10 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College.

6.3 .A student who does not satisfy the requirements of attendance will not be permitted to take the end Semester examinations.

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

7.1 The Department Board of Studies concerned will design all the courses offered in the PG programme. The Boards will design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposures and training for the students.

7.2 The syllabus of a course will include the title of the course, contact hours, the number of credits and reference materials.

7.3 Each course will have an alpha numeric code number which includes abbreviation of the subject in two letters, the semester number, the code of the course and the serial

number of the course ('C' for Program Core course, 'E' for Program Elective course, 'O' for Open Elective course, 'P' for Practicals and 'D' for Project/ Dissertation).

7.4 Every Programme conducted under Credit Semester System will be monitored by the College Council.

## **8. REGISTRATION.**

8.1 .A student will be permitted to register for the programme at the time of admission.

8.2 .A student who registered for the course will complete the course within 4 years

## **9.ADMISSION**

9.1 The admission to all PG programmes will be as per the rules and regulations of the parent University

9.2 The eligibility criteria for admission will be as announced by the college from time to time.

9.3 Separate rank lists will be drawn up for reserved seats as per the existing rules.

9.4 The college will make available to all students admitted a Prospectus listing all the courses offered including programme elective during a particular semester. The information provided will contain title of the course and credits of the course.

9.5 There will be a unique academic and examination calendar prepared by the Academic Council for the conduct of the programmes. The Academic Council will ensure that the calendar is strictly followed.

9.6 There will be provision for credit transfer subject to the conditions specified by the Board of Studies concerned.

## **10. ADMISSION REQUIREMENTS**

10.1 Candidates for admission to the first semester of the PG programme are required to have passed an appropriate Degree Examination or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as equivalent thereto.

10.2 The candidate must forward the enrollment form to the Controller of Examinations of the college through the Head of the department, in which she is currently studying.

10.3 The candidate has to register all the courses prescribed for the particular semester. Cancellation of registration is applicable only when the request is made within two weeks from the time of admission.

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

## **11. PROMOTION**

11.1 A student who registers for the end semester examination will be promoted to the next semester

## **12. EXAMINATIONS**

12.1 There will be End Semester examination at the end of each semester.

12.2 Practical examinations will be conducted by the college at the end of each semester.

12.3 Project evaluation and Viva -Voce will be conducted at the end of the programme only. Practical examination, Project evaluation and Viva-Voce will be conducted by two internal examiners and one external examiner.

12.4 End-Semester Examinations: The examinations will be normally at the end of each semester.

12.5 There will be one end-semester examination of 3 hours duration in each lecture based course and practical course.

12.6 A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions will have different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of Studies.

### 13. EVALUATION AND GRADING

13.1 Evaluation: The evaluation scheme for each course will contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage will 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 internal and external evaluation will be carried out using Direct grading system.

13.2 Internal Evaluation: The internal evaluation will be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is as follows.

#### 13.3 Components of Internal Evaluation

##### Component Weightage

- i) Assignment----- 1
- ii) Seminar-----2
- iii) Attendance----- 1
- iv) Two Test papers-- 2

#### 13.4 Grades for Attendance

% of attendance	Grade
>90%	A
Between 85 and 90	B
Between 80 and below 85	C
Between 75 and below 80	D
< 75	E

13.5 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester will be published on the notice

board at least one week before the commencement of external examination. There will not be any chance for improvement for internal grade.

13.6 The course teacher and the faculty advisor will maintain the academic record of each student registered for the course which will be forwarded to the University through the college Principal and a copy will be kept in the college for a period of two years for verification.

13.7 External Evaluation: The external Examination in theory courses will be conducted by the College with question papers set by external experts. The evaluation of the answer scripts will be done by examiners based on a well-defined scheme of valuation. The internal evaluation will be done immediately after the examination preferably through Centralized Valuation which will be scrutinized under external evaluation.

13.8 Photocopies of the answer scripts of the external examination will be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts will be done as per the existing rules prevailing in the College.

13.9. The question paper should be strictly on the basis of model question paper set by BOS and there will be a combined meeting of the question paper setters for scrutiny and finalization of question paper. Each set of question should be accompanied by its scheme of valuation.

#### 13.10. DIRECT GRADING SYSTEM

Direct Grading System based on a 5 - point scale is used to evaluate the performance (External and Internal Examination of students)

#### 13.11. DIRECT GRADING SYSTEM

Letter Grade	Performance	Grade point(G)	Grade Range
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.00 to 0.49

13.12. The overall grade for a programme for certification will be based on CGPA with a 7-point scale given below

CGPA	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

13.13 Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external weightage =3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.

13.14 A separate minimum of C grade is required for a pass for both internal evaluation and external evaluation for every course.

13.15 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.

13.16 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. For the successful completion of semester, a student should 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.

For instance, if a student has registered for 'n' courses of credits C<sub>1</sub>, C<sub>2</sub>....., C<sub>n</sub> in a semester and if she/he has scored credit points P<sub>1</sub>, P<sub>2</sub>....., P<sub>n</sub> respectively in these courses, then SGPA of the student in that semester is calculated using the formula.



$$\text{SGPA} = (P_1 + P_2 + \dots + P_n) / (C_1 + C_2 + \dots + C_n)$$

$$\text{CGPA} = [(SGPA)_1 * S_1 + (SGPA)_2 * S_2 + (SGPA)_3 * S_3 + (SGPA)_4 * S_4] / (S_1 + S_2 + S_3 + S_4)$$

Where S1, S2, S3, and S4 are the total credits in semester1, semester2, semester3 and semester4

#### 14. GRADE CARD

14.1 The college under its seal will issue to the students, a grade card on completion of each semester, which will contain the following information.

- a) Name of the College
- b) Name of the University
- c) Title of the PG Programme.
- d) Name of Semester
- e) Name and Register Number of students
- f) Code number, Title and Credits of each course opted in the semester, Title and Credits of the Project Work
- 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, total credit points and SGPA in the semester.

14.2 The Final Grade Card issued at the end of the final semester will contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The Final Grade Card will show the CGPA and the overall letter grade of a student for the entire programme.

#### 15. AWARD OF DEGREE

The successful completion of all the courses with 'C+' grade will be the minimum requirement for the award of the degree

## **16. MONITORING COMMITTEE**

There will be a Monitoring Committee constituted by the Controller of Examination to monitor the internal evaluations conducted by institutions. The Course teacher, Faculty Advisor, and the College Coordinator should keep all the records of the internal evaluation, for at least a period of two years, for verification.

## **17. GRIEVANCE REDRESSAL COMMITTEE**

17.1 The College will form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee will address all grievances relating to the internal assessment grades of the students. There will be a college level Grievance Redress Committee comprising of Faculty advisor, two senior teachers and two staff council members (one will be an elected member) and the Principal as Chairman.

## **18. TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Principal will, for a period of three year from the date of coming into force of these regulations, have the power to provide by order that these regulations will be applied to any programme with such modifications as may be necessary

## **19. REPEAL**

For admissions prior to 2024, the MG University Regulations will apply. The current regulations will be repealed if the parent university raises concerns or if any inconsistency between the college's norms and those of the parent university is identified.

## APPENDIX

### COURSE AND CREDIT DISTRIBUTION MODEL

Models of distribution of course and credit are given in the following tables .BOS can make appropriate changes subject to the following conditions.

1. Total credit of the programme is generally 80, but may vary from 72 to 84 (BOS can make appropriate changes)
2. The minimum credit of a course is 2 and maximum credit is 4
3. Semester-wise total credit can vary from 16 to 24
4. Number of courses per semester can be decided by the BOS concerned.
5. The credits of Projects, Dissertations and viva-voce can be prescribed by the BOS

Example: Programmes with practical -Total Credits 80

Semester Course	Teaching	Credit Credits	Total	
I	PC1	4	4	19
	PC2	4	4	
	PC3	4	4	
	PC4	3	3	
	Practical	10	4	
II	PC5	4	4	19
	PC6	4	4	
	PC7	4	4	
	PC8	3	3	
	Practical	10	4	

III	PC9	4	4	19
	PC10	4	4	
	PC11	4	4	
	PE12	3	3	
	Practical	10	4	
IV	PE1	5	4	
	PE2	5	4	23
	PE3	5	4	
	Practical	10	4	
	Project	-	4	
	Viva	-	3	

Example: Programmes (without practical) -Total Credits 80

Semester Course	Teaching	Credit	Total Credits	
I	PC1	4	3	20
	PC2	4	3	
	PC3	4	3	
	PC4	4	3	
	PC5	4	4	
	OE	4	4	
	Tutorial	1	-	
II	PC6	4	3	20
	PC7	4	3	
	PC8	4	3	
	PC9	4	3	
	PC10	4	4	
	PE1	4	4	

	Tutorial	1	-	
III	PC11	5	4	20
	PC12	5	4	
	PC13	5	4	
	PC14	5	4	
	PE2	4	4	
	Tutorial	1	-	
IV	PE3	5	4	20
	PE4	5	4	
	PE5	5	4	
	PE6	5	4	
	Project	5	4	