

MAHATMA GANDHI UNIVERSITY PG PROGRAMME
REGULATIONS FOR CREDIT SEMESTER SYSTEM
(MGU-CSS-PG)

1. SHORT TITLE

1.1. These Regulations shall be called Mahatma Gandhi University Regulations (2011) governing Post Graduate Programmes under the Credit Semester System(MGU-CSS-PG)

1.2 These Regulations shall come into force from the Academic Year 2012-2013 onwards

2. SCOPE

2.1 The regulation provided herein shall apply to all regular post-graduate programmes, MA/MSc/MCom, conducted by the affiliated colleges/Institutions (Government/Aided/unaided/ Self-financing, and Constituent colleges of Mahatma Gandhi University with effect from the academic year 2012-2013 admission onwards.

2.2 The provisions herein supersede all the existing regulations for the regular post-graduate programmes conducted by the affiliated colleges and centres of the Mahatma Gandhi University unless otherwise specified.

2.3 These shall not apply for the programme conducted in distance/ off campus and private registration mode which will continue to be in annual scheme.

3. DEFINITIONS

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

3.2 '**Academic Committee**' means the Committee constituted by the Vice-Chancellor under this regulation to monitor the running of the Post-Graduate programmes under the Credit Semester System(MGU-CSS-PG)

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 shall 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 shall 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'** 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 shall 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 University in a 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.

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 MGU-CSS-PG 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 shall 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 shall 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.

3.34 '**Words and expressions**' used and not defined in this regulation but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. ACADEMIC COMMITTEE

4.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of (MGU-CSS-PG) 2011.

4.2 The Committee consists of

- (a) The Vice-Chancellor
- (b) The Pro-Vice-Chancellor
- (c) The Registrar
- (d) The Controller of Examinations
- (e) Two Teacher Syndicate members .

4.3 There shall be a subcommittee nominated by the Vice Chancellor to look after the day to day affairs of the ...MGU-CSS-PG 2011programme.

5. PROGRAMME STRUCTURE

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

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

by all students. The Programme will also include assignments, seminars / practical viva etc., if they are specified in the Curriculum.

5.3. There shall 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 shall be the subject of specialization of the programme.

5.4 **Project work**

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

5.4.2 Project work shall 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. In

5.4.4 There should 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 should be entered in the grade card issued by the university.

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

5.6 **Seminar Lectures**

5.6. Seminar Lecture: Every PG student shall 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 shall undergo at least two class tests as an internal component for every course with a weightage one each. The weighted average shall be taken for awarding the grade for class tests.

5.8. The attendance of students for each course shall be another component of internal assessment as prescribed with weightage one.

5.9 .No course shall have more than 4 credits.

5.10. Comprehensive Viva-voce shall 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 shall 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 his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as college union / university union activities, he/she shall 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 concerned.

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

7. BOARD OF STUDIES AND COURSES.

7.1The PG Board of Studies concerned shall design all the courses offered in the PG programme. The Boards shall 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.

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

7.3 Each course shall 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 shall be monitored by the

College Council.

8. REGISTRATION.

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

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

9. ADMISSION

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

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

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

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

9.5 There shall be a uniform academic and examination calendar prepared by the University for the conduct of the programmes. The University shall ensure that the calendar is strictly followed.

9.6 There shall be provision for inter collegiate and inter University transfer in 3rd semesters within a period of two weeks from the date of commencement of the semester.

9.7 There shall 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 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 equivalent thereto.

10.2 , the candidate must forward the enrollment form to the Controller of Examinations of the University through the Head of the Institution, in which he / 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: A student who registers for the end semester examination shall be promoted to the next semester

12. EXAMINATIONS

12.1 There shall be University examination at the end of each semester.

12.2 Practical examinations shall be conducted by the University at the end of each semester.

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

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

12.5 There shall 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 shall 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 shall contain two parts; (a) internal evaluation and (b) external 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 internal and external evaluation shall be carried out using Direct grading system.

13.2 **Internal evaluation:** The internal evaluation shall 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 ttendance	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 shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

13.6 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 college Principal and a copy should be kept in the college for at least two years for verification.

13.7 External evaluation: The external Examination in theory courses is to be conducted by the University with question papers set by external experts. 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

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

13.9. The question paper should be strictly on the basis of model question paper set by BOS and there shall be a combined meeting of the question paper setters for scrutiny and finalisation 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 shall 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.

13.15A 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 C1, C2 ,Cn in a semester and if she/he has scored credit points P1, P2.....,Pn respectively in these courses, then SGPA of the student in that semester is calculated using the formula.

$$\text{SGPA} = \frac{(P1+P2+\dots\dots\dots+Pn)}{(C1+C2+\dots\dots\dots+Cn)}$$

$$\text{CGPA} = \frac{[(\text{SGPA})1*S1 + (\text{SGPA})2*S2 + (\text{SGPA})3*S3 + (\text{SGPA})4*S4]}{(S1+S2+S3+S4)}$$

Where S1, S2, S3, and S4 are the total credits in semester1, semester2, semester3 and semeste4

14. GRADE CARD

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

- a) Name of the University.
- b) Name of college
- 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 shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The Final Grade Card shall show 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 shall be the minimum requirement for the award of the degree

16. MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vice-chancellor 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. GRIEVENCE REDRESSAL COMMITTEE

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

17.2 University level: The University shall form a Grievance Redress Committee as per the existing norms.

18. TRANSITORY PROVISION

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

19. REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

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 bythe 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	Total Credits		
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	