

**VIMALA COLLEGE (AUTONOMOUS)
THRISSUR-680009**

AFFILIATED TO UNIVERSITY OF CALICUT



EXAMINATION MANUAL

2016 Admission onwards

EXAMINATION MANUAL

Vimala College Thrissur has been conferred the status of Autonomy in October 2015 by UGC and the State Government. It is affiliated to the University of Calicut and the Rules and regulations of the University is followed for admission and examination. The Manual of examinations is prepared by the Academic Council of the College and is submitted to the University for remarks and modifications for improving the quality of the examination process.

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PREFACE

Vimala College Thrissur, a first grade Women's College under the CMC Management is affiliated to the University of Calicut. It was established in 1967 following bifurcation from St Mary's College, Thrissur. It is a Christian College under the Management of the Nirmala Province, Thrissur, of the Congregation of Mother of Carmel (CMC). True to the ideals and heritage handed over to the Congregation by her founder, St. Kuriakose Elias Chavara, the College aims at the "pursuit of intellectual and professional excellence, the total formation of the girls as much for their own enrichment as for the service of society and the nation in the spirit of Christ" (CMC Constitution No. 85).

Vimala College was formerly accredited with **Five Star** status in 2001 which was then the highest level of achievement: only two colleges under the Calicut University were bestowed the Five Star status. In the next cycle of accreditation, the College was re-accredited with an **A Grade** and a **CGPA** of **3.30** in 2009 and further, with a **CGPA** of 3.5 in 2014. The college has been conferred Autonomous Status in October 2015 by UGC and State Government and recognized as a 'College with Potential for Excellence' by UGC in April 2016.

Ever since its inception, the College has been in the forefront of higher education in the State. Currently Vimala offers 16 Graduate and 13 Post Graduate courses, 3 research centers, UGC Add on Courses and various certificate Courses. The college has made remarkable strides in curricular, co-curricular and extra-curricular activities and strives for the enhancement of quality and the sustenance of excellence. The infrastructure and educational resources have been consistently expanded over the years to meet the growing academic requirements.

The College encourages a holistic approach to education that not only ensures academic excellence but also equips young women to face the challenges in life by fostering values, imbining emotional maturity, creating civic responsibility and building global competencies in a dynamic environment. The College has institutionalized Value Education and Community Extension Services from the very beginning.

The social commitment of the College and the various Community Extension Services introduced for the development of the local community are commendable. As part of commitment to society, the College has implemented various extension activities to help the neighbourhood community. The Vimala Community Extension Centre (VCEC) is a registered society under the Government of India, Social Welfare Board. The FCC (Family Counselling centre) CHILDLINE, VICASS, Tailoring centre and Crèche & nursery function under the VCEC.

The college also keeps genuine interest in women empowerment programmes. Vimala College is the first college in the State that has been sanctioned the Women Studies Centre by the UGC. The college has a very active Career Guidance and Placement Cell through which a good number of students have been placed every year. The performance of the students in National level tests like the UGC/CSIR/JRF and CA have has improved greatly. Sports is one of the strengths and the College has to its credit five Olympians besides several other international stars. Recently an International Aquatic Academy of world class standard is inaugurated which is completed with the support of UGC.

I. UNIVERSITY REGULATIONS

1. MATRICULATION/RE-MATRICULATION

All persons who register for a course of study or research or appear for an examination of the University of Calicut for the first time shall be required to have their names registered as matriculate by remitting the prescribed fee. Matriculates of the university who have migrated to other universities shall have to apply for re-matriculation afresh when they join for a course of study again in the University, remitting the prescribed fee. For matriculation and rematriculation the fee are Rs.100/- and 150/- respectively.

2. RECOGNITION OF QUALIFYING EXAMINATION

The candidates who have passed the qualifying examination from other Universities/Boards and seek admission to further courses of study in the University of Calicut shall be considered as qualified for admission to that programme only if the examination passed by him/her has been recognized by the University of Calicut as equivalent to the examination of the University of Calicut prescribed as the qualifying examination for admission to the programme concerned. The Recognition Fee is Rs.80/-

3. EQUIVALENCY/RECOGNITION CERTIFICATE

However, equivalency/recognition certificate will not be insisted for admission in the case of degree and diplomas awarded through regular mode of study by Central Universities, all Universities in Kerala, IIT, IIMS, HSE/VHSE examinations of the state of Kerala and All India Senior School Certificate Examination (XII standard) of CBSE, ISCE and regular HSE courses conducted by other State Government Boards under 10+2 pattern.

If a foreign degree or diploma is recognized by the AIU, New Delhi as equivalent to a corresponding degree or diploma of Indian Universities, the same shall be treated as equivalent to the corresponding programme of this university, provided the candidates produce certificate from the AIU in this regard.

If a particular course/examination taken by candidate is not recognized, admission to a course shall not be granted even provisionally in anticipation of getting recognition later.

4. MIGRATION CERTIFICATE

Migration certificate will be issued to candidates who seek admission to a course of study in any other University or institution and who apply for the same in the prescribed form accompanied by the chalan receipt for the prescribed fee.

II. CONDUCT OF EXAMINATION BY THE COLLEGE

2.1 CONTROLLER OF EXAMINATIONS

The Manager of the CMC Educational Society, Thrissur appoints the Controller of Examination (CE) of the Autonomous College. All examinations leading to the award of Degree issued by the University of Calicut shall be conducted under the supervision of the Controller of Examinations. The Controller has the responsibility to extend the safeguards and other regulations prescribed by the University of Calicut to the College. The rules and regulations specified in the Examination Manual should be abided by the CE in the conduct of Examinations. In the absence of the CE, the duties will be vested on the Joint Controller of Examinations who is also appointed by the Manager.

2.2. CHIEF SUPERINTENDENT (CS)

The CS shall be appointed by the Principal before the commencement of the examinations. He/she will be responsible for the proper conduct of the examination in the College.

2.3 QUESTION PAPERS SETTING

A Question Bank is prepared by the College for each subject with ample number of questions for each section. The Question Bank is scrutinized by external experts in each subject. The question papers are generated using soft ware. This will be done confidentially by the CE. CE will print adequate number of question papers confidentially.

2.4 DISTRIBUTION OF QUESTION PAPER

The question papers will be handed over to the Chief Superintendent (CS) by the CE. The CS should inspect the packets and satisfy herself/himself that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the CE forthwith. If any discrepancy is found in the question paper or on the question paper cover with regard to the duration, maximum marks, etc, the same should be intimated to the CE. The time table provided by the CE should be strictly adhered to, and instructions to the candidates should be given accordingly.

The CS will receive the question paper packets from the CE and will then hand over the required number of question papers to the Invigilators assigned to each hall. The CS will be responsible for wrongly opening the Question paper cover wherein the details concerning the particular examination are furnished.

No question paper should go out of the College before the close of the examination. The possibility of exchange of question papers between candidates should be prevented. For this the candidate should be instructed to write their name and register number on the question paper immediately on receipt of the same.

All excess question papers as per the account with the Invigilators should be collected after 30 minutes of the commencement of the examination and kept by the CS in safe custody till the close of the examination. Question Paper should not be given to anybody who is not on duty before the close of the examination.

After the question paper covers have been cut, opened and distributed, any two of the invigilators should affix their signature on the question paper cover as well on the certificate sent to the CS. The CS should ensure that the certificate and the opened question paper covers are returned to the CE along with the answer books. If any question paper packet remains unopened due to the absence of the candidates registered for a particular examination, the unopened cover and the unused question papers should be returned together with the answer books to the CE.

2.5 ANSWER BOOKS

Answer Books will be supplied in advance. Answer books are in different series with letter codes on both main and additional books. The CS is expected to keep a record of the received answer books, their total number with series. New series of answer books should be supplied for different examinations as far as possible. The answer books and question papers should be placed in a strong room under the custody of the CS. The key of the room should be with the CS.

For the examination in a particular session, only one series of main and additional answer books should be used as far as possible. The main and additional answer books issued should be of the same series. If due to insufficiency of stock, one series alone cannot be issued for a particular session, the CS may issue another series to supplement the shortage, after making a note of it in the record. However, this should be avoided as far as possible. The CS should enter the number of used answer books with series in the record.

Each invigilator should acknowledge the receipt of the answer books, main and additional. Invigilators will be supplied with statement form in duplicate for recording the issue of answer books to the candidates. The main and additional answer books will be distributed to the candidates by the invigilators. The answer books should not be distributed before the candidates report for the examination. They should get the signature of the candidate while issuing the answer books, and note down the number of the main answer book in the statement. The invigilator should sign on the top of the additional answer book before issuing it to the candidate. The total number of additional sheets supplied to each candidate should be recorded. Office Attendant should not be entrusted with the task of taking the answer books to the halls and distributing it to the examinees.

While collecting the answer books at the close of the examination, the invigilators should verify that the number of additional sheets supplied to the candidates tallies with the total recorded number. Any discrepancy should be reported to the CS for taking further action. He/She should also sign on the last page of the answer paper where the answers end.

At the close of the examination, the answer books should be personally collected by the invigilators from the candidates. Candidates should not be allowed to leave the hall before handing over the paper to the invigilator. The candidates who wish to leave the examination hall in the middle of the examination should be instructed to stand in their places until the invigilator collects the answer books. At the close of the examination all candidates should stop writing and remain in their seats until the invigilator has collected the answer books.

The used answer books and the blank answer books should be handed over to the CS separately. One copy of the daily statement of account should be kept in the College Examination Office and one copy should be dispatched on the same day to the CE along with the statement showing total answer books and additional sheets issued for the day and the balance at hand.

The same procedure should be followed for practical examinations also. Instead of handing over the answer books to the invigilators, the same should be given to the skilled assistant /internal examiner concerned who is responsible for recording the account of answer sheets.

The final accounts of the answer books (main and additional) should be submitted to the CE immediately after the termination of examinations. Under no circumstances should the answer sheets be left unbundled. These bundles should always be kept sealed by the CS. No answer book/sheet should be taken away by unauthorized persons. Such an instance will be treated as malpractice and subsequent punishment shall be imposed.

The used answer books in each course should be packed and dispatched separately. Under no circumstances should a single bundle contain answer books of more than one course. The answer books of the FN and AN Session should be dispatched on the same day to the CE without fail.

2.6 INVIGILATION

One invigilator is assigned for every 30 students or for fractions more than 10. The CS will recommend the names of internal invigilators to the CE. Invigilators posted for a session will not be replaced in the middle of a session. Invigilators should be shifted from room to room every day.

The CS shall complete all the necessary preliminary arrangements such as room arrangement, allocation of seats, pasting of register numbers etc. a day previous to the commencement of the examinations. A chart of seating arrangement should be displayed prominently at the entrance to each hall. Copies of the time table and instructions are to be distributed to the candidates three days prior to the date of commencement of the examination. No candidate shall be admitted to the examination hall/room without production of the Hall Ticket. But the CS may if she/he is satisfied about the identity of the candidate, allow her to write the examination and insist on the production of the Hall Ticket at a subsequent session.

In the case of loss of Hall Ticket, the CS shall instruct the candidate to produce her passport size photograph and affix her signature on it under attestation by any one of the faculty of the Department concerned; this can be used as a duplicate hall ticket. The CS shall instruct the invigilators to check the Hall Ticket of each candidate without causing disturbance to the candidate. Suspected cases of impersonation should be reported to the CE.

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be permitted to write the examination.

Candidates should be allowed into the examination hall 10 minutes before the time fixed for the commencement of the examination, and the invigilator should ensure that the candidates are in their seats 5 minutes before the commencement of examination. Candidates should not be permitted to remain outside the halls following the bell for the distribution of question papers.

Candidates presenting themselves after the first half hour of the commencement of the examination should not be admitted to the examination under any circumstance.

Before the question paper is distributed to the candidates, the invigilator should draw the attention of the candidates to the special instructions and warn them against the practice of any unfair means at the examination. Candidates and invigilator should maintain strict silence in the examination hall. Candidates are forbidden from asking questions of any kind to the invigilator about the day's paper. They should write their name and Register Number on the question paper issued. The CS will issue the necessary instructions to the invigilators in this regard. When the examination is going on, the CS should visit the various halls at intervals without prior notice so as to ensure that the invigilators may not engage themselves in any occupation likely to undermine the efficiency of supervision. Candidates shall not be allowed to leave the hall before 30 minutes after the commencement of the examination. Instructions may be given to the invigilators to direct those candidates who wish to hand over their answer books and leave the hall after 30 minutes of the commencement of the examination and before 30 minutes of the close of examination to stand up in their seats until the invigilator collects the answer books as well as the question papers from them. The question papers shall be returned to the candidates after the close of the examination.

Non programmable scientific calculator can be used by the candidates for the examinations that require its use. Mathematical instruments like divider, compass box, scales and protractor are permitted in the hall. Electronic gadgets, except acceptable calculators are to be kept outside the hall. Mobile phones, even if they are switched off, will not be allowed in the examination hall. The CS should arrange for a bell being sounded at every hour after the commencement of the examination.

A warning bell should be given 10 minutes before the closure time of the examination. The CS may at his/her discretion allow extra time up to 5 minutes if for any reason the question paper could not be distributed before the appointed time.

The entry of outsiders into the examination hall is strictly prohibited. The invigilators should keep close watch over the peons and other menials who may enter the hall for supply of water. The peons and menials are prohibited from taking tea or coffee for candidates in to the examination hall. No member of the staff, teaching or non-teaching, who has no duty in connection with the examination, should be permitted to enter the halls or handle question papers.

2.7. MALPRACTISES IN THE EXTERNAL EXAMINATIONS

If a candidate is detected for malpractice, the answer book should be collected by the invigilator concerned and the candidate should be supplied with a separate answer book to continue to write the examination. Special mention of it should be made to the CS and she/he shall hand over the answer book to CE with a detailed report of the student who resorted to unfair means, together with the materials of proof relating to the case, if any, with specific charges against the candidate. The answer book of the candidate should be packed separately with the superscription "Suspected Malpractice".

If the candidate confesses the guilt, the cases are to be closed as per the following guidelines, after obtaining the approval of the Principal.

- (i) Cancel particular course(s)/paper(s) of the examination(s) of the candidate, and she will not be permitted to appear for the course(s)/paper(s) concerned during the next chance.
- (ii) In addition to the cancellation of the appeared course(s) paper(s), an amount of Rs.1000/- will be levied as fine from the candidate.
- (iii) If a candidate repeats the malpractice, the entire semester/ annual examinations will be cancelled, and she will not be permitted to appear for the next two consecutive examinations of the course(s)/ paper(s) concerned, excluding the appearance in which she is found resorting to malpractice.
- (iv) In addition to the cancellation, an amount of Rs.3000/- will be levied as fine from such candidates.
- (v) If he/she further repeats the offence, she will be permanently debarred from all the Examinations.

If the candidate denies the charge, the principal has to appoint a senior faculty to conduct an enquiry into the allegations against the student. After the formal enquiry punishment may be awarded in accordance with the gravity of the offence.

2.8. SPECIAL PERMISSION/ PRIVILAGES ETC.

A) PHYSICALLY HANDICAPED CANDIDATES

30 minutes time is granted as additional time in the three hour duration exam for those having disability [proportionate deduction/ enhancement will be given based on the examination

duration]. Scribe will be permitted for those who cannot perform the act of writing owing to their disability (permanent disability), if that fact is specially mentioned in the Medical Certificate.

B) BLIND CANDIDATES

Extra time of 15 minutes per hour of examination will be allowed to blind candidates, in addition to the permission to avail the service of a scribe. They are exempted from answering questions on drawing graph, phonetic transcription, etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer papers.

Blind candidates are exempted from payments of all kinds of special fee and tuition fee as mentioned in the University Order at the time of admission and the exam fee prescribed by the CE for the course. However, they have to remit the fee for degree certificate and other certificates.

C) VISUALLY IMPAIRED CANDIDATES

Visually impaired students can use computers/ Laptop with a screen reading speech software, for writing the examination, over and above the facilities for using a scribe.

D) DYSLEXIC AND AUTISTIC CANDIDATES

Extra time of 30 minutes will be allowed in addition to the permission for availing the service of a scribe or interpreter to dyslexic and autistic candidates.

E) STUDENTS WITH WRITING DISABILITIES

Students with writing disabilities, who cannot write with their own hands, can use computers for writing answers in examinations, and the College shall provide computers to the students.

G) APPLICATION FOR SCRIBE (amanuensis)

Scribe will be allowed only to candidates with permanent disability. Application for extra time or scribe should be routed through the Principal. The request of the candidates should be received at least one month before the commencement of the examination. The application should include Medical Certificate issued either by a Medical Board constituted by the Government or by specialists in charge of Departments namely, Orthopedics/ Physical medicines/ Ophthalmology/ ENT etc in a Government Hospital/ Medical College Hospital, and duly countersigned by the superintendents. Principal will appoint a scribe for the candidate. Candidates are not permitted to bring any scribe. Principal can prepare a panel of scribes.

In the case of total blindness or permanent disability that cannot be cured, a copy of the Medical Certificate attested by the Principal of the college or by the superintendent of the Government Hospital will be accepted. In all other cases, Original certificate should be produced.

For gaining extension of time, the Medical Certificate should specify that the handicap will affect the normal speed of writing of the candidate.

2.9. ONLINE REGISTRATION FOR EXAMINATIONS

The registration for examination will be online. In this case, conventional application form need not be submitted. Students can login to the official website of the College, and access the online registration link in the home page. The required link can be selected to fill up the application form. Incomplete application will be rejected.

Before doing online registration, the chalan for the specified amount is to be drawn. The chalan receipt is to be retained with the candidate and the details of chalan are to be entered in the column provided. Passport size photo (jpg format, 150 pixels width × 200 pixels height, maximum size 40 kb) is to be scanned and uploaded in the space provided. After entering the details in the entire column, the printout of the application is to be taken. The printout will be having the photo on it and there is no need to paste another photo on the printout. The printout should then be attested by a gazetted officer/principal and submitted in the office along with the original chalan receipt and other necessary documents on or before the prescribed date.

Registration for End Semester Examination with required fees should be remitted at least 15 days before the commencement of the examination. A fine of Rs.500/- will be levied for submitting the application form before 10 days. Application for registration can be submitted at least 7 days before the commencement of the examination with a super fine of Rs.1000/-

III. EVALUATION

3.1 EVALUATION AND GRADING

Mark system is followed instead of direct grading for UG programmes. For each course in the semester, letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per guidelines given in Annexure-1

3.2 COURSE EVALUATION

The evaluation scheme for each course shall contain two parts

a) Internal assessment b) External Evaluation

For UG Programmes 20% weight is given to the internal assessment. The remaining 80% weight is for the external evaluation. For PG Programmes 25% weight is given for internal and 75% is given for external assessment. Both internal and external evaluation will be carried out using Direct Grading System for PG Programmes.

a. Internal Assessment

20% of the total marks in each course is for internal examinations. The marks secured for internal assessment should be sent to the Examination section of the College. The internal assessment shall be based on a predetermined transparent system that includes written test/assignments/seminars/viva and attendance in respect of theory courses, and lab involvement/records, attendance, in respect of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion and research aptitude. Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/Seminar/Viva 25% and Test paper 50%. For practical courses – Attendance 25%, Record 50% and lab involvement 25%. If a fraction appears in internal marks, the nearest whole number is to be taken.

Attendance of each course will be evaluated as below:

Above 90% attendance	100% marks allotted for attendance
85 to 89%	80%
80 to 84%	60%
76 to 79%	40%
75%	20%

To ensure transparency of the evaluation process, 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 the external examination. There will not be any chance for improvement for internal marks. For those who could not appear for any internal examination with genuine reasons, a single chance for re-examination may be permitted after remitting an amount of Rs.200/- per paper and with the recommendation of the Head of the Department. The date of re examination will be announced in advance. The course teacher(s) shall maintain the academic record of each student registered for the course, which is to be forwarded to the Examination office by the Principal after obtaining the signature of both course teacher and HOD.

Moderation:

- a) Moderation shall be awarded subject to a maximum of 5% of external total marks.
- b) The maximum of moderation awarded shall be limited to 10% of the total marks to be awarded for the external examination in a particular course. A maximum of 10% can be given for a pass in an individual paper.
- c) Moderation, if eligible, shall be awarded only after effecting the revaluation marks.

b. External Evaluation:

External evaluation carries 80% of marks.

The external examination in theory courses is to be conducted with question papers set by the Controller's Office. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. Answer keys shall be provided by the College. For UG Courses, Centralized Valuation is to be adopted. The Head of the Department will be the Chairman of each subject concerned. One Chief examiner from outside the College will be appointed by the CE for each subject. The Chief Examiner has to scrutinize every paper and revalue 20% of the total papers. After the external evaluation, only marks are to be entered in the answer scripts and in the mark sheets. The marks will be uploaded by each examiner into the portal of the CE after each session. In the case of PG Programmes, marks need to be entered only in the face sheets. All other calculations including grading are done by the Examination office. A copy of the mark list duly signed by the Additional Examiner and Chief Examiner has to be submitted to the Chairman. The Chairman has to submit the mark list, the statement of work and the DA form along with the answer sheets to the CE after the closing of the camp. The external examination for practical, project and viva shall be conducted by two examiners – one internal and an external, appointed by the CE. Practical examinations shall be conducted in the even semesters (II, IV and VI) as per the decision of the appropriate academic bodies. The marks obtained for practical examination, project evaluation and viva shall be uploaded by the examiners into the portal of the CE after the completion of the examination, and the mark list of the practical examination has to be submitted along with the answer sheets and statement of the work. For project and viva, the moralists have to be submitted to the CE.

For PG programmes, double valuation method is implemented. For the first valuation, the Head of the Department is appointed as the Chairman of each subject and the valuation is done by the faculty members of the department concerned. The marks obtained will be uploaded by

each examiner into the portal of the CE. A copy of the mark list duly signed by the additional examiner has to be submitted to the Chairman. The Chairman has to submit the mark list with the answer sheets to the CE after the closing of the camp. The second valuation is done by external examiners appointed by the CE. If there is a difference of more than 20% between the marks given by the two examiners, a third valuation is conducted by an external and the average of the nearest two marks will be granted to the student. If the difference is less than 10%, the higher marks will be taken. If the difference is greater than 10% and equal to or less than 20 % the average of the two marks will be taken. Finally the mark list, the statement of work done and the answer sheets have to be submitted to the CE within the stipulated time.

Practical examinations will be conducted at the end of II and IVth semesters. The project evaluation with viva can be conducted at the end of the IV semester. The marks obtained for external practical examination, project evaluation and viva will be uploaded by the examiners into the portal of the CE after the examination. The mark lists have to be submitted along with the answer sheets and statement of the work for the practical examination after the conduct of the examination.

Valuation of answer scripts of regular students has been made part of the duty of the teachers by the university of Calicut w.e.f 01.03.2014. And so teachers are not entitled to get remuneration for the valuation of answer scripts of the regular students. The answer scripts of the regular students shall be equitably distributed among all the teachers. Internal examiners for the regular practical examination/viva-voce/thesis or project evaluation are not entitled to remuneration. However revaluation of answer scripts will be remunerated. External examiners are entitled to TA/DA and examination charges. If conscious irregularity on the part of examiner is discovered on valuation, the CE can conduct an enquiry and recommend for further disciplinary actions to the Principal.

In the event of malpractice detected during the course of valuation of answer scripts by the Internal or External Examiner, the Chairman of the camp concerned shall send a detailed report to the CE containing full description of the type of malpractice suspected together with the relevant documents. Further proceedings of the case will be as in the case of malpractice done during the examinations.

3.3 REVALUATION OF ANSWER PAPERS

Application for revaluation can be given either online as per the notification issued from time to time. Application for revaluation should be submitted within 10 days of publication of the result. There is no revaluation for practical examination and project viva. There is also no spot revaluation.

Fee for revaluation is Rs 500/- per paper.

With Order U.O.No. 379/2016/PB Dated 23.07.2016 the rules relating to revaluation have been modified by the University. They are as follows:-

- 1) The increased marks obtained in the revaluation will be awarded to the candidate without fixing any limit.
- 2) If the increase of mark obtained in the revaluation is 30% or more of the maximum marks, the answer scripts be sent for second revaluation and the candidate be awarded the average of the marks obtained in the first and second revaluation.

Change of marks on account of revaluation will be effected in the Revaluation Register and in the online register. The change need be effected in the mark list only after obtaining the request from the candidate along with the original mark list and original memo issued from the College. This will be intimated to the student through the memo. There is no fee for entering the revaluation marks in the mark list within 6 months of revaluation memo. If the request is made after 6 months from the date of revaluation memo, a fine of Rs 500/- will be levied for each subsequent year for producing the new mark list.

3.4. SCRUTINY / PHOTOCOPIES OF ANSWER PAPER

Application for photocopies of answer papers should be made along with the application for revaluation. Application for photocopies/scrutiny/revaluation should be submitted within 10 days of the publication of the result. Photocopies of the answer paper are issued after defacing the marks awarded.

Scrutiny means recounting or rechecking the marks awarded by the examiner to see whether any error like adding, omission, neglect, etc occurred while entering the marks. Scrutiny is done in the Examination Section itself.

3.5. IMPROVEMENT

Registration for reappearance will be treated as utilization of reappearance chance, even if the student is absent for the examination. One who reappears for improvement has to take the examination as per the scheme prevailing at the time.

In case of reappearance after completion of the programme, the original TC, provisional certificate and mark list should be submitted; these will be returned after the publication of the result. A declaration to the effect that she has not applied for original degree certificate should be obtained from the applicant who registers for improvement after the completion of the programme. The provisional certificate already issued to the candidate should be revised even if there is no change in marks in the improvement exam.

Only the T.C (without mark list) can be returned after the completion of the examination but before the publication of result without cancelling the improvement examination. Chance utilized seal is to be affixed on the T.C before issuing it to the candidates.

The T C and mark list may be returned to the candidate on request before the publication of result, cancelling all the improvement examinations (already taken/to be taken) with the forfeiture of improvement chance. Candidates should surrender the hall ticket for improvement examination in such cases. Those who already applied for original degree certificate cannot apply for improvement.

3.6. REVALUATION/PHOTOCOPY/SCRUTINY FEE RATE

The prevailing rules for revaluation shall be applicable.

<i>No</i>	<i>Particulars</i>	<i>Amount (Rs)</i>
1	Photocopy	200
2	Scrutiny	100

3.7. CONDONATION-SHORTAGE OF ATTENDANCE

Attendance and progress certificate (APC) in respect of every student is necessary for the registration of the candidates for the external examination. Hence, the APC forwarded from college is checked before issuing hall ticket. Three fourth of the attendance (75%) is compulsory for appearing for the examination.

However, shortage of attendance maybe condoned. Condonation application should be given not later than two weeks before the commencement of the examination. Condonation will not be granted for more than once in an academic year for any course of study.

Condonation is ordinarily granted on the following conditions-

1. The prescribed fee has been paid.
2. The reasons given for failure to keep the prescribed attendance are satisfactory.
3. The application is recommended and forwarded by the principal.

Application for condonation shall be attached with an explanatory statement for each day of absence. A medical certificate from a registered medical practitioner is required, if the absence is due to illness, which exceeds 5 working days at a time. The principal also has to state that timely application was made by the candidate for leave and leave was granted in time.

Normal condonation limit for semester courses is 10% of working days. Condonation of attendance will be granted twice during the entire course subject to a maximum of 20%.

Shortage of attendance up to a maximum of 20% will be granted once as a single chance during the entire course for semester courses, only on genuine medical grounds.

If the shortage of attendance is beyond the condonable limit, such candidates must repeat the course for making up the shortage to become eligible for the APC, and then register for the exam along with the junior batch.

The fee for condonation up to 10% of total working days is Rs 400. The fee for condonation up to 20% of total working days is Rs 450/-. A fine of Rs.1000/- will be imposed additionally on each candidate in case of delayed submission of application for condonation.

3.8. INTERNAL MARKS/ INTERNAL GRADES – CORRECTION

The internal mark/ internal grade with the signature of the teacher concerned and the Head of the Department should be published on the notice board of the college for at least 3 days. This is to facilitate corrections and address complaints. This should then be uploaded in the website as per the time schedule published on the notice board of the College. One copy of the same should be forwarded to the CE which shall be certified by the Principal to the effect that the internal mark has been brought to the notice of the students concerned and that the same has been verified with the original records and found correct. Any correction/ alteration in internal assessment grade/ marks after the publication of result will not be considered.

3.9 MATERNITY LEAVE BENEFIT TO FEMALE STUDENTS

The benefit of maternity leave as provided in KSR part I Rule is made applicable to the female students, with the following conditions-

1. The principal of the college concerned can grant maternity leave to the female students only once during the programme/ course
2. Other leave or absence shall not be clubbed with maternity leave during the programme/ course.
3. The student shall register for the examination after compensating the leave availed, with the junior batch, if other conditions stipulated in the regulations of the course are fulfilled.
4. The student is permitted to continue her study with the junior batch, considering as an additional seat in the department concerned.
5. Even if the curriculum/scheme/syllabus change occurs, students shall register for the examination after compensating the leave availed with the junior batch.

3.10 MODERATION IN EXAMINATIONS

Moderation is generally discouraged. Under some unavoidable circumstances it can be defined by a body comprising of the principal, the CE, and the Chairman of the Board concerned. Moderation shall not be awarded for improvement/reappearance papers.

Moderation that can be awarded in various external examinations will be a maximum of 5% of the aggregate marks of the external examination per year / semester, subject to the condition that

a maximum of 10% can be given for a pass in an individual paper. This will be considered at the time of finalization of the result of each semester.

Grace marks and revaluation marks should be effected before adding moderation. When a change in marks occurs on revaluation / when grace marks are added at a later stage, moderation already awarded, if any, should be withdrawn. Moderation, if any, required will be awarded later.

3.11 RESULTS

The results of each semester will be published in the College Website within 30 days of the completion of the external examination. Students can take printout of the result of each semester if required by using their Register Number and password. On the approval of the final marks, a consolidated mark list will be issued to the students under the name and seal of the Principal and the CE of the College, in a format consistent with that prescribed by the university of Calicut.

IV. AWARD OF DEGREE

4.1 REQUIREMENT

The successful completion of all the courses (common, core, complementary and open courses) prescribed for the degree programme with E grade (40%) shall be the minimum requirement for the award of degree.

4.2. PROVISIONAL CERTIFICATE

Provisional certificates of various programmes are issued by the College immediately after the publication of the results. Normally provisional certificate is issued from the College along with the final examination mark lists in the case of first attempt candidates. Only supplementary candidates need to approach the College for the Provisional Certificate.

Provisional certificates need not be revised and it can be used till the receipt of original degree certificate. Duplicate provisional certificate is not issued. Provisional Certificates is not issued for additional degree.

FEE RATE

<i>No</i>	<i>Particulars</i>	<i>Amount(Rs)</i>
1	UG	75
2	P.G	100
3	Ph.D	300

4.3. ORIGINAL DEGREE CERTIFICATES

Original Degree Certificate is issued by the University of Calicut. Application for original degree certificate will be submitted to the University by the College after the publication of the result of the final semester examinations. Students have to remit the required fees at the College Office for the Degree Certificate. The application for the degree certificate is available in the University website.

For obtaining degree certificate, self attested copy of the mark list/certificate of the qualifying examination, Compulsory Social Services certificate (if applicable) and original chalan receipt for the prescribed fee should be enclosed with the application.

4.4. CONFIDENTIAL MARK LIST

Confidential mark list is issued for higher studies/ employment in cases when the result of an examination is not published but the marks are ready after tabulation/ moderation. Confidential

mark list is issued to the Head of the Institution concerned and not issued to the candidates directly. Confidential mark list is issued for first appearance candidates only. It is not issued to supplementary appearance candidates. Application should be made in the prescribed form. For issuing confidential mark list, the candidates should have secured at least 50% marks. The Fee for Confidential Mark list (including postal charge) is Rs.300/-

4.5. RANK CERTIFICATE/POSITION CERTIFICATE

Position certificates are issued by the controller of Examinations on request. Ranks are declared only after the completion of the revaluation process.

The grace marks and moderations effected, if any, should not be considered for ranking. The candidates who have passed the entire parts and course in the first appearance itself will only be considered for ranking. Improvement marks are not counted for ranking. Candidates who have completed the course without break even though they have changed their optional subject during the course of study, only are considered for ranking. The fee for Rank Certificate/Position Certificate is Rs.250/-

4.6. GENUINENESS VERIFICATION/ AUTHENTICATION OF TRANSCRIPTS

The application for genuineness verification should be submitted along with the photocopies of the documents and the required fee. Only photocopies will be attested and the attested copies will be sent to the institution directly, with a covering letter. On no account will such cover be handed over to the candidates concerned.

FEE RATE

<i>No</i>	<i>Particulars</i>	<i>Amount(Rs)</i>	
1	Genuineness verification (per document) inside India	1500	
	Outside India	3000	
2	Search Fee	Between 3-10 years of passing the Exam.	250
		Above 10 years of passing the exam.	500

4.7. UNCLAIMED DOCUMENTS

The mark lists/ provisional certificates have to be collected within one month. Fine for collecting the unclaimed mark list/ document is Rs 200- per mark list/ document within one year.

Fine for unclaimed document

a] within 5 years -Rs 1000/-

b] after 5 years - Rs 2000/-

The candidates should produce hall ticket or any photo identity proof to collect the unclaimed documents.

4.8. DUPLICATE MARKLIST

Details of lost documents should be notified in any newspaper. The notification can be either in English or in Malayalam. The notification should contain the details such as name of course, year of study, register number, number of mark list lost, name of university etc. After completing 15 days from the date of publication of advertisement, affidavit duly countersigned by a First Class Judicial Magistrate should be obtained in a stamp paper worth Rs-100/- .If the lost documents include more than one document of the same or different courses, only a single advertisement and affidavit is enough. But the application and chalan for the different documents (Mark list/ certificate etc.) and courses should be submitted separately, along with the photocopies of affidavit and news paper advertisement. In such cases, it should be written on the copy where the originals have been submitted, so that the other sections can verify the same.

If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except news paper advertisement should be fulfilled.

Application for duplicate mark list should be made in the prescribed form. Application for duplicate document should be accompanied by the newspaper containing the advertisement (The Advertisement portion should be highlighted), affidavit in original, chalan receipt in original, copies of lost document (if available) and a copy of the first page of the SSLC Book.In the Affidavit it should be clearly stated that if the original documents are received later it will be surrendered to the College.

FEE RATE

Fee for duplicate mark list is Rs 300/-+ Rs 50/- postal charge per mark list. Duplicate mark list shall not be handed over to the candidates.

Fee for the duplicate mark list for the second time is Rs 1000/-+ postal charges of Rs 50/-

A search fee of Rs 1000/- from candidates up to 15 years after completion of the course and Rs 2000/- for more than 15 years will be levied who are not furnishing correct details including register number, month, year, centre of exam, while applying for the duplicate mark list.

FORMAT OF ADVERTISEMENT

I (Name and Address) hereby invite to the notice of the public that my mark list / certificate of Examination (year and month) with Register No of Vimala College (Autonomous), Thrissur.

A) Have/has been irrecoverably lost during travel/ postal transaction/ and such as I intend to apply for the duplicate mark list. If anybody happens to get the original, kindly send the same or intimate the undersigned or the college.

OR

B) Have/ has been almost damaged and spoiled due to rain/ fire/ transit/ and as such as I intend to apply for the duplicate mark list.

Certified that the aforesaid facts are absolutely true.

(Name & Address of the candidate)

FORMAT OF AFFIDAVIT

AFFIDAVIT

I Daughter of aged residing at House Post District, PIN do solemnly affirm and state as follows:-

While I was travelling from to (place) [or specify the circumstances], I lost my mark list of examination of the University of Calicut with Register Number of (Month and Year). I have tried all my earnest efforts to get it back, but failed in that attempt. I have also made a news paper notification in (Name of news paper) on (Date)

But till date I have not got any response in that regard. Now I am convinced that the original mark list of examination with Register Number of (Month & year) is lost irrecoverably. Hence I am applying for a duplicate of the same. I undertake that if it is recovered in future, it will be surrendered to Vimala College(Autonomous) Thrissur.

The above facts are true and correct.

Dated this day of month year

Signature of Deponent

Signature of Judicial First Class Magistrate

4.9. NAME CORRECTION

Fee at the following rate shall be levied for effecting name correction in mark list already issued to the candidates.

If the error is due to the negligence from the part of the College	Up to one year after the issuance	NIL
	After one year and up to 3 years of issuance	Rs- 250/- per mark list
	After 3 years and up to 10 years of issuance	Rs- 500/- per mark list
	After 10 years	Rs- 1000/- per mark list
If the error is due to the negligence on the part of candidate	Up to one year after the issuance	Rs- 300- per mark list
	After one year and up to 3 years of issuance	Rs- 500/- per mark list
	After 3 years and up to 10 years of issuance	Rs- 1000/- per mark list
	After 10 years	Rs- 2000/- per mark list

A single search fee of Rs- 250/- will be collected, if the request for the name correction is received after a lapse of three years from the date of issue of mark list. Period shall be calculated from the date of issue of mark list.

4.10. NAME CHANGE (EFFECTED THROUGH GAZETTE)

Candidates who wish to change their name should get the same published in the Kerala Government Gazette. For effecting name change in the College records, the student should request the Principal, Vimala College (Autonomous) Thrissur. A copy of the gazette is to be attached with the request.

Fee for name change is Rs. 1000/-. The Principal's Office will issue an order in this regard. The student has to apply to the CE with a copy of that order for name change. The office of the CE will then make the necessary entries in the records of the candidates. The mark list issued to her thereafter will be in the changed name. Retrospective correction in name in the mark list already issued is not allowed.

4.11. TRANSFER CERTIFICATE

Students are issued Transfer Certificate from the college. In order to get a duplicate TC the candidates should apply for the same with an affidavit on stamp paper worth Rs. 100/- signed before a First Class Judicial Magistrate. The fee for duplicate TC is Rs. 100/- .

4.12. ADD ON COURSE

Add on course is a part of career oriented program (COP) of the UGC. There are certificate, diploma and advanced diploma courses. These courses are conducted in the College along with regular classes. Question papers of three hours duration with 75 marks is prepared by the College. Each papers carries 100 marks (75 written test+ 25 practical/ project work). Examinations are conducted and marks are forwarded by the College. Certificate is issued by the University.

4.13. COMPULSORY SOCIAL WORK SERVICE (CSS)

As per order No.13725/GA-IV-J-SO/2013/CU Compulsory Social Service is exempted in UG Programme in University of Calicut under CUCBCSS UG Regulations 2014.

4.14. TOKEN REGISTRATION

Those candidates who have got registered for the annual/semester examination alone is eligible to move on to the next year / semester of the programmes. However, those who have attendance within the prescribed limit but could not register for the examination may apply for registration, immediately on commencement of the classes for the next year/ semester only as a token for getting permission to move on to the next year/semester without loss of time for a year/ semester. This is known as token registration. Application for token registration should be given within 10 days of the reopening of the college. Reopening means the date notified by the College for reopening the college. In addition to token registration fee, examination fee including fine and super fine is to be paid.

FEE RATE

No.	Particulars	Amount (Rs.)
1	Token Registration fee	650
2	Fine	100
3	Super Fine	1000
4	Examination fees	As per existing rate

4.15. COLLEGE TRANSFER OF STUDENTS

A student desirous of transfer from a college to another shall apply to the Registrar of the University in the prescribed manner along with valid reasons, for permission for such transfer.

Application form for college transfer is available at the official website of the University of Calicut. The application for college transfer should be attested by both the principal of the college where the candidate is presently studying and the principal of the college where the candidate propose to join. A certificate of satisfactory progress and good conduct from the Principal of the college where she is studying should also be enclosed. Admission shall be permitted within the sanctioned strength of the college. The order for college transfer is issued from General& Academic branch.

A student, who has been permitted to be transferred from one college to another, shall apply for combination of the attendance earned by her in the college in which she was studying before such transfer and the attendance that she would be able to earn in the college to which she has been admitted. Every such application shall be accompanied by a chalan receipt for the prescribed fee and shall be sent to the Registrar, through the principal, so as to reach him not later than one month after admission to the new college, and in any case, fifteen days before the last date for the receipt of applications for the examinations.

4.16. DISPOSAL OF FILES AND DOCUMENTS

Files/applications/papers/counterfoils/mark sheets/related documents in the section may be disposed as per the instructions given below:-

1. Examination application of the candidate need not be retained in the section. It can be disposed of after six months from the date of preparation of the certificate.
2. Application for original degree certificates and provisional certificates shall be disposed of after six months from the date of preparation of the certificate. Record of degree shall be properly maintained.
3. Application for revaluation of answer scripts shall be disposed of immediately after the publication of revaluation results.
4. Files shall be disposed of as per the instructions in the Secretariat Manual.
5. All the counterfoils of the answer scripts, of which the marks had already been entered in the system/TR, be retained in the section concerned up to three years after the publication of the result of the examination.
6. Examination mark book shall be retained in the section up to five years from the date of publication of result.
7. Dissertation/ Research Reports shall be retained for a period of one year from the date of publication of result.
8. A register showing the details of documents shall be maintained in each section.

V. DEGREE COURSES UNDER SEMESTER SYSTEM

VCCBCSS - 2016 (CHOICE BASED CREDIT & SEMESTER SYSTEM)

The Governing Council of the Kerala State Higher Education Council has proposed to restructure the UG education by introducing semesterisation and grading from 2009-10 academic year (2009 admission). Accordingly, CCSS and direct grading at UG level for all courses in Arts and Science Colleges and IHRD Colleges has been introduced in the University w.e.f. 2009 admission batch. Many amendments were made in the Regulations of CCSS since its implementation. Later, a completely new registration has been introduced to regular students with effect from 2014-15 academic year viz- Calicut University Regulation for Choice Based Credit & Semester System for Under Graduate Curriculum 2014. Indirect grading is the major change in the new Regulation.

“Calicut University Regulation for Choice Based Credit and Semester System for Under Graduate” Curriculum 2014” (CUCBCSSUG-2014)

The same system is followed by the College under the name VCCBCSSUG-2016.

Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum -2016

1. TITLE

These regulations shall be called “Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum of Vimala College (Autonomous) 2016” (VCCBCSSUG-2016).

2. SCOPE, APPLICATION & COMMENCEMENT

The regulations provided herein shall apply to all regular Under- Graduate programmes under faculties conducted by Vimala College (Autonomous) for the admissions commencing from 2016, with effect from the academic year 2016-2017.

The provisions herein supersede all the existing regulations for the regular Under- Graduate programmes under faculties conducted by University of Calicut unless otherwise specified.

Every programme conducted under the Choice Based Credit and Semester System in the College shall be monitored by the College Council.

3. DEFINITIONS

‘**Programme**’ means the entire course of study and examinations for the award of a degree (Traditionally referred to as course)

‘**Duration of programme**’ means the time period required for the conduct of the programme. The duration of an under-graduate degree programme shall be six semesters distributed in a period of 3years.

‘**Academic Week**’ is a unit of five working days in which distribution of work is organized

from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

‘**Semester**’ means a term consisting of 90 working days including examination days distributed over a minimum of 18 weeks of 5 working days each.

‘**Course**’ means a segment of subject matter to be covered in a semester (traditionally referred to as paper)

‘**Common course**’ means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.

‘**Core course**’ means a compulsory course in a subject related to a particular degree programme. (Traditionally called ‘Main’)

‘**Open course**’ means a course which can be opted by a student at his/her choice.

‘**Complementary course**’ means a course which is generally related to the core course (traditionally referred to as subsidiary paper)

‘**Repeat course**’ is a course that is repeated by a student in a semester for want of sufficient attendance. He/she can repeat the course whenever it is offered again.

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

‘**Audit course**’ is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.

‘**Credit**’ (C) is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course.

‘**Extra Credit**’ is the additional credit awarded to a student over and above the minimum credits required in a programme, for achievements in co-curricular activities conducted outside the regular class hours, as decided by the University. For calculating CGPA Extra credits are not to be considered.

‘**Letter Grade**’ or simply ‘Grade’ in a course is a letter symbol (A+, A, B,C,D,E and F) Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in (Annexure-I).

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. “**Grade Point**” means point given to a grade on 7 point scale.

‘**Semester Grade Point Average**’ (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off two decimal places. SGPA determines the overall performance of a student at the end of a semester.

‘**Credit Point**’ (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P=G \times C$

Credit Point of a semester is the product of SGPA of that semester and the total credit load of that semester.

Credit Point of a Semester = SGPA x Credit load (Total Credits) of the semester

‘Cumulative Grade Point Average’ (CGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places.

Grade Card shall mean the printed record of student’s performance, awarded to her/him.

Course teacher: A teacher nominated by the HOD shall be in charge of a particular course

‘Department’ means any Teaching Department in a college offering a course of study approved by the University as per the statutes and Act of the University.

‘Department Co-ordinator’ is a teacher nominated by a Dept. Council to co-ordinate the continuous evaluation undertaken in that department.

‘Department Council’ means the body of all teachers of a department in a college.

‘Parent Department’ means the Department which offers a particular degree programme

‘College Co-ordinator’ is a teacher nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the college level monitoring committee.

‘Faculty Adviser’ means a teacher from the parent department nominated by the Department Council, who will advise the student in the academic matters and in the choice of open courses.

‘Dual core’ means a programme with double core subjects, traditionally known as double main.

‘Strike off the roll’ A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

4. PROGRAMME STRUCTURE

Students shall be admitted into undergraduate programme under faculties of Science, Humanities, Language & Literature, Commerce & Management, Fine Arts, Journalism and such other faculties constituted by University from time to time.

Duration: The duration of an undergraduate programme shall be 6 semesters distributed over a period of 3 academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters (2,4,6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

1 day	5 hours with 1 hour
1 Academic week	5 days
1 semester	18 academic weeks (5 days × 18 weeks= 90 days)

Courses: Total courses offered in the UG programme are classified into four groups-

1. Common Course (Code : VA)
2. Core Course (Code : VB)
3. Complementary course (Code : VC)
4. Open Course (Code : VD)
5. General Course (Code:VGE)

Course Code:

Each course has an alpha numerical code number which includes abbreviation of the subject in three letters (VEG, VPH.....), semester number in which the course is offered, (1,2,3,4,5,6), code number of the course (A,B,C,D) and serial number of the course (01,02,03,04.....). Course code will be centrally generated by the College.

The minimum number of courses required for completion of an undergraduate programme may vary from 30 to 40, depending on the credits assigned to different courses.

A particular complementary/ open course should have same code with same credit even though it is offered for different programmes.

Common Courses: In general, every under graduate student shall undergo 10 common courses (total 38 credits) **Chosen from a group of 18 common courses listed below, for completing the programme:**

1. Common English Course 1	English courses I to VI- applicable to BA/BSC Regular pattern VEG A01-06
2. Common English Course II	
3. Common English Course III	
4. Common English Course IV	
5. Common English Course V	
6. Common English Course VI	
7. Additional Language Course I	Addl. Language courses I to IV- applicable to BA/B.Sc Regular Pattern
8. Additional Language Course II	
9. Additional Language Course III	
10. Additional language Course IV	
11. Additional Language Course V	Addl. Language courses V&VI applicable to Language Reduced Pattern B.Com
12. Additional Language Course VI	
13. Additional Language Course VII	Addl. Language courses VII&VIII applicable to B.Sc Computer Science Programme.
14. Additional Language Course VIII	
15. General Course I	Applicable to Language Reduced Pattern (LRP) Programmes
16. General Course II	
17. General Course III	
18. General Course IV	

Common courses 1-6 shall be taught by English teachers and 7-14 by teachers of additional languages and general courses 15-18 by teachers of departments offering core courses concerned.

General courses I-IV are numerical skill, general informatics, entrepreneurship or any other designed by the concerned group of boards.

The subject under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into two.

1. B.Com
2. Computer Science

Common Courses in various programmes

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A. & B.Sc	1,2,7	3,4,8	5,9	6,10
2	LRP	1,2,11/ 1,2,13	3,4,12/ 3,4,14	15,16	17,18

Core courses: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department. The number of core courses varies from 10 to 18 including a project work.

Complementary Courses: Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters.

Open courses: There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University.

Project: Every student of a UG degree programme shall have to work on a project of not less than 2 credits under the supervision of a faculty member as per the curriculum.

Credits:

Credit is a unit of academic input measured in terms of weekly contact hours/ course contents assigned to a course. Credit simply means how much time is earmarked in each week for teaching a subject.

Extra Credit is the additional credit awarded to the students over and above the minimum credit requirements for the achievements in co-curricular activities. These extra credits are not considered for calculating CGPA.

Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a minimum of 120 credits of which 38 (22 for common (English) courses +

16 for common languages other than English) credit shall be from common courses, a minimum of 2 credits for project and 2 credits for the open course. (In the case of LRP Programmes 14 credits for common courses, 8 credits for additional language courses and 16 credits for General courses) Minimum credits required for core, complementary and open courses put together are 82. However the credits to be set apart for the Core and Complementary courses shall be decided by the faculty concerned. The maximum credits for a course shall not exceed 5. Honours and dual core programmes are having separate credit distribution.

Common course	- 38 credits (22 for common course English + 16 for common languages other than English)
Core, Complementary - And Elective Courses	- 80 credits (including minimum of 2 for project work)
Open course	- 2 credits

TOTAL - 120 credits

A) Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the College. Benefits of attendance may be granted to students who attend the approved activities of college with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities. The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University.

If a student registered in first semester of the UG degree programme is continuously **absent from the classes for more than 14 days** at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the CE of the College. The names of such **students shall be removed from the rolls.**

B) Admission to repeat courses should be within the sanctioned strength

However if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Govt. service, may be permitted to repeat the course, with a written order issued by the Registrar, Calicut University (by considering his/her SGPA/CGPA and percentage of attendance). **The number of such candidates should not exceed two.**

Grace Marks: Grace marks may be awarded to a student for meritorious achievements in-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the

regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. No credit shall be assigned for such activities.

5. BOARD OF STUDIES AND COURSES

The UG Boards of Studies concerned shall design all the courses offered in the under-graduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

Each course have an alpha numeric code and title of the course. The code gives information on the subject, the semester number and the serial number of the course.

The syllabus of each course shall be prepared module wise. Number of instructional hours and reference materials are also to be mentioned against each module.

The scheme of examination and model question papers are to be prepared by the Board of Studies.

Board of Studies should analyse the previous examination question papers.

BOS should make the changes in the syllabi and text books in consultation with the teachers.

At least two meetings of teachers may be held in every department in the college, one in mid-year and one towards the year end. The recommendations of these meetings should be sent to the Boards of Studies.

Boards of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

6. ADMISSION

The admission to all programmes will be as per Rules and Regulations of the University.

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

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

The admitted candidates shall subsequently undergo the prescribed courses of study in the college for six semesters within a period of not less than three years; clear all the examinations prescribed and fulfill all such conditions as prescribed by the University from time to time.

The college shall make available to all students admitted a **prospectus** listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses.

Detailed syllabi shall be made available in the College website.

There shall be a **calendar** prepared by the College for the registration, conduct/schedule of the courses, examinations and publication of results. The College shall ensure that the calendar is strictly followed.

There shall be provision for **Inter Collegiate and Inter University Transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. For the **Inter University or Intra University** transfer of a student, she shall have a minimum of 20 credits in the credit bank a) in the same discipline and b) within Kerala.

Complementary change at the time of college transfer is permitted in the third semester if all conditions are fulfilled. **Complementary change** will not be permitted in the fifth semester.

The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

7. REGISTRATION

Each student shall make an online registration for the courses she takes, within two weeks from the commencement of each semester.

A student shall be normally permitted to register for the examination if she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be given to the Principal within two weeks of the commencement of that semester. An undertaking from the Principal may be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. (**Students shall make up the shortage of attendance in ‘Repeat Semester’ after completion of the programme**)

The ‘Repeat Semester’ shall be possible only once for the entire programme.

A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.

For open courses there shall be a minimum of 10 and maximum of 75 students per batch. For other courses existing pattern will be followed.

The students who have attendance within the limit prescribed, but could not register for the examination have to apply for **Token registration**, within two weeks of the commencement of the next semester.

8. EXAMINATION

There shall be External examinations at the end of each semester, except complementary courses of BA programmes.

Practical examinations shall be conducted by the College at the end of fourth and sixth

semesters.

External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

The model of question papers may be prepared by the concerned BOS. Each question should aim at – (1) Assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

Different types of questions shall possess different marks to quantify their range. Maximum marks can vary from course to course depending on their comparative importance. But a general pattern may be followed by the Boards of studies.

Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

Scheme of examinations

1-6 Common Course English: Duration of each external examination is 3 Hrs. Each carries a maximum of 100Marks.

7-14 Additional languages: Duration of each external examination is 3 Hrs. Each carries a maximum of 100 Marks.

15-18 General Courses: Duration of each external examination is 3 Hrs. Each carries a maximum of 100Marks.

Core Courses: Duration of each external examination is 3 Hrs. The maximum marks for the theory shall be equal. The division of marks between theory and practicals shall be stipulated by the Board of studies concerned.

Complementary Courses: Duration of each external examination is 3 Hrs. The division of marks between theory and practical shall be stipulated by the Board of studies concerned.

Open Courses: Duration of each external examination is 2 Hrs with 50 marks.

The division of marks between theory and practical and question paper pattern shall be stipulated by the Board of studies concerned

The **maximum marks** of different programmes in same faculty shall be same.

Improvement course: Improvement of a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. There will be no improvement for viva and project. For improvement of practicals, the marks awarded for records in the first evaluation will be retained.

Improvement and supplementary examinations cannot be done simultaneously.

9. INDIRECT GRADING SYSTEM

Indirect grading System based on a 7-point scale is used to evaluate the performance of students.

Each course is evaluated by assigning marks with a letter grade (A+, A, B,C,D,E or F) to that course by the method of indirect grading.

An aggregate of E grade with 40% marks (after external and internal put together) is required in each course for a pass and also for awarding a degree.

Appearance for Internal Evaluation (IE) and End Semester Evaluation (external) are compulsory and no grade shall be awarded to a candidate if she/he is absent for IE/ESE or both.

For a pass in each course 40% marks or E grade is necessary.

A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

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 a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA of the student in that semester is calculated using the formula

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

The cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semesters}}{\text{Total credits acquired (120)}}$$

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA (see table I in Annexure).

10. GRADE CARD

The College shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

- a) Name of University
- b) Name of College
- c) Title of Under Graduate Programme
- d) Semester concerned
- e) Name and Register Number of student
- f) Code number, Title and Credits of each Course opted in the semester
- g) Internal marks, External marks, total marks, Grade point (G) and Letter grade in each course in the semester
- h) The total credits, total credit points and SGPA in the Semester(corrected to two decimal places)
- i) Percentage of total marks

The final Grade/mark card issued at the end of the final semester shall contain the details of all courses taken during the entire programme. The final grade card shall show the percentage of marks, CGPA (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade/mark card shall also include the grade points and letter grade of common course, core courses, complementary courses and open courses separately. This is to be done in a seven point indirect scale.

11. REPEAT SEMESTER

If the registration for the examination is not possible owing to the shortage of attendance beyond the condonable limit, the student shall be permitted to move to the next semester. The student shall make up the attendance in Repeat semester after the completion of the programme. In such cases, a request from the student may be forwarded through the Principal to the Controller of Examination within two weeks of the commencement of that semester. An undertaking from the Principal may also be obtained stating that the student will be permitted to make up the shortage of attendance in that semester after completing six semesters. The student shall make up the shortage of attendance after the completion of six semesters. The Repeat Semester shall be possible only in the entire programme.

12. READMISSION

There is provision for readmission for the students subject to the following conditions:-

1. The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

2. There should not be any change in the scheme; readmission can be given based on the formula created for the same.
3. There should be an existing vacancy within the sanctioned strength.
4. The candidate should appear for the examination as per the scheme in force at that time.

Those students who have followed the UG courses in CCSS pattern can cancel their earlier registration and register afresh for CSSUG 2016 scheme in the same/ different discipline.

13. REDRESSAL COMMITTEE

The college shall form a Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level grievance redressal committee comprising of student advisor, two senior teachers and two staff council members (one shall be elected member) as members and Principal as Chairman.

VI- PG COURSES (VCCSS) -CREDIT SEMESTER SYSTEM

Calicut University Credit Semester System (CUCSS) pattern is followed for the PG programmes.

The period of course is divided into four semesters. Direct grading is followed in this pattern.

Question papers carry weight instead of marks. Each paper has a maximum credit point of 4.

Pass in a course: A minimum of 1.5 credit point (C grade) is required for a pass in a course and a minimum SGPA of 1.5 (C grade) is required for semester clearance. Pass in all courses in a semester is compulsory to calculate the SGPA.

Improvement/ supplementary appearances are allowed. There is provision for revaluation also.

Each semester has 4 papers with 4 credit points. Also 8 credit points for dissertation and viva, making the total credit points for the course as 72 for Arts PG Programmes. For M.Com programme each semester has 5 papers with 4 credits. In IV semester there are 4 papers with 4 credits and dissertation and viva with 4 credit points making the total credit points for the course as 80. For Malayalam 4 papers with 5 credits, dissertation with 5 credits and viva with 2 credits with a total of 87. For all Science subjects the total credit is 80 except for Botany with 72 credits. The credit for Social work is 100.

SGPA is calculated as shown below:-

<i>Credit Point</i>	<i>Letter Grade</i>
3.50-4.00	A
2.50-3.49	B
1.50-2.49	C
0.50-1.49	D
0.40-0.49	E
0.00-0.39	F

CGPA is calculated on a five point scale, as shown below:

<i>Credit Point</i>	<i>Letter Grade</i>
3.80-4.00	A+
3.50-3.79	A
3.00-3.49	B+
2.50-2.99	B
2.20-2.49	C+
1.50-2.19	C
Below 1.50	D

Ph. D Programme

The notification for PhD is issued by the Directorate of Research situated at Tagore Nikethan. Applications are invited for full time and part time research. There is an entrance test for admission to PhD programme. The students are admitted for the Ph.D Programme from the list published by the University.

The following categories are exempted from appearing for the entrance examination-

- i) Teachers of affiliated aided and government colleges under the University of Calicut and teachers of the University departments.
- ii) Teachers with FDP/QIP fellowship.
- iii) Candidates having research fellowship from central or state funding agencies.
- iv) Those qualified in GATE/JRF/SRF examinations of apex bodies such as CSIR/UGC/ICAR/ICMR/DBT and DST inspire fellowship.
- v) M.Phil degree candidates and
- vi) Foreign nationals who are otherwise eligible for admission.

The above candidates can apply for PhD registration at any time during the academic year subject to the availability of guides.

FOR Ph.D. PROGRAMME (w.e.f. 20/09/2012)

<i>No</i>	<i>Particulars</i>	<i>Amount(Rs)</i>
1	Provisional Registration	1000/-
2	Ph.D Registration-Final	3500/-
4	Exemption from PQE/course work	250/-
5	Guide Charge	1000/-
6	Co-guide	500/-
7	Title Change/Modification	1000/-
8	Re-registration	2500/-
9	Conversion to part time	1000/-
10	Conversion to Full Time	1000/-
11	Cancellation of Ph.D. Registration	500/-

Annexure I

Method of Indirect Grading

Seven point Indirect Grading System

Evaluation(both internal and external)is carried out using Mark system .The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

Indirect Grading System in 7 point scale is as below:

SEMESTER GRADE POINT AVERAGE (SGPA)

The SGPA of the semester is calculated using the following formula:-

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in s semester}}{\text{Total credits in that semester}}$$

$$\text{SGPA} = \frac{C_1G_1+C_2G_2+C_3G_3+\dots\dots\dots}{C_1+C_2+C_3+\dots\dots\dots}$$

Where G1,G2,G3 are grade points and C1,C2,C3are credits of different courses of the same semester.

Percentage of Marks (IA+ESE)	Grade	Interpretation	Grade point Average (G)	Range of grade points	Class
90 and above	A+	Outstanding	6	5.5 -6	First class with Distinction
80 to below 90	A	Excellent	5	4.5 -5.49	
70 to below 80	B	Very good	4	3.5 -4.49	First class
60 to below 70	C	Good	3	2.5 -3.49	
50 To below 60	D	Satisfactory	2	1.5 -2.49	Second class
40 to below 50	E	Pass/ Adequate	1	0.5 -1.49	Pass
Below 40	F	Failure	0	0 - 0.49	Fail

Example

Course Code	Course Name	Marks Obtained			Max. marks of the Course	Credit C	Grade point (G)	Credit point C x G	Grade
		Internal (Max.20)	External(Max.80)	Total					
xxxxxx	Xxxxxxx	16	64	80	100	4	5	20	A
xxxxxx	Xxxxxxx	10	40	50	100	3	2	6	D
xxxxxx	Xxxxxxx	18	70	88	100	4	5	20	A
xxxxxx	Xxxxxxx	14	56	70	100	3	4	12	B
xxxxxx	Xxxxxxx	18	58	76	100	3	4	12	B
xxxxxx	Xxxx	12	36	48	100	4	1	4	E

SGPA = $\frac{\text{Sum of the credit points of all courses in s semester}}{\text{Total credits in that semester}}$

SGPA = $\frac{20+6+20+12+12+4}{C1+C2+C3+.....} = 74/21 = 3.52$ **GRADE B**

Credit point of Semester I=74

Percentage of marks of Semester I = $(412/600) \times 100 = 68.667\% = 68.67\%$

Note The Percentage of marks shall be approximated up to two decimal points.

Course Code	Course Name	Marks Obtained	Max. marks of the course	Credit	Grade point (G)	Grade
xxxxxxx	Xxxxxxx	80	100	4	5	A
xxxxxxx	Xxxxxxxxxxx	50	100	3	2	D
xxxxxxx	Xxxxxxxxxxx	88	100	4	5	A
xxxxxxx	Xxxxxxxxxxx	70	100	3	4	B
xxxxxxx*	Xxxxxxxxxxx	32	100	3	0	F
xxxxxxx	Xxxxxxxxxxx	48	100	4	1	E

- Failed course
- Note : In the event a candidate fails to secure E grade (40 % marks) in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining E grade (40 % marks) in the failed Course in the subsequent appearance.

ANNEXURE II

Guidelines for the Evaluation of Projects

1. PROJECT EVALUATION

1. Evaluation of the Project Report shall be done under Mark System.
2. The evaluation of the project will be done at two stages:
 - a) Internal Assessment (supervising teachers will assess the project and award internal Marks)
 - b) External evaluation (external examiner appointed by the College)
 - c) Marks secured for the project will be awarded to the candidates combining the internal and external Marks
3. The internal to external components is to be taken in the ratio 1:4.

Assessment of Different components may be taken as below.

Internal(20% of total)		External (80%)	
Components	Percentage of marks	Components	Percentage of marks
Punctuality	20	Relevance of Topics ,Statement of objectives, Methodology(Reference, Bibliography)	20
Use of data	20	Presentation , Quality of analysis,/Use of statistical tools/Findings and recommendations.	30
Scheme/ Organization	30	Viva Voce	50
Viva-Voce	30		

1. Internal Assessment should be completed 2 weeks before the last working day of VIthSemester.
2. Internal Assessment marks should be published in the Department.
3. In the case of Courses with practical examination, project evaluation shall be done along

with practical examinations.

4. Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of the project.

2. PASS CONDITIONS

1. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external examination.
2. The student should get a minimum of 40% of the aggregate and 40% separately for ESE for pass in the project.
3. There shall be no improvement chance for marks obtained in the Project Report.
4. In an inability of obtaining a minimum of 40% marks, the project work may be re done and the report may be re submitted along with the subsequent exams through parent Department as per the existing rule of the College Examinations.
