ST THOMAS COLLEGE PALAI

AUTONOMOUS | ESTD. 1950 | REACCREDITED BY NAAC WITH A++ GRADE

VITA · LUX · AMOR

REGULATIONS FOR
UNDERGRADUATE DEGREE PROGRAMMES
STCP-UGP (HONOURS)

Introduced from 2024-25 admissions onwards

ST THOMAS COLLEGE PALAI AUTONOMOUS
UNDERGRADUATE DEGREE PROGRAMMES (HONOURS)
REGULATIONS, 2024
STCP-UGP (HONOURS)

PREAMBLE

The University Grants Commission (UGC) has issued the Curriculum and Credit Framework for Undergraduate Programmes 2023 (CCFUP) which would provide a flexible Choice Based Credit System, multidisciplinary approach, multiple entry and exit options, and establish three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with Research).

The Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the 2023-24 academic year, adopting 4-year undergraduate programmes to bring Kerala's undergraduate education at par with well-acclaimed universities across the globe.

The Kerala State Curriculum Committee for Higher Education has been constituted and it has proposed a model Kerala State Higher Education Curriculum Framework (KSHECF) for Undergraduate Education. Further, Mahatma Gandhi University, Kottayam, approved the draft Regulations for the Undergraduate Programmes (Honours) ("The Mahatma Gandhi University Undergraduate Programmes (Honours) Regulations, 2024") on 29 February, 2024.

Subsequently, an Academic Committee and various subcommittees were constituted for the implementation of the UGP Regulations at St Thomas College Palai Autonomous. The Academic Committee submitted the draft regulations on 23 March, 2024, namely: **THE ST THOMAS COLLEGE PALAI AUTONOMOUS UNDERGRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024** $\{\mathbf{STCP-UGP\ (Honours)}\}$ under the New Curriculum and Credit Framework, 2024.

REGULATIONS

1. **Short Title and Commencement**

   i. These Regulations may be called **THE ST THOMAS COLLEGE PALAI AUTONOMOUS UNDERGRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024** {**STCP** − **UGP** (**HONOURS**)} under the New Curriculum and Credit Framework, 2024.

   ii. These Regulations will come into effect from the academic year 2024-25 and will have prospective effect.

2. **Scope and Application**

   i. These Regulations shall apply to all Undergraduate Programmes under various Faculties conducted by ST THOMAS COLLEGE PALAI AUTONOMOUS for the admissions commencing in the academic year 2024-2025.

   ii. Every programme conducted under the STCP-UGP shall be monitored by an STCP-UGP Academic Monitoring Committee comprising members nominated by the Principal.

3. **Definitions**

   Unless context requires otherwise

   i. **College** means THE ST THOMAS COLLEGE PALAI AUTONOMOUS, an Aided College affiliated to Mahatma Gandhi University, Kottayam, Kerala.

   ii. **'University'** means the MAHATMA GANDHI University which is the affiliating University of ST THOMAS COLLEGE PALAI AUTONOMOUS.

   iii. **FYUGP** means Four Year Undergraduate Programme.

   iv. **Academic Year**: Two consecutive (one odd and one even) semesters followed by a vacation in one academic year.

   v. **Academic Coordinator/Nodal Officer:** Academic Coordinator/Nodal Officer is a faculty member nominated by the college council to co-ordinate the effective conduct of the FYUGP including Continuous Comprehensive Assessment (CCA) undertaken by various Departments within the college. She/ he shall be the convenor of the College level Academic Monitoring Committee.

   vi. **Academic Week:** A unit of five working days in which the distribution of work is organized, with five contact hours of one-hour duration on each day.

   vii. **Academic Credit**: A unit by which the course work is measured. It determines the number of hours of instruction required per week in a semester. It is defined both

in terms of student efforts and teacher efforts. A course which includes one hour of lecture or tutorial or minimum 2 hours of lab work/ practical work/ field work per week is given one credit hour. Accordingly, one credit is equivalent to one hour of lecture or tutorial or two hours of lab work/ practical work/ field work/ practicum and learner engagement in terms course-related activities (such as seminars preparation, submitting assignments, group discussion, recognized club-related activities etc.) per week. Generally, a one credit course in a semester should be designed for 15 hours Lecture/ tutorials or 30 hours of practical/ field work/ practicum and 30 hours learner engagement.

viii. **Academic Bank of Credits (ABC):** A digital/ virtual entity established and managed by Government of India to facilitate the learner to become its academic account holder and facilitating seamless learner mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfer and credit redemption to promote distributed and flexible process of teaching and learning. This will facilitate the learner to choose their own learning path to attain a Degree/ Diploma/ Certificate, working on the principle of multiple entry and exit, keeping to the doctrine of anytime, anywhere, and any level of learning.

ix. **Credit Accumulation:** The facility created by ABC in the Academic Credit Bank Account (ABA) opens by the learners across the country in order to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs.

x. **Credit Recognition:** The credits earned through eligible/ partnering HEIs and transferred directly to the ABC by the HEIs concerned.

xi. **Credit Redemption:** The process of commuting the accrued credits in the ABC of the learner for the purpose of fulfilling the credit requirements for the award of various degrees. Total credits necessary to fulfil the criteria to get a degree shall be debited and deleted from the account concerned upon collecting a degree by the learner.

xii. **Credit Transfer:** The mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed credits to individuals registered with ABA in adherence to the UGC credit norms for the course(s) registered by the learner in any HEIs within India.

xiii. **Credit Cap:** Maximum number of credits that a student can take per semester, which is restricted to 30.

xiv. **Continuous Comprehensive Assessment (CCA):** The mechanism of evaluating the learner by the course teacher at the institutional level.

xv. **End Semester Evaluation (ESE):** The mechanism of evaluating the learner at the end of each semester.

xvi. **Audit Course**: A course that the learner can register without earning credits, and is not mandatory for completing the STCP-UGP. The student has the option not to take part in the CCA and ESE of the Audit Course. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, without any credit (zero-credit).

xvii. **Courses:** Courses refer to the papers which are taught and evaluated within a programme, which include lectures, tutorials, laboratory work, studio activity, field work, project work, vocational training, viva, seminars, term papers, presentations, assignments, self-study, group discussion, internship, etc., or a combination of some of these elements.

xviii. **Choice Based Credit System (CBCS)** means the system wherein students have the option to select courses from the prescribed list of courses.

xix. **College-level Academic Monitoring Committee:** It is a committee constituted for the STCP-UGP at the college level comprising the Principal as the Chairperson, the Academic Coordinator/ Nodal Officer as its convenor.

xx. **Academic Coordinator/ Nodal Officer**: A senior faculty member nominated by the college council.

xxi. **Course Teacher**: A faculty member nominated by the Head of the Department shall be in charge of offering a particular course in a particular semester of STCP-UGP.

xxii. **Department** means any teaching department in a college offering a course of study approved by the college as per the regulations of the college and it includes a Department, Centre, or School of Teaching and Research conducted directly by the College.

xxiii. **Board of Studies (BoS)** means the academic body duly constituted to frame the syllabus of each department.

xxiv. **Senior Faculty Advisor (SFA)** is a faculty member nominated by the Department Council to coordinate all the necessary work related to STCP-UGP undertaken in that department, including the Continuous Comprehensive Assessment.

xxv.   **Department Council** means the body of all teachers of a department in the college.

xxvi.   **Faculty Adviser (FA)** means a teacher from the parent department nominated by the Department Council to advise students in academic matters.

xxvii.   **Graduate Attributes** mean the qualities and characteristics to be obtained by the graduates of a programme of study at the College, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. The College will specify graduate attributes for its programmes.

xxviii. **Programme** means the entire duration of the educational process including the evaluation leading to the award of a degree.

xxix.   **Programme Pathway**: Combination of courses that can be chosen by a student that gives options to pursue interesting and unconventional combinations of courses drawn from different disciplinary areas, like the sciences and the social sciences/ humanities. The pathways could be in terms of major- minor options with different complementary/ allied disciplines.

xxx.   **Regulatory Body** means University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Council for Teacher Education (NCTE), Indian Council for Agricultural Research (ICAR) etc.

xxxi.   **Signature Courses:** Signature Courses are the specialized Discipline Specific Elective Courses or Skill Enhancement/ Value Addition Courses designed and offered by the regular/ ad hoc/ visiting/ emeritus/ adjunct Faculty Members of St. Thomas College Palai Autonomous with the prior recommendation of the BoS and the approval of the Academic Council of the College.

xxxii.   **Letter Grade or simply 'Grade' in a course** is a letter symbol (O, A+, A, B+, B, C, P, F, and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on their performance in various examinations. The Letter grade that corresponds to a range of CGPA.

xxxiii. **Grade Point (G)**: Each letter grade is assigned a 'Grade point' (G) which is an integer indicating the numerical equivalent of the broad level of the performance of a student in each course. Grade Point is the letter grade on a 10-point scale.

xxxiv. **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 to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

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

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

xxxvii. **Grade Card** means the printed record of students' performance, awarded to them.

xxxviii. **Words and Expressions** used and not defined in this regulation, but defined in the Mahatma Gandhi University Act and Statutes, being the Act and Statues of St Thomas College Palai's Autonomous affiliating University, shall have the meaning assigned to them in the Act and Statutes.

4.   **Features and Objectives of STCP-UGP**

The features and objectives of the STCP-UGP shall be:

i.   The features, meaning and purpose of STCP-UGP shall be as stipulated by the UGC and adopted by Mahatma Gandhi University, Kottayam, for undergraduate education.

ii.   The practice of lateral entry of students to various semesters exists, but an exit with a Degree is only upon the successful completion of 133 credits as per the conditions stipulated in this regulation.

iii.   STCP-UGP shall have three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with Research).

iv.   Students who choose to exit after 3 years shall be awarded a UG Degree in their respective Discipline/ Disciplines after the successful completion of the required minimum Courses with 133 credits.

v.   A 4-year UG Degree (Honours) in the Discipline/ Disciplines shall be awarded to those who complete the STCP-UGP with a specific number of Courses with 177 credits, including 12 credits from a Capstone level Graduate Project/ Dissertation. Those students who are not doing a Capstone Project shall do three Courses at the

academic level 400 or above or three Vocational Training Courses or an Internship for 12 credits.

vi. Students who acquire minimum 75% in their Graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, the College may conduct a screening test for the Honours with Research Programme in accordance with the College Regulations.

vii. 4-year UG Degree (Honours with Research): Students who aspire to pursue research as a career may opt for 4-year UG Degree Honours with Research stream under STCP-UGP with a specific number of Courses with 177 credits including 12 credits from a research project in their major discipline.

viii. The recognized Research Departments or Departments with at least two faculty members having PhD shall offer the Honours with Research programme. Minimum 2 students (Mentees) should be allotted to a Faculty Member (Mentor).

ix. Students who have chosen the Honours with Research stream shall do their entire fourth year under the mentorship of a mentor.

x. The mentor shall prescribe suitable Advanced level/Capstone level Courses for a minimum of 20 credits to be taken within the Institution along with the Courses on Research Methodology, Research Ethics, and Research Topic-specific Courses for a minimum of 12 credits which may be obtained either within the Institution or from other recognized Institutions, including Online and Blended modes. Student shall also be allowed pursue these three Courses of 12 credits from suitable Interdisciplinary/ Transdisciplinary/ Multidisciplinary/ Vocational areas of their choice.

xi. Students who have opted for the Honours with Research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They need to defend successfully the research project to obtain 12 credits under a faculty member of the College. The research shall be in the Major/ allied discipline.

xii. The research outcomes of the project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.

xiii. The proposed STCP-UGP curriculum comprises Three Broad Parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/ Minor), and c) Discipline Specific Capstone Components.

xiv. The Foundation component of the STCP-UGP shall consist of a Set of General Foundation Courses and a Set of Discipline Specific Foundation Courses.

xv. General Foundation Courses shall be grouped into 4 major baskets as Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Addition Courses (VAC), and Multi-Disciplinary Courses (MDC).

xvi. Ability Enhancement Courses shall be designed specifically to achieve competency in English, and other languages as per the student's choice, with special emphasis on language and communication skills.

xvii. English or other language courses shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading, academic and expository writing skills as well as the cultural and intellectual heritage of the language chosen. Separate courses will be designed for Science, Humanities and Commerce streams.

xviii. Multi-Disciplinary Courses (MDC) shall be so designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social Sciences, Humanities, and Liberal Arts. Students shall not be eligible to take the MDC in the same discipline that they have studied during their Higher Secondary study. Third semester MDC can be based on Kerala specific content. Each BoS can prepare a basket of Courses under MDC.

xix. Skill Enhancement Courses (SEC) shall be designed to enhance 21st century workplace skills such as creativity, critical thinking, communication and collaboration.

xx. Discipline Specific Courses shall include Discipline Specific Pathway Courses, both Major and Minor streams, enabling students to gain basic knowledge in the chosen discipline.

xxi. Discipline Specific Foundation Courses shall focus on foundational theories, concepts, perspectives, principles, methods, and critical thinking essential for taking up advanced/ Capstone Courses. Practical courses shall be included in discipline specific foundation courses.

xxii. The curriculum of the SEC should be designed in a manner that at the end of year-1, year-2, year-3, and year-4 students are able to meet the level descriptors for levels 5, 6, 7, and 8 of the UGC Guidelines on National Skills Qualifications Framework (NSQF).

xxiii. Value Addition Courses (VAC) shall be so designed as to empower the students with personality development, perspective building and self-awareness.

xxiv. Discipline Specific Pathway Components (Major/ Minor) shall provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area, which includes Discipline Specific Core (DSC) courses and Discipline Specific Elective (DSE) Courses as Major and Minor courses.

xxv. Major components consist of three types: Discipline Specific Core or the Discipline Specific Elective Courses, and the research /laboratory/ fieldwork.

xxvi. Minor Courses can be selected from any Discipline. A Student who completes 12 credits of Courses in a particular Stream will be eligible for a Minor in that Stream.

xxvii. Students who complete a sufficient number of Courses in a discipline or an interdisciplinary area of study other than their chosen Major shall qualify for a Minor in that discipline or in a chosen interdisciplinary area of study.

xxviii. Major Components shall be the main focus of study. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.

xxix. Each Board of Studies (BoS) shall identify specific Courses or baskets of Courses towards Minor Course credits. Students shall have the option to choose Courses from disciplinary/ interdisciplinary minors and skill-based courses related to a chosen programme.

xxx. Students can opt for a change of Major at the end of the second semester to any Minor discipline studied among the foundation level courses. Students also can opt for a change of Major at the end of the second semester to any MDC.

xxxi. Students should opt their 5th and 6th semester VAC and SEC from their Major disciplines only.

xxxii. Course cum Credits Certificate: After the successful completion of a semester as proof for re-entry to another institution this certificate is essential. This will help the learner for preserving the credits in the Academic Bank of Credits.

xxxiii. The Advanced level/ Capstone level Courses shall be designed in such a manner as to enable students to demonstrate their cumulative knowledge in their main field of study, which shall include advanced thematic specialization or internships or community engagement or services, vocational or professional training, or other kinds of work experience.

xxxiv. Advanced/ Capstone level Major Specialization shall include Courses focused on a specific area of study attached to a specific Major, which could be an Elective Course. They shall include research methodology as well.

xxxv. The student has the option to register for and attend a course without taking part in the CCA and ESE of that course. Such a course is called an Audit Course. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, without any credit (zero-credit). The Audit Course will be recorded in the final grade card of the student.

xxxvi. All students shall undergo Summer Internship or Apprenticeship in a Firm, Industry or Organization; or Training in labs with faculty and researchers or other Higher Education Institutions (HEIs) or Research Institutions. The College will adhere to the guidelines on internship published by the University.

xxxvii. Students will be provided the opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as Panchayaths, Municipalities), State Planning Board, State Councils/ Boards, Research Institutions, Research Labs, Library, elected representatives to the parliament/ state assembly/ Panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage with the practical aspects of their learning and to improve their employability.

xxxviii. The College will provide opportunities for field-based learning/minor projects enabling them to understand the different socio-economic and development-related issues in rural and urban settings. The College will provide the students with opportunities for Community engagement and services, exposing them to socio-economic issues to facilitate theoretical learning in real-life contexts.

xxxix. Additional Credits will be awarded to those who actively participate in Social Activities, which may include participation in National Service Scheme (NSS), Sports and Games, Arts, participation in University/ College Union related activities (for respective elected/ nominated members), National Cadet Corps (NCC), adult education/ literacy initiatives, mentoring school students, and engaging in similar social service organizations that are deemed appropriate by the College.

xl. Grace marks shall be awarded to a student for meritorious achievements in co-curricular activities (in Sports/ Arts/NSS/NCC etc.). Such a benefit is applicable in

the same academic year spreading over two semesters, in which the said meritorious achievements are earned. The Academic Council will decide from time to time the eligibility and other rules for awarding grace marks.

xli.   Options will be made available for students to earn credit by completing quality-assured remote learning modes, including Online programmes offered on the Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) or other Online Educational Platforms approved by the competent body/University from time to time.

xlii.   Students shall be entitled to gain credits from courses offered by other recognized institutions directly as well as through distance learning.

xliii.   For the effective operation of the STCP-UGP, a system of flexible academic transaction timings shall be implemented for the students and teachers.

xliv.   **Specialization:** Students will have the option to achieve specialization within their Major by securing 12 credits from a Disciplinary/ Interdisciplinary area. By choosing at least 3 Courses from Discipline Specific Elective Basket under a chosen field (preferably one from the 200 academic level Course and two from the 300 academic level Courses) students will be awarded specialization in that particular area of study. Each student will have the option to achieve two specializations at a time from the Institution.

5.   Eligibility for Admission and Reservation of Seats

i.   The eligibility for admissions and reservation of seats for various STCP-UGP Degree Programmes shall be in accordance with the norms/ rules made by the Government/ University from time to time.

ii.   No student shall be eligible for admission to STCP-UGP Degree Programmes in any of the disciplines unless he/she/they has successfully completed the examination conducted by a Board/University at the Higher Secondary level of schooling or its equivalent.

iii.   Students shall be admitted and enrolled in the respective programmes solely based on the availability of the academic and physical facilities within the institution. The College shall provide all students with a brochure detailing the Courses offered by the various Departments under the various Programmes and the number of seats sanctioned by the University for each Programme.

iv.   During the time of admission each student may be provided with a unique higher education student ID which may be linked with the Aadhar number of the student

so that this ID can be transferred if required to other higher education institutions as well.

v. The students at the end of second semester may be permitted to change their major programme of study to any course/ institution/ University across the state. Based on the availability of seats and other facilities, the students may be permitted to opt any discipline which he/she/they had studied during the first two semesters as Discipline Specific Foundation Courses/ Multidisciplinary Foundation Courses. If ranking is required it will be in the order of the highest-grade points secured in the discipline to which the switching of Major is sought.

vi. Students shall be allowed to change their Major Programmes, if required, to a maximum of 10% of the sanctioned strength of that particular programme depending upon the academic and infrastructural facilities available in the Institution.

vii. Depending upon the availability of academic and infrastructural facilities, the College may also admit a certain number of students who have registered for particular programmes in each semester by transfer method, if required, from other Institutions subject to conditions as may be issued by the University.

viii. A student who has already successfully completed a First-Degree Programme and is desirous of and academically capable of pursuing another First-Degree Programme may also be admitted with the prior approval of the University as per the conditions regarding Programme requirements specified by the University.

ix. A Student can also be admitted for an additional Major/ second Major/ additional Minor and on completion of the required credits he/she/they can be awarded a second Major/ additional Major/ Minor. He/she may be exempted from Minor Pathway and General Foundation Course requirement.

x. The College can also enroll students in certain Courses as per their choice depending upon the availability of infrastructure and other academic facilities from other recognized HEIs who have already registered for a particular programme there either through regular/ online/ distance mode irrespective of the nature of programme (Govt/ Aided/ Self- finance/ Autonomous). On successful completion of the Course the credits may be transferred to the Academic Bank of Credit.

6.   Academic Monitoring and Student Support

The academic monitoring and student support shall be in the following manner, namely

i.   The College shall appoint a Senior Faculty member as Academic Co-ordinator/Nodal Officer for the smooth conduct of STCP-UGP.

ii.   **Advisory System**: There shall be one Senior Faculty Advisor (SFA) for each Department and one Faculty Advisor (FA) for 20 to 30 students of the class to provide advice in all relevant matters. The Head of the Department, in consultation with the SFA, shall assign the FA for each student.

iii.   The documents regarding all academic activities of the students in a class shall be kept under the custody of the FA/ SFA.

iv.   All requests/ applications from a student or parent to higher offices are to be forwarded/ recommended by FA/ SFA.

v.   Students shall first approach their FA/ SFA for all kinds of advice, clarification and permissions on academic matters.

vi.   It is the official responsibility of the institution to provide the required guidance, clarifications, and advice to the students and parents strictly based on the prevailing academic regulations.

vii.   The SFA shall arrange separate or combined meetings with FA, faculty members, parents and students as and when required and discuss the academic progress of students.

viii.   The FA/ SFA shall also offer guidance and help to solve the issues on academic and non-academic matters, including personal issues of the students.

ix.   Regular advisory meetings shall be convened immediately after the commencement of the semester and immediately after announcing the marks of the Continuous Comprehensive Assessment (CCA).

x.   The CCA related results shall be displayed on the Department notice board/ other official digital platforms of the College at least for two working days.

a.   Any concern raised by the students regarding CCA shall be looked into in the combined meetings of Advisors, HoD, Course teacher, and the students concerned.

b.   If the concerns are not resolved at the Advisor's level, the same can be referred to the properly constituted College-level Grievance Redressal Committees as per the existing UGC/ University/ Government norms.

c. The Principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding CCA.

d. If the students raise further concerns about the issue, the Principal shall refer the issue to the appropriate authorities with proper documents and minutes of all the committees.

xi. The FA/ SFA shall be the custodian of the minutes and action taken reports of the advisory meetings. The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal.

xii. The Principal shall inform/ forward all regulations, guidelines, communications, announcements, etc. regarding student, academic and other matters to the HoDs/ SFA for information and timely action.

xiii. It shall be the official responsibility of the Principal to extend the required administrative and financial support to the HoDs, SFAs and FAs to arrange necessary Orientation Programmes for students regarding student counselling, the prevailing norms, regulations, guidelines and procedures on all academic and other related matters.

xiv. An integrated educational planning and administration software will be made available by the College to manage the academic information of all students including student admission and registration, managing students' personal and academic information, Course registrations, attendance management, all processes related to assessments including regular & online examinations, grading, publishing of results, supplementary examinations, LMS, stakeholders' feedback, etc.

xv. Faculty, staff, students, and parents shall be allowed to access this software system over a highly secure authenticated mechanism from within the campus.

7. Course Registration

i. Each Department shall publish in advance the relevant details of the Courses offered, such as the name, academic level, expected outcomes, time slot, and Course teachers.

ii. Students shall be allowed to visit and interact with respective Faculty members during the first week of each Course and the availability of seats.

iii. Based on consultations and advice from the Faculty Adviser, each student shall complete course registration within one week from the commencement of each semester.

iv.   The number of credits that a student can take in a semester is governed by the provisions in these Regulations, subject to a minimum of 16 and a maximum of 30 Credits.

v.   A student can opt out of a Course or Courses registered, subject to the minimum Credit/ Course requirement, if he/she feels that he/she has registered for more Courses than he/she can handle, within 30 days from the commencement of the semester. An option can be given to the student to convert this Course as Audit Course if he/she wishes to do so.

vi.   The College shall publish a list of the students registered for each Course including Audit Course, if any, along with the chosen Programmes, repeat/ reappearance Courses, if any, and shall forward the same to the University.

vii.   The Higher Education Institutions shall admit candidates not only for Programmes, but also for Courses.

8.   Re-admission and Scheme Migration

i.   Students who opt out before the completion of the third year shall be provided with a 'Course cum Credits Certificate' after the successful completion of a semester as proof for re-entry to another institution.

ii.   Students who have successfully completed a particular Programme Pathway may be permitted to take an additional Minor or second Major.

iii.   Those students who are opting for a second Major are eligible for getting certain credit transfer/ credit exemption from their previous Minor Programmes of study, subject to the prior recommendation of the BoS that, those credits are relevant for the present Major Programme of study.

9.   Duration of Programmes, Credits Requirements and Options

i.   Students will be offered the opportunity to take breaks during the Programme and resume after the break, but the total duration for completing the STCP-UGP shall not exceed 7 years.

ii.   Students who wish to complete the Undergraduate Programmes faster may do so by completing different Courses equivalent to the required number of credits and fulfilling all other requirements in N-l semesters, where N is the number of semesters in the STCP-UGP.

iii.   Provided further that the students may complete the Undergraduate Programme in slower pace, they may pursue the three years or six semester Programme in 4 to 5 years (8 to 10 semesters), and four years, or eight semester Programme in 5 to 6 years (10 to 12 semesters) without obtaining readmission.

iv. For students who cross 6 semesters at a slower space, the requirement of 16 Credits per semester from the institutions where they enroll may be relaxed.

10. Credit Structure

The proposed number of credits per Course and the credit distribution of them for the STCP-UG Programmes are given below:

i. An academic year shall consist of 200 working days; one semester consists of 90 working days; and an academic year consists of two semesters.

ii. Ten working days in a semester shall be used for extracurricular activities. One semester consists of 18 weeks with 5 working days per week. In each semester, 15 days (3 weeks) should be kept aside for End Semester Evaluation (ESE) and CCA.

iii. The maximum number of available weeks for curriculum transactions should be fixed at 15 in each semester. A minimum of 5 teaching or tutorial hours could be made available for a day in a 5-day week.

iv. A Course that includes one hour of lecture/ tutorial or two hours of lab work/ practical work/ field work/ practicum per week is given one credit hour.
One credit in a semester should be designed for 15 hours of lectures/ tutorials or 30 hours of lab work/ practical work/ field work/ practicum and 30 hours of learner engagement in terms of Course-related activities such as seminar preparation, submitting assignments, etc.

v. A one-credit seminar or internship or studio activities or field work/ projects or community engagement and service will have two-hour engagements per week (30 hours of engagement per semester).

vi. A Course can have a combination of Lecture (L)/, Tutorial (T) /Practicum or Practical (P)/ & Others (O) credits.

vii. Minimum credit for one Course should be 2 (Two), and the maximum credit should be 4 (Four).

viii. All Discipline Specific Major/ Minor Courses shall be of 4 (Four) credits.

ix. For all Discipline Specific Major/ Minor Courses, there may be practical/practicum.

x. All Courses under the Multi-Disciplinary, Ability Enhancement, Value Addition and Skill Enhancement categories are of 3 credits. Practical/Practicum credits can also be included in this category

xi. Summer Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours (or as appropriate) of engagement for acquiring one credit.

xii. A student shall be able to opt for a certain number of extra credits over and above the requirements for the award of a Degree.

xiii. Maximum number of credits that a student can earn per semester shall be restricted to 30. Hence, a student shall have the option of acquiring credits to a maximum of 180 credits for a 6-semester UG programme and 240 credits for a 4-year (8-semester) Programme.

xiv. Each faculty member shall offer a maximum of 16 credits per semester. However those who are offering both practical and theory Courses shall offer a maximum of 12-16 credits per semester.

xv. For a four-credit theory Course, 60 hours of lecture/ tutorial class shall be assured as a mandatory requirement for the completion of that Course.

11. Course Structure of Various Pathways Based on Credit Requirements

The STCP-UGP consists of the following categories of Courses and the minimum credit requirements for each of them shall be as follows;

Table 1: STCP-UGP Course Structure – Major with Multiple Disciplines of Study

SI. No.	Categorization of Courses for all Programmes	Minimum Number of Credit	
		3-year UG	4-year UG
1	Major	68	88
2	Minor/Minors	24	24+12*
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field based	2	2
8	Research Project / Dissertation		12**
	Total Credits	**133**	**177**

* The students can acquire Advanced/ Capstone level Courses with 12 credits from their DSC/ DSE/ Minor Courses depending upon their Pathway choice. The Minor Courses can be of level 300 or above.

** The students pursuing the 4-year Honours with Research and the 4-year Honours Degree have to complete a Capstone Project with 12 credits. Those Honours students who are not doing a Capstone Project shall do three Courses at academic level 400 or above, or three Vocational Training Courses, or an Internship for 12 credits.

Table 2: STCP-UGP Course Structure – Major with Minor

SI. No.	Categorization of Courses for all Programmes	Minimum Number of Credit	
		3-year UG	4-year UG
1	Major	60	80
2	Minor	32	32+12*
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field based	2	2
8	Research Project / Dissertation		12**
	Total Credits	**133**	**177**

* The students can acquire Advanced/ Capstone level Courses with 12 credits from their DSC/ DSE/ Minor Courses depending up on their Pathway choice. The Minor Courses can be of level 300 or above.

** The students pursuing the 4-year Honours with Research and the 4-year Honours Degree have to complete a Capstone Project with 12 credits. Those Honours students who are not doing a Capstone Project shall do three Courses at academic level 400 or above, or three Vocational Training Courses, or an Internship for 12 credits.

Table 3: STCP-UGP Course Structure – Double Major

Sl. No.	Categorization of Courses for all Programmes	Minimum number of credits required	
		3-year UG	4-year UG
1	First Major	52	72
2	Second Major	40	52
3	Multi-disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Course (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field-based learning etc.	2	2
8	Research Project / Dissertation		12*
	Total Credits	**133**	**177**

*The students pursuing the 4-year Honours with Research and the 4-year Honours Degree have to complete a Capstone Project with 12 credits. Those Honours students who are not doing a Capstone Project shall do three Courses at academic level 400 or above, or three Vocational Training Courses, or an Internship for 12 credits.

i. 20% syllabus of each Course will be prepared by the teacher as 'Teacher Specific Content' and will be evaluated under CCA.

ii. In case of MDC, SEC, VAC Courses coming under 3rd & 4th semesters, the College should make necessary arrangements to give adequate preference to Courses designed by Language Departments. MDC in the 3rd semester can be based on Kerala Specific Content.

12. Academic Levels of Pathway Courses

Academic Levels of Pathway Courses

Semester	Difficulty level	Nature of Course
1 & 2	100-199	Foundation level or introductory courses
3 & 4	200-299	Intermediate level courses
5 & 6	300-399	Higher level courses
7 & 8	400-499	Advanced/Capstone level courses

13. Signature Courses

i. With the prior recommendation of the BoS and the approval of the Academic Council, each Faculty member can design and offer at least one Signature Course in every semester, which may be offered as DSE /SEC/ VAC.

ii. The College will publish a list of signature Courses in DSE/ SEC/ VAC offered by their Faculty Members with the prior recommendation of the BoS and the approval of the Academic Council.

iii. The College may empanel distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services etc. as Adjunct Faculty as per the UGC guidelines with the approval of the College. With the prior recommendation of the BoS and the approval of Academic Council, the Adjunct Faculty can offer SEC/ VAC as Signature Course.

iv. Adhoc/ Guest Faculty/ Visiting Faculty/ Visiting Scholars can also offer DSE/ SEC/ VAC as Signature Courses with the prior recommendation of the BoS and the approval of the Academic Council.

v. The Faculty Member concerned may design the particular Course and it should be forwarded to the BoS concerned for its recommendation and thereafter for the approval of the Academic Council.

vi.   The examinations and evaluation of the Signature Courses designed by the Faculty Member shall be conducted by the Faculty Members themselves and an external Expert Faculty Member chosen by the College from a panel of experts submitted by the Faculty Member and recommend by the BoS concerned.

14.   Programme Pathways and Curriculum Structure

Students who have joined for any Programme under these regulations shall have the option to choose the following Pathways for their UG Degree and Honours Programme.

i.   **Degree with single Major:** A student pursuing the FYUG Programme in a specific Discipline shall be awarded a Major Degree if he/she secures at least 50% of the total credits in the specific Discipline required for the award of the Degree in that Discipline. Example: Physics Major/ Economics Major/ Commerce Major

ii.   **Degree Major with Minor:** If a student pursuing the FYUG Programme is awarded a Major Degree in a particular discipline, he/she are eligible to be awarded a Minor in another discipline of his/her choice, if he earns a minimum of 32 credits (approximately 25% of credit required for the three-year Programme) from 8 Pathway Courses in that Discipline.
Example: Physics Major with Chemistry Minor/ Chemistry Major with English Minor/ Commerce Major with Economics Minor/ English Major with Functional English Minor/ Hindi Major with Malayalam Minor etc.

iii.   **Major with Multiple Disciplines of Study**: This pathway is recommended for students who wish to develop core competencies in multiple Disciplines of study. In this case, the credits for the Minor pathway shall be distributed among the constituent Disciplines/ Subjects. If a student pursuing STCP-UG Degree Programme is awarded a Major Degree in a particular Discipline, he/she are eligible to get mentioned his/her core competencies in other Disciplines of his/her choice if he/she has earned 12 credits from the Pathway Courses of that Discipline.
Example: Physics Major with Minors in Chemistry and Mathematics, Economics Major with Minors in History and English, Commerce Major with Minors in Economics and Statistics.

iv.   **Interdisciplinary Major:** For these Programme Pathways, the credits for the Major and Minor Pathways shall be distributed among the constituent Disciplines/Subjects to attain core competence in the Interdisciplinary Programme.
Example: Econometrics Major, Global Studies Major, Biostatistics Major.

v.   **Multi-Disciplinary Major:** For Multidisciplinary Major Pathways, the credits for the Major and Minor Pathways will be distributed among the broad Disciplines such as

Life Sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc.

Example: Life Science, Data Science, Nano Science.

vi. **Degree with Double Major:** A student who secures a minimum of 50% credits from the first Major will be awarded a second Major in another Discipline. The student has to secure 40% of credits from that Discipline for the 3-year/ 4-year UG Degree to be awarded a Double Major Degree.

Example: Physics and Chemistry Major, Economics and History Major, Commerce and Management Major.

Pathway Option 1 - Degree Major or Major with Multiple Disciplines of Study

Course Components	No. of Courses								Remarks			Total
	Semester 1	Semester 2	Semester 3	Semester 4		Semester 5#	Semester 6#	Total		Semester 7	Semester 8	Total
DSC A (4 Credit /Course)	1(P)	1(P)	3 (2P)	3 (2P)		5	4	17	7 Out of 17 can be opted as DSE	3	2	22
DSC B & C (4 Credit /Course)	2(P)	2(P)	1(P) (B or C)	1(P) (C or B)				6		3		9
Multidisciplinary Courses (MDC) (3 Credit /Course)	1(P)	1(P)	1*					3	* Cannot opt from DSC			3
Ability Enhancement Courses (AEC) (3 Credit /Course)	1 (English) 1 (OL)	1 (English) 1 (OL)						4				4
Skill Enhancement Courses (SEC) (3 Credit /Course)				1*		1**	1 **	3	* Cannot opt from DSC A ** From DSC A only			3
Value Addition Courses (VAC) (3 Credit /Course)			1*	1*			1**	3	* Cannot opt from DSC A ** From DSC A only			3
Project/ Dissertation 12 credits for Honours with Research & Honours Degree											12	
Total Courses	6	6	6	6		6	6	36		6	2+1	
Total Credits	21	21	22	22	2	23	22		Total Credits 133	24	20	**Total Credits**
Total Hours per Week	25	25	25	25		25	25		Exit option available	25	25	

(Middle vertical column: Internship of 2 Credits)

BoS can include 2 practical Courses in 5th semester and 3 practical Courses in 6th semester in any of the 6 Courses distributed in each semester.

Pathway Option 2 - Major with Minor

Course Components	No. of Courses										
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5#	Semester 6#	Total	Remarks	Semester 7	Semester 8	Total
DSC A (4 Credit /Course)	1(P)	HP)	3 (2P)	3 (2P)	4	3	15	7 Out of 15 can be opted as DSE	3	2	22
DSC B (4 Credit /Course)	2(P)	2(P)	1(P)	1(P)	1	1	8	1 Out of 8 can be opted as DSE	3		11
Multidisciplinary Courses (MDC)/ (3 Credit /Course)	1(P)	1(P)	1*				3	* Cannot opt from DSC			3
Ability Enhancement Courses (AEC) (3 Credit /Course)	1 (English) 1 (OL)	1 (English) 1 (OL)					4				4
Skill Enhancement Courses (SEC) (3 Credit /Course)				1*	1**	1**	3	* Cannot opt from DSC A ** From DSC A only			3
Value Addition Courses (VAC) (3 Credit /Course)			1*	1*		1**	3	* Cannot opt from DSC A ** From DSC A only			3
Project/ Dissertation 12 credits for Honours with Research & Honours Degree										12	
Total Courses	6	6	6	6	6	6	36		6	2+1	
Total Credits	21	21	22	22	23	22		Total Credits 133	24	20	Total Credits
Total Hours per Week	25	25	25	25	25	25		Exit option available	25	25	

Internship of 2 Credits (between Semester 4 and 5, credits 2)

BoS can include 2 practical Courses in 5th semester and 3 practical Courses in 6th semester in any of the 6 Courses distributed in each semester.

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Pathway Option 3 - Double Major

Course Components	No. of Courses										
	Semester 1	Semester 2	Semester 3	Semester 4		Semester 5#	Semester 6#	Total	Remarks	Semester 7	Semester 8	Total
DSC A (4 Credit /Course)	1(P)	HP)	2(2P)	2(1P)		4	3	13	7 Out of 13 can be opted as DSE	3	2	18
DSC B (4 Credit /Course)	2(P)	2(P)	2(1P)	2(2P)		1	1	10	2 Out of 10 can be opted as DSE	3		13
Multi disciplinary Courses (MDC) (3 Credit/Course)	1(P)	1(P)	1*					3	* Cannot opt from DSC			3
Ability Enhancement Courses (AEC) (3 Credit/Course)	1 (English) 1 (OL)	1 (English) 1 (OL)						4				4
Skill Enhancement Courses (SEC) (3 Credit/Course)				1		1	1	3				3
Value Addition Courses (VAC) (3 Credit/Course)			1	1			1	3				3
Project/ Dissertation 12 credits for Honours with Research & Honours Degree											12	
Total Courses	6	6	6	6		6	6	36		6	2+1	
Total Credits	21	21	22	22	2	23	22		Total Credits 133	24	20	Total Credits 177
Total Hours per Week	25	25	25	25		25	25		Exit option available	25	25	

(Vertical text in middle column: Internship of 2 Credits)

BoS can include 2 practical Courses in 5th semester and 3 practical Courses in 6th semester in any of the 6 courses distributed in each semester. Note: In all the above 3 tables "(P)" means Courses with practical.

15. Guidelines for Acquiring Credit from Other Institutions/Online/Distance Mode

i.   A student shall register to a minimum of 16 credits per semester from the College/Department where he/she are officially admitted for a particular Programme. However, students enrolled for a particular Programme in one institution can simultaneously enroll for additional credits from other HEIs within the University or outside University subject to a maximum of 30 credits per semester including the 16 institutional credits.

ii. Each institution shall publish a list of courses that are open for admission for students from other institutions well in advance before the commencement of each semester.

iii. Each BoS shall prepare and publish a list of online Courses at different levels before the commencement of each semester offered in various online educational platforms recognized by the Academic Council of the College, which can be opted by the students for acquiring additional credits.

iv. The BoS shall prepare and publish a list of allied/ relevant Pathway Courses before the commencement of each semester offered by other Boards of Studies that can be considered as Pathway Course for Major/ Minor for their Disciplines at different levels.

v.   At the end of each semester the College will include the credits acquired by the student through Online Courses in their Semester Grade Card subject to a maximum of 30 credits.

16. Attendance

i.   A student shall be permitted to register for the end-semester evaluation of a specific Course to acquire the credits only if he/she has completed 75% of the prescribed classroom activities in physical, online, or blended modes, including any makeup activities as specified by the Course Teacher of that particular Course.

ii. A student is eligible for attendance as per the existing University and Government orders which include participation in meetings, or events organized by the College or University and a regularly scheduled curricular or extracurricular activity prescribed by the College or University. Due to unavoidable or other legitimate

circumstances such as illness, injury, family emergency, care-related responsibilities, bad or severe weather conditions, academic or career-related interviews, students are eligible for authorized absence. Apart from this, all other eligible leaves such as maternity leave and menstrual leave shall also be treated as authorized absences.

iii.　Condonation facility can be availed as per the University norms.

17. Workload

i.　The workload of a Faculty Member who offers only Lecture Courses during an academic year shall be 32 credits.

ii.　The workload of a Faculty Member offering both Practical Courses and Theory Courses may be between 24-32 credits per academic year.

iii.　An academic year shall consist of two semesters.

iv.　To protect the existing language workload, the College should makes necessary arrangements to give adequate preference to those Courses designed by language Departments coming under MDC, SEC and VAC of 3rd & 4th semester.

v.　Programme wise workload calculation will be as per the FYUGP Workload Ordinance 2024.

vi.　Teachers given administrative responsibilities in the Department and College level may get a relaxation in their work load as specified in the UGC Regulations 2018.

18. Credit Transfer and Credit Accumulation

i.　The College will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with the ABC.

ii.　The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the University/ UGC regulations.

iii.　Students shall be required to earn at least 50% of the credits from the College.

iv.　Students shall be required to earn the required number of credits as per any of the Pathway structure specified in this regulation for the award of the Degree.

19. Outcome Based Approach

The curriculum will be designed based on Outcome Based Education (OBE) practices. The Graduate Attributes (GA) and Programme Outcomes (PO) will be defined and specified in the syllabus of each Programme.
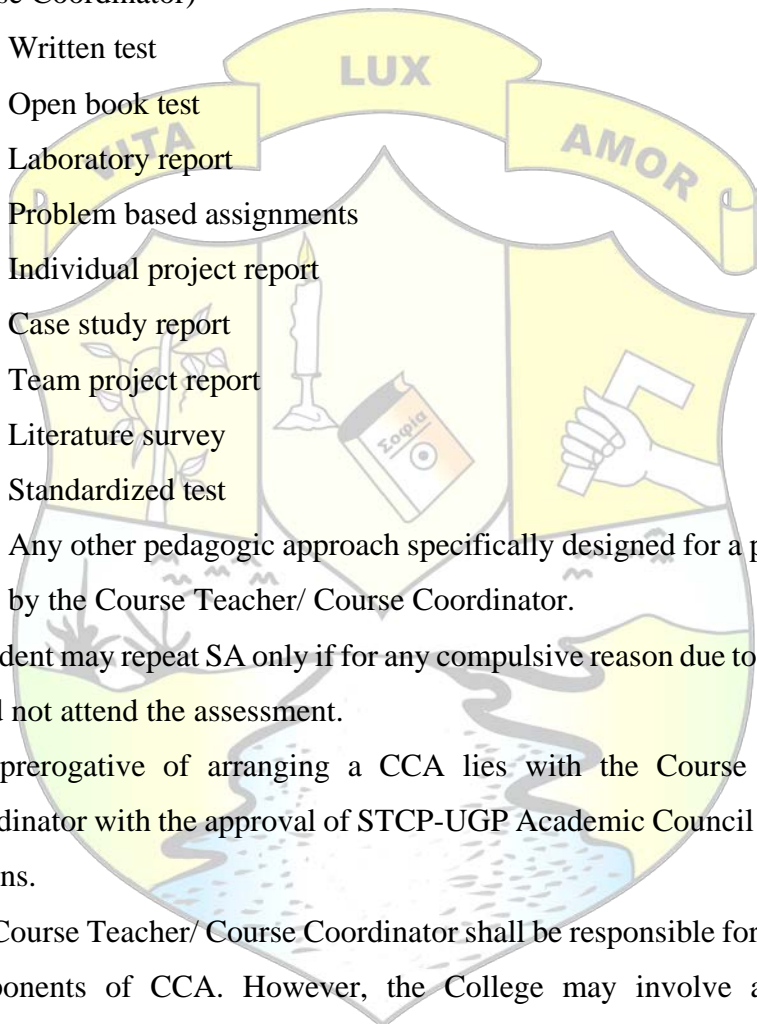
20. Assessment and Evaluation

i.　The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE).

ii. 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

iii. Teacher Specific Content will be evaluated under CCA.

iv. CCA will have two subcomponents - Formative Assessment (FA) and Summative Assessment (SA). Each of these components will have equal weightage and to be conducted by the Course Teacher/ Course Coordinator offering the Course.

v. **Formative Assessment** (FA) refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, module or course. FA is to encourage students to build on their strengths rather than fixate or dwell on their deficits. FA can help to clarify and calibrate the learning expectations for the students. FA will help students become more aware of their learning needs, strengths, and interests so that they can take greater responsibility over their own educational growth. FA will be the prerogative of the Course Teacher/ Course Coordinator based on the specific requirement of the student.

vi. Suggestive methods of FA are as follows: (anyone or in combinations as decided by the Course Teacher/ Course Coordinator)

    a. Practical assignment

    b. Observation of practical skills

    c. Viva voce

    d. Quiz

    e. Interview

    f. Oral presentations

    g. Computerized adaptive testing

    h. In-class discussions

    i. Group tutorial work

    j. Reflection writing assignments

    k. Home assignment

    l. Self and peer Assessments

    m. Any other method as may be required for specific Course/ student by the Course Teacher/ Course Coordinator.

vii. **Summative Assessments** (SA) are used to evaluate student learning, skill acquisition and academic achievement at the conclusion of a defined instructional period - typically at the end of a project, unit, module, Course or Semester. SA may

be class tests, assignments, or project, used to determine whether students have learned what they are expected to learn. It will be based on evidence, collected using single or multiple ways of assessment. The systematically collected evidences should be kept in record by Course Teacher/ Course Coordinator and the marks should be displayed on the College notice board/ other official digital platforms of the College before the End Semester Examinations.

viii. The method of SA will be as follows: (any one as decided by the Course Teacher/ Course Coordinator)

    a. Written test

    b. Open book test

    c. Laboratory report

    d. Problem based assignments

    e. Individual project report

    f. Case study report

    g. Team project report

    h. Literature survey

    i. Standardized test

    j. Any other pedagogic approach specifically designed for a particular course by the Course Teacher/ Course Coordinator.

ix. A student may repeat SA only if for any compulsive reason due to which the student could not attend the assessment.

x. The prerogative of arranging a CCA lies with the Course Teacher/ Course Coordinator with the approval of STCP-UGP Academic Council based on justified reasons.

xi. The Course Teacher/ Course Coordinator shall be responsible for evaluating all the components of CCA. However, the College may involve any other person (External or Internal) for evaluation of any or all the components as decided by the Principal/ Controller of Examinations from time to time in case any grievances are raised.

xii. Written tests shall be precisely designed using a variety of tools and processes (e.g., constructed responses, open-ended items, multiple-choice), and the students should be informed about the evaluation modalities before the commencement of the Course.

xiii.   The Course Teacher may provide options for students to improve their performance through continuous assessment mechanism.

xiv.   There shall be Theory and Practical Examinations at the end of each semester.

xv.   Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 4-credit Course will be evaluated for 100 marks; 3-credit Courses for 75 marks and 2-credit Courses for 50 marks. However, for tabulation purposes, Courses with one credit will be evaluated for 50 marks and converted into 25 marks.

xvi.   All examinations will be conducted by the College and will be evaluated at the College itself.

xvii.   Individual Learning Plans (ILPs) and/ or specific assessment arrangements may be put in place for differently abled students. Suitable evaluation strategies including technology assisted examinations/ alternate examination strategies will be designed and implemented for differently abled students.

xviii.   Distribution of CCA & ESE will be as given below:

Distribution of CCA & ESE

Credit	CCA	ESE	Total
4	30	70	100
3	25	50	75
2	15	35	50

21.   Practical Examination

i.   The End Semester Practical Examination will be conducted and evaluated by the institution.

ii.   There shall be a CCA of Practical Courses conducted by the Course Teacher/Course Coordinator.

iii.   The scheme of evaluation of practical Courses will be as given below:

Scheme of Evaluation of Practical Courses

Components for the Evaluation of Practical Courses	Weightage
CCA of Practical/Practicum	30%
ESE conducted under the supervision of Iinternal Examiner	70%

iv.   Those who have completed the CCA alone will be permitted to appear for the ESE.

v.   For grievance redressal purpose, the University shall have the right to call for all the records of CCA.

vi. Duration of Examination: Questions shall be set as per the defined Outcome. The question setter shall ensure that there will be Time and Mode (T & M) flexibility for all External Examinations. The BoS can recommend the T & M from the following list.

Duration of Examination

Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	1	1.5
Open Book	1	2
Any Other Mode	1	2

22. **Evaluation of Project/ Dissertation**

The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:

Scheme of evaluation of the Project

Project type	Maximum Marks	CCA	ESE
Research Project of Honours with Research (12 credits)	200	60	140
Project of Honours (8 credits)	100	30	70

23. **Evaluation of Internship**

The evaluation of internship shall be done by a committee constituted by the Department Council. The scheme of CCA and ESE is given below:

Scheme of CCA and ESE for the Evaluation of Internship

Components of Evaluation of Internship	Weightage	Marks for Internship 2 Credits/ 50 Marks
CCA	30%	15
ESE	70%	35

The Department Council may decide any mode for the completion of the Internship. In case the evaluation is not specified in any of the selected Internship Programme, the institution can adopt a proper evaluation method as per the weightage specified in the table above.

24. Letter Grades and Grade Points

Mark system is followed for evaluating each question. For each Course in the semester, letter grade and grade point are introduced in a 10-point indirect grading system as per the guidelines given below,

i. **The Semester Grade Point Average (SGPA)** is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the **Cumulative Grade Point Average (CGPA)** is based on the grades in all Courses taken after joining the Programme of study.

ii. Based on the marks obtained, the Weighted Grade Point will be mentioned in the student's Grade Card.

Details of Letter Grades and Grade Points

Letter Grade	Grade Point	Percentage of Marks (Both Internal & External Marks put together)	Class
0 (Outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	Above 75% and below 85%	
B+ (Good)	7	65% and above but below 75%	First Class
B (Above average)	6	55% and above but below 65%	
C (Average)	5	45% and above but below55%	Second Class
P (Pass)	4	35% and above below 45% Aggregate (external and internal put together) with a minimum of 30% in external	Third Class
F (Fail)	0	Below an aggregate of 35% or Below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

iii. When students take Audit Courses, they may be given pass (P) or fail (F) Grade without any credits.

25. **Computation of SGPA and CGPA**

The following method is recommended to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. **Computation of SGPA:** The **SGPA** is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of credits of all the Courses undergone by a student in the semester, i.e.

$$\text{Semester Grade Point Average} = \text{SGPA}(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

$$\text{ie, SGPA} = S_i = \frac{\text{Sum of the Credit points of all the Courses in a semester}}{\text{Total Credits in that semester}}$$

Where 'S$_i$' is the SGPA in the ith semester,'C_i' is the credit of the ith Course and 'G_i' the Grade Point scored by the student in the ith Course.

Computation of SGPA: An Illustration

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit x Grade)
I	DSC A	4	A	8	4 x 8 = 32
I	DSC B	4	B+	7	4 x 7 = 28
I	DSC C	4	B	6	4 x 6 = 24
I	MDC	3	B	6	3 x 6 = 18
I	AEC 1	3	O	10	3 x 10 = 30
I	AEC 2	3	C	5	3 x 5 = 15
	Total	21			147
	SGPA				**147/21 = 7**

ii. **Computation of CGPA**

The CGPA is also calculated in the same manner considering all the Courses undergone by a student over all the semesters of a Programme, i.e.

$$\text{Cumulative Grade Point Average} = \text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

$$\text{ie, CGPA} = \frac{\text{Sum of the Credit Points of all Courses in Six/Eight semesters}}{\text{Total Credits in Six}(133)/\text{Eight }(177)\text{Semesters}}$$

Where, $\text{'S}_i\text{'}$ is the **SGPA** for the ith semester; $\text{'C}_i\text{'}$ is the total credits in the ith semester,

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

26. **Implementation and Monitoring of STCP- UGP**

   i. The implementation and monitoring of STCP-UGP will be carried out by duly appointed bodies/committees of the College such as the Academic Council, the various Boards of Studies and the Academic Monitoring Committee.

   i. Academic Council

   Apart from its other functions, the Academic Council of the College shall:

   i. Scrutinize and approve all the proposals submitted by the Board of Studies of each Department with regard to the STCP-UGP such as, Academic Pathways, allowed syllabi enrichment/updating, details of Elective Courses, Online Courses, blended teaching, Courses offered to the students of other HEIs, panel of examiners, Summative and Formative Evaluation tools proposed by the Course Teacher concerned, new Courses and syllabus proposed by the Faculty Members as Signature Courses etc.

   ii. The Academic Council can differ on any proposal and it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it after giving sufficient reasons to do so.

   iii. Undertake the scrutiny of all documents related to Teacher Specific Content.

   iv. Recommend to the College Governing Council for starting innovative Programmes using the flexibility and holistic nature of the STCP-UGP Curriculum Frame Work.

   ii. Board of Studies

   Apart from its other functions, the Board of Studies of each Department shall:

   i. Prepare Teacher Specific Content of syllabi for various Courses keeping in view the objectives of the STCP-UGP and submit the same for the approval of the Academic Council.

   ii. Scrutinize the Signature Course content and its evaluation techniques.

   iii. Suggest methodologies for innovative teaching and evaluation techniques.

   iv. Suggest the panel of examiners to the Office of the Controller of Examinations.

v. Coordinate research, teaching, extension and other academic activities in the Department.

iii. STCP-UGP Academic Monitoring Committee

i. The STCP-UGP Academic Monitoring Committee shall be constituted with the Principal as Chairperson and the Academic Coordinator/ Nodal Officer as the Convenor. The Committee, which consists of Vice Principal, IQAC Coordinator, Deans and two representatives of the Heads of the Departments nominated by the Principal as members, shall be entrusted to oversee the implementation and monitoring of the STCP-UG Programme.

ii. The Academic Monitoring Committee will collect and whet the proposals submitted by the Board of Studies of each Department with regard to the STCP-UGP and duly forward them to the Academic Council.

iii. It will oversee and coordinate the activities undertaken for the successful implementation of STCP-UGP in the College and will function as an advisory body in such matters.

27. Proposed Options for Higher Studies for the Students of STCP-UGP

The following higher studies options at the level of Postgraduation/ Research were described by UGC in the National Higher Education Qualification Frame Work:

i. The two-year Master's Programme will continue (with an option of having the second year devoted entirely to research) for those who have completed a 3- year UG Programme under the STCP-UGP Regulations.

ii. Students who have completed a 4-year Honours Degree could complete their Master's Programme within one year by acquiring the required credits as per the Postgraduate Curriculum Frame Work requirement.

iii. For enrolling in a PhD Programme the candidate should have acquired a Master's Degree or a 4-year Honours Degree with Research.

28. Power to Remove Difficulties

If any difficulty arises in giving effect to the provisions of these Regulations, the Principal may by order make such provisions which appear to him/her to be necessary or expedient for removing the difficulty. Every order made under this rule shall be subject to ratification by the appropriate authorities.

29. Modifications to the Regulations

Notwithstanding anything contained in these Regulations, any amendments or modifications issued or notified by the University Grants Commission or the State Government or Mahatma Gandhi University from time to time shall be deemed to have been incorporated into these Regulations by the appropriate regulatory bodies of the College and shall constitute an integral part thereof.

Appendix -1

Graduate Attributes (GA) of St Thomas College Palai Autonomous

The fundamental premise underlying the outcomes-based approach to curriculum planning and development is that higher education qualifications are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected. The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, programme outcomes and course outcomes which in turn will help in curriculum planning and development, and in the design, delivery and review of academic programmes. The graduate attributes of St. Thomas College Palai Autonomous are

GA 1: Critical Thinking and Analytical Reasoning

Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.

GA 2: Scientific Reasoning and Problem Solving

Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to

solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

GA 3: Multidisciplinary/interdisciplinary/transdisciplinary Approach

Acquire an Interdisciplinary/multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage in with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary approach to formulate constructive arguments and rational analysis for achieving common goals and objectives.

GA 4: Intra and Interpersonal Skills

Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team; lead the team to guide people to the right destination in a smooth and efficient way.

GA 5: Digital Literacy

Capability to use ICT in a variety of learning situations, demonstrate the ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for the analysis of data.

GA 6: Global Citizenship

Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.

GA 7: Social Competency

Ability to contemplate on the impact of research findings on conventional practices, and a clear understanding of the responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development.

GA 8: Equity, Inclusiveness and Sustainability

Appreciate equity, inclusiveness, sustainability and diversity; acquire ethical and moral reasoning and the values of unity, secularism and national integration to enable to act as dignified citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible.

GA 9: Lifelong Learning

Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing ends and demands of work place through knowledge/skill development/reskilling.

Programme Outcomes (PO)

PO 1: Critical Thinking and Analytical Reasoning

Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.

PO 2: Scientific Reasoning and Problem Solving

Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

PO 3: Multidisciplinary/interdisciplinary/transdisciplinary Approach

Acquire an Interdisciplinary/multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage in with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary approach to formulate constructive arguments and rational analysis for achieving common goals and objectives.

PO 4: Communication Skills

Ability to express thoughts and ideas effectively orally and in writing; communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.

PO 5: Leadership Skills

Ability to work effectively and lead respectfully with diverse teams; setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.

PO 6: Social Consciousness and Responsibility

Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of the responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development.

PO 7: Equity, Inclusiveness and Sustainability

Appreciate equity, inclusiveness, sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified

citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible.

PO 8: Moral and Ethical Reasoning

Ability to embrace moral/ethical values in conducting one's life, formulates a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capability of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behaviour.

PO 9: Networking and Collaboration

Acquire skills to be able to collaborate and network with educational institutions, research organisations and industrial units in India and abroad.

PO 10: Lifelong Learning

Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.