

## **II. REGULATIONS FOR POSTGRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM (STCP-PG-CSS) 2025**

### **2.1 SHORT TITLE**

2.1.1 These Regulations shall be called St Thomas College Palai Autonomous Regulations (2025) governing Postgraduate Programmes under Credit Semester System (STCP-PG-CSS 2025).

2.1.2 These Regulations shall come into force with effect from the academic year 2025-26.

### **2.2 SCOPE**

2.2.1.1 The Regulations provided herein shall apply to all Regular Postgraduate Programmes conducted by St Thomas College Palai Autonomous with effect from the academic year 2025-26 admission.

### **2.3 DEFINITIONS**

2.3.1 **Academic Committee** means the Committee constituted by the Principal under this regulation to monitor the running of the Postgraduate programmes under the Credit Semester System (STCP-PG- CSS 2024).

2.3.2 **Academic Week** is a unit of five working days in which distribution of work is organized from day one today five, with five contact hours of one hour duration on each day. A sequence of minimum of 18 such academic weeks constitutes a semester.

2.3.3 **Audit Course** means a course opted by the students, in addition to the compulsory courses, in order to develop their skills and social responsibility.

2.3.4 **CE** means Continuous Evaluation (Internal Evaluation)

2.3.5 **College** means St Thomas College Palai Autonomous

2.3.6 **College Coordinator** means a teacher from the college nominated by the College Council to look into the matters relating to STCP-PG-CSS system.

2.3.7 **Common Course** is a core course which is included in more than one programme with the same course code.

2.3.8 **Comprehensive Viva-voce** means the oral examinations conducted by the appointed examiners and shall cover all courses of study undergone by a student for the programme.

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

2.3.10 **Core Course** means a course which cannot be substituted by any other course.

- 2.3.11 **Course Code** means a unique alpha numeric code assigned to each course of a programme.
- 2.3.12 **Course Credit** One credit of the course is defined as a minimum of one hour lecture /minimum of 2 hours lab/field work per week for 18 weeks in a Semester. The course will be considered as completed only by conducting the final examination.
- 2.3.13 **Course Teacher** means the teacher in charge of the course offered in the programme.
- 2.3.14 **Credit Point (CP)** of a course is the value obtained by multiplying the grade point (GP) by the Credit (C) of the course ie, **CP = GP x C.**
- 2.3.15 **Credit (C)** of a course is a numerical value which depicts the measure of the weekly unit of work assigned for that course in a semester.
- 2.3.16 **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of credit points of all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places. CGPA determines the overall performance of a student at the end of a programme.
- $$\text{(CGPA} = \frac{\text{Total Credit points awarded in all semesters}}{\text{Total Credits of the Programme}} \text{)}$$
- 2.3.17 **Department** means any teaching department offering a programme of study approved by the College / Institution as per the Act / Statutes of the University.
- 2.3.18 **Department Council** means the body of all the teachers of a Department in a College.
- 2.3.19 **Dissertation** means a long document on a particular subject in connection with the project /research/ field work etc.
- 2.3.20 **Duration of Programme** means the period of time required for the conduct of the programme. The duration of postgraduate programme shall be 4 semesters spread over two academic years.
- 2.3.21 **Elective Course** means a course that can be substituted by equivalent course from the same subject and the number of such courses required to complete the programme shall be decided by the respective Board of Studies.
- 2.3.22 **Elective Group** means a group consisting of elective courses for the programme.
- 2.3.23 **ESE** means End Semester Evaluation (External Evaluation).
- 2.3.24 **Evaluation** is the process by which the knowledge acquired by the student is quantified as per the criteria detailed in these regulations.

- 2.3.25 **Extra Credits** are additional credits awarded to a student over and above the minimum credits required for a programme.
- 2.3.26 **Extra Credit Course** refers to a course opted by the students, in addition to the compulsory courses, to gain additional credit that enhances their professional competency, skills, and employability. Extra credit courses must be completed outside regular teaching hours. The offering of such courses shall be determined by the respective Board of Studies.
- 2.3.27 **External Examiner** is the teacher appointed from other colleges for the valuation of courses of study undergone by the students. The external examiner shall be appointed by the College.
- 2.3.28 **Faculty Advisor** is a teacher nominated by the Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.
- 2.3.29 **Grace Grade Points** means grade points awarded to course(s), in recognition of the students' meritorious achievements in NSS/ Sports/ Arts and cultural activities etc. as per the orders issued by the college from time to time.
- 2.3.30 **Grade point (GP)** - Each letter grade is assigned a Grade point (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- 2.3.31 **Internship** is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest.
- 2.3.32 **Improvement Course** is a course registered by a student for improving his/her performance in that particular course.
- 2.3.33 **Internal Examiner** is a teacher nominated by the Department concerned to conduct Internal Evaluation.
- 2.3.34 **Letter Grade** or **Grade** for a course is a letter symbol (A+, A, B+ ,B, C+, C, D) which indicates the broad level of performance of a student in a course.
- 2.3.35 **Parent Department** means the Department which offers a particular postgraduate programme.
- 2.3.36 **Plagiarism** is the unreferenced use of other authors' material in dissertations and
- 2.3.37 assignments and is a serious academic offence.
- 2.3.38 **Programme** means the entire course of study and examinations.
- 2.3.39 **Programme Credit** means the total credits of the PG Programme. For PG programme, the total credits shall be eighty.

2.3.40 **Project** is a core course in a programme. It means a regular project work with stated credits on which the student undertakes a project under the supervision of a teacher in the parent Department / any appropriate Research Center in order to submit a dissertation on the project work as specified.

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

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

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

$$(\text{SGPA} = \frac{\text{Total Credit points awarded in a semester}}{\text{Total Credits of the semester}})$$

2.3.44 **Seminar** means a lecture given by the student on a selected topic and is expected to train the student in self-study, collection of relevant matter from various resources, editing, document writing and presentation.

2.3.45 **Tutorial** means a class to provide an opportunity to interact with students at their individual level to identify the strengths and weaknesses of individual students.

2.3.46 **Weight** is a numeric measure assigned to the assessment units of various components of a course of study.

2.3.47 **Weighted Grade Point (WGP)** is the grade point multiplied by weight (W).

$$(\text{WGP} = \text{GP} \times \text{W}).$$

2.3.48 **Weighted Grade Point Average (WGPA)** is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points obtained in the course by the sum of the weights of the Course.

$$(\text{WGPA} = \frac{\sum \text{WGP}}{\sum \text{W}})$$

WGPA shall be obtained for CE (Continuous Evaluation) and ESE (End Semester Evaluation) separately and then the combined WGPA shall be computed for each course.

## **2.4 ACADEMIC COMMITTEE**

2.4.1 There shall be an Academic Committee constituted by the Principal to manage and monitor the working of the Postgraduate Programmes under the Credit Semester System 2025, St. Thomas College, Palai (STCP-PG-CSS2025).

2.4.2 The Committee consists of

- a) Principal
- b) Vice Principal
- c) Deans
- d) IQAC Coordinator
- e) Two teachers nominated from the PG Departments

This committee will look after the day-to-day affairs of these Regulations for Postgraduate Programmes under the Credit Semester System (STCP-PG-CSS 2025).

## **2.5 PROGRAMME STRUCTURE**

2.5.1 Students shall be admitted to Postgraduate programme under the various faculties.

2.5.2 The programme shall include three types of Courses, Core Courses, Elective Courses and Common Core Courses. There shall be a Project with Dissertation and Comprehensive Viva-voce as Core Courses for all Programmes. The programme shall also include assignments/seminars/practicals etc.

2.5.3 No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits required for completing a PG programme is 80.

### **2.5.4 Elective Courses**

2.5.4.1 **Elective Course** means a course that can be substituted by equivalent course from the same subject and the number of such courses required to complete the programme shall be decided by the respective Board of Studies.

2.5.4.2 Elective Courses can be given either in a single group or different groups (Group A, Group B, Group C, etc.). The Elective Courses shall be included either in the fourth semester or distributed among third and fourth semesters.

### **2.5.5 Project Work**

2.5.5.1 Project work shall be completed in accordance with the guidelines given in the curriculum.

- 2.5.5.2 Project work shall be carried out under the supervision of a teacher of the Department concerned.
- 2.5.5.3 A candidate may, however, in certain cases be permitted to work on the Project in an Industrial/Research Organization on the recommendation of the supervising teacher.
- 2.5.5.4 There shall be an internal assessment and external assessment for the Project Work in the ratio 1:3.
- 2.5.5.5 The Project Work shall be evaluated based on the presentation of the Project Work done by the student, the dissertation submitted and the Viva-Voce on the project.
- 2.5.5.6 The external evaluation of Project Work shall be conducted by two external examiners from different colleges and an internal examiner from the College.
- 2.5.5.7 The final Grade of the Project [External] shall be calculated by taking the average of the Weighted Grade Points given by the external examiners and the internal examiner.
- 2.5.6 **Assignments:** Every PG student shall submit at least one assignment as an internal component for each course.
- 2.5.7 **Seminar Lecture:** Every student shall deliver one seminar lecture as an internal component for every course with a weightage of four. The seminar lecture is expected to train the student in self-study, collection of relevant material from various sources, editing, document writing, and presentation.
- 2.5.8 **Test Papers (Internal):** Every student shall undergo at least two class tests as an internal component for each course with a weightage of two each. The best two shall be taken for awarding the grade for class tests.
- 2.5.9 No courses shall have more than 5 credits unless otherwise specified.
- 2.5.10 **Comprehensive Viva-Voce** -Comprehensive Viva-Voce shall be conducted at the end of the fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.
- 2.5.11 Comprehensive Viva-Voce shall cover questions from all the courses in the programme.
- 2.5.12 There shall be an internal assessment and an external assessment for the comprehensive Viva-Voce.

## 2.6 ATTENDANCE

- 2.6.1 The minimum requirement of aggregate attendance during a semester for appearing at the End-semester examination shall be 75%.
- 2.6.2 **Duty Leave:** A student representing the college in sports, arts, social activities, or academic matters, has to get sanction from the class teacher concerned, submit the

leave application form duly endorsed by the class teacher and the Head of the Department, and submit it to the Principal. The same will be forwarded by the Principal for attendance entry. The approval of the HoD of Physical Education and the class teacher is required for granting attendance related to sports. The maximum duty leave given for a student in a semester is 10 days. The time limit for submission shall not be later than one week after the event.

2.6.3 **Condonation:** A student may have the privilege of condonation of attendance shortage (up to a maximum of ten days in a semester subject to a maximum of two times during the whole period of the programme) on the basis of genuineness of the grounds of absence (medical reasons or college duty), duly recommended by the Department. This is not a matter of right. It is a matter of Principal's discretion and the good conduct of the student on the campus. A student of PG programme may have only one such opportunity.

2.6.4 Those who are not able to register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, after readmission.

2.6.5 **Re-admission:** A student whose attendance is inadequate will have to discontinue the studies. Such students, whose conduct is good, may be re-admitted on the basis of recommendation from the Department, and assurance from the student and the guardian regarding good conduct and compliance in academic and discipline matters. For this the prescribed re-admission fee has to be paid.

2.6.6 **Unauthorized absence & removal from rolls:** A student, absent from the classes continuously for ten consecutive working days without due intimation or permission, shall be removed from the rolls, and the matter shall be intimated to the student concerned. On the basis of recommendation of the Department concerned, after paying stipulated fees, re-admission process may be permitted by the Principal.

## 2.7 PROGRAMME REGISTRATION

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

2.7.2 A PG student who registered for the programme shall complete the programme within a period of eight continuous semesters from the date of commencement of the programme.

## 2.8 ADMISSION

2.8.1 The admission to all regular PG Programmes shall be as per the rules and regulations of the College/University.

- 2.8.2 The eligibility criteria for admission to PG Programmes shall be published by the College/University along with the notification for admission.
- 2.8.3 There shall be provision for Intercollegiate transfer and Inter-University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.
- 2.8.4 Inter-University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the College in the next immediate chance.

## **2.9 ADMISSION REQUIREMENTS**

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

## **2.10 PROMOTION TO THE NEXT HIGHER SEMESTER**

- 2.10.1 A student who registers for the end semester examination shall be promoted to the next semester. However, in extreme circumstances, a student having sufficient attendance who could not register for the end semester examination may be allowed to register notionally by the Principal with the recommendation of the Head of the Department concerned and by paying the prescribed fee

- 2.11 The medium of Instruction shall be English, except for programmes other than English under the Faculty of Language and Literature.

## **2.12 EXAMINATIONS**

- 2.12.1 All the End semester Examination of the college will be conducted by the Controller of Examinations. The Principal will be the Chief Controller of Examinations. An Examination Committee consisting of the Chief Controller of Examinations, Controller of Examinations, Additional Chief Superintendent, Deans, IQAC Coordinator and other faculty members nominated by the Principal will act as an advisory body on the matters relating to the conduct of examinations.
- 2.12.2 Practical examinations shall be conducted by the College at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed in the syllabus of the particular programme.

2.12.3 There shall be one end-semester examination of 3 hours duration for each lecture-based course, and the duration of the examination for the practical courses is decided by the BoS concerned.

2.12.4 A question paper for theory may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

### **2.13 REGISTRATION FOR THE EXAMINATION**

2.13.1 All students admitted in a programme with remittance of prescribed fee are eligible for the forthcoming semester examinations.

2.13.2 Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with prescribed fee for each course in prescribed format.

2.13.3 The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.

### **2.14 EVALUATION & GRADING**

2.14.1 **Evaluation:** The evaluation scheme for each course shall contain two parts;

**(a) End Semester Evaluation (ESE) or External Evaluation**

**(b) Continuous Evaluation (CE) or Internal Evaluation**

2.14.2 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3 for the courses with or without practical. Both End Semester Evaluation (ESE) and Continuous Evaluation (CE) shall be carried out using direct grading system.

2.14.3 **Direct Grading:** The direct grading for CE (Internal Evaluation) and ESE (External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E ) with numerical values of 5,4,3,2,1 and 0 respectively.

2.14.4 **Grade Point Average (GPA):** Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in this regulation.

2.14.5 **Components of Internal Evaluation:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.

2.14.6 **Internal (CE) and External Evaluation (ESE):** Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.

2.14.7 Proper guidelines shall be prepared by the BoS for evaluating the assignment, seminar, practical, project and comprehensive viva- voce within the framework of the regulation.

2.14.8 There shall be no separate minimum grade point for internal evaluation.

2.14.9 **The model of the components and its weightages for Continuous Evaluation (CE) and End Semester Evaluation(ESE)** are shown in below:

<b>Theory (CE) (Internal)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Assignment	2
2.	Seminar	4
3.	Best two test papers	4 (2 each)
<b>Total</b>		<b>10</b>

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

**a) For Theory (ESE) (External)**

Evaluation is based on the pattern of questions specified in **12.14.5**

<b>Practical (CE) (Internal)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Written/Lab test	2
2.	Lab Involvement and Record	1
3.	Viva-Voce	2
<b>Total</b>		<b>5</b>

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

<b>Practical (ESE) (External)</b>		
<b>Sl.No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Written/Lab test	7
2.	Lab Involvement and Record	3
3.	Viva-Voce	5
<b>Total</b>		<b>15</b>

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

<b>b) For Project (CE) (Internal)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Relevance of the topic and analysis	2
2.	Project content and presentation	2
3.	Project Viva Voce	1
<b>Total</b>		<b>5</b>

(The components and the weightage of the components of the Project (Internal) can be modified by the BoS concerned without changing the total weightage 05.)

<b>Project (ESE) (External)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Relevance of the topic and analysis	3
2.	Project content and presentation	7
3.	Project Viva Voce	5
<b>Total</b>		<b>15</b>

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

<b>Comprehensive Viva-Voce (CE) (Internal)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Comprehensive viva-voce (all courses from first semester to fourth semester)	5
<b>Total</b>		<b>5</b>

(Weightage of the components of the Comprehensive Viva-Voce (internal) shall not be modified.)

<b>c) Comprehensive Viva-Voce (ESE) (External)</b>		
<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
1.	Comprehensive Viva-voce (all courses from first semester to fourth semester)	15
<b>Total</b>		<b>15</b>

(Weightage of the components of the Comprehensive Viva-Voce External) shall not be modified.)

- 2.14.10 All Grade Point Averages shall be rounded to two digits.
- 2.14.11 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examinations.
- 2.14.12 **There shall not be any chance for improvement for internal grade.**
- 2.14.13 The **course teacher** and the **faculty advisor** shall maintain the academic record of each student registered for the course which should be kept in the college for verification for at least two years after the student completes the programme.
- 2.14.14 **External Evaluation.** The external examination in theory courses is to be conducted at the end of the semester. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation.
- 2.14.15 The question paper should be strictly on the basis of model question paper set and directions prescribed by the BoS.
- 2.14.16 **Pattern of Questions**
- 2.14.17 Questions shall be set to assess the knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.
- 2.14.18 The question setter shall ensure that questions covering all skills are set.
- 2.14.19 A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.
- 2.14.20 The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.
- 2.14.21 **Weight:** Different types of questions shall be given different weights to quantify their range as follows:

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

- 2.14.22 **Pattern of questions for Practical.** The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

2.14.23 **Direct Grading System**

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

<b>Direct Grading System</b>		
<b>Grade</b>	<b>Grade Points</b>	<b>Range</b>
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

2.14.24 **Performance Grading**

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

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

2.14.25 **No separate minimum grade** is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a **minimum C grade is required for pass in a course and the programme as well.**

2.14.26 **Supplementary Examinations:** A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the junior batch or as per the examination notification issued from time to time.

2.14.27 **Improvement of Course:** The candidates who wish to improve the grade / grade point of the external examination of a course / courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to the first, second and third semesters of the programme.

2.14.28 **One Time Betterment Programme:** A candidate will be permitted to improve the **CGPA** of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The **CGPA** for the betterment appearance will be computed based on the **SGPA** secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of the **CGPA** of a programme, he/she has to appear for the external examination of the entire semester(s) excluding Practicals/Project/Comprehensive Viva- Voce. One time betterment programme is restricted to students who have passed in all courses of the Programme at the regular (First appearance).

2.14.29 **Semester Grade Point Average (SGPA) Calculation:** The **SGPA** is the ratio of sum of the credit points of all the courses taken by a student in the semester to the total credit for that semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below:

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

$$\text{ie, SGPA} = \frac{\text{Total Credit points awarded in a semester}}{\text{Total Credits of the semester}}$$

Where 'S<sub>j</sub>' is the j<sup>th</sup> semester, 'GP<sub>i</sub>' is the grade point scored by the student in the i<sup>th</sup> course and 'C<sub>i</sub>' is the credit of the i<sup>th</sup> course.

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

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

$$\text{ie, CGPA} = \frac{\text{Total Credit points awarded in all semesters}}{\text{Total Credits of the Programme}}$$

Where 'C<sub>i</sub>' is the credits for the i<sup>th</sup> semester, 'S<sub>i</sub>' is the SGPA for the i<sup>th</sup> semester. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

- 2.14.31 For the successful completion of a semester, a student has to pass all courses and score a minimum **SGPA** of 2.0. However, a student is permitted to move to the next semester irrespective of his/her **SGPA**.
- 2.14.32 To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board/website at least one week before the commencement of external examination. There shall not be any chance for improvement for internal assessment grade.
- 2.14.33 The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the controller of examinations through the Head of the Department and a copy should be kept in the department for at least two years for verification.

### **2.15 AWARD OF DEGREE**

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

### **2.16 ISSUE OF CERTIFICATES**

- 2.16.1 Diploma and Degree certificates are issued by the Mahatma Gandhi University, Kottayam as per the act and statutes of the University on the submission of the consolidated mark / score cards of the students by the College.
- 2.16.2 A consolidated mark / scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
- 2.16.3 A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

### **2.17 RANK CERTIFICATE**

The College shall publish the list of top 10 candidates for each programme after the publication of the Programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to the next seven candidates in the order of merit on their request. Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position.

**2.18 MONITORING COMMITTEE**

There shall be a Monitoring Committee constituted by the Principal consisting of Faculty Advisers, HoD, a member from the IQAC (In-charge of Teaching Learning Evaluation) and the Deans, to monitor the internal evaluations conducted by the College. The Course teacher, Faculty Coordinator and the College Coordinator should keep all the records relating to the internal evaluation, for at least a period of two years for verification.

**2.19 GRIEVANCE REDRESSAL COMMITTEE**

In order to address the grievances of students relating to internal assessment, a three-level grievance redress mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

**2.19.1 Level of the teacher concerned**

**2.19.2 Department level:** The Principal shall form a Grievance Redressal Committee in each Department comprising the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

**2.19.3 College level:** There shall be a College level Grievance Redressal Committee comprising Faculty Advisor, College Coordinator, one Senior Teacher and one College Council member and the Principal as Chairperson.

**2.20 TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Principal of the college has the power to make changes in these regulations by due orders, that shall be applied to any programme with such modifications as may be necessary on the recommendations of the Board of Studies of the respective programme.