

**(Abstract)**

M Com (Five Year Integrated) Programme CBCSS in the Dept of Commerce & Business Studies in Dr P K Rajan Memorial Campus, Nileswaram - Regulations, Scheme & Syllabus (I & II Semesters only) - Approved and implemented w. e. f 2023 admissions - Orders Issued.

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**ACADEMIC C SECTION**

ACAD C/ACAD C3/23751/2023

Dated: 07.04.2024

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- Read:-1. UOs No ACAD C3/1010/Int. MCom/2022 dated 12/07/2023 & 10/10/2023  
2. UO No ACAD C3/1010/Int. MCom/2022 dated 13/07/2023  
3. Email dated 05/03/2024 from Sri, Karthikeyan P, Convenor, Curriculum Revision Committee ( M Com (Five Year Integrated) Programme)  
4. Orders of Vice chancellor in the file of even No.dtd.02.04.2024.

**ORDER**

1. As per paper read (1) above, Scheme (All Semesters) , Syllabus & Pattern of Question Papers (1<sup>st</sup> to 6<sup>th</sup> Semesters) of M Com (Five Year Integrated) Programme CBCSS in the Dept of Commerce & Business Studies , Dr P K Rajan Memorial Campus, Nileswaram was implemented w. e. f 2022 admission.
2. As per paper read (2) above, a Curriculum Revision Committee was constituted for the Curriculum Revision of M Com (Five Year Integrated) Programme w. e. f 2023 admission.
3. The Curriculum Revision Committee conducted a One Day Workshop on 26/07/2023 in order to discuss the Curriculum & Syllabus revision of M Com (Five Year Integrated) Programme, to be implemented w. e. f 2023 admission.
4. Accordingly, as per paper read (3) above, Sri Karthikeyan P, Convenor, Curriculum Revision Committee for M Com (Five Year Integrated) Programme submitted the draft Regulation and Scheme & Syllabus (I & II Semester Only) of M Com (Five Year Integrated) Programme for approval and implementation w. e. f 2023 admission.
5. The Vice-Chancellor after considering the matter in detail and in exercise of the powers of the Academic Council conferred under Section 11(1) Chapter III of Kannur University Act 1996 and all other enabling provisions read together with, ***approved the Regulations and Scheme & Syllabi (I & II Semesters only) of M Com (Five Year Integrated) Programme and accorded sanction to implement the same in the Department of Commerce & Business Studies, Dr P K Rajan memorial Campus, Nileswaram w. e. f 2023 admissions.***
6. Regulations and the Scheme & Syllabi (I & II Semesters only) of M Com (Five Year Integrated) Programme (w. e. f 2023 admission) is appended and uploaded in the official website of Kannur University.
7. Orders are issued accordingly.

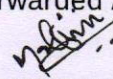
Sd/-

**Narayanadas K**  
**DEPUTY REGISTRAR (ACAD)**  
For REGISTRAR

To: 1. Course Director, Dept of Commerce & Business Studies  
2. Sri. Karthikeyan P, Convenor, Curriculum Revision Committee for M Com (Five Year Integrated) Programme

Copy To: 1. PA to CE (To circulate among the sections concerned in the Examination Branch)  
2. PS to VC/ PA to R  
3. AR II/ AR VIII (Exam)  
4. EP IV/ EX C I/ EG VIII (Examination Branch)  
5. DR/AR I/ AR II (Acad)  
6. Computer Programmer  
7. Webmanager (to upload in the University Website)

Forwarded / By Order

  
SECTION OFFICER



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## KANNUR UNIVERSITY

### **REGULATIONS FOR M.COM (FIVE YEAR INTEGRATED) PROGRAMME IN KANNUR UNIVERSITY TEACHING DEPARTMENT UNDER CHOICE BASED CREDIT AND SEMESTER SYSTEM (CBCSS) EFFECTIVE FROM 2023 ADMISSION**

#### **1. TITLE, APPLICATION & COMMENCEMENT**

- 1.1. These Regulations shall be called '**Kannur University Regulations for M.Com. (Five Year Integrated)**' programme under the Choice Based Credit and Semester System (CBCSS).
- 1.2. The Regulation provided herein shall apply for **M.Com. (Five Year Integrated)** Programme (CBCSS), coming under the Faculty of Commerce & Management Studies.
- 1.3 These regulations shall come into force with effect from Academic Year 2023-2024.

#### **2. DEFINITIONS**

**In this regulation, unless the context otherwise requires**

- 2.1. Curriculum Committee: means a Committee is constituted by the Vice Chancellor under the Regulations to monitor the Choice Based Credit and Semester programme. The HoD/ Course Director/ Course Co-ordinator of the M.Com. (Five Year Integrated) Programme (CBCSS) shall be the convener of the Curriculum Committee. The Course Director/Course Co-ordinator shall be a Professor/Associate Professor/Assistant Professor in Commerce or Management with minimum 15 years of teaching experience at UG/PG level. The Expert Committee of the M.Com. (Five Year Integrated) Programme (CBCSS) may act as the Curriculum Committee for the year 2023-24.
- 2.2. Department/Centre/School means Department/Centre/School instituted in the University as per the Kannur University Statutes
- 2.3 "*Act*" means the Kannur University Act;
- 2.4. "*Course*" comprises papers which are taught and evaluated within a programme, including lectures/tutorials, laboratory work, fieldwork, project work, vocational training, viva, seminars, term papers,

presentations, assignments, presentations, self- study, internship, etc., or a combination of some of these elements;

- 2.5 “*Choice-Based*” *Credit System (CBCS)*” means the system wherein students have the option to select courses from the prescribed list of courses;
- 2.6 “*Institutional-level academic committee*” means a committee constituted at the college level / department level (university teaching department) comprising the Principal as Chairperson / Head of the department (university department), the Academic Co-ordinator as Convener
- 2.7 “*Credit Based Semester System (CBSS)*” means the system wherein the requirements for awarding a degree, diploma, and certificate are prescribed in terms of the number of credits to be earned;
- 2.8 “*Department Coordinator*” includes a teacher nominated by a Department Committee to coordinate all the necessary work related to that department, including continuous evaluation.
- 2.9 “*Department Council*” means the body of all teachers of a department in a college / university department.
- 2.10 “*Faculty Adviser*” means a teacher from the parent department nominated by the Department Council to advise students in academic matters.
- 2.11 “*Graduate Attributes*”: means the qualities and characteristics possessed by the graduates of a programme of study at the university or the Higher Education Institution, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. Each university should specify its graduate attributes for each programme
- 2.12 “*Programme*” means the entire duration of the educational process including the evaluation leading to the award of a degree, and having a well-defined programme- specific outcome.
- 2.13 “*University*” means any University in the state established by an Act of the State Legislature.
- 2.14 “**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 his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given latter in this regulation.

- 2.15 Each letter grade is assigned a 'Grade point' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means a point given to a letter grade on 10-point scale.
- 2.16 'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various course taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end of a semester 'Credit Point'(P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course:  $P=G \times C$
- 2.17 '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 three decimal places. 'Grade Card' means the printed record of students' performance, awarded to him/her
- 2.18 Course faculty': A faculty member nominated by the Head of the Department shall be in charge of running a particular course in a particular semester of programme.
- 2.19 'Discipline Specific Signature Courses' (DSS)/Skill Specific Signature courses are the specialized elective courses or skill courses designed and offered by the regular/adhoc/visiting/emeritus/adjunct faculty member of a particular college with the prior approval of the BOS/Academic Council of the university/institute.

### ***3. Features and Objectives***

- 3.1 The practice of lateral entry of students to various years exists, but an exit with a Degree shall be awarded only upon successful completion of the third and fourth year.
- 3.2 This course shall have the following Broad Pathways
- (a) 3-year UG Degree
  - (b) 4- year UG Degree (Honours),
  - (c) 4-year UG Degree (Honours with Research).
  - (d) 5-year Integrated PG Degree
- 3.3 Students who choose to exit after 3 years shall be awarded B Com Degree in their respective specialisation after the successful completion of the required minimum of Courses of 137 credits.

- 3.4 A four-year B Com Honours Degree shall be awarded to those who complete the programme with a specific number of Courses of 181 credits including 12 credits from a graduate project /dissertation in their major discipline.
- 3.5 Students who choose to exit after 5 years shall be awarded Integrated M.Com Degree in their respective Major Discipline after the successful completion of the required minimum of Courses of 221 credits.
- 3.6 Honours students who have not undertaken their graduate project shall do three additional Courses, each comprising four credits.
- 3.7 Students who aspire to pursue research as a career may opt for honours with research stream in the fourth year.
- 3.8 The recognized research departments/ departments with at least two recognized research guides may be permitted to offer the honours with research programme
- 3.9 The number of seats for the honours with research shall be determined as per the availability of research guides.
- 3.10 The selection criteria for honours with research stream shall be in accordance with the guidelines of UGC or as approved by Kannur University
- 3.11 Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a faculty member who shall be a recognized research supervisor.
- 3.12 The mentor shall prescribe suitable advanced-level courses for a minimum of 20 credits to be taken within the institutions along with the papers 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.
- 3.13 These 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 University/College. The research shall be in the Major/allied discipline.
- 3.14 The research outcomes of their project work may be published in peer- reviewed journals or presented at conferences or seminars or patented.

#### **4 . Programme Structure**

The M.Com. (Five Year Integrated) Programme (CBCSS) is different from the conventional B.Com and M.Com Programmes, in the sense that the former provides diverse opportunities for students

to understand and analyse a variety of disciplines other than Finance, Commerce and Management and their analytical strength. The central attraction of the Programme is that it provides adequate space for the study of Microeconomics, Macroeconomics, Statistics, Mathematics, Business analytics, etc.

- 4.1 The curriculum shall comprise Three Broad Parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/Minor), and c) Discipline Specific Capstone Components.
- 4.2 The Foundation component of the Five Year Integrated M.com shall consist of a Set of General courses and a Set of Discipline Specific Courses.
- 4.3 General Foundation Courses shall be common for all students and shall be:
  - 4.3.1. Grouped into 4 major baskets as Ability Enhancement courses (AEC), Skill Enhancement Courses (SEC), Value Addition Courses (VAC), and Multi-Disciplinary Courses (MDC).
  - 4.3.2. Discipline Specific Courses shall include Discipline Specific Pathway Courses, both major and minor streams, enabling students to gain basic knowledge in the chosen discipline.
- 4.4 Discipline Specific Foundation Courses shall focus on foundational theories, concepts, perspectives, principles, methods, and critical thinking essential for taking up advanced Courses. Practical courses shall not be included in discipline specific foundation courses.
- 4.5 Ability Enhancement Courses shall be designed specifically to achieve competency in Modern Indian Language (MIL), other world languages as per the student's choice along with the English language with special emphasis on language and communication skills.
- 4.6 The Modern Indian Language (MIL) or other language courses shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading and academic writing skills, expository as well as the cultural and intellectual heritage of the language chosen.
- 4.7 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.
- 4.8 Skill Enhancement Courses (SEC) shall be designed to enhance workplace skills such as Creativity, Critical Thinking, Communication, and collaboration—21st century skills.
- 4.9 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)
- 4.10 The progressive curriculum proposed shall systematically develop the knowledge and skills required, starting with novice problem solvers at the programme's entry-level and progressing to expert problem solvers by the time of graduation.
- 4.11 The students should acquire the ability for well-defined problem-solving at the end of the first year and the ability to solve broadly defined problems at the end of the second year, and they should be able to demonstrate the ability to solve complex problems that require multidisciplinary skills at the end of the third year.
- 4.12 During the fourth year, the students shall engage in workplace problem-solving through internships and research experiences, which will help them develop adequate skills suitable for their higher education or Entrepreneurship.
- 4.13 Value Added Courses (VAC) shall be so designed as to empower the students with personality development, perspective building, and self-awareness.
- 4.14 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 Major courses, Minor courses and Optional Courses.
- 4.15 Minor Component Courses (MCC) should be selected from other disciplines that may supplement or complement the Main Courses (disciplinary-specific core courses or discipline specific elective courses), but MCC shall not be related to the students' Major.
- 4.16 Board of Studies (BOS)/Competent authority shall identify specific Courses or baskets of Courses designed by other Boards of Studies towards Minor Course credits. Students shall have the option to choose Courses from disciplinary/interdisciplinary minors and skill-based Courses related to a chosen vocational education programme.
- 4.17 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.
- 4.18 A student shall declare choice of the Minor and vocational stream at the end of the second semester.
- 4.19 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.



- 4.20 Students shall be permitted to change their Major within the broad spectrum at the end of the second semester by giving them sufficient time to explore interdisciplinary Courses during the first year.
- 4.21 Major components consist of three types: Discipline Specific Core or the Discipline Specific Elective Courses, and the research/laboratory/fieldwork.
- 4.22 In the discipline specific elective courses the student shall have the option to choose courses from the broad subject areas of Finance Management, Marketing Management, Human Resource Management , Data science and Co-operation. The students shall be deemed to have specialize in the subject that he had studied in the discipline specific elective and the same may be recorded in the degree certificate.
- 4.23 The 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.
- 4.24 Advanced 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.
- 4.25 All students shall undergo a 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.
- 4.26 Students shall be provided with opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, 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.
- 4.27 Social Activities shall 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 deemed appropriate to the University.

- 4.28 Options shall 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 Platform approved by the competent body from time to time.
- 4.29 Students shall be entitled to earn 12 credits through such Courses required for the award of the Degree.
- 4.30 The University shall advise the students to opt for such Online/MOOC Courses that have a comprehensive graded evaluation with proper grades and grade points.
- 4.31 Students shall be entitled to gain credits from Courses offered by other recognized institutions directly as well as through distance learning.

## **5. ELIGIBILITY, ADMISSION AND REGISTRATION**

- 5.1 Eligibility for admissions and reservation of seats for **M.Com. (Five Year Integrated) Programme** (CBCSS) shall be as per the rules framed by the University/ UGC from time to time. No student shall be eligible for admission to the Programme unless they have successfully completed the Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto. Relaxation of marks and reservation for eligible categories will be given in qualifying examinations as per rules of Kannur University/Govt. of Kerala for admission.
- 5.2 Admission to M.Com. (Five Year Integrated) Programme (CBCSS) shall be based on entrance examination.
- 5.3 B Com. /B Com. (Honors)/ M.Com. (Five Year Integrated) degrees awarded as per regulation of M.Com. (Five Year Integrated) Programme (CBCSS) shall be equivalent to the B Com. and M.Com. Degree for academic and employment purposes.
- 5.4 If any vacancy arises due to discontinuation or exit option after VI Semester, fresh admission shall be allowed to VII semester, for candidates with Degree in B.Com or BBA, as per University PG Department Admission regulations.
- 5.5 The maximum number of students to be admitted to the Programme shall be limited to 50.

5.6 College transfer shall not be permitted.

5.7 The University shall publish a Prospectus listing all courses offered in the programme.

5.8 Each student shall register for the courses that they propose to take in a semester, in consultation with the Faculty Adviser.

5.9 There will be monitoring of the M.Com. (Five Year Integrated) Programme (CBCSS) and Grievance Redressal Mechanism at the Department and University levels as detailed in section 14

## **6. Re-admission and Scheme Migration.**

6.1 Students who have discontinued from the previous CBCSS regulations can resume their studies under the new regulations upon obtaining readmission, and such students have to complete their programmes as per the new regulations.

6.2 Assessment of the transitory courses/ additional courses to be done by the student, as per the academic requirement of the University, shall be prescribed by the respective college/department where the student intends to take readmission, and the same shall be forwarded to the board of studies for approval.

6.3 Students who opt out before the completion of the third year shall be provided with a 'Course cum Credits Certificate' as proof for re- entry to another institution, and this certificate is essential for preserving the credits in the Academic Bank of Credits.

6.4 Students who have completed a particular programme pathway may be readmitted to take an additional minor, second major after successfully completing their programme.

6.5 Those students who are opting for a second major are eligible for getting certain credit transfer/Credit exemption from their previous minor programs of study provided the BOS should recommend those credits are relevant for the present major programme of study.

## **7. Duration of programmes, credits requirements and options.**

7.1 **M.Com. (Five Year Integrated) Programme** is a five-year (10 semesters) programme with an exit option after the completion of VI Semesters if the student so desires, with permission from the University. Lateral entry into the M.Com. programme to the seventh semester will also be allowed for those candidates who have successfully completed B.Com/ BBA Programme from any of the recognized Universities. Candidates on successful completion of first six semesters will be awarded B.Com. Degree on request. Candidates who are awarded B.Com Degree on request after six semesters shall surrender the same at the time of issuing M.Com. (Five Year Integrated) Degree Certificate. Candidates who successfully complete two

more (7<sup>th</sup> & 8<sup>th</sup>) semesters will be awarded B.Com Honours Degree. Further if the candidate has successfully complete remaining two more semester (9<sup>th</sup> & 10<sup>th</sup>) will be awarded M.Com. (Five Year Integrated) Degree. If the candidate with B.Com degree gets admission through lateral entry and successfully complete two semesters (7<sup>th</sup> and 8<sup>th</sup>) will be awarded B.Com Honours Degree and the candidate who successfully complete the next two semesters (9<sup>th</sup> and 10<sup>th</sup>) will be awarded M.Com. Degree.

7.2 Admission taken in the first semester shall be admission to “M.Com. (Five Year Integrated) Programme” (and students will not be required to take re- admission at any stage of the course unless the student discontinues the course after 6<sup>th</sup> semester and 8<sup>th</sup> Semester). Eligible candidates registered for a semester examination alone will be promoted to the subsequent semesters. There shall be a provision for readmission of students already registered under Kannur University Regulations for M.Com. (Five Year Integrated) Programme under the Choice Based Credit and Semester System (CBCSS) subject to the conditions that:

- i) The Candidate seeking readmission to a particular semester should have registered for the previous semester examination.
- ii) There should not be any change in the scheme and syllabus. If there is change in the scheme and syllabus, readmission may be given in consultation with the Department Council and Examination Branch. The Semester syllabi can change at any time.
- iii) For readmission, the vacancy should be within the statutory limit. Re-admission shall be made within 14 days of the commencement of classes.

Those students who preferred exit option and obtained B.Com Degree shall be given readmission to the 7<sup>th</sup> semester of the Programme along with subsequent batch to complete Integrated M. Com Degree, subject to the availability of vacancy

7.3 The five years Integrated M.Com programme is the preferred option as it allows students the opportunity to experience the full range of holistic and multidisciplinary education with a focus on major and minor subjects according to their preference.

7.4 In the programmes, the emphasis is on credits rather than a fixed duration, allowing for different lengths/durations of programmes.

7.5 Students will be offered the opportunity to take breaks during the programme and resume after the break, but the total duration for completing the programme shall not exceed 8 years.

7.6 Candidates 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-1 semesters (where N is the number of semesters in an undergraduate/postgraduate programme).

- 7.7 Provided further that the candidates may complete both the undergraduate programmes in slower pace, -they may pursue three years or six semester programmes in 4 to 5 years (8 to 10 semesters), four years, or eight semester programmes in 5 to 6 years (10 to 12 semesters) and five years, or ten semester programmes in 7 to 8 years (12 to 14 semesters)
- 7.8 For students who crossed 6 semesters at a slower space, the requirement of 16 credits from the institutions where they enrolled may be relaxed.
- 7.9 The higher education institutions shall admit candidates not only for programmes, but also for subjects or courses.

#### 8. *Different types of courses/ activities.*

The following types of courses/ activities constitute the programmes of study, Namely:

- 8.1 *Lecture courses:* Courses involving lectures relating to a field or discipline by a faculty member.
- 8.2 *Tutorial courses:* Courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning,
- 8.3 *Practicum or Laboratory work:* A course requiring students to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of an instructor.
- 8.4 *Seminar:* A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning
- 8.5 *Internship:* A course requiring students to participate in a professional activity or gain work experience, or engage in cooperative education activities with an entity external to the education institution shall, normally, be under the supervision of an expert of the given external entity.
- 8.6 *Field practice or projects:* Courses requiring students to participate in fieldbased learning or projects shall, generally, be under the supervision of an expert from the given external entity.
- 8.7 *Community engagement and service:* Courses requiring students to participate in field- based learning/projects shall, generally, be under the supervision of an expert from the given external entity. The curricular component of 'community engagement and service' will involve

activities that would expose students to the socio-economic issues in society.

**9. Credit Structure.** - The proposed number of credits per course and the credit distribution of them for the Undergraduate Programmes are given below-

- 9.1 A course that includes one hour of lecture or tutorial or a minimum of two hours of lab work, practical work, or field work per week is given one credit hour.
- 9.2 One credit in a semester should be designed for 15 hours of Lectures or tutorials or 30 hours of practicum plus 30 hours of learner engagement in terms of course-related activities such as seminar preparation, submitting assignments, etc.
- 9.3 A one-credit Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week (30 hours of engagement per semester)
- 9.4 A course can have a combination of lecture credits, tutorial credits, and practicum credits.
- 9.5 Minimum credit for one Course should be 2 (Two), and the maximum credit should be 4 (Four). For a Project / Dissertation the maximum credit is 12.
- 9.6 For all Discipline Specific Major/Minor Courses, there is a weekly Tutorial of one hour and Practical's of two to four hours per week
- 9.7 Summer Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours of engagement for acquiring one credit
- 9.8 A student shall have the option of acquiring extra credits to a maximum of 240 credits for a 4year (8-semester) UG program.
- 9.9 A student shall have the option of acquiring extra credits to a maximum of 180 credits for a 6semester UG program.
- 9.10 Courses up to 25 credits shall be designed for each programme in each semester with the available teaching hours for each semester. If there is no sufficient teaching hours online courses for equivalent level may be prescribed by the Department
- 9.11 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.
- 9.12 Maximum Number of credits that a student can take per semester shall be restricted to 30.
- 9.13 Each faculty member shall offer a maximum of 16 credits per semester.
- 9.14 For a Four- credit Lecture Course, 60 hours of lecture or tutorial class shall be assured as a mandatory requirement for the completion of that course.

9.15 For the effective operation of the programme, a system of flexible timings shall be implemented for the students and teachers.

9.16 An academic year shall consist of 200 working days; one semester consists of 90 working days; and an academic year consists of two semesters and an optional summer fast track semester.

9.17 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 exams, including internal examination evaluations and other academic activities.

9.18 The maximum number of available weeks for curriculum transactions should be fixed at 15 in each semester. A minimum of 6 teaching or tutorial hours could be made available for a day in a 5-day week, so a total of 450 teaching hours will be available for each semester.

9.19 The academic transaction time shall be flexible and staggered in principle, but for convenience it shall be from 8.30 am to 5 pm and six days a week. For faculties it is 5 days per week, based on existing norms.

9.20 Library and Laboratory facilities shall be accessible for the students for at least three more hours after the regular academic transactions.

9.21 Faculty can opt for their convenient time, and they shall be present on campus at least 5 days a week for a minimum campus presence of 35 hours per week.

9.22 The students will get the support of the campus facilities for a minimum of 48 hours a week, out of which a maximum of 22 to 25 hours shall be devoted for contact classes and the rest of the time for other activities.

#### **10. Level of courses. –**

10.1 The design of Courses in various fields, aligned with the provisions of the Regulations, shall be the prerogative and responsibility of the University, its faculty, or the Boards of Studies.

10.2 Courses shall be categorized and coded based on the learning outcomes, level of difficulty, and academic rigour. The Codes shall be necessarily common to all universities in the state, namely:-

10.2.1 0-99: *Pre-requisite courses*: These are introductory courses designed to provide foundational knowledge and preparation for students who intend to major in subjects they have not studied during their plus two programme. These courses shall be pass or fail, carrying no credits.

10.2.2 *100-199: Foundation or introductory courses:* These are intended for students to acquire fundamental understanding and basic knowledge about the subjects, and help them decide the subject or discipline of their interest.

These courses may also be prerequisites for courses in the major and minor subjects. Students of the Degree programme may opt for a minimum of 24 credits at this level.

10.2.3 *200-299: Intermediate-level courses:* *Intermediate-level courses* including subject-specific are intended to meet the credit requirements for minor or major areas of learning. Students of the degree programme may opt for a minimum of 32 credits at this level.

10.2.4 *300-399: Higher-level courses:* These are required for majoring in a disciplinary/interdisciplinary area of study for obtaining a degree. Students of the Degree programme may opt for a minimum of 38 credits at this level.

10.2.5 *400-499: Advanced courses:* These specialized courses include research projects at the post-graduate program level. Students of the Degree programmes may opt for a minimum of 44 credits at this level including the credits from the Elective or specialization courses in the minor stream at the level 300.

10.2.6 For credit transfer purposes, the credits earned by a student of the Degree programmes at each level and discipline from any university/college within Kerala, which adopts these regulations, may be directly transferred to the corresponding discipline and level at any other university/college

## **11. Course code:**

11.1 The programme shall include six types of courses, viz., Ability Enhancement Courses (AEC) **Code A**, Major (DSC) **Code C**, / Minor Stream (DSE) **Code E**, Skill Enhancement Courses (SEC) **Code S**, Multidisciplinary Courses (MDC) **Code M** and Value Addition Courses (VAC) **Code V**.

11.2 Each course shall have a unique alphanumeric code number, which includes abbreviation of the semester number (**1 to 10**) in which the course is offered, the code of the course (A, C, E, M, S & V), of the subject in three letters and the serial number of the course (101,102, 103 etc.). Course code will be centrally generated by the Board of Studies of the university. For example, ICOM01A101 represents an Ability Enhancement Course of serial number 101 offered in the first semester.



**12. TOTAL CREDITS FOR SEMESTERS****12.1 TOTAL CREDITS FOR SIX SEMESTERS (THREE YEAR EXIT) = 137**

<b>COURSES</b>	<b>CREDITS</b>	<b>Semesters</b>
Major / Minor Stream (DSC /DSE)	92 (4 credit courses)	Within all six semesters
Multidisciplinary Courses (MDC)	9 (3 credit three courses)	Semester 1 to 6
Skill Enhancement Courses (SEC)	9 (3 credits three courses)	Semester 1 to 6
Value Addition Courses (VAC)	9 (3 credits three courses)	Semester 1 to 6
Ability Enhancement Courses (AEC)	12 (3 Credits 4 courses)	Semester 1 and 2
Internship / Field Visit	6 (2 credit courses)	Semester 1 to 6
<b>Total credits for first six semesters</b>	<b>137</b>	

**12.2 TOTAL CREDITS FOR SEMESTERS 7 and 8**

<b>COURSES</b>	<b>CREDITS</b>	<b>Semesters</b>
Major / Minor Stream (DSC /DSE)	24 (4 credit courses)	Semester 7
Additional DSC / DSE for Honours (in Major discipline)	12 Credits (2DSC and 1 DSE in the Major)	Semester 8
Project	12 Credits	Semester 8
MOOC / ONLINE COURSES (Blended Mode)	8 (4 credits 2 courses)	Semester 7 and 8
<b>Total credits for Semester 7 and 8</b>	<b>44*</b>	

\*For Honours with Research 12 Credits Project in Semester 8 and for Honours additional 12 credits DSC / DSE in Semester 8 which should include Capstone level courses

**12.3 TOTAL CREDITS FOR SEMESTERS 9 and 10**

<b>COURSES</b>	<b>CREDITS</b>	<b>Semesters</b>
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Major / Minor Stream (DSC /DSE)	20 (4 credit courses)	Semester 9
Major / Minor Stream (DSC /DSE)	20 (4 credit courses)	Semester 10
<b>Total credits for Semester 9 and 10</b>	<b>40</b>	

12.4 If the candidate takes an exit option after semester 6, the total credits for the Degree programme is 137. If the candidate takes admission to Semester 7 through lateral entry, the minimum credits required for the Honours / Honours with Research is 44. The total credits required for is 181 (137 + 44).

12.5 The total credit required for Five year integrated M.com is 221(137+44+40)

12.6 The number of courses and their respective credits can be decided by the department council/ board of studies. The department council / board of studies shall design Core courses (Discipline Specific Core and Discipline Specific Elective)

12.7 Syllabus and courses for Skill Enhancement courses; Multidisciplinary courses and Value Addition courses are to be designed by other faculty / department including the detailed syllabus for each Programme offered.

12.8 Overall, 20% of courses shall be designed by individual faculty and the evaluation for these courses shall be internal. Courses developed by individual faculty members shall be approved by the respective Board of Studies.

12.9 Department Council/ Board of Studies shall have the freedom to approve and introduce new courses and/or to modify/redesign existing Courses and replace any existing Course with a new Course to facilitate better exposure and training for the students, with the approval of the University and the Academic Council. Any such change in the syllabus or course during a programme shall be affected before the commencement of the semester with prior approval from the university.

12.10 A student shall declare choice of minor / vocational stream at the end of the second semester.

12.11 The number of seats for honours with research shall be determined as per the availability of research guides.

12.12 Community engagement, social activities such as NSS, NCC, Sports and Games, participation in Arts, other social service activities as deemed appropriate by the university shall also be considered for awarding credits.

12.13 SWAYAM / Online Courses may also be opted for by students for earning credits.

12.14 University shall have a list of approved online /MOOC Courses that have a comprehensive graded evaluation with proper grades and grade points.

12.15 Grace mark for student achievement shall be awarded as per the existing rules applicable for UG and PG programmes of the University departments.

## **12. Level And Coding of Courses**

12.1 Courses shall be categorized and coded based on learning outcomes, level of difficulty, and academic rigour.

12.2 Foundation Courses are intended to acquire fundamental understanding and basic knowledge of subjects and help students to decide on the subject or discipline of their interest. Foundation courses shall be between 100 to 199 as per the National Higher Education Qualification Framework (NHEQF)

12.3 Intermediate level courses includes subject specific and are intended to meet the requirements of minor or major areas of learning. These courses shall be between 200 to 299 as per NHEQF.

12.4 Higher level courses are required for majoring in a discipline / interdisciplinary area, which come under 300 to 399 level as per NHEQF.

12.5 Advanced Courses – These are specialized capstone courses including research projects and specialization courses meeting the level of 400 to 499 as per NHEQF.

12.6 Different categories of courses shall be designed as per the guidelines suggested for each course by the university.

12.7 Credit transfer shall be done through the Academic Bank of Credits in general and for in case of credit transfer for the adopted in the universities of Kerala as per the common regulations shall be done directly to the corresponding discipline and level at other university / college.

12.8 University shall develop the credit transfer and credit accumulation facilities or utilize the facilities provided by the state government or the Academic Bank of Credit (ABC) facility provided by UGC.

## **13. Pedagogy Across All Programmes.-**

13.1 Use of technology in creating a learning environment that connects learners with instructional content, peers, and instructors throughout the learning process, while respecting the pace of learners is to be ensured.

- 13.2 Cooperative and peer-supported activities must be part of empowering students to take charge of their own learning.
- 13.3 The Faculty shall have the freedom to identify and employ the most suitable pedagogical approach to a particular course and students.
- 13.4 Pedagogical methodologies such as PBL (Problem / Project Based Learning), and Service Learning shall be brought into practice as part of the curriculum, and experiential learning in the form of internship with a specified number of credits is to be made mandatory
- 13.5 Blended learning (BL) mode shall be employed to help learners develop 21st- century skills along with effective learning and skill development related to the subject domains.

#### **14. Assessment and Evaluation**

- 14.1 The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE)
- 14.2 Forty percent of weightage shall be given for Continuous Comprehensive Assessment (CCA). The remaining 60% weight shall be for the End Semester Evaluation (ESE).
- 14.3 Evaluation of the students shall be done by with a proportion of the distribution of marks among End Semester Examination and Continuous Evaluation shall be 60: 40 following indirect grading.
- 14.4 Continuous Evaluation includes assignments, seminars, periodic written examinations, or other measures as proposed in the syllabus and approved by the university.
- 14.5 The percentage allocation for each component under Continuous Evaluation shall be usually in the following proportions:

Theory		Practical	
Components	Percentage	Components	Percentage
Test papers	40%	Tests	80%
Viva-voce, Seminar presentations, Discussion, Debate etc. relevant to the course	40%	Record	20%
Assignment	20%		

- 14.6 If these components and ratio of weightages assigned to the components are not ideal for a discipline, the BOS/department council may change it. In such cases, the mode of assessment

and weightages for different components should be clearly specified in the syllabus.

14.7 A copy of all records of Continuous Evaluation shall be maintained in digital format in the Department / College and shall be made available for verification by the University.

14.8 Performance of each student in an assessment shall be intimated to the student within two weeks of the conduct of test/ submission of assignment/ report.

14.9 Continuous Comprehensive Assessment (CCA) will have two sub components: Formative assessment (FA) and Summative Assessment (SA).

14.10 Each of these components will have equal weightage and to be conducted by the teacher/ course coordinator handling the course. These assessments are to promote deeper learning, thinking and reflection to gauge student's achievement / performance.

14.10.1 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, or course.

14.10.2 FA is to encourage students to build on their strengths rather than fixate or dwell on their deficits. Formative Assessment can help to clarify and calibrate learning expectations for both students and parents.

14.10.3 FA will help students become more aware of their learning needs, strengths, and interests so they can take greater responsibility over their own educational growth.

14.10.4 Formative assessment will be prerogative of the course coordinator based on specific requirement of the student

14.10.5 Suggestive methods of formative assessment are as follows: (anyone or in combinations as decided by the 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 assignments
- l. Self and peer Assessments
- m. Any other method as may be required for specific course / student by the course faculty

14.10.6 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, course or semester.

14.10.7 Summative assessments may be a class tests, assignments, or project, used to determine whether students have learned what they were expected to learn.

14.10.8 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 faculty and the marks should be displayed on the college notice board before the end semester examinations.

14. 10.9The method of summative assessment will be as follows: (any one as decided by the 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 coordinator.

14.10.10 A Student may repeat summative assessment only if for any compulsive reason due to which the student could not attend the assessment. The prerogative of arranging a CCA lies with the course Coordinator with the approval of Principal through the Head of the Department in which the

student is admitted based on justified reasons.

14.10.11 The Course Coordinator shall be responsible for evaluating all the components of continuous assessment for the concerned subject of a course. However, the University may involve any other person (External or Internal) for Evaluation of any or all the components as decided by the Vice Chancellor / Pro-Vice Chancellor from time to time in case any grievances are raised.

14.10.12 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 well in advance.

14.10.13 The Faculty may provide options for students to improve their performance through continuous assessment mode.

14.10.14 There shall be Theory and Practical examinations at the end of each semester, ordinarily during November-December for odd semesters and during April-May for even semesters, as prescribed in the Scheme of Examinations.

14.10.15 *On demand examination:* Considering the emergence of new technology-based methods and the integration of teaching-learning and examinations in novel forms, offering examinations on demand would provide greater flexibility and student-centricity.

14.10.16 Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 4-credit course will be evaluated for 100 marks; 2-credit courses for 50 marks; and a one-credit course for 25 marks.

14.10.17 In all cases, continuous formative evaluation may account for up to 40% of the total assessment.

14.10.18 The evaluation of the foundation level courses, introductory level courses, intermediate level courses, practical courses, etc., shall be conducted at the college level itself.

14.10.19 Individual learning plans (ILPs) and/or specific assessment arrangements may be put in place for differently abled students.

14.10.20 Suitable evaluation strategies including technology assisted examinations/alternate examination strategies may be designed and implemented for differently abled students.

## **15. Practical exams**

15.1 There shall be no external examiner for conducting Practical examination.

15.2 The practical courses will be evaluated through continuous evaluation by the Course-in-charge

15.3 The scheme of continuous evaluation of practical courses will be as given below:

Components of Evaluation of Practical Courses	Weightage
Continuous evaluation of practical/exercise performed in practical classes by the students	60%
End-semester viva-voce examination to be conducted by course in charge alongwith an additional examiner arranged internally by the Department council	25%
Valuation of the Practical records submitted for the end semester viva –Voce Examination by the course in charge and additional examiner	15%

15.4 The process of continuous evaluation of practical Courses shall be completed before 10 days from beginning of end-semester examination.

15.5 If students fail in continuous assessment of a practical course due to some reason, the “Pending” course may be cleared during the next semesters/ a fast track semesters along with respective semester. The students shall be required to attend practical classes of that course by going through the continuous evaluation process.

15.6 Those who have completed the continuous evaluation alone will be permitted to appear for the end semester (practical) viva-voce.

15.7 For grievance redressal purpose, the University shall have the right to call for all the records of teachers’ continuous evaluation.

15.8 The grades awarded in each semester (Continuous Internal Assessment and Practical Examinations) shall be forwarded to the COE (latest before 7 days from the last date of semester examination / one week before the last date of semester examination) after resolving all the grievances of the students.

## 16. Grading

16.1 An alphabetical Grading System shall be adopted for the assessment of a student’s performance in a course as mandated by the UGC. The grade is based on a 8-point scale. The following table gives the grade points and corresponding alphabetical grade.



Range of Marks	Grade Points	Alphabetical Grade
95-100	10	O (Outstanding)
85-94	9	A <sup>+</sup> (Excellent)
75-84	8	A (Very Good)
65-74	7	B <sup>+</sup> (Good)
55-64	6	B (Above Average)
50-54	5	C (Pass)
Below 50	0	F (Fail)
Absent	0	Ab (Absent)

16.2 A minimum of grade point 5 (Grade C) is needed for the successful completion of a Course. A student who has failed in a Course can reappear for the End Semester Examination of the same Course along with the next batch without taking re-admission or choose another Course in the subsequent Semesters of the same programme to acquire the minimum credits needed for the completion of the Programme.

### 16.3 Computation of SGPA and CGPA

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

16.3.1 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, i.e. **SGPA** (Si) =  $\Sigma(C_i \times G_i) / \Sigma C_i$  Where  $C_i$  is the number of credits of the course and  $G_i$  is the grade point scored by the student in the course. Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
<b>SGPA</b>					139/20= <b>6.95</b>

16.3.2 The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

**CGPA** =  $\Sigma(C_i \times S_i) / \Sigma C_i$  Where  $S_i$  is the SGPA of the semester and  $C_i$  is the total number of credits in that semester.

#### Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:21 SGPA:6.9	Credit:21 SGPA:7.8	Credit:22 SGPA:5.6	Credit:24 SGPA:6.0	Credit: 23 SGPA: 6.3	Credit 22 SGPA: 8.0
CGPA= 6.74 $(21 \times 6.9 + 21 \times 7.8 + 22 \times 5.6 + 24 \times 6.0 + 23 \times 6.3 + 22 \times 8.0)/133$					

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

Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters

## 17. Committees to be constituted for the implementation and monitoring of programmes

17.1 There Shall be an **Implementation cum monitoring committee** at the University level under

the chairmanship of the Vice Chancellor/Pro Vice Chancellor to ensure the smooth implementation of the programme.

17.2 Apart from this there shall be a college Level **Academic committee and a Department committee** in each department of the affiliating college to execute the programs in affiliated colleges (other than autonomous colleges). The affiliating University should ensure that these two committees are formed within one month from the date of commencement of this regulation.

17.3 Based on the CGPA overall letter grade of the student and classification shall be in the following way.

<b>CGPA</b>	<b>Overall Letter Grade</b>	<b>Classification</b>
9.5 and above	O	Outstanding
8.5 and above but less than 9.5	A+	Excellent
7.5 and above but less than 8.5	A	Very Good
6.5 and above but less than 7.5	B+	Good
5.5 and above but less than 6.5	B	Above Average
5 and above but less than 5.5	C	Pass
Below 5	F	Fail

17.4 Appearance for Continuous Evaluation (CE) and End Semester Examination (ESE) are compulsory, and no Grade shall be awarded to a candidate if the candidate is absent for CE or ESE or both.

## **18. Grade card**

18.1 The Controller of Examinations shall issue Semester wise Grade Cards in digital form only, based on the details submitted by the Heads of the Departments concerned. On completion of the Programme, Consolidated Grade Cards and Certificate (Hard Copy) will be issued.

18.2 The Grade Card shall contain the following. Title of the Courses taken as Core, Elective, Ability Enhancement / Skill Enhancement Courses separately for theory and Practicum Courses.

18.3 The credits associated with, and grades awarded for each Course. The number of credits (Major

/ Minor Stream – DSC/ DSE/ Ability Enhancement / Skill Enhancement Courses) separately earned by the student and the SGPA.

18.4 The total credits (Core / Elective/ Ability Enhancement / Skill Enhancement Courses) separately earned by a student till that Semester.

18.5 The consolidated grade statement issued on completion of the Programme shall contain the name of the Programme, the Department/School offering the Programme, the title of the Courses taken, the credits associated with each Course, grades awarded, the total credits (category wise) separately earned by the student, the CGPA and the class in which the student is placed. Rank Certificates upto Third Rank will be issued based on CGPA calculated at the end of the last semester of that Programme.

18.6 The consolidated grade card shall also contain the details of the Value-Added Course / MOOC course successfully completed by the student.

**19. Guidelines for Acquiring credit from other institutions/online/Distance mode etc.**

19.1 Students enrolled for a particular programme in one institution can simultaneously enroll for certain extra credits from other institutions within the university or out Side University.

19.2 A student shall register to a minimum of 16 credit per semester in the first six semesters from the college/Department where he/she officially admitted for a particular programme.

19.3 For the 7<sup>th</sup> and 8<sup>th</sup> semesters of the Degree programmes students may opt for more credits from outside the institution that they have joined.

19.4 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.

19.5 Each institution may publish the list of courses which are being offered during the summer fast track semester as well.

19.6 Each institution may publish a list of their signature courses the specialized elective/skill/value added courses offered by their faculty members with a prior approval of the university board of studies.

19.7 An institution 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 university

19.8 With the approval of the University the adjunct faculty can offer specialized elective courses

and skill based/Value added/Vocational Courses as signature courses.

19.9 Guest faculty/Visiting faculty/Visiting Scholars can also offer specialized elective courses and skill based/Value added/Vocational Courses as signature courses with the approval of the BOS/University

19.10 Each Board of studies shall prepare a list of online courses at different levels offered in various online educational platforms, which can be opted by the students for acquiring credits.

19.11 Board of studies may also prepare a list allied/relevant pathway course offered by other board of studies that can be considered as pathway course for major/minor for their disciplines at different levels

19.12 The student while registering for the exam should register for these online courses as well in respective semesters, the grade and mark obtained for the online course should be communicated to the university through the college to the university and the university should award the credit and include these results in the semester grade card of the students.

19.13 Students shall give an option to opt out the excess credit /cancel the registration of the online courses if they acquire the required number of credits for the award of the degree.

## **20. Attendance and Progress**

20.1 The minimum attendance required for each Course shall be 60% of the total number of classes conducted for that semester. Those who secure the minimum attendance in a semester alone will be allowed to register for the End Semester Examination. Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two spells within a Programme will be granted by the Vice-Chancellor. Benefit of Condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meetings of the University Bodies and participation in extra-curricular activities on production of genuine supporting documents with the recommendation of the Head of the Department concerned.

20.2 Female students who completed 18 years can avail maternity leave only once during the entire duration of the Programme for a maximum period of 60 days including holidays for pre-natal and post -natal period. Female students can avail Menstrual Leave with 2% lesser attendance than the existing percentage of attendance required

20.3 A Student who is not eligible for Condonation shall repeat the course along with the subsequent batch, in the same Department/School, by allocating additional seats even

if there is no vacancy in the batch concerned, with a maximum limit of 10% of the total seats, over and above the sanctioned strength

20.4 Condonation of shortage of attendance for a maximum of 10 days in a semester, subject to a maximum of two spells for Semesters I to VI and 10 days in a semester, subject to maximum of two spells for semesters VII to X separately will be granted by Vice Chancellor as per the existing rules.

20.5 Records of attendance shall be maintained by the concerned Department/College for a period 6 six years after the programme and the attendance register shall be made available for verification.

## **21. Time limit for the completion of programme**

21.1 The maximum time limit to complete the Programme for a candidate taking exit on completion of 6 semesters shall be 6 years after joining the programme.

21.2 The maximum time limit to complete the Programme shall not exceed 8 years after joining the programme

## **22. Transitory provision**

22.1 Notwithstanding anything contained in these regulations, the Vice Chancellor shall for a period of one year (may be revised) from the date of coming into force of these Regulations, have the power to provide by order that these Regulations shall be applied to any Programme with such modifications as may be necessary.

22.2 Notwithstanding anything contained in these regulations, any amendments or modifications issued or notified by the UGC or state government, from time to time, shall be deemed to have been incorporated into these regulations and shall constitute an integral part there.

22.3 These regulations or modifications as mentioned above will be applicable to admission of students to one year post graduate programme (after completion of 4-year undergraduate programme) or two-year postgraduate programme after completion of three-year degree programme satisfying the credits as per the National Credit Framework and UGC regulations for Four Year Undergraduate Programme