CMS COLLEGE KOTTAYAM

(AUTONOMOUS) Affiliated to Mahatma Gandhi University, Kerala

Kottayam, Kerala 686 001, India

ESTD:1817   NAAC 4th Cycle Accreditation

UGC College with Potential for Excellence | UGC Special Heritage Status | UGC PARAMARSH Mentor College
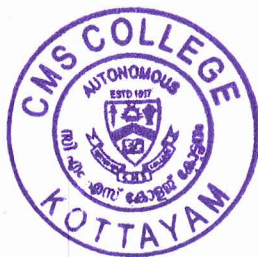
NIRF India Ranking 2022 (College): 81

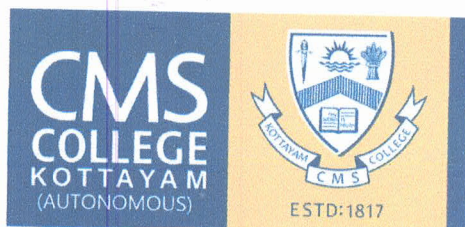## Criterion – 2 : Teaching-learning and Evaluation

Key indicator – 2.1 : Student Enrollment and Profile

Metric – 2.1.2 : Seats filled against reserved categories

College Academic Regulations for UG & PG Programmes

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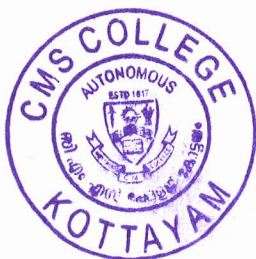CMS COLLEGE KOTTAYAM

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

AFFILIATED TO
THE MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

REGULATIONS FOR UNDERGRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2018

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CMS COLLEGE KOTTAYAM (AUTONOMOUS)
REGULATIONS FOR UNDERGRADUATE PROGRAMMES UNDER
CHOICE BASED CREDIT SYSTEM 2018

Preamble

CMS College Kottayam (Autonomous) was conferred with the Autonomous status as per UGC No.F.22-1/2016 (AC) dated 9th March 2016 and Mahatma Gandhi U.O.No.2732/VII/2016/Acad. dated 12th May 2016. The Governing Council of CMS College Kottayam (Autonomous) at its meeting held on 6th April 2018 approved the regulations for the UnderGraduate Programmes under Choice Based Credit System 2018. The Governing Council of CMS College Kottayam (Autonomous) hereby states the following regulations for Undergraduate Programmes under Choice Based Credit System 2018.

1. TITLE

1.1. These regulations shall be called "CMS COLLEGE KOTTAYAM (AUTONOMOUS) REGULATIONS FOR UNDERGRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2018"

2. SCOPE

2.1 Applicable to all regular Undergraduate Programmes conducted by the *CMS College Kottayam (Autonomous)* with effect from 2018 admissions.

2.2 Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.

3. DEFINITIONS

3.1. *'Academic Week'* is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

3.2. *'Semester'* means a term consisting of **90** working days, within **18** five-day academic weeks.

3.3. *'Choice Based Credit System (CBCS)'* means a system that enables a student to choose interdisciplinary courses in addition to the courses of specialization within a degree programme.

3.4. *'Programme'* means a three year programme of study and examinations, spread over six semesters, with a set of courses, the successful completion of which would lead to the award of a degree.

3.5. *'Course'* comprises a set of classes or a plan of study on a particular subject which will be taught and evaluated within a semester of a study programme.

3.6. *'Common Course I'* means a course that comes under the category of courses for English.
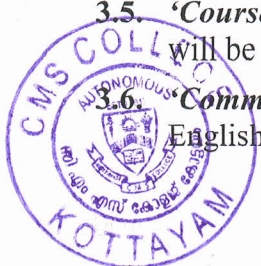
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3.7. **'Common Course II'** means a course that comes under the category of additional languages which includes Malayalam, Hindi, Sanskrit, Tamil, Syriac, French, and German.

3.8. **'Core course'** means a course which should compulsorily be studied by a student as requirement in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.

3.9. **'Complementary Course'** means a course which would enrich the study of core courses.

3.10. **'Choice Based Course'** means a course that enables the students to familiarize the advanced areas of core course.

3.11. **'Open Course'** means an optional course which the student is free to take at his/her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.

3.12. **'Generic Elective (GE)'** means an elective course chosen from any discipline/ subject, in an advanced area.

3.13. **Extra Credit Course** means a course through which an opportunity is given to the students who are highly capable to undertake optional work independently on core area of study, in addition to their compulsory courses, in order to gain additional credit.

3.14. **Add on course** means a course through which an opportunity is given to the students to acquire skills relating to the core or complementary courses with the support of a mentor.

3.15. **'Credit'** is the numerical value assigned to a course according to the duration of the classes or volume of the syllabus of the course.

3.16. **'Department'** means any teaching department in the college.

3.17. **'Private Study'** means the study of additional language courses which are not offered by the teaching departments in the college.

3.18. **Dean of Academic Affairs** is a teacher nominated by the Academic Council to coordinate the academic affairs of the college relating to academic planning, curriculum implementation and review.

3.19. **Dean of Student Affairs** is a teacher nominated by the Academic Council to coordinate the admissions, grievances and other student related services.

3.20. **'Department Coordinator'** is a teacher nominated by a Department Council to coordinate the In-Semester examination of the UG programme in that department.

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

3.22. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the students of a class on academic matters.

3.23. **Course Teacher** means a teacher who is in charge of a course. If a course is taught by more than one teacher, one teacher should be assigned as course teacher, nominated by the HOD.

3.24. **In-Semester Assessment (ISA)** means continuous assessment consisting of Attendance, Assignment/Seminar/Viva and Examination.

3.25. **End Semester Assessment (ESA)** means Examination conducted at the end of each semester for all courses (theory and practical).

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3.26. *Internal Examiner* means a teacher working in the college

3.27. *External Examiner* means a teacher from outside the college

3.28. *Grace Marks* shall be awarded to candidates as per the orders issued by the Dean of Academic Affairs from time to time subject to the regulations in the Examination Manual.

3.29. *'Grade'* means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Course/ Semester/Programme.

3.30. *'Grade Point'* (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

3.31. *'College Average (CA)'* means average mark secured (ISA+ESA) for a course at the college level.

3.32. *'Parent Department'* means the department which offers core course/courses within an undergraduate programme.

3.33. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University, UGC Regulations and the Constitution of the CMS College Kottayam (Autonomous).

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

4.1 Eligibility for admission, norms for admission and reservation of seats for various Undergraduate Programmes shall be according to the regulations framed/orders issued by the Mahatma Gandhi University in this regard. Academic eligibility as prescribed by Mahatma Gandhi University should be satisfied as on the last date of submission of academic data. In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations of Mahatma Gandhi University. If an applicant for admission is found to have submitted fraudulent information to obtain admission, indulged in ragging or any other misconduct in the past, admissions shall be denied or, he/she shall be expelled from the educational institution. No candidate shall be admitted to the degree programme unless he/she possess the qualifications and minimum requirements thereof.

5. DURATION

5.1 The duration of Undergraduate programmes shall be six semesters.

5.2 There shall be two semesters in an academic year, the 'Odd' semester commences in June and on completion, the 'Even' Semester commences.

5.3 A student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

6. SCHEME AND SYLLABUS

6.1. The U.G. programmes shall include **(a)** Common Courses I and II, **(b)** Core Course(s), **(c)** Complementary/Vocational Courses, **(d)** Open Course. **(e)** Generic Elective Course (GE), and **(e)** Choice Based Core Course.
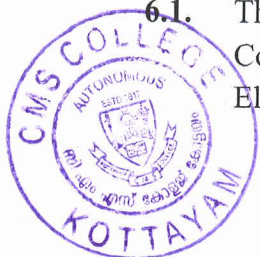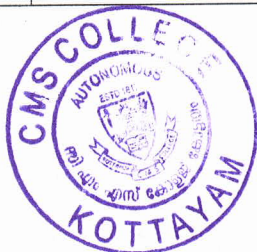
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6.2. Students can opt for any one of the Open Courses offered by different departments of the college including the Physical Education department, in fifth semester (subject to the availability of vacancy in the concerned discipline). Selection of students to the Open course will be done in the college based on choice and academic merit of the students.

6.3. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

6.4. Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

6.5. A separate minimum of 30% marks each for ISA and ESA (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/Programme, only F grade will be awarded for that Semester/ Programme until he/she improves this to D Grade or above within the permitted period.

6.6. Students who fail or want to write the exam for betterment of their courses in the fifth and sixth semester, will be given chance for betterment/supplementary exams through Special Supplementary Examinations.

6.7. Practical examinations will be conducted at the end of each semester. Practical examinations in the Odd Semester will be conducted by the Internal examiners and those in the Even semester will be conducted by the External examiner.

7. PROGRAMME STRUCTURE

|	BA English Language and Literature/History/ Economics B.Sc. Mathematics/Physics/Chemistry/Botany/Zoology/ Family and Community Science	
a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project/industrial visit/OJT	79
f	Generic Elective (GE)	3
g	Minimum attendance required	75%

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B.Com Finance and Taxation

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	8
e	Credits required from Core and Complementary/Vocational courses including Project	95
f	Generic Elective (GE)	3
g	Minimum attendance required	75%

B.Sc. Botany and Biotechnology, BCA

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	8
D	Credits required from Core + Complementary + Vocational Courses including Project	109
E	Generic Elective (GE)	3
G	Minimum attendance required	75%

BA Malayalam - Copy Editing (Voc)

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	16
D	Credits required from Common Course II	8
E	Credits required from Core + Complementary + Vocational Courses including Project	92
F	Generic Elective (GE)	4
G	Minimum attendance required	75%
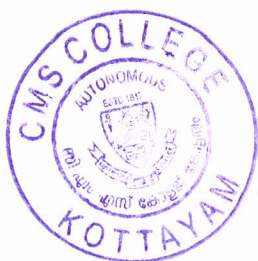
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BA English Literature, Communication and Journalism (Triple Main)		
A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	8
D	Credits required from Core + Complementary Courses + OJT including Project	109
E	Generic Elective (GE)	3
F	Minimum attendance required	75%

Note. In addition to the above, students have option to acquire extra credits through internships/add on/extra credit courses.

8. EXAMINATIONS

8.1 The evaluation of each course shall contain two parts:
   (i) In-Semester Assessment (ISA)
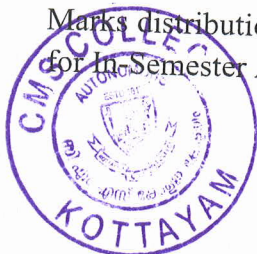   (ii) End-Semester Assessment (ESA)

8.2. The ISA to ESA ratio shall be 1:4. There shall be a maximum of **20** marks for ISA and a maximum of **80** marks for ESA. Both ISA and ESA marks are to be mathematically rounded to the nearest integer. For all courses (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, *(ISA+ESA)* as given below:-

Percentage of Marks	Grade		Grade Point
95 and above	S	Outstanding	10
85 to below 95	A$^+$	Excellent	9
75 to below 85	A	Very Good	8
65 to below 75	B$^+$	Good	7
55 to below 65	B	Above Average	6
45 to below 55	C	Satisfactory	5
35 to below 45	D	Pass	4
Below 35	F	Failure	0
	Ab	Absent	0

9. MARKS DISTRIBUTION FOR IN-SEMESTER ASSESSMENT (ISA) AND END-SEMESTER ASSESSMENT (ESA)

In-Semester Assessment is to be done by continuous assessment. The End-Semester theory examination of all semesters shall be conducted at the end of each semester. Marks distribution for In-Semester and End-Semester Assessments and the components for In-Semester Assessment with their marks are shown below:

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9.1 For all courses without practical
a) Marks of End-Semester Assessment : 80
b) Marks of In-Semester Assessment : 20

Components of In-Semester Assessment of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Two Test papers (2x5=10)	10
Total	**20**

9.2 For all courses with practical
a) Marks of End-Semester Assessment : 60
b) Marks of In-Semester Assessment : 15

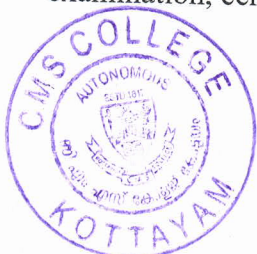| Components of In-Semester Assessment of theory	Marks
Attendance	5
Assignment /Seminar/Viva	2
Two Test papers (2x4=8)	8
Total	**15**

For all courses with practical, of the 8 marks for test papers one will be a centralized examination for 4 marks and the remaining 4 marks will be awarded with one or more class tests conducted by the course teacher.

9.3 For Practical examinations (B.Sc. Courses)
a) Marks of End-Semester Assessment : 40
b) Marks of In-Semester Assessment : 10

Components of In-Semester Assessment	Marks
Attendance	2
Record*	4
Test paper	4
Total	**10**

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the concerned teacher in charge. For appearing End-Semester practical examination, certified record should be produced.

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9.4 For Practical Examinations (BCA/ B.A. Malayalam (Voc))

a) Marks of End-Semester Assessment : 80
b) Marks of In-Semester Assessment : 20

In-Semester Practical Evaluation:

All the four components of the In-Semester assessment are mandatory

Components of In-Semester Assessment of Practical	Marks
Attendance	5
Test Paper	5
Record*	5
Lab involvement	5
Total	20

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the concerned teacher in charge. For appearing End-Semester practical examination, certified record should be produced.

9.5 Projects/ Dissertation

Every student shall do a project in the area of core course which may be carried out in or outside the campus. The topic of the projects shall be identified during the IV semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the Controller of Examinations. External Project evaluation and Viva / Presentation are compulsory for all subjects and will be conducted at the end of the programme.

a) Marks of End-Semester Assessment : 80
b) Marks of In-Semester Assessment : 20
c)

Components of End-Semester Assessment of Dissertation	Marks
Dissertation (End-Semester)	50
Viva-Voce (End-Semester)	30
Total	80

All the four components of the In-Semester assessment are mandatory.

Components In-Semester Evaluation of Dissertation	Marks
Punctuality	5
Experimentation/Data collection	5
Knowledge	5
Report	5
Total	20
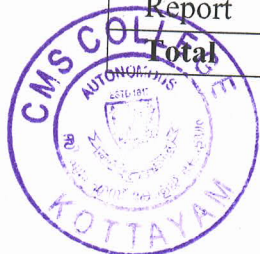
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9.6 Mark Distribution for Project and Industrial Visit (B. Sc. Physics):

All students have to do a **project as an extension of topics in the syllabus.** This project can be done individually or in groups (not more than three students). The projects are to be identified and its work must be started during the fifth semester of the programme with the help of a supervising teacher. The reports of the completed project should to be submitted to the department at the end of sixth semester and are to be produced before the examiners appointed by the Controller of Examination. External Project evaluation and Viva / Presentation are conducted at the end of the programme.

An industrial visit is also included in the programme. The entire students must visit an industry during fifth or sixth semester and should submit a report along with the project report. This industrial visit report will be evaluated along with the project evaluation.

a) Marks of End Semester Examination : 80

Components of Evaluation (External)	Marks
Dissertation - Project (External)	45
Viva-Voce– Project (External)	27
Industrial Visit Report	5
Viva-Voce – Industrial Visit	3
Total	80

b) Marks of In-semester evaluation: 20
(All the five components are mandatory)

Components of Internal Evaluation	Marks
Punctuality	4
Experimentation/Data Collection	5
Knowledge	5
Report	4
Industrial Visit	2
Total	20

9.7 On the Job Training (OJT)

Components of Assessment of On the Job Training	Marks
OJT Project Report	50
Viva-Voce	30
Total	80

9.8 Internship Evaluation

Components of Internship Evaluation	Marks
Report	75
Viva	25
Total	100
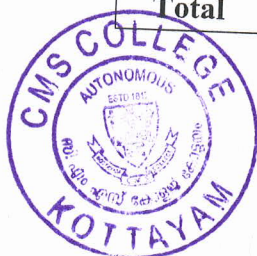
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10.   IN-SEMESTER ASSESSMENT

Continuous assessment is done during the Semester. All documents of In-Semester assessments are to be kept in the department for one year and shall be made available for verification. The three components (Theory) four components (Practical for BCA/ B.A. Malayalam (Voc)) of In-Semester Assessment include:

(i) Attendance (ii) Assignment/Seminar/Viva and (iii) In-Semester examination

10.1 (a) Attendance Evaluation for all courses (5 Marks)

% of attendance*	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

*Decimals are to be rounded to the next higher whole number.

10.1 (b) Attendance Evaluation for practical (2 Marks)

% of attendance*	Marks
90 and above	2
85 – 89	1.5
80-84	1
75-79	0.5

*Decimals are to be rounded to the next higher whole number.

10.2 (a) Assignments

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses, except in 5th and 6th semesters.

Components of Internal Evaluation of Assignments	Marks
Appropriate Content	2
Structure and Presentation	1
References	1
Punctuality	1
Total	5

10.2 (b) Seminar

A student shall present a seminar in the 5th semester for each course. The seminar paper should be submitted in advance on the topic allotted.

Components of Internal Evaluation of Seminar	Marks
Content of the seminar paper	2
Presentation	2
Interaction	1
Total	5
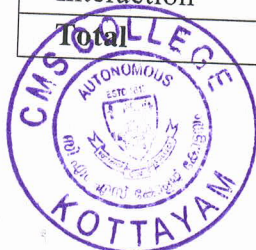
10.2(c) VIVA-VOCE

A student shall appear for Viva-voce in the 6th semester for each course.

Components of Internal Evaluation of Viva Voce	Marks
Subject knowledge	4
Communication	1
Total	**5**

10.3 In-Semester Examination

For each course, two In-Semester examinations shall be conducted. For all courses without practical, of the 10 marks for test papers one will be a centralized examination for 5 marks and the remaining 5 marks will be awarded with one or more class tests conducted by the course teacher. The responsibility of In-Semester assessment is vested on the course teacher. Retest for In-Semester examinations will be permitted only in genuine circumstances for which the student should submit a formal application to the Dean of Student Affairs.

11. Grievance Redressal Mechanism

In order to address the grievance of students regarding In-Semester assessment, a two-level Grievance Redressal mechanism is established.

Level 1: Department Level: The Department cell is chaired by the HOD, Department Coordinator as member secretary and Course teacher in-charge as member. If the grievance is not redressed at the Department level, the student shall report the grievance to the College Level Grievance Redressal Cell.

Level 2: College level: College Level Grievance Redressal Cell is chaired by the Vice-Principal, Dean of Student Affairs as the Member Secretary, HOD of concerned Department as member.

12. End Semester Assessment

The End Semester theory and Practical examinations of all courses shall be conducted by the Controller of Examination at the end of each semester.

13. Eligibility for End Semester Examination

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the College on valid grounds. Attendance may be granted to students attending University/College union/Co-curricular activities for the days of absence, on production of participation/attendance certificates, within one week, from the teacher in charge of the activity and endorsed by the Dean of Student Affairs. This is limited to a maximum of 10 days per semester and this benefit shall be considered for In-Semester assessment also. Monthly Attendance report will be published in the college website on the 10th of every month. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

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14. Promotion to the next Semester

Those students who possess the required minimum attendance and have registered for the End Semester Examination during an academic semester are promoted to the next semester.

Those students who possess the required minimum attendance and progress during an academic semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next semester.

15 Eligibility for Readmissions

An additional chance of readmission will be given to those students who could not register for the examination due to shortage of attendance. Readmitted students shall continue their studies with the subsequent batch of students. If an applicant for readmission is found to have indulged in ragging or any other misconduct in the past, readmissions shall be denied.
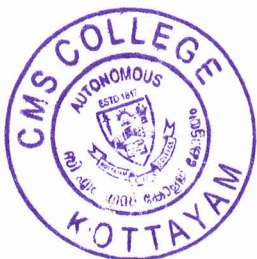
16. PATTERN OF QUESTIONS

Questions shall be set to assess the level of knowledge acquired, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper.

A question paper shall be a judicious mix of very short type, short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination for theory paper without practical.

Section	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
A	10	10	1	10
B	12	8	2	16
C	9	6	4	24
D	4	2	15	30
TOTAL	35	26	x	80

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Pattern of questions for external examination for theory papers with practical

Section	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
A	8	8	1	8
B	10	6	2	12
C	6	4	4	16
D	4	2	12	24
TOTAL	28	20	x	60

Each BOS shall specify the length of the answers in terms of number of words.

17. Additional Credit Courses/ Internships

Internship

There shall be two internships during an Undergraduate Programme.

17.1 Internship on Service Learning

Internship on Service Learning will be considered as Elective Course as per the UGC directives (Vide order No.9-10/2018 (CPP-II) dtd. 23rd March 2018). The Service Learning programmes entitled *Community Consciousness and Response Development* will be on the following areas (1) Health and Hygiene (Panchayats and Municipalities, involving in programmes like Shuchithva Mission and Harithakeralam Projects) (2) Social Welfare (Destitute Homes) (3) Village Education (Village Schools). This internship shall be done during the summer vacation following the 2nd semester. It shall be for a period of 15 days/ 100 hours. It will be treated as an elective course with two Extra Credits. This will be shown in the grade card as EXT category overleaf of the Grade Card. Grading will be as per the grading of other courses. Evaluation will be on the basis of the Report and viva voce conducted by the mentor, who is a Faculty member of the college and the grading will be similar to other courses.

17.2 Internship on Discipline specific area.

The second internship shall be discipline specific area. The period and scope of internships for each programme shall be decided by the BOS. The internship should be a minimum period of 21 days. The internship programme should be during the summer vacation after the 4th semester, except in the case of Summer schools or internships offered by institutes/organizations having National/ International accreditation. Two Credits will be
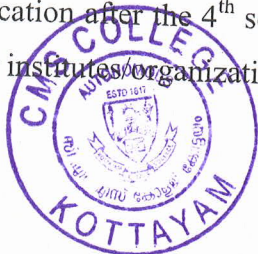
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awarded in the grade card as EXT category overleaf of the Grade Card. Grading will be as per the grading of other courses. Evaluation will be on the basis of the Report and viva voce conducted by the mentor, who is a Faculty member of the college and the grading will be similar to other courses.

17.3 Extra Credit Courses

The students are eligible to take extra courses apart from the courses prescribed in the curriculum viz. one course in the 2nd semester and 4th semester of 36 hours of 2 credits each, subject to a maximum of 4 credits during the study programme. Registration for the same will be done at the beginning of the 2nd semester and 4th semester. Students taking extra courses should obtain the prior approval of the Dean (Academic Affairs). This will be shown in the grade card as EXT category overleaf of the Grade Card. The course will be related to the core programme. It is of self study nature and no teaching assistance will be provided for the same. Evaluation shall be done by the mentor who shall be a faculty member of the college. Grading will be as per the grading of other courses with ISA and ESA. Extra Credit Courses will not be a mandatory component for the completion of a programme.

17.4 Add on Courses

The students are eligible to take up Add on courses of 36 hours of 2 credits each. A maximum of two Add on courses during the tenure of a study programme. The Add on courses will be skill oriented in nature. Add on Courses shall be offered to students from the same discipline/ students from other disciplines. The students can opt for Add on Courses from other departments with the approval of the BOS. There will be tuition fees for all Add on Courses. The contact classes and hands on sessions/ practical shall be conducted outside the regular teaching hours. The Grades for Add on Courses will not be included in the Grade Card. Separate Grade Cards and Certificates shall be given.
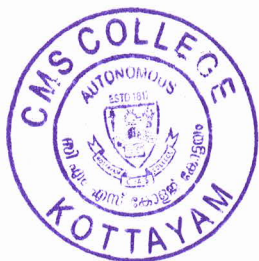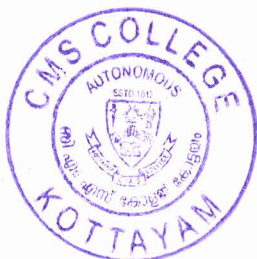
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CMS COLLEGE KOTTAYAM

18. MARK CUM GRADE CARD

The College under its seal shall issue to the students a MARK CUM GRADE CARD on completion of semester/programme, which shall contain the following information:

(a) Name of the College

(b) Title of the Undergraduate Programme

(c) Name of the Semester

(d) Name and Register Number of the student

(e) Date of publication of result

(f) Code, Title, Credits and Maximum Marks (ISA, ESA & Total) of each course opted in the semester.

(g) ISA, ESA and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester

(h) College average (CA) of the marks of all courses

(i) The total credits, total marks (Maximum & Awarded) and total credit points in the semester

(j) Semester Grade Point Average (SGPA) and corresponding Grade.

(k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Generic Elective Course.

(l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the study programme and the overall mark/grade for the total programme.

There shall be a College Level Monitoring Committee comprising Principal, Vice Principal as member-secretary, Dean of Academic Affairs, Controller of Examinations, IQAC Coordinator and Administrative Assistant as members for the successful conduct of the scheme.

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19. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula:-

$CP = C \times GP$, where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

$SGPA = TCP/TC$, where TCP is the Total Credit Point of that semester, ie, $\sum_1^n CPi$; TC is the Total Credit of that semesterie, $\sum_1^n Ci$, where n is the number of courses in that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

$CGPA = TCP/TC$, where TCP is the Total Credit Point of that programmeie, $\sum_1^n CPi$; TC is the Total Credit of that programme, ie, $\sum_1^n Ci$, where n is the number of courses in that programme.

Grade Point Average (GPA) of a Course (Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course) is calculated using the formula:-

$GPA = TCP/TC$, where TCP is the Total Credit Point of course ie, $\sum_1^n CPi$; TC is the Total Credit of that course, ie, $\sum_1^n Ci$, Where n is the number of papers in that course.

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:
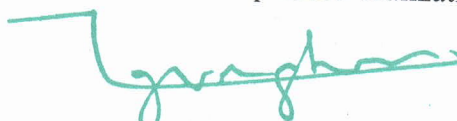
CPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

20. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Principal shall, for a period of six months 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.
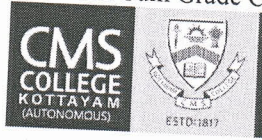
The Principal is also authorized to issue orders for the perfect realization of the Regulations.

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Annexure I
(Model Mark Cum Grade Card)

CMS COLLEGE KOTTAYAM (AUTONOMOUS)
Affiliated to Mahatma Gandhi university Kottayam
(Autonomous College as per UGC order no.F.22-1/216(AC)dated 9th March 2016)

MARK CUM GRADE CARD

Section   :

Name of the Candidate   :

Unique Permanent Registration Number   :

Degree   :

Programme   :

Stream   :

Name of the Examination   :

Date of Publication of Result   :

Course Code	Course Title	Credits (c)	Marks ISA Awarded	Marks ISA Maximum	Marks ESA Awarded	Marks ESA Maximum	Marks TOTAL Awarded	Marks TOTAL Maximum	Grade Awarded (G)	Grade Point (GP)	Credit Point (C x	College Average	Result

ISA - In Semester Assessment, ESA – End Semester Assessment

SGPA: **SG:**

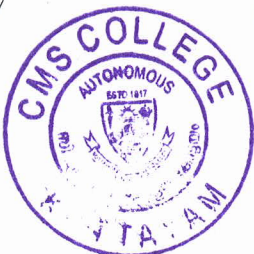**Checked by**   **Section Officer**
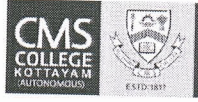
Date: **Controller of Examinations**

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Annexure II

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Kerala, India – 686 001Website: www.mscollege.ac.in
e-mail:kottayamcmscollege@gmail.comTel: 91-481-2566002, Fax: 91-481-2565002
Affiliated to Mahatma Gandhi UniversityKottayam, Kerala
(Autonomous College as per UGC Order No.F.22-1/216 (AC) dated 9th March 2016)

CONSOLIDATED MARK CUM GRADE CARD

PHOTO

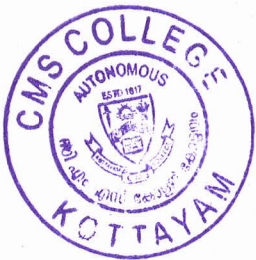Name of the Candidate:

Unique Permanent Register Number (UPRN):

Degree:

Programme:

Stream:

Date of Birth:

Date of Eligibility for the Degree:

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CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Name:

UPRN:

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (CxGP)	College Average	Result
			ESA		ISA		Total						
			Awarded	Maximum	Awarded	Maximum	Awarded	Maximum					

Overall Programme CGPA :

Semester Summary

Sl.No	Semester	Credit	SGPA	Grade	Month/year	Result
	Semester 1					
	Semester 2					
	Semester 3					
	Semester 4					
	Semester 5					
	Semester 6					

Date

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Annexure III
(Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS))

Description of the Evaluation Process

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1

(Decimals are to be rounded mathematically to the nearest whole number)

Credit point and Credit point average

Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Table 1

% Marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A$^+$ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B$^+$ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	

Table 2

Credit point (**CP**) of a paper is calculated using the formula $CP = C \times GP$,
  where C is the Credit;
      GP is the Grade Point

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is calculated using the formula

$$GPA = \frac{TCP}{TC},$$

  where TCP is the Total Credit Point;
   TC is the Total Credit

CPA		
Equal to 9.5 and above	S	Outstanding
Equal to 8.5 and < 9.5	A+	Excellent
Equal to 7.5 and < 8.5	A	Very Good
Equal to 6.5 and < 7.5	B+	Good
Equal to 5.5 and < 6.5	B	Above Average
Equal to 4.5 and < 5.5	C	Satisfactory
Equal to 3.5 and < 4.5	D	Pass
Below 3.5	F	Failure

EXT category : Additional Credit Courses

Sl.No	Name of the course	Credit	GPA	Grade	Month/year	Result
1						
2						

NOTE

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **D GRADE** or above within the permitted period.
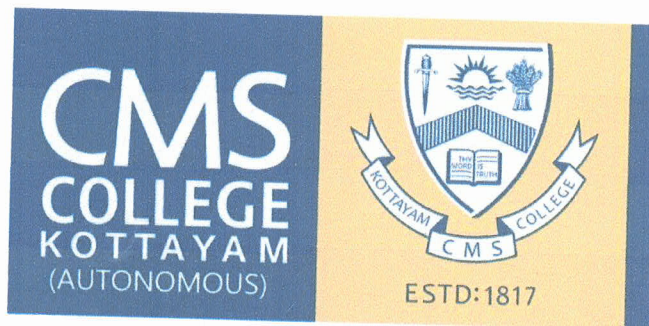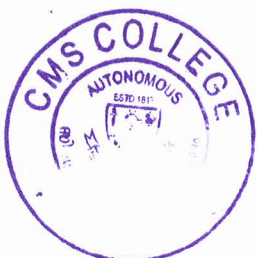
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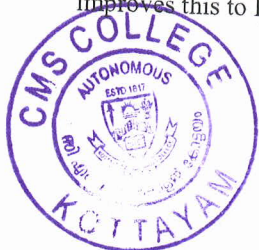
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CMS COLLEGE KOTTAYAM
(AUTONOMOUS)

AFFILIATED TO
THE MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

REGULATIONS

POST GRADUATE PROGRAMMES UNDER CREDIT AND SEMESTER SYSTEM (CSS)
2019

PRINCIPAL
CMS COLLEGE KOTTAYAM

REGULATIONS FOR POST GRADUATE PROGRAMMES UNDER CREDIT SEMESTER SYSTEM 2019

Preamble

CMS College Kottayam (Autonomous) was conferred with the Autonomous status as per UGC No.F.22-1/2016(AC) Dtd. 9th March 2016 and Mahatma Gandhi U.O.No.2732/VII/2016/Acad. Dtd.12th May 2016.

REGULATIONS

CMS College Kottayam (Autonomous) follows Credit Semester System (CSS) for the Post Graduate programmes from the Academic year 2019-20. The Post Graduate programmes of the college are being redesigned and revised in tune with the modifications effected at the UGC Curriculum Framework. This will be reflected in the scheme, course content and mode of examination and Evaluation system. The scheme and syllabus of all the programmes are being revised accordingly. The revisions were effected based on the recommendations made at the Curriculum Revision workshops conducted for the purpose besides several sittings of the Curriculum Revision Committee.

1. ## TITLE

   These regulations shall be called **"CMS COLLEGE KOTTAYAM (AUTONOMOUS) REGULATIONS FOR POST GRADUATE PROGRAMMES UNDER CREDIT AND SEMESTER SYSTEM 2019"**

2. ## SCOPE

   Applicable to all regular Postgraduate Programmes conducted by the CMS College Kottayam (Autonomous) with effect from 2019 admissions.
   Medium of instruction is English unless otherwise stated therein.

3. ## DEFINITIONS

   Academic Week is a unit of five working days in which the distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day.

   Semester means a term consisting of **90** working days, within **18** five-day academic weeks for teaching, learning and evaluation.

   Programme means a two year programme of study and examinations, spread over four semesters, with a set of courses, the successful completion of which would lead to the award of a degree.

   Course comprises a set of classes or a plan of study on a particular subject which will be taught and evaluated within a semester of a study programme.

   Core course means a course which should compulsorily be studied by a student as requirement in the subject of specialization within a degree programme.

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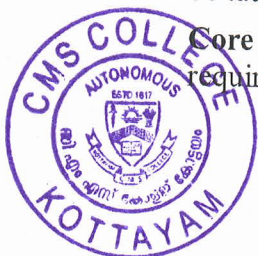
Elective Course means an elective course chosen from the discipline/ subject, in an advanced area.

Credit is the numerical value assigned to a course according to the duration of the classes or volume of the syllabus of the course.

Department means any teaching department in the college.

Dean of Academic Affairs is a teacher nominated by the Academic Council to coordinate the academic affairs of the college relating to academic planning, curriculum implementation and review.

Dean of Student Affairs is a teacher nominated by the Academic Council to coordinate the admissions, grievances and other student related services.

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

Department Coordinator is a teacher nominated by a Department Council to coordinate the In-Semester examination of the PG programme in that department.

Faculty Advisor means a teacher from the parent department nominated by the Department Council, who will advise the students of a class on academic matters.

Course Teacher means a teacher who is in charge of a course. If a course is taught by more than one teacher, one teacher should be assigned as course teacher, nominated by the HOD. The course teacher shall be responsible for the valuation of answer scripts of examinations and other continuous assessments.

In-Semester Assessment (ISA) means assessment consisting of Attendance, Assignment/Seminar/Viva voce and Examination (theory and practical).

End Semester Assessment (ESA) means Examination conducted at the end of each semester for all courses (theory and practical).

Internal Examiner means a teacher working in the college.

External Examiner means a teacher from outside the college.

Grace Marks shall be awarded to candidates as per the orders issued by Mahatma Gandhi University.

Grade means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Course/ Semester/Programme.

Grade Point (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

College Average (CA) means average mark secured (ISA+ESA) for a course at the college level.

Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University, UGC Regulations and the Constitution of the CMS College Kottayam (Autonomous).

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

Eligibility for admission, norms for admission and reservation of seats for various Postgraduate Programmes shall be according to the regulations framed/orders issued by Govt. of Kerala, Mahatma Gandhi University and CMS College Kottayam in this regard.

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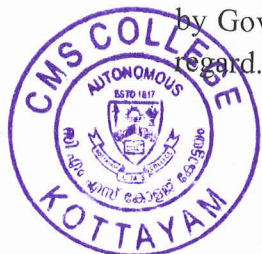
5. PROGRAMME STRUCTURE

The nomenclature of all PG programmes shall be as per the specifications of University Grants Commission and the Mahatma Gandhi University.

Credit Semester System (CSS) will be followed for all PG Programmes from the academic year 2019– 2020.

All the PG Programmes will be of two-year duration with four Semesters. A student may be permitted to complete the Programme, on valid reasons, within a period of 8 continuous semesters from the date of commencement of the first semester of the programme.

There will be three/four/five courses in each semester and one viva voce and dissertation at the end of the fourth semester.

There will be three components for the programme viz. core course, elective course and project spread over four semesters.

The total credits required for completing a PG Programme is **80**.

The Syllabus for all courses in each semester has been divided into five modules based on certain thematic commonalities.

6. EVALUATION SYSTEM

i. The evaluation scheme for each course shall contain two parts:
   (a) In-Semester Assessment   (ISA)
   (b) End-Semester Assessment (ESA)

ii. The proportion of ISA to ESA will be 1:3.

iii. The marks secured for each course shall be converted as grades. The grades for different semesters and overall programme are assigned based on the corresponding semester grade point average and cumulative grade point average respectively.

iv. A separate minimum of 40% is mandatory for both ISA and ESA to pass for every course.

EVALUATION OF THEORY COURSES

The marks allotted for theory courses in End-Semester Assessment shall be 120 and that for the In-Semester Assessment will be 40.

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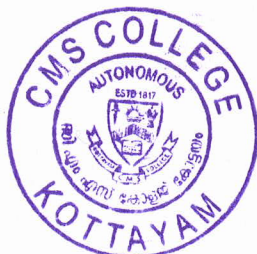
A. IN-SEMESTER ASSESSMENT

The In-semester assessment for theory is based on the marks obtained for Attendance, Assignment, Major Seminar and two Test Papers for a particular course.

(i)   Attendance

Percentage of attendance	Mark
90 and above	6
85 – 89	5
80 – 84	4
76 – 79	3
75	2
Below 75	0

Maximum marks = 6

(ii)   Assignment (One assignment per course)
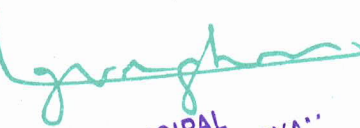
Evaluation Component	Mark
Review of related literature	2
Content	3
Reference	2
Punctuality	1

Maximum marks = 8

(iii)   Major Seminar

A student should present one Major Seminar in a Semester. The faculty advisor should allot students to the respective course teacher in a semester. The seminar topics shall be incorporated in the syllabus for each course/ declared in the beginning of each semester. The student shall prepare the seminar paper with the guidance of the course teacher. The student is expected to make a detailed presentation in a common session in the department, with students and all course teachers. The student shall also make a brief conclusion including the future scope of studying the topic. The teacher in charge of the particular course has to act as the moderator for the seminar.
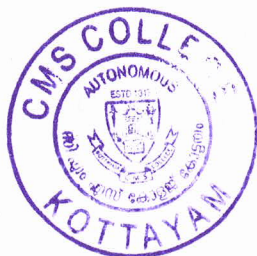
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The course teachers of that semester shall evaluate the seminar and give marks for their course or the average mark of all the evaluators shall be taken as the seminar mark for each course of a semester.

Evaluation Component	Mark
Involvement/punctuality	1
Review of related literature	1
Content	3
Presentation	3
Interactions/ justification	1
Conclusion	1

Maximum marks = 10

(iv)   Test paper

For each course, two In-Semester examinations of total 16 marks shall be conducted. One of the test paper will be centralized examination of 8 marks and the remaining 8 marks will be awarded with one or more class tests conducted by the course teacher.

B. END -SEMESTER ASSESSMENT

End-Semester examinations for each course are conducted at the end of every semester with a maximum marks of 120. The examination for each course will have two components viz., descriptive test and an objective type test. Questions shall be set to evaluate the attainment of course outcomes. The question paper for each course will be generated from the Question Bank which is prepared by due mapping of Course outcomes and Program Specific Outcomes.

(i) Descriptive Test

A written examination with a maximum marks of 100 and of three hours duration will be conducted.
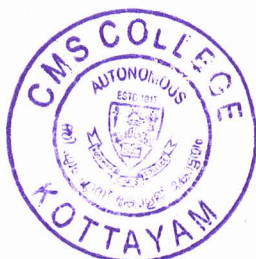
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PATTERN OF QUESTIONS

A question paper shall be a judicious mix of short answer type, short essay/problem solving type and long essay type questions.

No.	Section	Type of questions	Total Questions	Number of questions to be answered	Mark for each question	Total Marks
1	Section A	Short answer type	8	5	4	20
2	Section B (One pair should be from each module)	Short essay/problem solving type	10 (Either/or)	5	8	40
3	Section C	Long essay type	4	2	20	40
	Total		**22**	**12**	-	**100**

(ii) Objective Test

A Multiple Choice Objective type Test shall be a component of the End-semester examination which will be conducted in the online mode for each course. The marks obtained shall be converted into 20. The objective type examination for all courses in a semester shall be conducted in a session of one hour. The number of questions in Arts stream will be 50 and that of Science and Mathematics stream will be 40. Questions should be equally distributed among the courses in a semester. There will be four choices for each question. Each question carries 2 marks for correct answer, zero marks for no answer/wrong answer.

EVALUATION OF PRACTICAL COURSES

Practical examination will be conducted at the end of each semester/ end of an academic year. The time of conduct of the practical examination will be decided by the respective BOS.
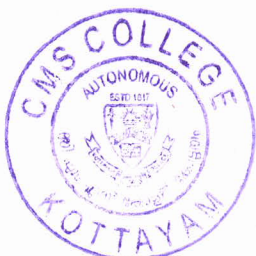
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A. IN-SEMESTER ASSESSMENT

Evaluation Component	Mark
Attendance	6
Lab Involvement	8
Test	12
Record	8
Viva	6

Maximum Marks = 40

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

B. END- SEMESTER ASSESSMENT

Evaluation Component	Mark
Attendance	18
Lab Involvement	24
Test	36
Record	24
Viva	18

Maximum Marks = 120

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

EVALUATION OF PROJECT

An academic project work shall be done and a dissertation shall be submitted in the final semester of the programme. There will be both In semester and End semester assessment for the project work.

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A. IN- SEMESTER ASSESSMENT

Evaluation Component	Mark
Relevance of the topic	5
Project content and report	15
Presentation	15
Project viva	10
Paper presentation* in Seminar/Conference or publications with ISBN/ISSN (*valid certificate to be submitted)	5

Maximum marks = 50

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

B. END -SEMESTER ASSESSMENT

The dissertation at the end of final Semester will be evaluated by a panel of one internal evaluator assigned by HOD and one external evaluator / a panel of two external evaluators, as may be decided by the respective BOS.

Evaluation Component	Mark
Relevance of the topic	15
Project content and report	45
Presentation	45
Project viva	30
Paper presentation* in Seminar/Conference or publications with ISBN/ISSN (*valid certificate to be submitted)	15

Maximum marks = 150

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

EVALUATION OF COMPREHENSIVE VIVA VOCE

A comprehensive viva voce shall be done at the end of the final semester. There will be both In-semester and End-semester assessment for the viva voce examination.

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A. IN - SEMESTER ASSESSMENT

Evaluation Component	Mark
+2/ UG level questions	4
PG syllabus level questions	10
Subject of interest based questions	8
Advanced level questions	3

Maximum marks = 25

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

B. END- SEMESTER ASSESSMENT

The comprehensive Viva Voce Examination at the end of final Semester will be evaluated by a panel of one internal evaluator assigned by HOD and one external evaluator / a panel of two external evaluators, as may be decided by the respective BOS.

| Evaluation Component	Mark
+2/ UG level questions	12
PG syllabus level questions	30
Subject of interest based questions	24
Advanced level questions	9

Maximum marks = 75

The components and the marks can be modified by the concerned BOS/Expert committee within the limit of maximum marks.

7. **Grievance Redressal Mechanism**
In order to address the grievance of students regarding In-Semester assessment, a two-level Grievance Redressal mechanism is established.

Level 1: Department Level: The Department cell is chaired by the HOD, Department Coordinator as member secretary and Course teacher in-charge as member. If the grievance is not redressed at the Department level, the student shall report the grievance to the College Level Grievance Redressal Cell.

Level 2: College level: College Level Grievance Redressal Cell has the Vice-Principal as the Chairman, Dean of Student Affairs as the Member Secretary and HOD of concerned Department as member.

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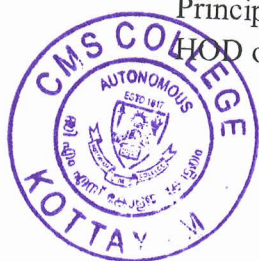
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8. Eligibility for End -Semester Examination

A minimum of 75% average attendance for all the courses is mandatory to register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the College on valid grounds. Attendance may be granted to students attending University/College union/Co-curricular activities for the days of absence, on production of participation/attendance certificates, within one week, from the teacher in charge of the activity and endorsed by the Dean of Student Affairs. This is limited to a maximum of 10 days per semester. Monthly Attendance report will be published in the college website on or before the 10th of every month. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

9. Promotion to the next Semester

Those students who possess the required minimum attendance and have registered for the End Semester Examination during an academic semester are promoted to the next semester.

Those students who possess the required minimum attendance and progress during an academic semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next semester.
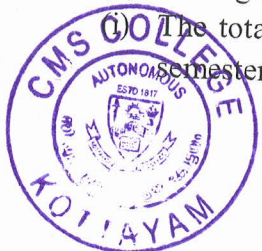
10. Eligibility for Readmissions

An additional chance of readmission will be given to those students who could not register for the examination due to shortage of attendance. Readmitted students shall continue their studies with the subsequent batch of students. If an applicant for readmission is found to have indulged in ragging or any other misconduct in the past, readmissions shall be denied.

11. MARK CUM GRADE CARD

The College under its seal shall issue to the student a MARK CUM GRADE CARD on completion of each semester/programme, which shall contain the following information:

(a) Name of the College
(b) Title of the Postgraduate Programme
(c) Name of the Semester
(d) Name and Register Number of the student
(e) Date of publication of result
(f) Code, Title, Credits and Maximum Marks (ISA, ESA & Total) of each course opted in the semester.
(g) ISA, ESA and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester
(h) College average (CA) of the marks of all courses
(i) The total credits, total marks (Maximum & Awarded) and total credit points in the semester

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(j) Semester Grade Point Average (SGPA) and corresponding Grade.
(k) Cumulative Grade Point Average (CGPA) and corresponding Grade.

The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the study programme and the overall mark/grade for the total programme.

There shall be a College Level Monitoring Committee comprising Principal, Vice Principal as member-secretary, Dean of Academic Affairs, Controller of Examinations, IQAC Director and Administrative Assistant as members for the successful conduct of the scheme.

12. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula:-
$CP = C \times GP$, where C is the Credit and GP is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

$SGPA = TCP/TC$, where TCP is the Total Credit Point of that semester, ie, $\sum_1^n CPi$; TC is the Total Credit of that semesterie, $\sum_1^n Ci$, where n is the number of courses in that semester

Cumulative Grade Point Average (CGPA) is calculated using the formula:-
$CGPA = TCP/TC$, where TCP is the Total Credit Point of that programmeie, $\sum_1^n CPi$; TC is the Total Credit of that programme, ie, $\sum_1^n Ci$, where n is the number of courses in that programme
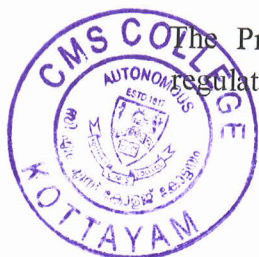
Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

CPA	Grade with Indicator	
4.5 to 5.0	A+	Outstanding
4.0 to 4.49	A	Excellent
3.5 to 3.99	B+	Very Good
3.0 to 3.49	B	Good (Average)
2.5 to 2.99	C+	Fair
2.0 to 2.49	C	Marginal
Up to 1.99	D	Deficient (Fail)

13. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Principal shall, for a period of six months 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.
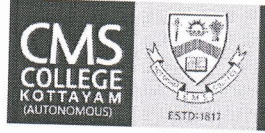
The Principal is also authorized to issue orders for the perfect realization of the regulations.

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PRINCIPAL
CMS COLLEGE KOTTAYA

CMS COLLEGE KOTTAYAM (AUTONOMOUS)
Affiliated to Mahatma Gandhi University Kottayam
(Autonomous College as per UGC order no.F.22-1/216(AC)dated 9th March 2016)

MARK CUM GRADE CARD

Section :
Name of the Candidate :
Unique Permanent Registration Number :
Degree :
Programme :
Stream :
Name of the Examination :
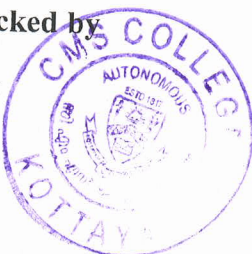Date of Publication of Result :

Course Code	Course Title	Credits (c)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	College Average	Result
			ISA		ESA		TOTAL						
			Awarded	Maximum	Awarded	Maximum	Awarded	Maximum					

ISA - In - Semester Assessment, ESA – End - Semester Assessment
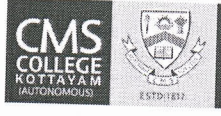
SGPA: **SG:**

Checked by   **Section Officer**

Date:

Controller of Examinations

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PRINCIPAL
CMS COLLEGE KOTTAYAM

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Kerala, India – 686 001Website: www.cmscollege.ac.in
e-mail:kottayamcmscollege@gmail.com Tel: 91-481-2566002, Fax: 91-481-2565002
Affiliated to Mahatma Gandhi University Kottayam, Kerala
(Autonomous College as per UGC Order No.F.22-1/216 (AC) dated 9th March 2016)

CONSOLIDATED MARK CUM GRADE CARD

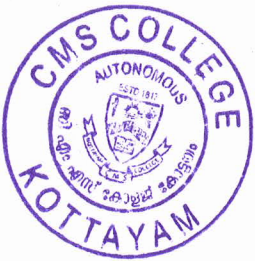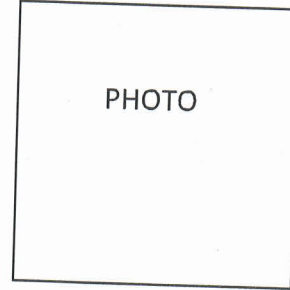Name of the Candidate:

Unique Permanent Register Number (UPRN):

Degree:

Programme:

Stream:

Date of Birth:

Date of Eligibility for the Degree:

PHOTO

PRINCIPAL
CMS COLLEGE KOTTAYAM

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Name:

UPRN:

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (CxGP)	College Average (CA)	Result
			ESA		ISA		Total						
			Awarded	Maximum	Awarded	Maximum	Awarded	Maximum					

Final Result

Cumulative Grade Point Average CGPA :

Semester Summary

Sl.No	Semester	Credit	SGPA	Grade	Month/year	Result
	Semester 1					
	Semester 2					
	Semester 3					
	Semester 4					

Date:
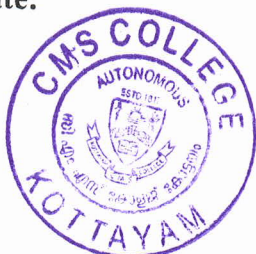
Controller of Examinations

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PRINCIPAL
CMS COLLEGE KOTTAYAM

(Reverse side of the Mark cum Grade Card - COMMON TO ALL SEMESTERS))

DESCRIPTION OF THE EVALUATION PROCESS

GRADING PROCESS

The Evaluation of each course consists of In-Semester Assessment (ISA) and End Semester Assessment (ESA) in the ratio 1:3 for all courses. Grades and Grade Points are given on a 7- point Scale based on the percentage of Total Marks (ISA + ESA) as given in Table 1.

A candidate will be deemed to have passed a course only if a separate minimum of 40 % marks is obtained for ISA and ESA of the course.

Calculation of Grade Point (GP), Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Maximum Grade Point for a course is 5.

Grade Point (GP) for a course:

$$GP = \frac{\% \text{ of Total Marks Awarded}}{20}$$

Credit Point CP = C x GP

where C is the credit; GP is the Grade Point

Semester Grade Point Average (SGPA):

$$SGPA\ (S_j) = \frac{\Sigma(C_i \times G_i)}{\Sigma C_i}$$

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

where 'S_j' is the jth semester, 'G_i' is the Grade Point scored by the candidate in the ith course, 'C_i' is the credit of the ith course.

Cumulative Grade Point Average (CGPA):

$$CGPA = \frac{\Sigma(C_i \times S_i)}{\Sigma C_i}$$

$$(CGPA = \frac{\text{Total credit points awarded in all semesters}}{\text{Total credits of the programme}})$$

where 'C_i' is the credit of the ith semester, 'S_i' is the SGPA for the ith semester

The SGPA and CGPA shall be rounded off to 2 decimal points.

Course Type:

Th – Theory; Pr – Practical; Pj – Project;
Vv – Viva voce

Overall Grade

The overall grade for a Programme for certification shall be based on Cumulative Grade Point Average (CGPA) on a seven point scale (Table 1).
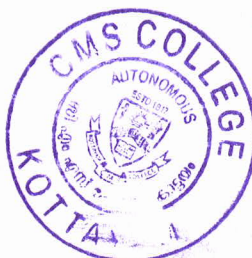
For the successful completion of semester, a candidate shall pass all courses and score a minimum SGPA of 2.0.

Table 1: Grades for the Courses, SGPA and CGPA

% of Marks	Range	Grade	Indicator
Equal to 90 and above	4.50 to 5.00	A+	Outstanding
Equal to 80 and < 90	4.00 to 4.49	A	Excellent
Equal to 70 and < 80	3.50 to 3.99	B+	Very Good
Equal to 60 and < 70	3.00 to 3.49	B	Good
Equal to 50 and < 60	2.50 to 2.99	C+	Fair
Equal to 40 and < 50	2.00 to 2.49	C	Marginal
Below 40	Upto 1.99	D	Fail

Conversion Table:

For SGPA/CGPA into percentage, multiply the secured SGPA/CGPA by 20

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