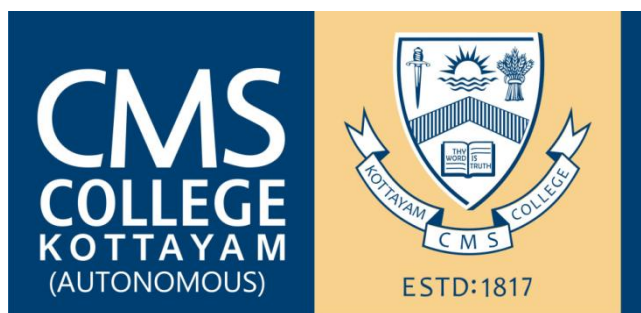


CMS COLLEGE KOTTAYAM (AUTONOMOUS)

**AFFILIATED TO
THE MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA**



REGULATIONS

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

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

- 1.1.** These regulations shall be called “**CMS COLLEGE KOTTAYAM (AUTONOMOUS) REGULATIONS FOR POST GRADUATE PROGRAMMES UNDER CREDIT AND SEMESTER SYSTEM 2019**”

2. SCOPE

- 2.1** Applicable to all regular Postgraduate Programmes conducted by the CMS College Kottayam (Autonomous) with effect from 2019 admissions.
- 2.2** Medium of instruction is 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 for teaching, learning and evaluation.
- 3.3. 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.
- 3.4. 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.
- 3.5. Core course** means a course which should compulsorily be studied by a student as requirement in the subject of specialization within a degree programme.

- 3.6. Elective Course** means an elective course chosen from the discipline/ subject, in an advanced area.
- 3.7. Credit** is the numerical value assigned to a course according to the duration of the classes or volume of the syllabus of the course.
- 3.8. Department** means any teaching department in the college.
- 3.9. 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.
- 3.10. Dean of Student Affairs** is a teacher nominated by the Academic Council to coordinate the admissions, grievances and other student related services.
- 3.11. Department Council** means the body of all teachers of a department in the college.
- 3.12. Department Coordinator** is a teacher nominated by a Department Council to coordinate the ^{In}-Semester examination of the PG programme in that department.
- 3.13. 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.
- 3.14. 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.
- 3.15. In-Semester Assessment (ISA)** means assessment consisting of Attendance, Assignment/Seminar/Viva voce and Examination (theory and practical).
- 3.16. End Semester Assessment (ESA)** means Examination conducted at the end of each semester for all courses (theory and practical).
- 3.17. Internal Examiner** means a teacher working in the college.
- 3.18. External Examiner** means a teacher from outside the college.
- 3.19. Grace Marks** shall be awarded to candidates as per the orders issued by Mahatma Gandhi University.
- 3.20. Grade** means a letter symbol (A, B, C, etc.), which indicates the broad level of performance of a student in a Course/ Semester/Programme.
- 3.21. Grade Point (GP)** is the numerical indicator of the percentage of marks awarded to a student in a course.
- 3.22. College Average (CA)** means average mark secured (ISA+ESA) for a course at the college level.
- 3.23.** 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.

5. PROGRAMME STRUCTURE

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

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

5.3 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.

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

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

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

5.7 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.

6.1 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.

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.

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.

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 4 marks for correct answer, zero marks for no answer and -1 marks for wrong answer.

6.2 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.

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.

6.3 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.

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.

6.4 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.

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.

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

- (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, $\sum_1^n CP_i$; TC is the Total Credit of that semester, ie, $\sum_1^n C_i$, 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 programme, ie, $\sum_1^n CP_i$; TC is the Total Credit of that programme, ie, $\sum_1^n C_i$, 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.

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						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:
Checked by

SG:
Section Officer

Controller of Examinations

Date:

Annexure II



CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Kerala, India – 686 001 Website: 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):

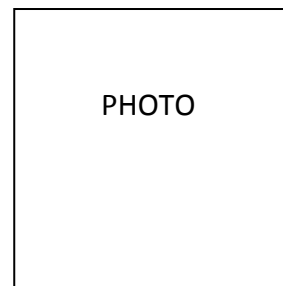
Degree:

Programme:

Stream:

Date of Birth:

Date of Eligibility for the Degree:



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 :
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Semester Summary

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

Date:

Controller of Examinations

Annexure III



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

Description of the Evaluation Process

Table 1

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:3 for all Courses.

Grades and Grade Points are given 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 on a 7-point Scale based on the corresponding CPA, as shown in Table 2.

% Marks	Grade	GP
Equal to 88 and above	A+ Outstanding	5
Equal to 76 and < 88	A Excellent	4
Equal to 64 and < 76	B+ Very Good	3
Equal to 52 and < 64	B Good(Average)	2
Equal to 40 and below 52	C Marginal	1
Below 40	D Deficient (Fail)	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**

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

$SGPA/CGPA = \frac{TCP}{TC}$, where **TCP is the Total Credit Point; TC is the Total Credit**

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)

NOTE

A separate minimum of 40% marks each for internal and external (for both theory and practical) are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade C** is required for all the individual courses. If a candidate secures **D Grade** for any one of the course offered in a Semester/Programme **only D grade** will be awarded for that Semester/Programme until he/she improves this to **C GRADE** or above within the permitted period.