

UNIVERSITY OF CALICUT

CHOICE BASED CREDIT SEMESTER SYSTEM-UG
SCHOOL OF DISTANCE EDUCATION

REGULATION

GENERAL AND ACADEMIC BRANCH- IV

UNIVERSITY OF CALICUT

Modified Regulations of Choice based Credit Semester System- Under Graduate Curriculum 2011, in School of Distance Education (CCSS UG-SDE)

1. SHORT TITLE

- 1.1. These regulations shall be called “Calicut University Regulations of Choice based Credit Semester System – Under Graduate Curriculum 2011, in School of Distance Education” (CUCCSS UG SDE 2011).

2. SCOPE

- 2.1. The regulations provided herein shall apply to all UG Programmes under School of Distance Education, under faculties as specified in section 4.1 conducted by the University of Calicut for the Programmes commencing from 2011 admission.
- 2.2. The provisions herein supersede the existing regulations for the students admitted to Private/Distance mode in Under Graduate Programmes under faculties specified in section 4.1 conducted by the University of Calicut unless otherwise specified.

3. DEFINITIONS

- 3.1. **‘Programme’** means the entire course of study and examinations (traditionally referred to as course).
- 3.2. **‘Duration of programmes’** means the time period required for the conduct of the programme. The duration of an under graduate degree programme shall be six semesters distributed in a period of 3 years.
- 3.3. **‘Semester’** means a term consisting of a minimum of 5 months including examination.
- 3.4. **‘Course’** means a segment of subject matter to be covered in a semester (traditionally referred to as paper).
- 3.5. **‘Common Course’** means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses, selection of which is compulsory for all students undergoing undergraduate programmes.
- 3.6. **‘Core course’** means a compulsory course in a subject related to a particular degree programme.
- 3.7. **‘Open Course’** means a course which can be opted by a student at his/her choice.
- 3.8. **‘Complementary Course’** means a course which is generally related to the core course (traditionally referred to as subsidiary paper).
- 3.9. **‘Repeat Course’** is a course that is repeated by a student for having failed in that course in an earlier registration.
- 3.10. **‘Improvement course’** is a course registered by a student for improving his performance in that particular course.

- 3.11. **'Credit' (Cr)** of a course is a measure of the weekly unit of work assigned for the course.
- 3.12. **'Letter Grade'** or simply grade in a course is letter symbol (A,B,C,D,E) which indicates the level of performance of a student in a course.
- 3.13. Each letter grade is assigned a **'Grade Point' (G)** which is integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- 3.14. **'Credit Point (P)** of a course is the value obtained by multiplying the **Grade Point (G)** by the **Credits (Cr.)** of the course **$P = G \times Cr.$**
- 3.15. **'Semester Grade Point Average' (SGPA)** is the value obtained by dividing the sum of **Credit Points (P)** obtained by a student in the various courses taken in a semester by the total number of **Credits** taken by him/her in that semester. The **Grade Point** shall be rounded off to **two decimal places**. **SGPA** determines the overall performance of a student at the end of a semester.
- 3.16. **'Cumulative Grade Point Average' (CGPA)** is the value obtained by the sum of credit points in all the courses taken by the student for the entire programme by the total number of **Credits** and shall be rounded off by **two decimal places**.
- 3.17. Words and expressions used and not defined in this regulation but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. PROGRAMME STRUCTURE

- 4.1. Students shall be admitted into undergraduate programme under faculties of SCIENCE, HUMANITIES, LANGUAGE AND LITERATURE, COMMERCE AND MANAGEMENT, FINE ARTS and JOURNALISM.
- 4.2. **Duration:** The duration of an Under Graduate Programme shall be 6 semesters distributed in a period of 3 academic years. The odd semesters shall be from June to October and the even semesters shall be from November to March. Each semester shall have a minimum of 90 working days inclusive of all examinations.
- 4.3. **Courses:** The Under Graduate programme shall include four types of courses, viz., Common Course (Code A), Core Courses (Code B), Complementary Courses (Code C), and Open Courses (Code D).
- 4.4. **Course Code:** Each course shall have an alpha numeric code number, which includes abbreviation of the subject in two letters, the semester number (1 to 6) in which the course is offered, the code of the course (A to D) and the serial number of the course (01,02.....) For example: EN1B01 means core course in English for the first semester.

- 4.5. **Common Courses:** Every under graduate student shall undergo 10 common courses (Total 38 credits) chosen from a group of 14 common courses listed below, for completing the programme:
1. Communication skills in English
 2. Critical Reasoning, Writing and Presentation
 3. Reading literature in English
 4. Readings on Indian Constitution, Secularism and Sustainable environment
 5. Literature and contemporary issues
 6. History and Philosophy of Science
 7. Communication skill in the languages other than English
 8. Translation and communication in languages other than English
 9. Literature in Malayalam/Hindi/Other Indian/World languages other than English
 10. Culture and civilization (with a compulsory component on Kerala Culture)
 11. Basics of Business and Management
 12. General Informatics
 13. Basics numerical skills
 14. Entrepreneurship Development

These common courses are distributed in the various Programmes as detailed below (Table)

Table of Common courses in the Various Programmes

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1.	B.A & B.Sc	1,2,7	3,4,8	5,9	6,10
2.	B.Com	1,2,7	3,4,9	12,13	11,14
3.	B.B.A	1,2,6	4,5,10	12,13	11,14

- 4.6. **Core courses:** Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department. The number of core courses varies from 10 to 18 including a **Project work**.
- 4.7. **Complementary courses:** Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters.
- 4.8. **Open courses:** There shall be one open course in the 5th semester. The students can opt one open course from a pool of open courses offered by the University except his/her core subject.
- 4.9. **Credits:** Each course shall have certain credits. For passing the degree programme, the student shall be required to achieve a minimum of 120 credits of which 38 credit shall be from common courses, 78 credits from core and complementary courses and 4 credits from the open courses.
- 4.10. **Extension Activities: Compulsory Social Service (CSS)** for a period of 30 days is essential for the successful completion of a U.G. programme.

5. REGISTRATION

- 5.1. All the students are permitted to register under School of Distance Education. **There will not be Private Registration hereafter.**
- 5.2. A student who registered for the course shall complete the course within 6 years from the year of registration.
- 5.3. Those students who have followed the UG courses in annual pattern can cancel their earlier registration and can register afresh for Choice based Credit Semester System-UG-School of Distance Education programme in the same discipline or a different one.
- 5.4. A student registered under Choice based Credit Semester System-UG-Regular pattern can change to Choice based Credit Semester System-UG-School of Distance Education mode with the same core course or a different one. If core and complementary courses are different, they have to write it in the new mode, but not the common courses.
- 5.5. A student registered under Choice based Credit Semester System-UG-School of Distance Education mode may be permitted to change to Choice based Credit Semester System – UG – Regular mode in the 3rd and 5th semester with the same core course only. If there is a change in complementary courses, it can be permitted with certain condition.
 - (i) The external and internal grade obtained for 1st and 2nd semester for the earlier complementary course will be cancelled and the student has to write the external exam for the 1st and 2nd semester for the new complementary course along with the subsequent batches.
 - (ii) An undertaking from the new colleges/Department where the student intends to join, should be obtained to the effect that the internal evaluation of the candidate for the 1st and 2nd semesters of the new complementary courses will be conducted.

6. BOARD OF STUDIES AND COURSES

- 6.1. The concerned UG Board of Studies shall design all the courses offered in the Under-graduate Programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposures and training for the students.
- 6.2. The syllabus of a course shall include the title of the course, the number of credits and reference materials. The student shall complete the prerequisites, if any, for the course before the commencement of classes.
- 6.3. Each course shall have an alpha-numeric code, title and credits. The code gives information on the subject, the semester number and the serial number of the course.
- 6.4. There shall be only one complementary course in each semester for B.A & B.Com Programmes.

7. ADMISSION

- 7.1. The admission to all Programmes will be as per the rules and regulations of the University.
- 7.2. The eligibility criteria for admission shall be as announced by the University from time to time
- 7.3. All admission to Choice based Credit Semester System-UG-School of Distance Education will be done through School of Distance Education only.

8. EXAMINATION

- 8.1. There shall be University Examination at the end of each semester. For practical convenience, 1st and 2nd semester exam may be conducted at the end of 2nd semester only.
- 8.2. The theory examination of each course will be of 3 hours duration. It shall contain two parts (Internal and External). The internal examination will be conducted with 20 multiple choice questions and OMR answer sheet, at the beginning for 15 minutes. The rest 2 hours 45 minutes is utilized for external examination of that course.
- 8.3. The external question paper may contain short answer type, paragraph type and essay type questions.
- 8.4. Different types of questions shall possess different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance. But a general pattern may be followed by the Board of Studies and is given in the appendix (Table 3).
- 8.5. Environmental Studies: In the new Choice based Credit Semester System-UG-School of Distance Education pattern, the common course – “Readings on Indian Constitution, Secularism and Sustainable Environment” will cover the whole aspects of the syllabi for Environmental Studies. So there is no need of conducting a separate examination in Environmental Studies for the School of Distance Education students.

9. EVALUATION AND GRADING

- 9.1. The evaluation scheme for each course shall contain two parts.
 - (i) Internal Evaluation (20%)
 - (ii) External Evaluation (80%)

The weightage of internal and external evaluation is as follows.

Evaluation	Weightage
Internal	1 (20%)
External	4 (80%)

Both internal and external evaluation will be done using Direct Grading System.

- 9.2. **External Evaluation:** The external examination is to be conducted with question papers set by external experts. The evaluation is done by a panel of examiners from affiliated colleges and retired teachers (upto the age of 65) on a well-defined scheme of evaluation.
- 9.3. Photocopies of the answer scripts of the external examination also shall be made available to the students for scrutiny on request and discrepancies if any are to be brought to the notice of the University by submitting an application for recounting/revaluation along with the required fees within 7 days of publishing the results. The fee for scrutiny/evaluation of answer shall be as decided by the University.

- 9.4. **Moderation:** In the new system of grading, moderation can be effected only for semester clearance i.e. If a student acquires 'C' grade (aggregate of external + internal) in all the courses (papers) except one course in a semester, then the conditions of moderation will apply. The conditions are
- (i) If a student gets 'D' grade in external and a low grade in internal, he/she be promoted to 'C' grade (aggregate) only for one course in a semester.
 - (ii) If one gets 'E' grade in external & 'A' or 'B' in internal then also the student, may be promoted to 'C' grade (aggregate) only for one course in a semester.
- 9.5. **Revaluation:** There is provision for Revaluation in the new system of grading. If a student gets a better grade after 1st revaluation, this be effected only after a second revaluation.

10. DIRECT GRADING SYSTEM

10.1. DIRECT GRADING SYSTEM based on a 5 point scale is used to evaluate the performance (External and Internal) of students.

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

- 10.2. Each course is evaluated by assigning a letter grade (A,B,C,D or E) to that course by the method of direct grading. The Internal (weight=1) and External (weight=4) components of a course are separately grade and then combined to get the grade of the course after taking into account of their weights (See Appendix for details).
- 10.3. An aggregate of C grade (when external and internal put together) is required in each course for a pass and also for awarding a degree.
- 10.4. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.
- 10.5. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of 2.0. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

For instance, if a student has registered for 'n' courses of credits C_1, C_2, \dots, C_n in a semester and if she/he has scored credit points P_1, P_2, \dots, P_n respectively in these courses, then SGPA of the student in that semester is calculated using the formula.

$$\text{SGPA} = \frac{P_1 + P_2 + \dots + P_n}{C_1 + C_2 + \dots + C_n}$$

(See Appendix for a model calculation of SGPA)

10.6. The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credits points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{(\text{SGPA})_1\text{S}_1 + \dots + (\text{SGPA})_6\text{S}_6}{\text{S}_1 + \text{S}_2 + \dots + \text{S}_6}$$

Here, (SGPA)_i with i = 1,2,3,.....6 is the SGPA of the first semester and s₁ is the total credits taken in the first semester.

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students. An overall letter grade (Cumulative Grade) for the entire Programmes shall be awarded to a student depending on her/his CGPA.

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An overall grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CGPA using a 7-point scale given below. For instance, if CGPA of a student turns out to be 3.42, then her/his Cumulative Grade will be B+

Overall Grade in a Programme

CGPA	Overall Letter Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

10.7. Improvement course: A maximum of two courses (common, core, complementary or open) can be improved in each semester. Improvement of a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned.

11. GRADE CARD

- 11.1. The University will not issue separate semester wise grade card to the students. The students can download the same from University website. Semester wise grade card may be issued on specific request with specified fee.
- 11.2. The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme. The final grade card shall show the CGPA and the overall letter grade of a student for the entire programme.
- 11.3. The final grade card shall also include the CGPA of common courses, core courses, complementary courses and open courses. This is done in a seven point scale.

12. AWARD OF DEGREE

The successful completion of all the courses (common, core, complementary and open courses) prescribed for the degree programme with C grade shall be the minimum requirement for the award of the degree.

13. GRIEVANCE REDRESSAL COMMITTEE

13.1. University level: The University shall form a Grievance Redressal Committee as per the existing norms.

14. TRANSITORY PROVISION

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall, for a period of one year 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.

15. REPEAL

The Regulations now in force in so far as they are applicable to Programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

A P P E N D I X

1. DIRECT GRADING SYSTEM

Evaluation (Internal and External) is carried out using a Direct Grading System based on a 5-point scale given below:

Table 1 : Direct Grading System

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

In Direct Grading, 1st of all each answer in an answer paper is directly given a letter grade in place of marks. The overall grade of the answer paper is then obtained by adding these grades of the individual answers accounting for the weights defined for the corresponding questions in the question paper (see below). Addition of letter grades is facilitated by the numerical grade point associated with each letter grade (see table 1). There is no involvement of marks in this system of valuation.

Grades of individual answers are decided with the held of a well defined scheme of valuation. The best answer is given grade A (Excellent) and the worst answer is given grade E (Poor). Answers falling in between these two grades are assigned the grades B (Very Good), C (Good), D (Average) depending on their quality with reference to the scheme.

2. EXTERNAL EVALUATION

2.1. Calculation of the Grade of an answer paper (External Grade)

Let us now consider a full question paper consisting of 9 short answer type (compulsory), 7 paragraph type (5 to be answered) and 3 essay type questions (two to be answered). Knowing the grades awarded to the answers of these questions the overall grade of the answer paper can be calculated as shown in table 2.

Table 2. Calculation of Grade of an answer paper

Question Type	Question No.	Grade awarded	Grade points	Weight	Weighted Grade point
Short Answer (Compulsory)	1.	A	4	1	4
	2.	D	1	1	1
	3.	B	3	1	3
	4.	C	2	1	2
	5.	A	4	1	4
	6.	B	3	1	3
	7.	D	1	1	1
	8.	C	2	1	2
	9.	A	4	1	4
Short Answer type (5 out of 7)	10.	A	4	2	8
	11.	D	1	2	2
	12.	B	3	2	6
	13.				
	14.	A	4	2	8
	15.	B	3	2	6
	16.				
Essay	17.				
	18.	A	4	4	16
	19.	A	4	4	16
Total				27	86

Grade of a paper = Sum of weighted Grade points/Sum of weight

$$= 86/27$$

$$= 3.19$$

$$= \text{Grade B}$$

3. INTERNAL EVALUATION

The internal examinations may be conducted with 20 multiple choice question (taken from a pool of 200-250 MCQ provided as a question bank by School of Distance Education) and OMR answer sheet. The grading may be done as follows (Table.3)

Table.3

Correct Answer to	Grade Awarded
16-20 questions	A
11-15 questions	B
06-10 questions	C
01-05 questions	D
0 questions	E

4. CALCULATION OF THE GRADE OF A COURSE

The grade of a course is calculated by combining the grades of the External and Internal examinations taking care of their weights. For a particular course, let the grades scored by a student be C and B respectively for the External and Internal evaluations as shown in the above examples. Then, the grade of the course can be calculated as follows:

Table 4 Calculation of the Grade of a course:

Exam	Weight	Grade Awarded	Grade Points	Weighted Grade Points
External	4	C	2	8
Internal	1	B	3	3
Total	5			11

Grade of a course = Sum of weighted grade points/sum of weight

$$\begin{aligned} &= 11/5 \\ &= 2.20 \\ &= \text{Grade C} \end{aligned}$$

5. CALCULATION OF SGPA

After calculating the grade of each course as mentioned above, we can calculate SGPA as shown below.

Table 5 Calculation of SGPA

Course Code	Title of Course	Credit	Grade Awarded	Grade Points	Credit Points
01	-	3	A	4	12
02	-	4	B	3	12
03	-	4	C	2	8
04	-	4	C	2	8
05	-	4	B	3	12
Total		19			52

$$\begin{aligned} \text{SGPA} &= \text{Sum of Credit points} / \text{Sum of Credits} \\ &= 52 / 19 \\ &= 2.74 \end{aligned}$$

SGPA is shown in 2 decimal places

6. CALCULATION OF CGPA

Just as we calculated SGPA, CGPA can be calculated at the end of a programme considering all the courses taken by the student subject to the minimum credits requirements.