

surrender their Grade Cards and submit their Transfer Certificate to the University along with application for registration for examination. Transfer Certificate shall be returned to the students after releasing the hall tickets and fresh Grade Card shall be issued incorporating the improvement results. There shall be no improvement chance for continuous evaluation, project/viva voce/practical. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination.

- 7.6 There shall be no supplementary examinations. For reappearance/improvement the students shall appear along with students of subsequent admissions as and when the examinations are conducted by the University.

8. EVALUATION :

8.1 Course Evaluation:

The evaluation scheme for each course shall contain two parts

- a) Continuous Evaluation (CE)
- b) End Semester Evaluation (ESE)

20% weightage shall be given to the Continuous Evaluation(CE) and 80% weightage shall be for the End Semester Evaluation (ESE)

8.2 Continuous Evaluation (CE):

- a. 20% of the total marks in each course are for continuous assessment. The continuous evaluation shall be based on a pre determined transparent system involving any of the two components-
For theory course: written test , assignments, seminars, Viva etc
For practical course: lab involvement , records, written test etc
- b. Two components and their respective weightages shall be as prescribed in the scheme and syllabus by the Board of Studies concerned.
- c. Attendance **shall not be** a component for Continuous Evaluation(CE).

- 8.3 To ensure transparency of the evaluation process, the continuous evaluation marks awarded to the students in each component of each course in a semester shall be notified on the notice board at least three days before the commencement of End Semester Evaluation. There shall not be any chance for improvement for Continuous Evaluation. Only the total CE marks awarded to a candidate in each course need be sent to university by the Principal of colleges concerned. The College shall maintain the academic record of each student registered for the course, with the details of the marks awarded to each component of Continuous Evaluation of courses with the signatures of the students, course teacher and HOD which shall be preserved in the college for a period of six years from the last date of the End Semester Examination of the semester concerned and shall be made available to the University for inspection as and when required. Complaints if any with regard to the Continuous Evaluation shall be submitted by the student to the Course Teacher first. If the student feels that

justice is denied, she/he can submit appeal to Head of the Department and thereafter to the Principal of the College. The Department Council/ College Council shall consider the complaint and ensure that assessments are done by the teacher in a just and fair manner. In case the student is not satisfied with the decision at the college level, further appeal/complaints may be submitted by the student to the Controller of Examinations, Kannur University for being placed before the University Level Committee for consideration.

8.4 **End Semester Evaluation (ESE)**

End Semester Evaluation carries 80% of total marks. The End Semester Evaluation in theory courses are to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners appointed by the University based on a well-defined Scheme of valuation and answer keys provided by the University. After the End Semester Evaluation only marks are to be entered in the answer scripts. Marks secured for End Semester Evaluation only need be communicated to University. All other calculations including grading are done by the university by the Chairperson of Board of Examiners. The End Semester Evaluation in practical courses shall be conducted by two examiners (one internal and one external) appointed by the University. End Semester Evaluation of all semesters will be conducted in centralised valuation camps immediately after the examination. All question papers shall be set by the university.

8.5 **Project Evaluation:** Every student of a UG Programme shall have to work on a project (credit of which shall be decided by the concerned Board of Studies) under the supervision of a faculty member as per the curriculum. Projects shall be submitted in the last week of February in sixth semester. Belated and incomplete projects will not be entertained. Project evaluation shall be conducted at the end of sixth semester as per the following general guidelines or by the guidelines framed by the Board of Studies concerned:

1. Evaluation of the Project Report shall be done under Mark System.
2. The evaluation of the project will be done at two stages:
 - a) Continuous Evaluation (supervising teachers will assess the project and award internal Marks)
 - b) End Semester Evaluation (external examiner appointed by the University)
3. Marks secured for the project will be awarded to candidates, combining the Continuous Evaluation and End Semester Evaluation marks.
4. The Continuous Evaluation to End Semester Evaluation components is to be taken in the ratio 1:4. Assessment of different components may be taken as below.
5. Components of Continuous Evaluation and End Semester Evaluation of Project other than the following can be decided by the concerned Board of Studies.

Continuous Evaluation (20% of total)	
Components	Percentage
Punctuality	20
Use of Data	20
Scheme/Organization of Report	30
Viva Voce	30

End Semester Evaluation (80% of total)	
Components	Percentage
Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography)	20
Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	30
Viva-Voce	50

6.External Examiners will be appointed by the University from the list of VI semester Board of Examiners in consultation with the Chairperson of the Board.

7.The chairman of the VI semester examination should form and coordinate the evaluation teams and their work.

8. Continuous Evaluation should be completed 2 weeks before the last working day of VIth semester.

9. Continuous Evaluation marks should be published in the department.

10.In the case of courses with practical examination, project evaluation shall be done along with practical examinations.

11.Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

12. Submission of the Project Report and presence of the student for viva are compulsory for Continuous Evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for End Semester Evaluation.

13. The student should get a minimum of 40 % marks of the aggregate and 40% separately for ESE and 10% CE for pass in the project.

14.There shall be no improvement chance for the Marks obtained in the Project Report.

15. In an instance of inability of obtaining a minimum pass marks as required under clause 12, the project work shall be re- done and the report may be re-submitted along with subsequent exams through parent department.

9. GRADING:

9.1 Indirect Grading System based on the scale specified in clause 9.2 is used to evaluate the performance of students.

9.2 Indirect grading system shall be adopted for the assessment of a student's performance in a course(both CE and ESE) Each course is evaluated by assigning marks with a letter grade (A⁺, A, B, C, D, E and F) to that course by the method of indirect grading. Mark system is followed instead of direct grading for each question. For each course in the semester, letter grade, grade point and percentage of marks are introduced in the indirect grading system with scale as per guidelines given below:

% of Marks (CE+ESE)	Grade	Interpretation
90 and above	A+	Outstanding
80 to below90	A	Excellent
70 to below80	B	Very Good
60 to below 70	C	Good
50 to below 60	D	Satisfactory
40 to below50	E	Pass
Below 40	F	Failure

9.3 Evaluation (both CE and ESE)is carried out using Mark system .The grading on the basis of a total CE and ESE marks will be indicated for each course. Each letter grade is assigned a '**Grade point**' (GP) which is a point given to a grade on the scale as envisaged under clause 9.2 and is obtained using the formula:

$$\text{Grade Point} = (\text{Total marks awarded} / \text{Total Maximum marks}) \times 10.$$

9.4 '**Credit point**' (CP) of a course is the value obtained by multiplying the grade point (GP) by the credit (C) of the course

$$\text{CP} = \text{GP} \times \text{C}$$

A minimum of grade point 4 is needed for the successful completion of a course.

9.5 A candidate securing not less than 40% of aggregate marks of a course with not less than 40% in End Semester Evaluation(ESE)and not less than 10% in Continuous

Evaluation (CE) separately shall be declared to have passed in that course. A minimum of grade point 4 with letter grade E is needed for the successful completion of a course.

- 9.6 Appearance for Continuous Evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no grade shall be awarded to a candidate if she/he is absent for CE/ESE or both.
- 9.7 After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{SGPA} = \text{Sum of the Credit Points of all courses in a semester} / \text{Total Credits in that semester}$$

Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA determines the overall performance of a student at the end of a semester.

For the successful completion of a semester, a student should pass all courses in that semester. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA shall be rounded off to three decimal places.

- 9.8 The **Cumulative Grade Point Average** (CGPA) of the student is calculated at the end of each semester. The CGPA of a student determines the overall academic level of the student in each stage of the programme. CGPA can be calculated by the following formula:

$$\text{CGPA} = \text{Sum of Credit Points of all completed semesters} / \text{Total Credits acquired}$$

CGPA shall be rounded off to three decimal places.

- 9.9 At the end of the programme, the over all performance of a candidate is indicated by the Overall Grade Point Average . Overall **Grade Point Average (OGPA)** of the student is calculated at the end of the programme. The OGPA of a student determines the overall academic level the student in a programme and is the criterion for classification and ranking the students. OGPA can be calculated by the following formula

$$\text{OGPA} = \text{Sum of Credit Points obtained in all semesters of the programme} / \text{Total Credits (120)}$$

OGPA shall be rounded off to three decimal places.

An overall letter grade for **OGPA** for the entire programme shall be awarded to a student after completing the entire programme successfully. Over all letter grade based on OGPA and conversion of Grades into classification shall be in the following way.

Grade range OGPA	Overall Letter Grade	Classification
9 - 10	A+	First class with Distinction
8 - 8.999	A	
7 - 7.999	B	First class
6 - 6.999	C	
5 - 5.999	D	Second class
4 - 4.999	E	Pass
Below 4	F	Fail

9.10 The Percentage of marks based on OGPA is calculated by multiplying them by 10.

Percentage in two decimal places = [OGPA in three decimal places] x 10%

9.11 Those candidates who pass all the courses prescribed for a programme shall be declared to have successfully completed the programme and eligible for the degree. Minimum OGPA required for the successful completion of the degree programme is 4. In the event a candidate fails to secure pass in any course in a semester, consolidation of SGPA and CGPA will be made only after obtaining pass in the failed course in the subsequent appearance, as envisaged in clause 9.5.

9.12 A student who fails to secure a minimum mark for a pass in a course is permitted to write the examination along with the subsequent batch.

9.13 **Moderation:** Moderation shall be decided by the concerned Board of examiners subject to the Statistics of marks made available from the Examination branch and as per the prescribed guidelines.

9.14 **Revaluation:** In the new system revaluation is permissible. The prevailing rules and regulations of revaluation are applicable to KUCBCSSUG2019.