EXAMINATION MANUAL

PAREEKSHA BHAVAN
SACRED HEART COLLEGE (AUTONOMOUS),
CHALAKUDY
RAILWAY STATION ROAD, THRISSUR (Dt.)
KERALA – 680 307

Accredited by
NAAC with
A+ Grade

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PRINCIPAL
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CHALAKUDY

INDEX

1. INTRODUCTION

Sacred Heart College (Autonomous), Chalakudy is the realization of a long cherished dream of the people of Chalakudy and the suburbs. The will of the people assisted by Divine blessings and the profound fellow feeling of the Clarist Sisters paved the way for the establishment of the college in 1980 by the Alvernia Province of Franciscan Clarist Congregation. The College, established in 1980, as a junior college with Pre-degree Programmes was upgraded to a first grade status in 1991 and is presently offering ten Under Graduate, eight Post Graduate Programmes, a five year Integrated Psychology Programme and Ph. D programme in mathematics. The motto of the college is **"LUX IN TENEBRIS LUCET"** (Light Shines in Darkness); i.e. students who pass the portals of Sacred Heart College can spread this light by embracing it, becoming lights themselves, and shining hope into the lives of anyone who seek it. The College is located in a peaceful semi urban locality; the lush green gardens and well designed infrastructure provide the perfect ambience for learning, sharing and development of the students.

The College is recognized by the UGC under 2f & 12 b since 1996 and has been receiving grants regularly. Founded as per provision of the Indian Constitution, Part III, Article 30 (1) and administered by Sacred Heart College Education Society, Chalakudy, this College is a minority Institution. The college is affiliated to the University of Calicut and is aided by the Government of Kerala. The College is Reaccredited by NAAC with high grade, A$^+$ in 2003 (4th cycle). Located within the municipal limits of Chalakudy with a 26-acre lush green campus, the college provides a congenial ambience for the overall advancement of the students. The College has started AICTE approved courses, BBA and BCA in the year 2024–25 academic year. The College has completed 44 years of meritorious service in the field of education.

The UGC granted "Autonomous Status" to the College and University of Calicut sanctioned the conferment of Autonomous Status to Sacred Heart College dated, 24-04-2024 for a period of ten academic years: 2024–2025 to 2034-2035.

<u>Our Vision</u>

That the people shall know, for, knowledge is power. Education opens one's inner eye to the inestimable glory and enduring beauty of wisdom. Committed to serving the nation and humanity, this college founded in His name, envisages the academic pursuit of truth and the search for righteous living as the supreme task".

<u>Our Mission</u>

The sacred mission of the college enshrines creative scholarship and enrichment of young minds not merely in acquired knowledge, but in the spirit of enquiry, harmonizing the spiritual and intellectual adventures. Fostering an excellent 'espirit de corps' (feeling of togetherness), we aspire to mould competent persons armed with academic excellence, ethical principles, social sensitivity and spiritual sublimity equipped for innovative leadership enabling their "Lux in Tenebris Lucet" (Light Shines in Darkness).

2. ADMINISTRATIVE AND ACADEMIC BODIES

2.1. ADMINISTRATION

The Manager is the highest position as far as the college is considered and all the major decisions regarding the College are taken by the manager. The Management Committee nominated the Manager as the Chairman of the Governing Council. This Management Committee acts as the Managing Council mentioned in the Ordinance.

2.1.1. GOVERNING COUNCIL

The Managing Council constitutes the Governing Council to function as the executive body of the College. The Manager is the Chairman and the Principal of the College will be the ex-officio secretary of the Governing Council. 3 members from education, industry and professional, 2 teaching members from the College, state government nominated 1 member, 1

University professor. The tenure of the nominated members is two years. They are eligible for re-nomination for another term. The same person shall not be re-nominated for beyond a period of four years. Governing Council shall meet at least once in each semester of a year. One third of the members who have been nominated at any point of time shall constitute the quorum for the meeting.

2.2. ACADEMICS

2.2.1. ACADEMIC COUNCIL

Academic Council of Sacred Heart College (Autonomous) consists of the Principal, who shall be the Chairman of the Academic Council, all Heads of Departments, four teachers of the College representing different departments nominated by the Manager, four experts from outside the College representing such areas as industry, commerce, law, education, medicine, engineering, science. Etc. to be nominated by the governing body, three nominees of the University not less than professors, controller of examination of the College, one member from among the teachers of the College nominated as the Principal (Member Secretary). Principal shall convene meeting of the Academic Council at least once in an each semester.

2.2.2. BOARD OF STUDIES

The Governing Council has formed various Boards of Studies as following:

1. Zoology

2. Economics

3. Physics

4. Chemistry

5. History

6. English

7. Commerce

8. Mathematics

9. Integrated Psychology

10. Computer Science

11. Hindi

12. Malayalam

13. Botany

14. Political Science

15. Physical Education

16. BBA

2.3. GENERAL MATTERS

2.3.1. ADMISSION

The Calicut University introduced four year undergraduate programme from the academic year 2024–25 onwards. The admission to various programmes of the College will be done online. After the publication of the results of the qualifying examinations by the State Government/University, the site will be open for the candidates to submit the applications. The candidates are expected to make the payment of the fees required following the method of payment.

2.3.2. MATRICULATION/RE–MATRICULATION

All the students who register for a programme of study or research or appear for an examination of the University for the first time shall be required to have their names registered as matriculate by remitting the prescribed fee. Matriculates of the University who have migrated to other Universities shall have to apply for re-matriculation afresh when they join for a programme of study again in the University, remitting the prescribed fee. The application for Matriculation/Re-matriculation should be sent to the University through the Principal.

2.3.3. RECOGNITION OF QUALIFYING EXAMINATION

The candidates who have passed the qualifying examination from other Universities/Boards and seeking admission to any programme of study shall be considered as qualified for

admission to that programme only if the examination passed by her has been recognized by Calicut University as equivalent to the examination of the University prescribed as the qualifying examination for admission to the programme concerned.

In all matters related to the Recognition of a qualifying examination, the rules of Calicut University will be followed. All Other Fees are to be remitted as and when they have to be done, including the Examination Fees.

2.3.4. EQUIVALENCY / RECOGNITION CERTIFICATE

The list of programmes recognized is available in the University website (https://uoc.ac.in/index.php/2016-04-27-10-19-11/2016-04-29-10-03-18). Some programmes are conditionally recognized i.e., recognized for employment purpose only/ for higher studies only etc.

However, equivalency / recognition certificate will not be insisted for admission in the case of degrees and diplomas awarded through regular mode of study by Central Universities, all Universities in Kerala, IIT, IIMs, HSE/VHSE examinations of the State of Kerala and All India Senior School Certificate Examination (XII standard) of CBSE, ISCE and regular HSE programmes conducted by other State Government Boards under 10+2 pattern.

If a foreign degree or diploma is recognised by the AIU, New Delhi as equivalent to a corresponding degree or diploma of Indian Universities, the same shall be treated as equivalent to the corresponding programme of this University, provided the candidate produces certificate from the AIU in this regard.

If a particular programme / examination taken by a candidate is not recognized, admission to a programme shall not be granted even provisionally in anticipation of getting recognition later.

2.3.5. MIGRATION CERTIFICATE

Migration certificate will be issued by University of Calicut to candidates who seek admission to a program of study in any other University or institution and who apply for the same in the prescribed form accompanied by the chalan receipt for the prescribed fee.

In all matters related to Migration, the candidates have to approach University of Calicut.

2.4. SPECIAL PERMISSION / PREVILEGES

2.4.1. PHYSICALLY HANDICAPPED CANDIDATES

Thirty minutes time is granted as additional time in the three-hour duration exam for those having disability. Proportionate deduction/ enhancement will be given based on the examination durations. Scribe will be permitted for those who cannot perform the act of writing owing to their disability (permanent disability), if that fact is specifically mentioned in the Medical Certificate issued by the Medical Board.

2.4.2. BLIND CANDIDATES

Extra time of 15 minutes per hour of examination will be allowed to blind candidate- in addition to the permission to avail the service of a scribe (Amanuensis). They are exempted from answering questions on drawing graph, phonetic transcription etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer papers.

Blind candidates admitted on merit/reservation are exempted from payment of all kinds of special fee and tuition fee as mentioned in the university order at the time of admission and the examination fee prescribed for the programmes. However, they have to remit the fee for degree certificate and other certificates.

2.4.3. VISUALLY IMPAIRED CANDIDATES

Visually impaired students can avail of the help of a scribe, if the medical officer recommends so.

2.4.4. DYSLEXIC AND AUTISTIC CANDIDATES

Extra time of 30 minutes will be allowed in addition to the permission for availing the service of a scribe or interpreter.

2.4.5. DEAF AND DUMB CANDIDATES

Grace Mark will be allowed to the deaf and dumb candidates only if the handicap is certified to be 75% or above by an ENT specialist not below the rank of a Civil Surgeon.

2.4.6. APPLICATION FOR SCRIBE

Application should be submitted to the CE duly attested by the Head of Department to get extension of time/permission for the scribe before thirty days of the commencement of the examination. Scribe will be allowed only to candidates with permanent disability. Application should include medical certificate issued either by a medical board or by a specialist in charge of departments: orthopaedics/physical/medicine/ophthalmology/ENT etc. in a government hospital / medical College, and duly signed by the Superintendent of the Hospital. In the ease of total blindness, or permanent disability that cannot be cured, a copy of the medical certificate attested by the Principal or by the Superintendent. of Govt. Hospital will be accepted. In all above cases, original certificate should be produced. For granting extension of times the medical certificate should specify that the handicap will affect the normal speed of writing of the candidate.

The Chief Superintendent will arrange the scribe subject to following conditions:

l. The person posted as scribe should not be a teacher, a student or a relative of the candidate.

2. A separate room should be provided for each of the candidate.

In such special cases, the norms of University of Calicut will be followed.

2.5. COMPULSORY SOCIAL SERVICE

If the University decides to have some voluntary social service activities for the students of UG/PG, we shall accept the system.

2.6. ATTENDANCE

The minimum requirement of attendance during a semester shall be 75% for each semester. Attendance and Progress Certificate (APC) in respect of every student is necessary for regular candidates for registering the candidates for End Semester Exam. Hence APC is checked before issuing hall ticket. Three fourth of the attendance (75%) is compulsory for appearing for examination.

If a student registered in the first semester is continuously absent from the programme for more than 14 days at the beginning of the semester without informing the authorities, the name of such candidate will be removed from the rolls.

2.6.1. SHORTAGE OF ATTENDANCE

Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times in the whole programme period may be granted by the College as per the existing norms of University of Calicut. For condoning the shortage of attendance - Application for Condonation should be forwarded to the Principal not later than 2 weeks before the commencement of exam.

Condonation is ordinarily granted on the following conditions:

2.6.1.i. The prescribed fee has been paid.

2.6.1.ii. The application is recommended and forwarded by the Head of Departments concerned.

2.6.1.iii. The reasons given for failure to keep the prescribed attendance are satisfactory.

2.6.1.iv. Application for condonation shall be attached with an explanatory statement for each day of absence, together with a declaration of the candidate that the shortage is in condonable limit. A medical certificate from a registered medical practitioner is required, if the absence is due to illness, which exceeds 5 working days at a time. The Head of the Department also has

to state that timely application was made by the candidate for leave, and leave was granted in time.

2.6.1.v. Normal condonation limit for semester is 10% of working days. Condonation of attendance will be warranted twice during the entire programmes subject to a maximum of 20% together.

2.6.1.vi. Shortage of attendance up to a maximum of 20% will be granted once as a single chance during the entire duration for semester, only on genuine medical grounds.

2.6.2. TOKEN REGISTRATION

The students who have got registered for the semester examinations alone are eligible to move on to the next semester of the programme. The students who could not register for the examination, but having an attendance within the condonable limit, can also move to the next semester, on condition that they should apply for registration, immediately on commencement of the classes of the next semester without loss of time for a semester. This is known as token registration. In addition to the application, registration fee, examination fee and fine and super fine are to be paid by the student.

2.6.3. CANCELLATION/DISCONTINUATION

A programme will not be cancelled automatically. If a course is passed in full, it cannot be cancelled.

3. CONDUCT OF EXAMINATIONS
3.1. CONTROLLER OF EXAMINATIONS

The Manager of Sacred Heart College (Autonomous), Chalakudy is entitled to appoint the Controller of Examinations (CE) of the college. (Cf. Chapter VIII of the Govt. Bill).

All examinations leading to the award of degree, issued by the University shall be conducted under the supervision of the CE. The CE has the responsibility to extend the safeguards and other regulations prescribed by the University of Calicut, to the college. A Manual of examinations need be prepared by the academic council of the College and submitted to the

University for remarks and modifications for improving the quality of process of examination, and the articles explained in it should be followed by the CE in the conduct of examination.

3.2. REGISTRATION FOR END SEMESTER EXAMINATIONS

Application for registration for the End Semester Examination with required fees should be submitted at least 22 days in advance to the commencement of the examination. A fine of Rs. 500/- will be levied for submitting the application before 15 days of commencement of the examination. Application for registration can be submitted at least 10 days before the commencement of the examination with a super fine of Rs. 1000/-.

3.3. QUESTION PAPERS SETTING

The Board of question paper setters comprises of both external and internal examiners. External examiners will be from other Colleges, preferably having PG programme in the respective subjects. Internal examiners will be the senior faculty from the College. For odd semester FYUGP, one question paper prepared by the external examiner and two by the internal examiner will be collected and for even semesters, two question papers prepared by the external examiners and one by internal examiner, and random selection of one of the three will be done confidentially by the CE. The Chairman of the Board of Studies will suggest the names of the question paper setters to the CE's office and it is the prerogative of the CE to choose the question paper setters.

3.4. DISTRIBUTION OF QUESTION PAPERS

The question papers will be handed over to the Chief Superintendent by the Controller of Examinations through messengers. The Chief Superintendent should inspect the packets and satisfy himself that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the Controller of Examinations forthwith. lf any discrepancy is found in the question paper or on the question

paper cover with regard to duration, maximum marks etc. the same should be intimated to the CE immediately. The time table given by the CE should be followed thoroughly and instructions to the candidates be given accordingly.

The Chief Superintendent will receive the question paper packets from the C.E. and will then hand over to the invigilators allotted to each hall, the required number of copies of the question paper, without opening the inner covers. In cases where the covers have to be opened loose copies of the question paper should be put in a cover & handed over to the invigilators. Spare cover should be kept ready for this purpose. Any mistake in the contents of the packets or notes on the cover should be reported to the Controller of Examinations forthwith. The Chief Superintendent will be responsible for mistakenly opening the Question paper cover wherein the details concerning the particular examination are furnished. He/she will also be responsible for not reporting of deficiency if any, which could be assessed on preliminary verification of the statement of Question paper, sent along with Question paper Bundle. A declaration in this regard, should be furnished by the Chief Superintendent.

No Question paper should go out of the College before the close the exams. The possibility of exchange of question papers between candidates should be prevented. For this, the candidates should be instructed to write their name and Register Number on the question paper immediately on receipt of the same.

All excess question papers, as per the account, with the invigilators should be collected immediately after 30 minutes of the commencement of the examination and kept by the chief Superintendent in his/her safe custody till the close of the exam. Question paper should not be given to anybody who is on duty, before the close of the exam.

After the question paper covers have been cut, opened and distributed any two of the invigilators should affix their signature on the question paper cover as well as on a certificate in the form sent to the Chief Superintendent. The certificate and the opened question paper

covers should be sent daily by the Chief Superintendent to the Controller of Examinations while forwarding the answer books. lf any question paper packet remains unopened due to the absence of the candidates registered for a particular examination, the unopened cover and the unused loose question papers should be returned together with the answer books to the Controller of examinations.

3.5. ANSWER BOOKS

Answer books will be supplied in advance. Answer books supplied are in different series with letter codes, on both main and additional books. The Chief Superintendent is expected to keep a record of the received answer books, their total number with series. New series of answer books will be supplied for different examinations as far as possible. Bundles should be kept in the safe room where question papers are kept. The key of the room should be with the Chief Superintendent.

For the examinations in a particular session only one series of main & additional answer books should be used as far as possible. The main and additional answer books issued should be of the same series. If due to insufficiency of the stock one series alone cannot be issued for a particular session, the Chief Superintendent may issue another series to supplement after noting the fact in the record. This should be avoided as far as possible. The Chief Superintendent should enter the number of the used answer books with series in the record he/she keeps.

Each invigilator should acknowledge the receipt of the answer books, main and additional. Invigilators will be supplied with statement form in duplicate for recording the issue of answer books to the candidates.

The main and additional answer books will be given to the candidates by the invigilators personally. The answer books should not be distributed in the seats before the candidates report for the examination. They should get the signature of candidate while issuing the

answer books and note the number of Main answer book in the statement. The invigorator should sign on the top of the additional answer book before issuing it to the candidate. The number of additional answer books supplied to each candidate should be totalled and recorded against each candidate.

While collecting the answer books at the close of the examination, invigilators should verify whether the number of additional answer books tally with the number issued to the candidate. Any discrepancy should be reported forthwith to the Chief Superintendent for taking further action. He should also sign on the last page of the answer paper where the answers end. At the end of the examination the answer books should be personally collected by the invigilators from the candidates. Candidates should not be allowed to leave the hall after keeping the answer books in their seats. The candidates who want to leave the examination hall in the middle of examination should be instructed to stand up in their places until the invigorator goes to them & collect the answer books. At the close of examination all candidates should stop writing and remain in their seats until the invigorator has gone round and collected the answer books. Confusion in the hall in the last minute should be avoided.

The written answer books should be handed over to the Chief Superintendent and the blank answer books separately. One copy of the daily statement of account should be given to the College Examination Office and one copy should be dispatched on the same day to the Controller of Examinations by the Chief Superintendent along with statement showing total issued for the day and the balance at hand.

The same procedure should be followed for practical examinations also. For this, instead of handing over the answer books to the invigorator the same should be given to the skilled assistant / internal examiner concerned and account of the answer sheets is to be obtained from him/her.

The final accounts of the answer books (main and additional) should be submitted to the Controller of Examinations immediately after the termination of examinations. Under no circumstance answer papers should be kept in loose manner. Bundles should always be kept sealed, by the Chief Examiner. No answer book/sheet should be taken away by unauthorized persons. Such an action is to be treated as malpractice and subsequent punishment shall be imposed.

Peons should not be entrusted with work of taking the answer books to the halls and distribution of the answer books in the halls. Written answer books in each subject / language should be packed and dispatched separately. Under no circumstance a single bundle should contain answer books of more than one subject/ language.

Answer books of F.N. session and AN session should be dispatched on the same day to the CE without fail.

3.6. INVIGILATION

Chief Superintendent shall be appointed by the Principal before the commencement of examinations. Chief Superintendent will be responsible for the proper conduct of the examinations in the College.

For every 30 candidates or for fractions more than 5 candidates there shall be one invigilator. Internal invigilators will be selected by the Chief Superintendent and recommend to the CE. The responsibility for a block of 30 candidates will be fixed on each invigorator. Invigilators posted for a session should not be replaced in the middle of the session. Invigilators should be changed from room to room every day.

The Chief Superintendent shall complete all the necessary preliminary arrangements such as allocation of seats, pasting of register numbers etc., a day previous to the commencement of the examination. A plan of seating arrangement should be exhibited at the entrance to each hall prominently. Copies of the Time Table and instructions to candidates should be

prominently displayed. The Hall Tickets of candidates shall be distributed to the candidates three days prior to the date of commencement of the examination. No candidate shall be admitted to the examination hall/room without production of the Hall Ticket. But the Chief Superintendent may, if he is satisfied about the identity of the candidate, allow him to write the examination and insist on the production of the Hall Ticket on a subsequent session.

In case of loss of Hall Ticket, the Chief Superintendent shall ask the candidate to produce his passport size photograph, get his signature on it under attestation by any one of the faculty of the department concerned and can allow him to have it as a duplicate hall ticket. The Chief Superintendent shall instruct the invigilators to check the Hall Ticket of each candidate without causing disturbance to the candidate. Suspected cases of impersonation should be reported to the Controller of Examinations.

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be permitted to write the examinations.

Candidates should be allowed into the examination hall 10 minutes before the time fixed for commencement of the examination, and the invigilators should see that candidates are in their seats 5 minutes before the commencement of the examination. Candidates should not be permitted to remain outside/near the halls after the bell for distribution of question Papers. Candidates presenting themselves after the first half an hour of the commencement of the examination should not be admitted to the examination under any circumstance.

Before the question paper is distributed to the candidates, the invigilators should draw the special attention of the candidates to the special instructions, and warn them against the adoption of any unfair means at the examination. The invigilators should require them to search their pockets, to see if there are any notes or other materials and if so, ask them to deposit such materials outside. Candidates and invigilators should maintain strict silence in the examination hall. Smoking in the examination hall is strictly prohibited. Candidates are

forbidden from asking questions of any kind to the invigilators about the day's paper. The candidates shall write their names and Register Number on the question paper issued. The Chief Superintendent will issue necessary instructions to invigilators in this regard. When examinations are going on, the Chief Superintendent should visit the various halls at intervals without notice so that the invigilators may not engage themselves in any occupation likely to undermine the efficiency of supervision. Candidates shall not be allowed to leave the hall until after the expiry of 30 minutes after the commencement of examination. Doors of the examination Halls shall be closed 15 minutes before the close of the examination and the candidates shall be directed to remain in their seats until the papers are collected from them. The doors shall be opened then. Instructions may be given to the invigilators to direct those candidates who wish to hand over their answer books and leave the hall after 30 minutes of the commencement of the examination and before 15 minutes of the close of the examination to stand up in their seats until the invigorator collects the answer books as well as the question papers from them. The question papers shall be returned to the candidates after the close of the examination.

Non-programmable Scientific Calculator can be used by the candidates for the examinations, which need them. Mathematical Instruments like Dividers, Compass, Scales, Setsquares and Protractor are permitted in the hall. Electronic gadgets, except acceptable calculators are to be kept outside the hall. Mobile phones, even if they are switched off, will not be allowed in the examination hall. The Chief Superintendent should arrange for a bell being sounded at every hour after the commencement of the examination. A warning should be given 5 minutes before the closure time for the particular paper.

The Chief Superintendent may at his/her discretion allow extra time up to 5 minutes, if for any reason the question paper could not be distributed before the appointed time for Commencement of the examination.

The entry of outsiders into the examination hall is strictly prohibited. The invigilators should keep a close watch over the peons and other menials who may enter the hall forsupply of water. The peons and menials are prohibited from taking tea or coffee for the candidates into the examination hall. The Chief Superintendent, if necessary, may arrange for Police Patrol in the premises during examination session. No member of the Staff, teaching / non-Teaching who has no duty in connection with the exam should be permitted to enter the halls or handle question papers.

3.7. MALPRACTICE

A candidate detected in malpractice shall be permitted to write the examination if he wishes to do so. The answer books of the candidate detected in malpractice should becollected by the invigilators concerned and the candidate should be supplied with separate answer books to continue to write his examination. Special mention of it should be made to the Chief Superintend and he shall, with a covering letter, hand over the answer books to CE. However, answer books of the candidate should be packed separately with a superscription – "Unsuspected Malpractice".

The CE, making a prime- facie enquiry, decides whether the case has to be referred to the Principal of the college. If it is decided to be intimated, the CE will make a report of the same and recommend action to be taken against the candidate - the Principal of the college shall, immediately after receipt of a report from the CE regarding the malpractice committed by the student examined, appoint a senior teacher employed in the college as the Enquiry Officer to conduct an enquiry into the allegations against the student or examinee as the case may be. The Enquiry Officer shall frame charges against the student or examinee and a copy of such charges together with a statement of facts shall be sent to the student or examinee and the student or examinee may be called upon to submit his explanation within a specified date which is to be mentioned in the notice that may be served on the student or examinee.

If the Enquiry Officer after a perusal of the explanation finds further enquiry is necessary he shall give notice in writing to the student or examinee stating that the oral enquiry against him will take place on a specified date and a specified place and that the student or examinee is expected to be present at the time of enquiry. If in the explanation the candidate contradicts any statement of the invigorator, Chief Superintendent etc. on whose report the enquiry has been instituted, an oral enquiry shall be held. If witnesses are proposed to be examined a list of such witnesses has to be applied to the student or examinee. The student or the examinee shall have the right to cross- examine the witnesses. If any document is intended to be used in that enquiry the student or the examinee should have access to such document. The student or examinee shall have the right to let in oral and documentary evidence in support of his case. The proceedings of the oral enquiry shall be signed by the candidate and the witnesses present. The report of such enquiry together with the records and the recommendation of the Enquiry Officer shall be sent to the Principal.

The Enquiry Committee can propose the punishment for the Malpractice (if it is proved) to the Principal, who eventually will take a decision on it after holding discussions in the body constituted of the Principal, the Controller of Examination and a member nominated from the Governing Council. The course (paper) in which the malpractice has been done will be cancelled for the candidate/s involved and they have to appear again for the same. Further punishment shall be of three types: (a) A penalty for Rs. 3500/- to Rs 5000/- (b) Debarring the candidate for three academic years or (c) both the punishments together, if the malpractice is proved to be very severe and the Enquiry Committee proposes so. The Principal, holding discussions with the Controller of Examinations, can present the matter in the meeting of the Governing Council. The provisional decision shall be communicated to the student or examinee by the Controller of Examinations and he will be called upon to show cause within a reasonable time which should not exceed 15 days from the date of receipt of

the communication, against the particular penalty sought to be imposed on him. The representations submitted by the student or examinee shall be taken into consideration before the final order imposing the penalty is passed by the Principal.

The Principal, the Controller of Examinations or any person designated by the Principal for the purpose can file a complaint before the local police authorities regarding any type of criminal activities taken place in the campus during the examination. The Controller of Examination will take lawful action against all types of theft or any other unlawful activity taking place during the entire process of examination.

3.8. EVALUATION

3.8.1. INTERNAL EVALUATION

30% marks for FYUGP first year onwards from the academic year 2024–25 and 20% for II & III year UG and I & II year PG courses for of the total Marks of each course is awarded through internal evaluation. Definite criteria for internal evaluation may be framed by the BoS concerned. Fraction of marks, if any, shall be rounded off to the nearest whole number.

3.8.2. EXTERNAL EVALUATION

70% marks for FYUGP first year onwards from the academic year 2024–25 and 80% for II & III year UG and I & II year PG courses. After the examinations are over, Centralized valuation method will be implemented, having external and internal examiners.

The Head of the respective department will be appointed as the Chairman of the valuation camp. 10 to 25% of the valued answer scripts shall be revalued and the remaining scrutinized by the external examiner.

In the case of External evaluation of Post-Graduate programmes, the Head of the respective departments will be appointed as the Chairman and in the valuation the double- valuation method is implemented. If there is a difference of more than 30% between the marks given by the examiners, a third valuation needed to be done, and ultimately the average marks of

the three valuations (marks given by both the examiners of the double valuation and that of the third valuation) will be granted to the student.

The external practical examinations shall be conducted by two examiners appointed by the CE: one internal and one external. The project evaluation with viva-voce can be conducted either internally or externally as decided by the Board of studies concerned. After the evaluation of external examination, only marks are entered in the answer scripts that will be uploaded by the individual examiner into the website of the CE, and a copy of which shall be submitted duly signed by the internal and external examiners. Conversion into grade will be done at the CE's office. Valuation of answer scripts of regular students has been made as part of duty of teachers by the University of Calicut w.e.f. 01-03-2014 and so, teachers are not entitled to get remuneration for the valuation of prescribed number of answer scripts of the regular students (30 per teacher). The answer scripts of the regular students shall be equitably distributed among all the teachers. Internal examiners (for the regular practical examination/viva-voce/thesis or project evaluation) are not entitled to evaluation of remuneration. External examiners are entitled for TA/DA, specimen charges etc. However, revaluation of answer scripts will be remunerated. If conscious irregularity on the part of examiner is discovered on valuation, the CE can conduct an enquiry and recommend for further disciplinary actions, to the Principal.

In respect of malpractice cases detected during the course of valuation of answer papers by the Internal or External Examiner, or Chairman, the Chairman in that particular subject, on receipt of a report from the Examiner shall send a detailed report to the CE containing full description of the type of malpractice suspected together with the relevant documents. Further proceedings of the case will be as in the case of Malpractice done during the examinations.

3.8.3. MODERATION

Moderation is not welcome in general. But under some unavoidable circumstances it can be defined by a body comprising of the Principal, the Controller of Examinations and the Chairman of the board concerned.

3.8.4. RESULT

The results of the end-semester examinations will be published in the website. On the approval of the issue of the mark list, it will be issued under the names and seal of the Principal and the CE of the College, in a format consistent with that prescribed by the University of Calicut. Together with the consolidated mark list, the degree Provisional Certificate can also be handed over to the students.

3.8.5. REVALUTION OF ANSWER PAPERS

Students apply for revaluation when the expected marks are not seen awarded to them at the examination. Application for revaluation can be given either online or in the prescribed format, as per the notification issued from time to time. Application for revaluation should be submitted within ten days of the publication of the results. Fee for revaluation is Rs 600/- per paper. There is no fine date or superfine date to apply for revaluation. There is no re-revaluation or spot revaluation.

After revaluation, the enhanced marks will be awarded to the candidate and the revaluation fee will not be refunded. Any decrease in marks from that secured in the first valuation is not entitled to any change of marks and the refund of the revaluation fees. However, if an increase of more than 30% of the marks secured in the first valuation is observed in the revaluation, the script will be sent for second revaluation. Average of the marks secured in second and third valuation will be considered for awarding marks. If this average is between 5% and 10% of the marks awarded in the first valuation, the marks will be

affected and the revaluation fees will not be refunded. If the average marks are more than 10% of the marks awarded in the first valuation,the marks will be affected.

There is no fee for effecting revaluation marks in the mark list within 6 months of revaluation memo. However, if revaluation mark is not got entered in the mark list within 6 months, a fine of Rs 500 will be levied for each year after 6 months from, the date of revaluation memo. Change of marks on account of revaluation should be affected in the Tabulation Register and in the system on receipt of the copy of the memo from the section. The change is needed to be affected in the mark list only after obtaining the request from the candidate along with the original mark list and original memo issued from the office of CE. If the original revaluation memo is lost, duplicate memo can be issued, if requested for. Fee for duplicate revaluation memo is Rs 125. Moderation, if eligible, shall be awarded only after effecting revaluation marks.

In the event of answer scripts required for revaluation/scrutiny not becoming available for any reason, the original valuation will be treated as final and the fee remitted in such cases will be refunded on the students' request in the specified format.

Sometimes, candidates will appear for supplementary examination while awaiting the result of revaluation. If such candidates get a pass both in the supplementary exam and on revaluation, the following options can be used to retain the marks of both revaluation and supplementary examination, by treating the supplementary appearance as improvement chance.

i) Retain the marks of revaluation by cancelling the marks scored in the supplementary examination, without losing the improvement chance.

ii) Retain the marks of supplementary examination, by cancelling the marks scored on revaluation, without losing the chance for improvement.

3.8.6. PHOTOCOPY/SCRUTINY

Application for photocopies/scrutiny should be submitted within 10 days of publication of results. The photocopy of the papers will only be given for verification by the candidate in CE's Office, and it will not be handed over to the candidate. The prevailing rules for adding revaluation marks shall be applicable.

3.8.7. GRACE MARKS

The grace marks for all categories shall be awarded as per the existing rules and recommendations of University of Calicut.

3.8.8. SUPPLEMENTARY EXAMINATION

A candidate can register for Supplementary examination of Common/ Complementary/ core/open and Major/minor/MDC for FYUGP courses at the most three times within a period of five years after completing that particular course in the same scheme at the time of his/her admission. For example, A candidate who competes complementary/minor (FYUGP) mathematics fourth semester in March/April 2020 can appear for examination at the most three times within the time frame of 5 years, ie. upto March/April 2025. However, permitting the candidate to appear for the examination after this stipulated time is subjected to the decision of the Academic Council.

3.8.9. IMPROVEMENT EXAMINATION

A candidate can appear for improvement examination of a paper of a programme (Common/ Complementary/core/open) for the existing previous syllabus and major/minor/mdc for the FYUGP syllabus implemented from the academic year 2024–25 onwards only once and that should be with the examination of immediately succeeding batch. For example, a candidate who takes admission for a programme in 2023 wishes to improve a particular paper of the first semester, it can done so by applying for improvement examination with the candidates who take admission in 2024.

If the candidate is registered for reappearance of the examination and is absent, will be treated as utilizationof reappearance chance. One who reappears for improvement has to take the examination as per the scheme in force at the time of the candidates study.

In case of reappearance after completion of the programme, original TC, provisional certificate and mark list should be submitted, which will be returned only after the publication of the result. A declaration to the effect that the candidate has not applied for original degree certificate should be obtained from the applicant who registers for improvement after the completion of the programme. The provisional certificate already issued to the candidate should be revised even if there is no change in marks on improvement exam.

Only the TC (without mark list) can be returned after the completion of examination but before the publication of result without cancelling the improvement examination.

TC and mark list may be returned to the candidate, on request, before the publicationof result, cancelling all the improvement examinations (already taken/to be taken) with the forfeiture of improvement chance. Candidate should surrender the hall ticket for improvement examination in such cases. Those who already applied for original degree certificate cannot apply for improvement.

A candidate can improve a maximum of three courses (Major/Minor/MDC in FYUGP) in each semester. Improvement of a particular semester can be done only once. The students shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. Improvement and supplementary examinations cannot be done simultaneously.

No improvement is allowed for internal assessment. The internal grade already obtained will be carry forward to determine the grades/mark of the improved course. Registration for

improvement examination will be treated as the utilization of chance for improvement and the better mark will be retained.

3.9. AWARD OF DEGREE BY THE UNIVERSITY

The University shall award degrees, certificates and other academic distinctions to the students evaluated and recommended by the College. The students have to apply for the degree certificate in the prescribed format to the University, with the prescribed fee. The University shall issue the degree certificates.

3.9.1. PROVISIONAL CERTIFICATE

Provisional certificates of various courses are issued by University after the publication of the results by the request of the College. Normally, provisional certificate is prepared and sent along with the final examination mark lists in the case of first attempt candidates. The applicants need remit the fee for it together with the examination fee for the final semester. Only supplementary candidates need submit special application to the College for the Provisional Certificate. Provisional certificates need not be revised and it can be used till the receipt of original degree certificate, which will be issued by the University of Calicut. Duplicate provisional certificate is not issued. Provisional certificates need not be revised and it can be used till the receipt of original degree certificate, which will be issued by the University of Calicut. Duplicate provisional certificate will not be issued.

3.9.2. CONSOLIDATED MARKLIST

Special fee for the Consolidated Mark list should be paid together with the application for the examinations of the final semester.

3.9.3. ORIGINAL DEGREE CERTIFICATE

Original Degree Certificate will be issued by the University of Calicut. Application for original degree certificate can be submitted after the publication of the results of the final semester examinations. Application for degree certificate is available in the University

website. The details of fee to be remitted, documents to be attached etc. are given on the reverse of the application. There is ordinary fee and urgent fee to apply for degree certificate. Either ordinary fee or urgent fee need be remitted.

For obtaining degree certificate, self-attested copy of the mark list/certificate of the qualifying examination, Compulsory Social Service certificate (if applicable) and original chalan receipt for having paid the required fee should be enclosed with the application.

3.10. OTHER CERTIFICATES

3.10.1. CONFIDENTIAL MARK LIST

Confidential mark list is issued for higher studies/employment in cases when the result of an examination is not published but the marks are ready after tabulation/ moderation. Confidential mark list is issued to the Head of institution and not issued to the candidates directly. Confidential mark list is issued for first appearance candidates only. It is not issued to supplementary appearance candidates. Application should be made in the prescribed format. For issuing confidential mark list, the candidate should have secured at least 50% marks.

3.10.2. GENUINENESS VERIFICATION/ AUTHENTICATION OF TRANSCRIPTS

The application for genuineness verification should be submitted along with the photocopies of the documents and required fee. Only photocopies will be attested and the attested copies will be sent to the institution directly, with a covering letter. On no account, such cover will be handed over to the candidate concerned.

If the candidate desires to have a personal copy of the document with verification of genuineness attested, that will be provided without any covering letter. A fee of Rs. 250/- is required for personal copy. Personal copy alone will not be issued.

Usually, the official transcripts will be attested by the Controller of Examination, and such applications shall be submitted to the Controller of Examinations. For sending official

transcript to additional institutions at a time (including personal copies), only postal charges will be levied.

3.10.3. UNCLAIMED DOCUMENTS

The mark lists/provisional certificates, which are not collected by the candidates within one month will be kept in the archives. To get the unclaimed mark list from office of the Controller of Examinations, an application should be submitted together with the payment of stipulated fee. The candidates should produce hall ticket or any photo identity proof to collect the unclaimed documents from the College.

3.10.4. RANK CERTIFICATE/POSITION CERTIFICATE

Position/Rank certificates are issued by the Controller of Examinations on request from the Position/rank holders. Final Position/ranks are declared only after the completion of revaluation process.

The grace marks and moderations effected, if any, should not be considered for position or ranking. The candidates who have passed the entire parts and courses in the first appearance itself will only be considered for ranking. Improvement marks are not counted for position or ranking. Candidates who have completed the programme without break even though they have changed their optional subject during the course of study, only are considered for position/ranking.

3.10.5. DUPLICATE MARK LIST/DUPLICATE CERTIFICATE

Details of lost documents should be notified in any newspaper. The notification can be either in English or in Malayalam. The notification should contain the details such as name of programme, year of study, register number, number of mark list lost, name of university, etc.

After completing 15 days from the date of publication of advertisement, affidavit duly countersigned by a First-Class Judicial Magistrate should be obtained in a stamp paper worth Rs.100/. If the lost documents include more than one document of the same or different

programme, only a single advertisement and affidavit is enough. But applications and chalan for different documents (Mark list/ certificate etc.) and for different programmes should be submitted separately, along with the photocopies of affidavit and newspaper advertisement. If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except newspaper advertisement should be fulfilled. Application for duplicate mark list should be made in the prescribed form.

Application for duplicate document should be accompanied by newspaper containing advertisement (Advertisement portion should be marked in a notable manner), affidavit in original, chalan receipt in original, copies of lost documents (if available) and a copy of the first page of SSLC Book.

If the certificate is lost in foreign countries, advertisement should be made in English dailies of that country. Affidavit obtained from the officers of the Indian Embassy/Consulate of that country, not below the rank of First Class Judicial Magistrate of India should be submitted. In the affidavit it should be clearly stated that if the original documents are received later, it will be surrendered to the College.

3.10.6. FEE RATE

Fee for duplicate mark list is Rs. 350/- per mark list. Postal charge of Rs. 50/- extra is also needed for sending the duplicate mark list by post. Duplicate mark list or duplicate certificate shall not be handed over to the candidate.

Fee for duplicate mark list for the second time is Rs 1000/- plus postal charges of Rs 50/- A search fee of Rs 500/- from candidates up to 15 years after completion of the programme and Rs. 1000/- for more than 15 years will be levied from applicants who are not furnishing correct details including register number, month, year, while applying for duplicate mark list.

3.11. NAME CORRECTION

Name Correction Fee at the following rate shall be levied for effecting name correction in mark list already issued to the candidates.

If the error is due to the negligence on the part of the College	Up to one year after the issuance	Nil
	After one year and up to 3 years of issuance	Rs.300/- per mark list
	After three year and up to 10 years of issuance	Rs.500/- per mark list
	After 10 years	Rs.1000/- per mark list
If the error is due to the negligence on the part of the candidate	Up to 3 years after the Issuance	Rs.300/- per mark list
	After three year and up to 10 years of issuance	Rs. 500/- per mark list
	After 10 years	Rs. 1000/- per mark list

A single search fee of Rs. 300/- will be collected, if the request for the name correction is received after a lapse of three years from the date of issue of mark list/ degree certificate. Period shall be calculated from the date of issue of mark list/certificates.

3.11.1. NAME CHANGE (EFFECTED THROUGH GAZETTE)

Candidates who wish to change their name should get the same published in the Kerala Government Gazette. For effecting the name change in the College records, the student should request to the Principal, Sacred Heart College (Autonomous), Chalakudy. A copy of the gazette is to be attached with the request.

The Principal's Office will issue an order in this regard. The student has to apply to the Controller of Examinations with a copy of that order for name change. The Office of the CE will then make necessary entries in the records of the candidate. The mark lists to be issued to him thereafter will be in the changed name. Retrospective correction of name in the mark lists already issued is not allowed.

3.12. SCHEDULE FOR VARIOUS FEES
SACRED HEART COLLEGE (AUTONOMOUS) CHALAKUDY REVISED FEE STRUCTURE W.E.F. 2024- 2025

3.12.1. BA/BCom./BSc./BCA/BBA

Sl. No.	Particulars	Fee (Rs.)
1.	Application	50
2.	Each theory paper	30 (First appearance)
3.	Supplementary	100
4.	Improvement	100/Each
5.	Practical	50 (First Appearance)
6.	Supplementary/Improvement	200 (for each subsidiary 500 for part III Main
7.	Project/Dissertation evaluation	100
8.	Viva Voce	50
9.	Fee for late submission of dissertation/project	300
10.	CV Camp fee and Mark list	150 (first appearance candidates) 150 per paper for Supplementary/ Improvement candidates.

3.12.2. MA/MSc./ MCom./Integrated MSc. (I to VI Semesters)

Sl. No.	Particulars	Fee (Rs.)
1.	Application Fee	50
2.	Each theory paper	75 (First appearance)
3.	Improvement/ Supplementary	150
4.	Each Practical	150 (First appearance)
5.	Project Report/ Dissertation	200
6.	Viva Voce	100
7.	Fee for late submission of dissertation/project	500
8.	CV Camp Fee & Mark-list	200 (First appearance/subsequent appearance irrespective of the number of papers appearing)

3.12.2.i. Integrated MSc. (VII to X Semesters)

Sl. No.	Particulars	Fee (Rs.)
1.	Application Fee	50
2.	Each theory paper	150

3.	Improvement/ Supplementary	250
4.	Each Practical	250
5.	Project Report/ Dissertation	175
6.	Viva Voce	175
7.	Fee for late submission of dissertation/project	500
8.	CV Camp Fee & Mark-list	550 (for first appearance/subsequent appearances irrespective of the number of papers appearing for)

3.12.3. Token Registration for End Semester Examinations

Rs. 700/- plus examination fee (here examination fee includes application fee, theory/practical/viva/dissertation/project fee, mark list fee, CV camp fee, late fee and superfine fee).

3.12.4. Matriculation/Re-Matriculation

Sl. No.	Particulars	Fee (Rs.)
1.	Matriculation Fee	100
2.	Re-matriculation Fee	150

3.12.5. Recognition of Qualifying Examination

Sl. No.	Particulars	Fee (Rs.)
1.	Recognition Fee	100

3.12.6. Condonation –Shortage of attendance

Sl. No.	Particulars	Fee (Rs.)
1.	Condonation fee (upto 10 days)	750
2.	Fee (upto 20 days)	1000
3.	Fine for delayed submission of application	2000

3.12.7. Revaluation of Answer Papers

Sl. No.	Particulars	Fee (Rs.)
1.	Cost of Application form for revaluation and scrutiny	25
2.	Revaluation	600/paper

3.	Fine for effecting revalued marks	500 for each year after 6 months from the date of revaluation memo
4.	Fee for Duplicate RV Memo	150
5.	Scrutiny of answer papers	50
6.	Issuance of photocopies of answer paper	150
7.	Duplicate Mark list	350/-(For each mark list)

3.12.8. Provisional Certificate

Sl. No.	Particulars	Fee (Rs.)
1.	Application form fee	2
2.	U G programmes	125
3.	P G programmes	200
4.	Ph. D	250
5.	Additional fee for issuing provisional certificate after one year from the completion of the programmes	300

3.12.9. Consolidated Mark-list

Sl. No.	Particulars	Fee (Rs.)
1.	Consolidated Mark-List (including postal charges)	300
2.	Fee for statement of Marks issued to candidate who have not passed but completed the programme	200
3.	Fine for not submitting the mark-list for effecting the change in the marks after revaluation within six months from the date of RV memo	Nil
4.	Additional fine thereafter for each year till the date of submission of the mark-list	500
5.	Late fee from candidate who submit the request for award of grace marks after one year from the date of publication of results of examinations of the respective academic year for which they are eligible for grace marks	1000

3.12.10. Rank Certificate/Position Certificate

Sl. No.	Particulars	Fee (Rs.)
1.	Provisional Position/Rank Certificate	200
2.	Final Rank Certificate / Position Certificate including postal charges	200

3.12.11. Other Certificates

Sl. No.	Particulars	Fee (Rs.)
1.	Confidential Mark List (including postal charges)	300
2.	Genuineness Verification (per document)	1500
SEARCH FEE*		
1.	Upto 3 years of passing the exam	250
2.	Between 3 – 10 years of passing the exam	500
3.	Above 10 years of passing the exam	800
4.	Postal Charges (inside India)	50
***One search fee is needed for a programmes at a time**		
Unclaimed documents		
1.	Upto 1 year per document	50
2.	Between 1 – 2 years	500
3.	Between 2 – 5 years	1000
4.	Above 5 years	5000

3.12.12. Name Correction

If the error is due to the negligence on the part of the College		
Sl. No.	Particulars	Fee (Rs.)
1.	Upto one year after the issuance	Nil
2.	After one year and up to 3 years of issuance	300/mark list
3.	After three year and up to 10 years of issuance	500/mark list
4.	After 10 years	1000/mark list
If the error is due to the negligence on the part of candidate		
1.	Up to 3 years after the issuance	300/- per mark list
2.	After three year and up to 10 years of issuance	500/- per mark list
3.	After 10 years of issuance	1000/- per mark list

3.12.13. Other Fees

Sl. No.	Particulars	Fee (Rs.)
1.	Fine for late submitting the application before 15 days of commencement of the examination	500
2.	Super fine for late submitting the application before 10 days of commencement of the examination	1000
3.	Fee for issuing duplicate hall ticket	200

4.	Fee rate for cancellation of a paper or part (not cancellation of the full course)	200
Reappearance for betterment of results-service charge for releasing TC and Mark list		
5.	Before completion of the examination	250
6.	After completion of the examination but before publication of results	125
7.	Fee for cancelling the registration for an examination without cancelling the registration for that programme (Including improvement cancelling on registration)	150
8.	Fee for cancelling the Part III main subject of BA to join for second year BA with another subject retaining the passed marks in Part I and II	1500
9.	Fee for cancelling the core and complementary courses of B Sc programme and to join for BA programme retaining the marks secured in common courses	1500
10.	Fee for cancelling the first year BA/B Sc programmes registration/examinationregistration already taken, for admission to first year BA/B Sc with another main subject	1500
11.	Fee for discontinuing BA programme to join in any other studies	200
12.	Fee for rejoining (BA programme) after discontinuation (if the fee was not paid beforediscontinuation)	250
13.	Fee for Syllabus attestation	600
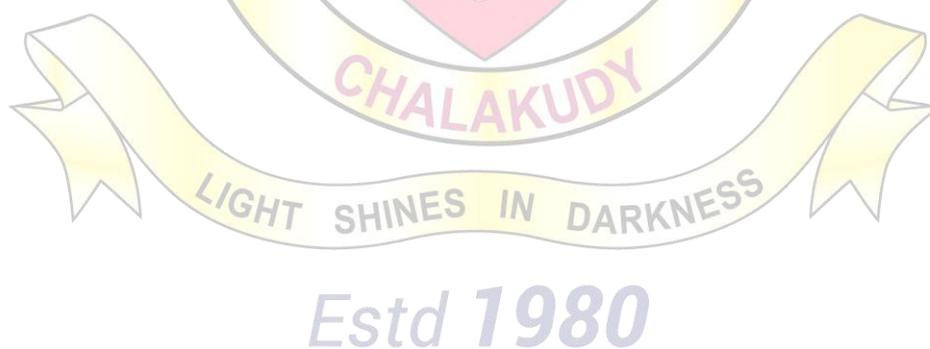
FORMAT OF ADVERTISEMENT

I …………………………..

(Name and Address) hereby invite to the notice of the public that my mark list of…………….................Examination ………………...................(year and month) with Register no ……………of Sacred Heart College (Autonomous), Chalakudy.

OR

    A) have/has been irrecoverably lost during travel/ postal transaction and as such I intend to apply for the duplicate mark list. If anybody happens to get the original, kindly sendthe same or intimate the undersigned or the College.

OR

    B) have/ has been almost damaged and spoiled due to rain/fire/transit/... and as such I intend to apply for the duplicate mark list. Certified that the aforesaid facts are absolutely true.

(Name &Address of the candidate)
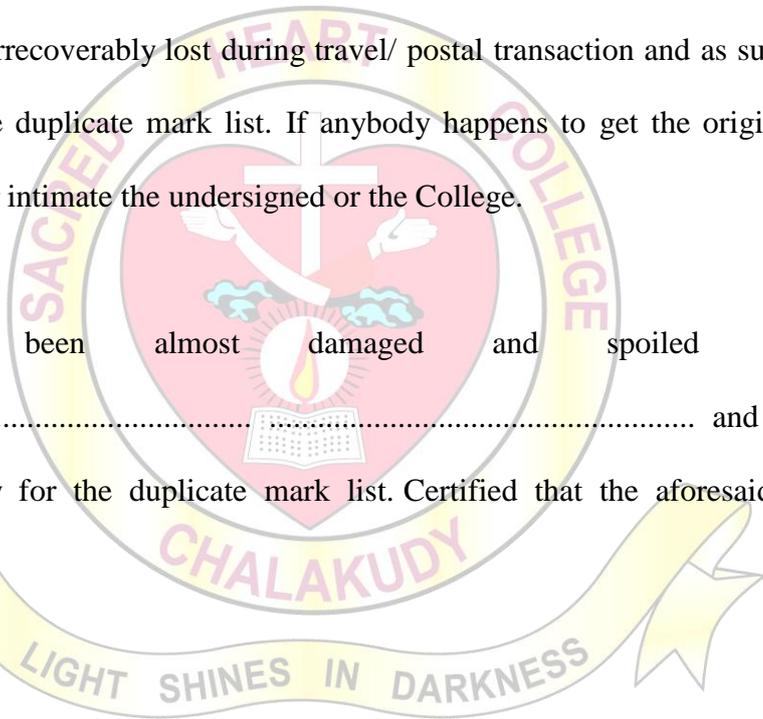
FORMAT OF AFFIDAVIT

I .... Son/Daughter

of…………….................aged…………residing at …………….................................

House……………................post .... District, PIN do solemnly affirm and state as

follows:-

While I was travelling from ....to

……………….................(place) [for specify the circumstances], I lost my mark list of

.... examination with Register Number

....of (month and year). I have tried

all my earnest efforts to get it back, but failed in that attempt. I have also made a newspaper

notification in …..……………………………………….................................(name of

newspaper) on ....(date).

But till date I have not got any response in this regard. Now I am convinced that the original

mark list of……………...examination with Register Number

…….......................of .... (month and year) is lost irrecoverably. Hence, I am

applying for a duplicate of the same. I undertake that I have not misused the same for any

purpose. I further undertake that if it is recovered in future, it will be surrendered to Sacred

Heart College (Autonomous), Chalakudy.

The above facts are true and correct.

Dated this .... day of .... month .... year

Signature of Despondent

Signature of Judicial First Class Magistrate

4. FOUR-YEAR UNDER GRADUATE PROGRAMMES (SHFYUGP) ACADEMIC YEAR 2024–25 ONWARDS

The Higher Education Reforms Commission has recommended a comprehensive reform in undergraduate curriculum, where a four-year structure with a single lateral exit option will replace the present three-year structure. The proposed pathways extend further into the postgraduate and doctoral programmes, where the fourth year of the undergraduate stream will be integrated with the first year of the postgraduate programmes. The Sacred Heart College (Autonomous), Chalakudy proposes to formulate a set of new regulations for the four-year UG programmes in this larger context. These regulations envisage a people-centred knowledge society that take into account the rich diversity of our society and the varied aspirations of the diverse groups that constitute it. The new modes like online courses, blended learning, twinning and transfer of credits are envisaged to be based on the optimum capabilities that the learner would like to acquire in a given knowledge area, along with all the skills and capabilities, including performative, aesthetic and kinesthetic skills. Outcome-based approach shall be the thrust of the curriculum and syllabus. It is a student centered instruction model that focuses on measuring student performances through outcomes. Outcomes are usually expressed in terms of a mixture of knowledge, skills, abilities, attitudes and understanding that a student will attain as a result of her successful engagement in a particular set of higher education experiences. Outcome Based Education model is focusing on "what the students are capable of doing". There is clarity on what is to be achieved and that achievement (outcome) is pre-determined. It demands the students to actively engage in the learning process and demonstrate their skills through more challenging tasks and higher order of thinking.

The curriculum for the four-year undergraduate programme in Sacred Heart College (Autonomous), Chalakudy envisages that the teacher who teaches should also be the one who designs the courses and develops syllabi based on curricula developed collectively. Hence, as

a first step towards this goal, 20% syllabus of each course shall be developed by each instructor/ teacher. The College aims to achieve the goal of complete academic autonomy to the teachers in a phased manner. The proposed Four-year undergraduate programme curriculum is a structural and methodological departure from the existing curriculum. The existing three-year programme shall remain within the four-year programme with options of lateral entry and single exit. Outcome Based Education (OBE) practices are to be used to design the curriculum. The regulations of the four-year UG programme aim at synthesizing degrees, which is now an international standard adopted by all the universities across the world. While synthesizing degrees, there shall be no restriction on the subjects/ courses across the disciplines, as far as possible.

4.1. SHORT TITLE AND COMMENCEMENT

These Regulations shall be called the SACRED HEART COLLEGE (AUTONOMOUS) FOUR-YEAR UNDER GRADUATE PROGRAMMES (CUFYUGP) REGULATIONS, 2024. They shall come into effect for the admissions commencing from the academic year 2024- 25.

4.2. SCOPE AND APPLICATION

The regulations provided herein shall apply to all Regular UG programmes under various Faculties (specified in section 13.5). Every programme conducted under the Four-Year Under Graduate Programmes (FYUGP) in a college shall be monitored by a SHFYUGP committee comprising members nominated by the College Council

4.3. DEFINITIONS

4.3.i. 'Academic Year' means two consecutive (one odd + one even) semesters followed by vacation in one academic year

4.3.ii. 'Academic week' is a unit of five working days in which distribution of work is organized from day one today five, with minimum five instructional hours on each day. A sequence of 18 such academic weeks constitutes a semester.

4.3.iii. 'Semester' means a term consisting of 18 weeks, with 15 instructional weeks and 3 weeks for examination including internal examinations, evaluation and other academic activities.

4.3.iv. 'Course' comprises papers which are taught and evaluated within a programme, including lectures/ tutorials, laboratory work, fieldwork, project work, vocational training, viva, seminars, term papers, presentations, assignments, presentations, self- study, internship, etc., or a combination of some of these elements.

4.3.v. 'Programme' means the entire duration of the educational process including the evaluation leading to the award of a degree, and having a well-defined programme- specific outcome.

4.3.vi. 'Duration of Programme' means the time period required for the conduct of the programme. The duration of a UG Degree (Honours) programme shall be eight semesters in a period of four years. For the students who exit at the end of the third year, the duration of their UG Degree programme shall be six semesters in a period of three years.

4.3.vii. 'Academic Pathway' or 'Programme Pathway' means a specific combination of discipline-specific courses that a student can choose for the award of the degree.

4.3.viii. Discipline Specific 'Signature Courses' / Skill Specific Signature courses are the specialized elective courses or skill courses designed and offered by the regular/ ad hoc/ visiting/ emeritus/ adjunct faculty member of a particular college with the prior approval of the Board of Study of the University.

4.3.ix. 'Audit Course' is a course that the student can register without earning credits, and is not mandatory for completing the degree programme. The student has the option not to take

part in the continuous assessment and end-semester examination of the Audit Course. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, without any credit (zero-credit).

4.3.x. 'Choice-Based Credit System (CBCS)' means the system wherein students have the option to select courses from the prescribed list of courses.

4.3.xi. 'Credit Based Semester System (CBSS)' means the system wherein the requirements for awarding a degree are prescribed in terms of the number of credits to be earned.

4.3.xii. 'Department' means any Teaching Department in a College offering a course of study approved by the Governing Body of the College as per the Statutes and the Act of the Calicut University and it includes a Department, Centre, or School of Teaching and Research conducted by the College.

4.3.xiii. 'Parent Department' means the Department which offers a particular degree programme.

4.3.xiv. 'Department Council' means the body of all teachers of a department in a College.

4.3.xv. 'Department Coordinator' includes a teacher nominated by the Department Council to co-ordinate all the necessary work related to CUFYUGP undertaken in that department, including continuous evaluation.

4.3.xvi. 'Faculty Advisor' means a teacher from the parent department nominated by the Department Council to advise students in academic matters.

4.3.xvii. 'Course Faculty' is a faculty member nominated by the Head of the Department, who shall be in charge of running a particular course in a particular semester of CUFYUG programme.

4.3.xviii. 'Academic Coordinator' is a teacher nominated by the College Council to co-ordinate the effective conduct of the CUFYUGP including internal evaluation undertaken by

various departments within the College. She/he shall be the convenor for the College level monitoring committee.

4.3.xix. 'College-level Academic Committee' means a committee constituted for the CUFYUGP at the College level comprising the Principal as Chairperson, the Academic Co-ordinator as Convener and the Department Coordinators from all the departments of the college as members.

4.3.xx. 'University' means University of Calicut established by an Act of the State Legislature.

4.3.xxi. 'Graduate Attributes' means the qualities and characteristics possessed by the graduates of a programme of study at the University, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes.

4.3.xxii. 'Credit'(C) is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course. A course that includes one hour of lecture or tutorial, or a minimum of two hours of lab work /practical work /field work per week is given one credit hour.

4.3.xxiii. 'Letter Grade' or simply 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F and Ab) that represents the alphabetical grade awarded to a student based on his/her performance in various examinations.

4.3.xxiv. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means point given to a letter grade on 10-point scale.

4.3.xxv. 'Credit Point'(P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: P = G x C.

4.3.xxvi. '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 shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end of a semester.

4.3.xxvii. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all the semesters earned by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to three decimal places.

4.3.xxviii. 'Grade Card' means the printed record of students' performance, awarded to him/her.

4.3.xxix. 'Academic Bank of Credit' is a digital repository established by University Grants Commission to accumulate and archive in the academic accounts of the students, the credits earned by them through different courses and programmes across various higher educational institutions.

4.3.xxx. 'Strike off the Roll' means that a student who is continuously absent for 14 days without sufficient reason and proper intimation to the principal of the College shall be removed from the roll.

4.3.xxxi. 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.
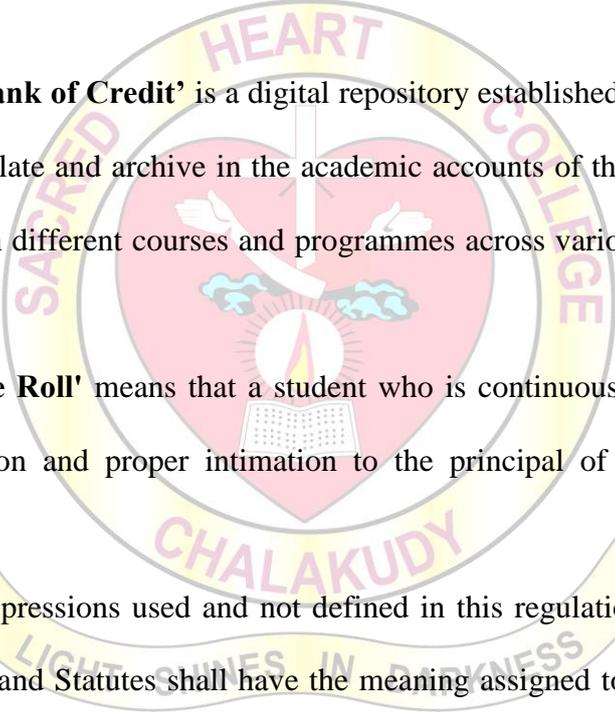
4.4. FEATURES AND OBJECTIVES OF SHFYUGP

The features and objectives of the Sacred Heart College (Autonomous), College Four-Year Under Graduate Programmes (SHFYUGP) shall be as follows:

4.4.i. The features, meaning, and purpose of SHFYUGP shall be as stipulated by the UGC and as adapted by the Kerala State Undergraduate Curriculum Framework (KSUCF).

4.4.ii. The practice of lateral entry of students to various years exists, but an exit with a Degree shall be awarded only upon successful completion of the third year.

4.4.iii. SHUFYUGP shall have three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with Research).

4.4.iv. Students who choose to exit after 3 years shall be awarded UG Degree in their respective Major Discipline after the successful completion of the required minimum of courses of total 133 credits.

4.4.v. A four-year UG Degree (Honours) in the Major Discipline shall be awarded to those who complete the CUFYUGP with a specific number of courses of total 177 credits, including 8 credits from an optional graduate project /dissertation in their Major/ allied discipline.

4.4.vi. Honours students who have not undertaken their graduate project shall do two additional courses in the Major discipline, each comprising four credits.

4.4.vii. Students who aspire to pursue research as a career may opt for Honours with Research stream in the fourth year. A four-year UG Degree (Honours with Research) in the Major Discipline shall be awarded to those who complete the CUFYUGP with a specific number of courses of total 177 credits, including 12 credits from a mandatory graduate research project /dissertation in their Major discipline.

4.4.viii. The approved research centres of this University or any other university / higher educational institution (HEI) can offer the Honours with Research programme.

4.4.ix. The departments, which are not the approved research centres of the University, should get prior approval from the University to offer the Honours with Research programme. Such departments should have minimum one faculty member with Ph.D., and they should also have the necessary infrastructure to offer Honours with Research programme.

4.4.x. Students who secure 75% marks and above (equivalently, CGPA 7.5 and above) cumulatively in the first six semesters are eligible to get selected to Honours with Research stream in the fourth year.

4.4.xi. A faculty member of the University/ College with a Ph.D. degree can supervise the research project of the students who have opted for Honours with Research. One such faculty member can supervise maximum four students in Honours with Research stream.

4.4.xii. The students who have opted for the Honours with Research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They need to defend successfully the research project to obtain 12 credits. The research shall be in the Major/ allied discipline.

4.4.xiii. The proposed FYUGP curriculum shall comprise Three Broad Parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/ Minor), and c) Discipline Specific Capstone Components.

4.4.xiv. The Foundation component of the FYUGP shall consist of a Set of General Foundation Courses and a Set of Discipline Specific Foundation Courses.

4.4.xv. General Foundation Courses shall be common for all students and shall be grouped into 4 major baskets as Ability Enhancement courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), and Multi-Disciplinary Courses (MDC).

4.4.xvi. Discipline Specific Foundation Courses are the Major and Minor courses in the first two semesters. They shall focus on foundational theories, concepts, perspectives, principles, methods, skills, and critical thinking essential for taking up advanced Courses.

4.4.xvii. Ability Enhancement Courses shall be designed specifically to achieve competency in English and Additional Languages as per the student's choice with special emphasis on language and communication skills.

4.4.xviii. The courses on Additional Languages shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading and academic writing skills, expository as well as the cultural and intellectual heritage of the language chosen.

4.4.xix. Multi-disciplinary Courses (MDC) shall be so designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social sciences, Commerce, Language, Humanities, and Liberal Arts. All the UG students are required to undergo two introductory-level MDC in any of the disciplines other than their chosen Major discipline, and a third MDC in Kerala-knowledge System, to be offered by English and Additional Language disciplines.

4.4.xx. Skill Enhancement Courses (SEC) shall be designed to enhance workplace skills such as Creativity, Critical Thinking, Communication, and Collaboration— 21st century Skills.

4.4.xxi. Value Added Courses (VAC) shall be so designed as to empower the students with personality development, perspective building, and self-awareness.

4.4.xxii. Discipline Specific Pathway Components (Major/ Minor) shall provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area, which includes Major courses, Minor courses and discipline specific elective Courses.

4.4.xxiii. Major Components shall be the main focus of study. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.

4.4.xxiv. The students in a Major discipline can choose as their Minor stream the Minor courses offered by the same discipline or a different discipline. In the former case the content of the Minor stream can be related to the Major discipline, but the Minor stream should maintain a distinct academic identity. Students shall have the option to choose courses from

disciplinary/ interdisciplinary Minors and skill-based courses related to a chosen vocational education programme.

4.4.xxv. Students shall be permitted to switch their Major at the end of the second semester by giving them sufficient time to explore different courses during the first year.

4.4.xxvi. The student has the option to register for and attend a course without taking part in the continuous assessment and end-semester examination of that course. Such a course is called the Audit Course. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, without any credit (zero-credit). The Audit Course will be recorded in the final grade card of the student. This option can be used by the student to gain interdisciplinary knowledge.

4.4.xxvii. Major components consist of three types: Discipline Specific Core Courses, Discipline Specific Elective Courses, and Research/ laboratory/ fieldwork.

4.4.xxviii. The Capstone-Level Courses shall be designed in such a manner so as to enable students to demonstrate their cumulative knowledge in their main field of study, which shall include advanced thematic specialization or internships, community engagement or services, vocational or professional training, or other kinds of work experience.

4.4.xxix. Advanced Major Specialization shall include courses focused on a specific area of study attached to a specific Major, which could be an Elective Course. They shall include research methodology as well.

4.4.xxx. All students shall undergo Internship or Apprenticeship in a firm, industry or organization, or training in labs with faculty and researchers of their own institution or other Higher Educational Institutions (HEIs) or research institutions.

4.4.xxxi. Students shall be provided with opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayaths, municipalities), State Planning Board, State Councils/ Boards, elected

representatives to the parliament/ state assembly/ panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage in the practical aspects of their learning and to improve their employability.

4.4.xxxii. Social Activities shall include participation in National Service Scheme (NSS), sports and games, arts, participation in university/college union related activities (for respective elected /nominated members), National Cadet Corps (NCC), adult education/literacy initiatives, mentoring school students, and engaging in similar social service organizations that deemed appropriate to the College.

4.4.xxxiii. Options shall be made available for students to earn credit by completing quality assured remote learning modes, including online programmes offered on the Study Webs of Active Learning for Young Aspiring Minds (SWAYAM) or other online educational platforms approved by the Board of Study from time to time.

4.4.xxxiv. Students shall be entitled to earn maximum 16 credits through such online courses in their eighth semester to complete the minimum credits required for the award of the four year Honours Degree.

4.4.xxxv. The College shall advise the students to opt for such Online/ MOOC/ Signature Courses that have a comprehensive graded evaluation with proper grades and grade points.

4.5. CREDIT STRUCTURE OF SHFYUGP

The proposed number of credits and the credit distribution for each course of the Undergraduate Programmes are given below:

4.5.i. An academic year shall consist of 200 working days with two semesters and a summer vacation. In each semester there are 90 working days for academic activities and 10 additional working days for co-curricular and student orientation programmes.

4.5.ii. A semester consists of 18 weeks for academic activities with 5 working days per week. In each semester, 3 weeks (15 working days) should be kept aside for examinations, including internal examination evaluation and other academic activities.

4.5.iii. The maximum number of available weeks for curriculum transactions should be fixed as 15 weeks in each semester.

4.5.iv. Instructional hours include teaching hours and tutorial hours. A minimum of 5 teaching hrs. and 1 tutorial hr. should be made available for a day in a 5-day week.

4.5.v. A total of 450 instructional hours will be available for each semester, including 25 teaching hours and 5 tutorial hours per week

4.5.vi. For the effective implementation of SHFYUGP, a system of flexible timings and time table shall be provided for the students and teachers as per the choice of the College.

4.5.vii. Library and Laboratory facilities shall be accessible for the students for at least two hours after the regular academic transactions.

4.5.viii. A course that includes one hour of lecture or tutorial, or a minimum of two hours of lab work /practical work /field work per week, is given one credit hour. That is, 1 credit hour in theory per week equals 1 lecture or tutorial hr. per week plus 2 hrs. of learner engagement in terms of course-related activities, and 1 credit hour in practical / practicum per week equals 2 hrs. of lab work / practical work / field work / hands-on experience per week.

4.5.ix. One credit in a semester should be designed for 15 hours of lectures or tutorials or 30 hours of practicum plus 30 hours of learner engagement in terms of course-related activities such as seminar preparation, submitting assignments, etc.

4.5.x. A 4-credit discipline specific course (Major and Minor) in theory consists of 4 hrs. of lecture / tutorial classes per week and 60 hrs. of lecture / tutorial classes in a semester.

4.5.xi. A 3-credit general foundation course (AEC, SEC, VAC and MDC) in theory consists of 3 hrs. of lecture / tutorial classes per week and 45 hrs. of lecture / tutorial classes in a semester.

4.5.xii. A discipline-specific course with theory component and practical / practicum component is of the form 3-credits in theory component and 1-credit in practical / practicum component. It consists of 3 hrs. of lecture / tutorial classes and 2 hrs. of practical / practicum classes per week. This amounts to 45 hrs. of lecture / tutorial classes and 30 hrs. of practical / practicum classes per semester.

4.5.xiii. A general foundation course with theory component and practicum component is of the form 2-credits in theory component and 1-credit in practicum component. It consists of 2 hrs. of lecture / tutorial classes and 2 hrs. of practicum classes per week. This amount to 30 hrs. of lecture / tutorial classes and 30 hrs. of practicum classes per semester.

4.5.xiv. In the syllabus of a course with only theory component, there can be five modules. Out of these, one module of 20% content of the syllabus should be left as open-ended. Only a broad outline of the content of this module needs to be given by the BoS. The detailed content of this module can be decided by the individual instructor who teaches this module, and its evaluation can be completely done in the continuous assessment mode at the college. This module will not be included in the end-semester examination.

4.5.xv. The open-ended module in theory is not included in the course with practical / practicum component. In such courses a part of the practical / practicum component should have the open-ended nature.

4.5.xvi. A one-credit Seminar or Internship or Studio activities or Field practice/ projects or Community engagement and service means two-hour engagements per week (30 hours of engagement per semester).

4.5.xvii. A course can have a combination of lecture credits, tutorial credits, and practicum credits.

4.5.xviii. Minimum credit for one course should be 2, and the maximum credit should be 4.

4.5.xix. All discipline-specific courses (Major and Minor) shall be of 4 hours duration per week or as appropriate in the case of the addition of practical / practicum component.

4.5.xx. All Courses under the Multi-disciplinary, Ability Enhancement, Skill Enhancement and Value-Added categories shall be given 3 hours per week or as appropriate in the case of the addition of practical / practicum component.

4.5.xxi. Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours of engagement for acquiring two credits.

4.5.xxii. Institute / Industry Visit can be a part of the successful completion of Internship, if the BoS of the Major discipline finds it necessary.

4.5.xxiii. Students participating in activities of NCC/NSS/College Fitness Education Programme (COFE), students participating in zonal level events of arts and sports, and the elected members of the college union are eligible for 3 credits corresponding to SEC3 in semester VI. They are eligible for Pass (letter grade P) with grade point 4 and marks 33. Such students have the choice to improve their grade by taking part in the continuous assessment and the end-semester examination of this course. In that case, the higher grade point they subsequently acquire shall be considered as the final grade point, with corresponding letter grade, for SEC3.

4.5.xxiv. Grace marks shall be awarded to a student for meritorious achievements in co-curricular activities (in Sports/ Arts/ NSS/ NCC) carried out besides the regular hours. Such a benefit is applicable in the same academic year spreading over two semesters, in which the said meritorious achievements are earned. Grace marks shall also be awarded to a person with disability, and such other categories as may be decided by the University from time to

time. The Academic Council shall decide from time to time the rules of awarding the grace marks.

4.5.xxv. A student should get an option for acquiring a maximum of 180 credits for a 3-year (6 semesters) UG programme. The additional 47 credits over the minimum of 133 can be acquired through online courses.

4.5.xxvi. A student should get an option for acquiring a maximum of 240 credits for a 4-year (8 semesters) UG programme. The additional 63 credits over the minimum of 177 can be acquired through online courses. 5.27 Courses up to 25 credits shall be designed for each programme in each semester with the available teaching hours for each semester.

4.5.xxvii. Maximum number of credits that a student can take per semester shall be 30.

4.5.xxviii. Candidates who wish to complete the undergraduate programmes faster may do so by completing different online courses equivalent to the required number of credits, and fulfilling all other requirements, in (N-1) semesters, where N is the number of semesters in an undergraduate programme.

4.6. ACADEMIC LEVELS OF DISCIPLINE-SPECIFIC PATHWAY COURSES

The pathway Courses shall be coded based on the learning outcomes, levels of difficulty and academic rigor. The coding structure is as follows:

Table-1: Academic Levels of Discipline-Specific Pathway Courses

Sl. No.	Academic Level	Nature of the Course	Implementation in SHFYUGP	
1	0–99	Prerequisites for foundation courses	–	–
2	100 – 199	Foundation courses	1 & 2	24
3	200–299	Intermediate level courses	3 & 4	28
4	300–399	Higher level courses	5 & 6	42*
5	400–499	First year PG level courses	7 & 8`	44**

* Out of 42 credits, 2 credits are from Internship.
** In the case of students opting a pathway with a Minor, 12 credits out of 44 can be of 300–399 level

4.7. COURSE STRUCTURE OF SHFYUGP

4.7.i The duration of 3-year UG Degree programme shall be six semesters distributed in a period of three years, 4-year UG Degree (Honours) programme shall be eight semesters distributed in a period of four years, and 4-year UG Degree (Honours with Research) shall be eight semesters distributed in a period of four years.

4.7.ii The odd semesters (1, 3, 5, 7) shall be from June to October and the even semesters (2, 4, 6, 8) shall be from November to March.

4.7.iii The CUFYUGP shall consist of the following categories of courses and the minimum credit requirements for each of them shall be as follows:

4.7.1. General Foundation Courses

4.7.1.i. It is mandatory for all students who enrol in CUFYUGP to acquire 39 credits from 13 general foundation courses, with 3 credits for each course.

4.7.1.ii. Out of the four Ability Enhancement Courses (AEC), AEC1 in semester I and AEC3 in semester II shall be offered by English discipline only, and AEC2 in semester I and AEC4 in semester II shall be offered by Additional Language disciplines only.

4.7.1.iii. Out of the three Multi-Disciplinary Courses (MDC), MDC1 in semester I and MDC2 in semester II can be offered by all the disciplines, including single-faculty disciplines and physical education discipline.

4.7.1.iv. MDC3 in semester III is based on Kerala-knowledge System (KS) and it shall be offered by both the English and Additional Language disciplines only. The students can opt either the course offered by their Additional Language discipline already chosen in AEC2 and AEC4, or the one offered by the English discipline.

4.7.1.v. Out of the three Value Added Courses (VAC), VAC1 in semester III and VAC2 in semester IV shall be offered by English discipline only, and VAC3 in semester IV shall be offered by the additional language discipline only.

4.7.1.vi. Out of the three Skill Enhancement Courses (SEC), SEC1 in semester IV shall be offered by English discipline only.

4.7.1.vii. SEC2 in semesters V can be offered by all the disciplines, including single-faculty disciplines and physical education discipline.

4.7.1.viii. The students should take SEC3 in semester VI offered by their Major discipline only.

4.7.1.ix. In the case of the Double Major pathway, except for the four Ability Enhancement Courses (AEC), all the other nine general foundation courses shall be offered by the two Major disciplines involved in the Double Major pathway, in the proportion shown in Table-6 and Table-7 in Section 8, and Table-9 in Section 9.

4.7.1.x. AEC1, AEC3 and SEC1 have theory component of 2-credits and practicum component (P) of 1-credit.

4.7.1.xi. Corresponding to each of the six courses AEC1, AEC3, VAC1, VAC2, MDC3(KS) and SEC1, English discipline will offer a different English course each for (i) Languages, (ii) Humanities and Other BA programmes, (iii) Sciences, and (iv) Commerce and Management, to address the specific requirements of each discipline, and teach the course separately for the above four streams of disciplines.

4.7.1.xii. Corresponding to each of the four courses AEC2, AEC4, MDC3(KS) and VAC3, every Additional Language discipline will offer a different course in that language each for (i) Languages, Humanities and Other BA programmes, (ii) Sciences, and (iii) Commerce and Management, to address the specific requirements of each discipline, and teach the course separately for the above three streams of disciplines.

4.7.1.xiii. In the case of a Double Major pathway involving Major disciplines belonging to two different streams, the students can choose to take the Ability Enhancement Courses offered to one of the streams by English and Additional Language disciplines.

4.7.1.xiv. In the case of the nine general foundation courses taught by the language disciplines, the maximum number of students in a batch is limited to 75. If the total number of students is less than or equal to 94, they should be accommodated in the same batch. If the total number of students exceeds 94, the next batch can be formed after allocating 75 students in the first batch.

4.7.1.v. The credit distribution for each of the four different sub-categories of General Foundation Courses shall be as given below:

Table-2: General Foundation Courses

Sl. No.	Name of the General Foundation Course	No. of Courses	Required credits	Distribution among the Semesters and the Disciplines ion SHFYUGP		
1	Ability Enhancement Courses (AEC)	4	12	Sem I	AEC1 (P)	English (E)
					AEC2	Additional Languages (AL)
				Sem II	AEC3 (P)	English (E)
					AEC4	Additional Languages (AL)
2	Multi-Disciplinary Course (MDC)	3	9	Sem I	MDC1	All Disciplines
				Sem II	MDC2	All Disciplines
				Sem III	MDC3 (KS)	Both English (E) and Additional Languages (AL)
3	Value-Added Course (VAC)	3	9	Sem III	VAC1	English (E)
				Sem IV	VAC2	English (E)
					VAC3	Additional Languages (AL)
4	Skill Enhancement Course (SEC)	3	9	Sem IV	SEC1 (P)	English (E)
				Sem V	SEC2	All Disciplines
				Sem VI	SEC3	Major Discipline
Total in the first three years of FYUGP		13	39			

54

4.7.2. Discipline-Specific Pathway Courses and Capstone Components in the Three-Year Programme in SHFYUGP

4.7.2.i. The student who wishes to exit with a degree after three years needs to acquire 94 credits from discipline-specific foundation, pathway and capstone level courses, with 4 credits for each Discipline-Specific Course and 2 credits for the Internship.

4.7.2.ii. The minimum number of elective courses that can be offered by a discipline in the three-year programme shall be four, with two each in semesters V and VI.

4.7.2.iii. The maximum number of elective courses that can be offered by a discipline in the three-year programme shall be six, with three each in semesters V and VI.

4.7.2.iv. In both semesters V and VI, minimum twice the number of elective courses should be designed, to provide choice to the students. There is no upper limit to the number of elective courses in the basket of elective courses in semesters V and VI.

4.7.2.v. A signature course in the Major discipline designed by a faculty member, after being approved by the BoS, can be incorporated as a Major elective course.

4.7.2.vi. If four elective courses in semesters V and VI, with total 16 credits, belong to one field, they constitute a specialisation in that Major discipline. BoS should specify the list of the four elective courses that constitute a specialisation. There can be more than one specialisation from the different combinations of the electives in semester V and VI. The arrangements of elective courses in the basket should be such that a department can offer minimum four courses constituting a specialisation in the Major discipline, if at least one specialisation is envisaged by the grouping of the elective courses. However, offering the courses constituting a specialisation is not mandatory. This is the choice of individual departments. The specialisation shall not be extended to the fourth year.

4.7.2.vii. One complementary programme with varied number of courses in the existing UG programme is replaced by three Minor courses in SHFYUGP. A Minor programme in SHFYUGP consists of 6 Minor courses in the first three years.

4.7.2.viii. The Minor courses designed by the BoS in each discipline can be arranged into groups of three courses each, as shown in Table-10 in section 9.

4.7.2.ix. Students in Single Major pathway can choose course/courses from any of the Minor groups offered by a discipline other than their Major discipline.

4.7.2.x. Students in Major with Multiple Disciplines pathway can choose as one of the multiple disciplines, all the three courses from any one of the Minor groups offered by any discipline, including their Major discipline. If they choose one of the Minor groups offered by their Major discipline as the first one of the multiple disciplines, then their choice as the second one of the multiple disciplines should be any one of the Minor groups offered by a discipline other than the Major discipline.

4.7.2.xi. Students in Major with Minor pathway can choose all the courses from any two Minor groups offered by any discipline.

4.7.2.xii. Every discipline can offer three of its Major courses in semesters I, II and III as Minor courses to students from other disciplines.

4.7.2.xiii. For science disciplines, the maximum number of students in a practical batch is limited to 16. If the total number of students or the sanctioned strength, whichever is less, is less than or equal to 20, the students should be accommodated in the same batch. If the total number of students or the sanctioned strength, whichever is less, exceeds 20, the second batch can be formed, with 16 students in the first batch. If the total number of students or the sanctioned strength, whichever is less, exceeds 36, the third batch can be formed.

4.7.2.xiv. The Suggested credit distribution for each of the sub-category of Discipline Specific Courses in the first three years of SHFYUGP is given in Table-3, for the academic pathway "Major with Minor".

Table-3: Discipline-Specific Courses in a Three-Year Programme in SHFYUGP

Sl. No.	Nature of the Discipline-Specific Course	No. of Courses	Required min. Credits
1	Major Pathway Courses	17	68
2	Minor Pathway Courses	6	24
3	Internship/Apprenticeship	-	2
Total in the first three years of SHFYUGP		23	94

4.7.3. Discipline-Specific Pathway Courses and Capstone Components in the Fourth Year of SHFYUGP

4.7.3.i. The student who wishes to continue to the fourth year for the Honours degree should pass all the courses in the first three years and earn 133 credits.

4.7.3.ii. The student should acquire minimum 44 credits during the fourth year.

4.7.3.iii. Out of the 44 credits in the fourth year, 32 credits should be from the Major discipline and the additional 12 credits can be earned based on the academic pathway chosen by the student in the first three years. Clauses from 7.3.4 to 7.3.7 below consist of the different ways of acquiring the 32 credits in the Major discipline in the fourth year. Clauses from 7.3.8 to 7.3.14 below consist of the different ways of acquiring the additional 12 credits (other than the 32 credits in the Major discipline) in the fourth year.

4.7.3.iv. In semester VII, the student should earn 20 credits in the Major discipline from 5 core courses of PG-level / level 400 & above.

4.7.3.v. In the case of UG Degree (Honours), in semester VIII, he/she should earn 12 credits either from 3 Major core courses of level 400 & above or from one Major core course and an optional Project of 8 credits in the Major/ allied discipline.

4.7.3.vi. In the case of a student in UG Degree (Honours), who goes to another institution for doing the Project in semester VIII, he/she can choose to do one Major core course (mandatory for the 12 credits in Major discipline in semester VIII) as online course from the collection approved by the BoS in the discipline. Such a student can also choose to do this

Major course in the in-person mode at the institution where he/she is doing the Project, provided that institution permits it.

4.7.3.vii. In the case of UG Degree (Honours with Research), in semester VIII, the student should earn 12 credits from a mandatory Research Project in the Major/ allied discipline, guided by a faculty member with Ph.D., at a recognized research centre of the University / any other university / higher educational institution or at a centre prior-approved by the University.

4.7.3.viii. In the case of Major with Minor pathway and Major with Vocational Minor pathway, the additional 12 credits in the fourth year can be from 3 courses in the Minor discipline of level 300 & above or level 400 & above.

4.7.3.ix. If the student continues in the fourth year the Minor / Vocational Minor pathway followed in the first three years, he/she needs a minimum of additional 8 credits in the Minor / Vocational Minor discipline in the fourth year. The remaining 4 credits out of 12 can be in Major or Minor or any other discipline.

4.7.3.x. In the case of the other three academic pathways, the additional 12 credits can be from 3 elective courses of level 400 & above in the Major discipline or 3 courses of level 400 & above in any other discipline.

4.7.3.xi. The student can choose to do two of the three courses (for the additional 12 credits) as online courses from the collection approved by the BoS in the discipline.

4.7.3.xii. In the case of a student in UG Degree (Honours) or UG Degree (Honours with Research), who goes to another institution for doing the Project in semester VIII, he/she can choose to do all the three courses (for the additional 12 credits) as online courses from the collection approved by the BoS in the discipline. Such a student can also choose to do some or all of these three courses in the in-person mode at the institution where he/she is doing the Project, provided that institution permits it.

4.7.3.xiii. In the case of UG (Honours with Research) programme, one of the three courses (for the additional 12 credits) should be in research methodology.

4.7.3.xiv. The students have the option to take two online courses in the fourth year, including the course on research methodology, either in semester VII or in semester VIII, but their credits shall be added to the student's account only in semester VIII.

4.7.3.xv. The distribution of credits in the fourth year of SHFYUGP is as given in Table-4:

Table-4: Discipline-Specific Courses in the Fourth Year of SHFYUGP

Semester	Nature of the discipline specific course	No. of courses	Required credits
VII	Five PG level courses (level 400 & above) in the Major discipline	5	20
VIII	i) Three PG level courses (level 400 & above) in the Major discipline (for Honours); or ii) One Major course of level 400 & above + One 8-credit Project in the Major discipline (for Honours); or iii) One 12-credit Research Project in the Major discipline (for Honours with Research) iv) In the case of Honours students who go to another institution for doing the Project, the remaining Major course can be in the online mode or in the in-person mode from the institution where the Project is being done	3	12
VIII	i) Three Minor Pathway Courses of level 300 & above / level 400 & above; or ii) Three courses in Major discipline of level 400 & above; or iii) Two courses in Minor discipline + One course in Major / any other discipline; or iv) Three courses in any other discipline of level 300 & above / level 400 & above; or v) Two courses in Major / Minor / any other discipline + One course in research methodology vi) Two of these courses can be in the online mode. These online courses can be taken either in semester VII or in semester VIII, but their credits shall be added to the student's account only in semester VIII vii) For those students who go to another institution for doing the Project, all these three courses can be in the online mode or in the in-person mode from the institution where the Project is being done.	3	12
	Total in the fourth year of SHFYUGP	11	44

The consolidated list of the courses and credits in the three-year as well as the four-year programme shall be as given below:

Table-5: The Consolidated List of Courses and Credits in SHUFYUGP

Sl. No.	Categorization of Courses for all programmes	3-year UG		4-year UG	
		Minimum number of Courses required	Minimum number of Credits required	Minimum number of Courses required	Minimum number of Credits required
1.	Major	17	68	22	88
2.	Minor (for those with Minor pathway)	6	24	8	32
3.	Multi-disciplinary Courses (MDC)	3	9	3	9
4.	Skill Enhancement Courses (SEC)	3	9	3	9
5.	Ability Enhancement Courses (AEC)	4	12	4	12
6.	Value Added Courses (VAC)	3	9	3	9
7.	Internship	-	2	-	2
8.	Research Project or Optional Project + One Major Course or Three Major Courses instead of Optional Project	_ _ _	_ _ _	_ (1) 3	12 (8 + 4) 12
9.	An Additional Course in Major/ Minor / any other discipline	_	_	1	4
	Total	36	133	47	177

4.8. CREDIT REQUIREMENTS OF PROGRAMME PATHWAYS

4.8.i. In CUFYUGP there are five possible combinations of discipline-specific courses, called academic pathways or programme pathways.

4.8.ii. Students who have joined for any programme under CUFYUGP regulations shall have the option to choose the following pathways for their degree and Honours programme.

4.8.1. Single Major Pathway

4.8.1.i. This pathway may be recommended to those students who opt for an in-depth study in a particular discipline, without systematically exploring any other discipline.

4.8.1.ii. The students pursuing CUFYUGP in a specific discipline shall be awarded a UG Degree in a Major discipline if they secure minimum 50% of the total credits of 133 required for the three-year programme. That is, minimum 68 credits in that Major discipline from 17 discipline-specific courses in the first three years.

4.8.1.iii. Out of the remaining 26 credits required from discipline-specific courses in the first three years, the 2 credits from Internship should be in the Major discipline.

4.8.1.iv. Out of the remaining 26 credits required from discipline-specific courses in the first three years, the 24 credits from 6 discipline-specific courses can be in different disciplines other than the Major discipline.

4.8.1.v. If the students continue to the fourth year of CUFYUGP, to be eligible for a UG Degree (Honours) in the Major discipline, they should earn a further 32 credits in that Major discipline from PG level courses or project, and an additional 12 credits from any disciplines, the details of which are given in section 7.3.

Examples: BA (Honours) in History Major, BSc (Honours) in Chemistry Major, BCom (Honours) in Commerce Major

4.8.2. Major with Multiple Disciplines Pathway

4.8.2.i. This pathway may be recommended for students who wish to develop core competency in multiple disciplines of study. In this case, the credits for the minor pathway shall be distributed among the constituent disciplines/subjects.

4.8.2.ii. If students pursuing SHFYUGP are awarded a UG Degree in a Major discipline, they are eligible to get mentioned their core competencies in other disciplines of their choice if they have earned 12 credits each from pathway courses of two particular disciplines.

4.8.2.iii. In the first three years of SHFYUGP, this pathway is composed of one Major discipline with 68 credits from 17 courses, and two other disciplines, with 12 credits from 3 courses in each discipline.

4.8.2.iv. In this pathway, if the students choose one of the two disciplines for 12 credits as the same Major discipline, then they should choose a different discipline for the other 12 credits.

4.8.2.v. If the students continue to the fourth year of SHFYUGP, the details of the credits in the Major discipline in the fourth year are the same as given for the Single Major Pathway. In the fourth year, the students need to earn an additional 12 credits from any disciplines, the details of which are given in section 4.7.3.xiv. These 12 credits can be in the form of three discipline-specific courses in any one discipline, in which case this third discipline will be added to the multiple disciplines of this pathway.

Examples: BSc (Honours) in Physics Major with Chemistry and Mathematics, BA (Honours) in Economics Major with History and English

4.8.3. Major with Minor Pathway

4.8.3.i. This pathway may be recommended to those students who wish for an in-depth study in more than one discipline with a more focus on one discipline (Major) and relatively less focus on the other (Minor). The concept of Minor is relevant only when there is a Major discipline.

4.8.3.ii. If students exit at the end of the third year of SHFYUGP, they are awarded a Major Degree in a particular discipline. They are also eligible to be awarded a Minor in another discipline of their choice, if they earn a minimum of 24 credits through 6 discipline-specific pathway courses in the Minor discipline.

4.8.3.iii. If the students continue to the fourth year of SHFYUGP, they should earn a minimum of 32 credits in the Minor discipline, to be eligible for a UG Degree (Honours) with a Major and a Minor. For this, in the fourth year, they should earn an additional minimum of

8 credits through 2 courses in the Minor discipline. The details of the credits in the Major discipline are the same as given for the Single Major Pathway.

Examples: BA (Honours) in English Major with Functional English Minor, BCom. (Honours) in Commerce Major with Economics Minor

4.8.4. Major with Vocational Minor Pathway

4.8.4.i. This pathway may be recommended to those students who wish for an exposure in a vocational discipline in addition to the in-depth study in the Major discipline.

4.8.4.ii. The credit requirements for Major and vocational Minor disciplines in this pathway are the same as those for Major with Minor pathway, except that the Minor courses are in a vocational discipline. The details of the credits in the Major discipline are the same as given for the Single Major Pathway.

Examples: BSc. (Honours) in Mathematics Major with Data Analysis Minor, BA (Honours) in Malayalam Major with Journalism Minor

4.8.5. Double Major Pathway

4.8.5.i. This pathway may be recommended to those students who wish for an in-depth study in two disciplines to more or less equal extent.

4.8.5.ii. It is composed of two Major disciplines with minimum 50% credits in one Major (A) and minimum 40% credits in another Major (B) out of the total credits. In the three year UG programme, the student should earn minimum 68 credits in Major A and 53 credits in Major B out of the total credits of 133 to qualify for a UG degree with a Double Major

4.8.5.iii. To secure the required minimum credits in each discipline, students who wish to opt for a Double Major should include the credits earned by them from the Multi Disciplinary Courses, Skill Enhancement Courses and Value-Added Courses offered by the respective double-Major disciplines, in the proportion shown in Table-6 and Table-7 below and Table-9 in Section 4.9.

4.8.5.iv. The Double Major pathway is not extended to the fourth year.

4.8.5.v. In the fourth year, the student can continue to earn the required credits in either Major A or Major B to qualify for a UG Degree (Honours) / UG Degree (Honours with Research) in A or B.

4.8.5.vi. If he/she opts to continue with Major B in the fourth year, he/she should earn an additional 15 credits of 300-399 level in B through in-person or online courses.

4.8.5.vii. Examples: BA Economics and BSc Mathematics Double Major, BSc Physics and Chemistry Double Major with Honours in Physics

4.8.5.viii. For the existing Dual Core/ Double Main programmes, the Double Major pathway can be the recommended pathway with flexibility to choose any other pathway.

4.8.5.ix. For the Core with Two Complimentary programmes, Major with Multiple Disciplines pathway can be the recommended pathway with flexibility to choose any other pathway.

4.8.5.x. For the existing language-reduced programmes (LRP), the Single Major with or without Minor may be the preferred pathway with flexibility to choose any other pathway.

Table-6: Minimum Credit Requirements of the Different Pathways in Three-Year Programme in SHFYUGP

Sl. No.	Academic Pathway	Major	Minor/ Other Disciplines	Foundation Courses AEC: 4 MDC:3 SEC:3 VAC:3	Intern -ship	Total Credits	Example
		Each course has 4 credits		Each course has			
1	Single Major (A)	68	24	39	2	133	Major: Physics + Six courses in different disciplines in different combinations

Sl. No.	Academic Pathway	Major	Minor/Other Disciplines	Foundation Courses	Intern-ship	Total	Example
2	Major (A) with Multiple Disciplines (B, C)	68	12 +12	39	2	133	Major: Physics + Mathematics and Chemistry
3	Major (A) with Minor	68	24	39	2	133	Major: Physics Minor: Mathematics
4	Major (A) with Vocational Minor (B)	68	24	39	2	133	Major: Physics Minor: Data Analysis
5	Double Major (A,B)	A: 48 B: 44	-	12 +18 +9	2	133	Physics and Chemistry double major

For Sl. No. 5:

The 24 credits in the Minor stream are distributed between the two Majors.

2 MDC, 2 SEC, 2 VAC and the internship should be in Major A. Total credits in Major A should be 48 +20 =68 (50% of133)

1MDC,1SEC and 1VAC should be in Major B. Total credits in Major B should be 44 + 9 = 53 (40% of 133)

Exit with UG Degree/Proceed to Fourth Year with 133 Credits

Table-7: Minimum Course Requirements of the Different Pathways in Three-Year Programme in CUFYUGP

Sl. No.	Academic Pathway	Major	Minor/ Other Disciplines	Foundation Courses AEC: 4 MDC:3 SEC:3 VAC:3	Intern -ship	Total Courses	Example
		Each course has 4 credits		Each course has			
1	Single Major (A)	17	6	13	-	36	Major: Physics + six courses in different disciplines in different combinations

2	Major (A) with Multiple Disciplines (B, C)	17	3 +3 =6	13	-	36	Major:Physics+ Mathematics and Chemistry
3	Major(A) with Minor(B)	17	6	13	-	36	Major:Physics Minor: Mathematics
4	Major (A) with Vocational Minor (B)	17	6	13	-	36	Major:Physics Minor: Data Analysis
5	Double Major (A, B)	A: 12 B: 11	-	4 +6 +3 The 6 courses in the Minor stream are distributed between the two Majors. 2 MDC, 2 SEC, 2 VAC and the internship should be in Major A. 1MDC,1SECand1VACshouldbe in Major B.	-	36	Physics and Chemistry double major

4.9. DISTRIBUTION OF COURSES IN DIFFERENT SEMESTERS

The distribution of discipline-specific courses and general foundation courses to be attended by the students in semesters I–VI is given in Table-8 for the first four academic pathways, and in Table-9 for the Double Major pathway. The distribution of Major and Minor courses offered by the same department in semesters I–VI is given in Table-10. The distribution of Major and Minor courses in the fourth year of SHFYUGP is given in Table-11.

Table-8: Course Distribution for Students in Semesters I–VI (pathways 1 – 4)

(1) Single Major: The 6 courses together in B and C can be in different disciplines

(2) Major with Multiple Disciplines: B and C represent two different disciplines.

(3) Major with Minor: B and C represent the same Minor discipline.

(4) Major with Vocational Minor: B and C represent the same Vocational Minor discipline

SEME-STER	DSC (credit4)	AEC (credit3)	SEC (credit3)	MDC (credit3)	VAC (credit3)	Total Courses	Total Credits	Total Hrs/week
I	3 A,B,C	AEC1(P)(E) AEC2 (AL)		MDC1		6	21	22
II	3 A,B,C	AEC3(P)(E) AEC4 (AL)		MDC2		6	21	22
III	4 A,A,B,C			MDC3(KS) (E & AL)	VAC1(E)	6	22	22
IV	3 A,A,A		SEC1(P) (E)		VAC2 (E) VAC3(AL)	6	21	22
V	5 A,A,A, A*,A* (*Electives 1, 2)		SEC2			6	23	23
VI	5 A,A,A, A*,A* (*Electives 3, 4)		SEC3			6	23	23
	INTERNSHIP						2	-
Total	Major A: 17 Minor B: 3 Minor C: 3	4	3	3	3	36	133	134
Exit with UG Degree/Proceed to Fourth Year with 133 Credits								

Note: Only the minimum number of elective courses, two each, in semesters V and VI are shown in the above table. There can be a maximum of three elective courses each in these semesters.

67

Table-9: Course Distribution for Students in Semesters I–VI (pathway 5: Double major)

A1: 68 credits in Major A B1: 68 credits in Major B

A2: 53 credits in Major A B2: 53 credits in Major B

The combinations available to the students: (A1 & B2), (B1 & A2)

SEME-STER	DSC (credit 4)	AEC (credit 3)	SEC (credit 3)	MDC (credit 3)		VAC (credit 3)		Total Courses	Total Credits	Total Hrs/week
I	3 **A1,A1,B2** **(B1, B1, A2)**	AEC1(P)(E) AEC2(AL)		A (**A1**)	B (**B1**)			6	21	22
II	3 **A1,B2,B2** **(B1,A2, A2)**	AEC3(P)(E) AEC4(AL)		A(**A1**,**A2**)				6	21	22
III	4 **A1,A1, B2,B2** **(B1,B1, A2,A2)**			B(**B1**,**B2**)		A (**A1**)	B (**B1**)	6	22	22
IV	3 **A1,A1,B2** **(B1,B1, A2)**		A(**A1**,**A2**)			A(**A1**,**A2**) B(**B1**,**B2**)		6	21	21
V	5 **A1,A1, A1***, **B2,B2*** **(B1,B1, B1*,A2, A2*)** (*Electives 1, 2)		B(**B1**,**B2**)					6	23	23
VI	5 **A1,A1***, **B2, B2, B2*** **(B1,B1*, A2,A2, A2*)** (*Electives 3, 4)		A (**A1**)	B (**B1**)				6	23	23
	INTERNSHIP								2	-
Total	**A:12,B:11** or **B:12,A:11**	4	3	3		3		36	133	133
Exit with UG Degree/Proceed to Fourth Year with 133 Credits										

Note: The first course of MDC and VAC, and the third course of SEC are separately taken by the two Major disciplines A and B for A1 and B1 batches in the class. For MDC and VAC, the second course is by the Major discipline A for all the students, and the third course is by

68

the Major discipline B for all the students. For SEC, the first course is by the Major discipline A for all the students, and the second course is by the Major discipline B for all the students. Each of the two batches in the class will have the set of three courses, (A1, A1 & B2) and (B1, A2 & B1), the order of the courses being different for SEC. Each Major discipline involved needs to take only two classes in MDC, VAC and SEC in the case of the Double Major Programme.

**Table-10: Distribution of Major and Minor Courses Offered
by the Same Dept. in Semesters I–VI**

No. of Complementary Programmes Offered by the Same Dept. in the Existing 3-Year Programme	Semester	Major Courses Offered by the Same Dept.	Minor Courses Offered by the Same Dept. in SHFYUGP [one complementary programme in the existing UG = 3 Minor courses in SHFYUGP]
0	I	A	-
	II	A	-
	III	A,A	-
	IV	A,A,A	-
	V	A,A,A,A,A	-
	VI	A,A,A,A,A	-
1 B	I	A	B1
	II	A	B2
	III	A,A	B3
	IV	A,A,A	-
	V	A,A,A,A,A	-
	VI	A,A,A,A,A	-
2 B, C	I	A	B1, C1
	II	A	B2, C2
	III	A,A	B3, C3
	IV	A,A,A	-
	V	A,A,A,A,A	-
	VI	A,A,A,A,A	-
3 B, C, D	I	A	B1, C1, D1
	II	A	B2, C2, D2
	III	A,A	B3, C3, D3
	IV	A,A,A	
	V	A,A,A,A,A	-
	VI	A,A,A,A,A	-
4 B, C, D, E	I	A	B1, C1, D1, E1
	II	A	B2, C2, D2, E2
	III	A,A	B3, C3, D3, E3
	IV	A,A,A	
	V	A,A,A,A,A	-
	VI	A,A,A,A,A	-

Table-11: Course Distribution for Students in the Fourth Year of SHFYUGP

Semester	DSC (credit 4)	Nature of the Course	Total Courses	Total Credits	Total Hrs/week
VII	Major A,A,A, A,A	Five PG level core courses (level 400 & above) in the Major discipline	5	20	20
VIII	Major A,A,A Or Project in A	(i) Three PG level core courses (level 400 & above) in the Major discipline (for Honours); or (ii) One Major core course of level 400 & Above + One 8-credit Project in the Major Discipline (for Honours); or (iii) One 12-credit Research Project in the Major discipline (for Honours with Research) (iv) In the case of Honours students who go to another institution for doing the Project, the remaining Major core course can be in the online mode or in the in-person mode from the institution where the Project is being done.	3	12	12
	Major A*, A*, A* (*Electives 5, 6, 7) Or Minor in any discipline B, B, B or Any three disciplines	(i) Three Minor Pathway Courses of level 300 & above / level 400 & above; or (ii) Three Elective Courses in Major Discipline of level 400 & above; or (iii) Two courses in Minor discipline + One course in Major / any other discipline; or (iv) Three Courses in any other discipline of Level 300 & above/ level 400 & above; or (v) Two courses in Major /Minor/any other discipline + one course in research methodology (vi) Two of these courses can be in the online mode. These online courses can be taken either in semester VII or in semester VIII, but	3	12	12

		Their credits shall be added to the student's Account only in semester VIII (vii) For those students who go to another Institution for doing the Project, all these Three courses can be in the online mode or in The in-person mode from the in situation where the Project is being done.			
Total of VII & VIII	Major A: 8 / 9 / 11 Project in A		11	44	44
Exit with UG Honours Degree with 177 Credits					

4.9.i. BoS can opt to design maximum six elective courses in the third year of SHFYUGP, three in semester V and three in semester VI. Only the minimum number of four elective courses are shown in Table-8 and Table-9.

4.9.ii. In the case of science disciplines with practical, based on the decision of the Board of Studies of each science discipline, the maximum allocation of practical component shall be the following for the first four academic pathways: a practical component of 1-credit shall be added in all the 6 Minor courses to be attended by the student, and in 10 out of the 17 Major courses in the first three years. These Major courses with practical shall be one course each in semesters I, II and III, all the three courses in semester IV, and two courses each in semesters V and VI. In all such courses, there shall be theory component of 3- credits and practical component of 1-credit.

4.9.iii. In the case of science disciplines with practical, based on the decision of the Board of Studies of each science discipline involved, the allocation of practical component in the Double Major pathway shall be such that there shall be maximum 8 courses with practical component for each Major discipline. Together for the two Major disciplines, the Major courses with practical component shall be three courses each in semesters I, II, III and IV, and two courses each in semesters V and VI. In all such courses, there shall be theory component of 3-credits and practical component of 1-credit.

4.9.iv. In disciplines other than science disciplines, practicum component of 1-credit can be added to sufficient number of Major and Minor courses to incorporate skill-based training in the concerned subjects. In all such courses, there shall be theory component of 3-credits and practical component of 1-credit.

4.9.v. In all the disciplines, practical/ practicum component of 1-credit can be added in two or more Major courses in semester VII and in one Major course in semester VIII. In all such courses, there shall be theory component of 3-credits and practical component of 1-credit.

4.9.vi. The distribution of practical component in different Major and Minor courses, and General Foundation Courses should be such that the total number of teaching hours per week should not exceed 25 hours in any semester.

4.10. BOARD OF STUDIES AND COURSES

4.10.i. The UG Boards of Studies concerned shall design all the courses offered in the UG 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 exposure and training for the students.

4.10.ii. The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

4.10.iii. The syllabus for the six General Foundation Courses, offered by English discipline, with all the separate courses for each stream, prepared by the Board of Studies of English, shall be implemented separately. The syllabus for the four General Foundation Courses,

offered by Additional Language disciplines, with all the separate courses for each stream, prepared by the Board of Studies concerned, shall be implemented separately.

4.10.iv. Each course has an alpha numeric code, the number of credits and title of the course. The code gives information on the subject, the semester number, the academic level and the serial number of the course.

4.10.v. The syllabus of each course shall be prepared module wise. The course outcomes are to be clearly stated in the syllabus of all subjects including laboratory subjects, The number of instructional hours and reference materials are also to be mentioned against each module. Since a semester contains 15 instructional weeks, the same may be considered in the preparation of the syllabi.

4.10.vi. The syllabus of the open-ended module in each course shall be prepared by the faculty member teaching that course in an academic year, and it shall be prior-approved by the Department Council before it is taught in the class. A copy of the syllabus should be filed at the department.

4.10.vii. The scheme of examination and model question papers (one model question paper for each course) should be prepared by the Board of Studies. The total marks corresponding to the questions in each module of each course should be given along with the syllabus.

4.10.viii. The Boards of Studies shall prepare a Question Bank, module-wise, for each Major course in all the semesters, and for each Minor course in semester VIII.

4.10.ix. Boards of Studies should make the changes in the syllabi and text books in consultation with the teachers. Each Course should have a Preamble which clearly signifies the importance of that course. The Higher secondary syllabus also should be taken into account while preparing the UG syllabus.

4.10.x. Boards of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

4.11. OUTCOME-BASED EDUCATION (OBE)

4.11.i. This regulation adopts outcome-based education (OBE), an educational approach that emphasizes achieving clearly defined learning outcomes for students. It focuses on what students can do by the end of a learning experience, rather than just the content they've been exposed to. The core principles of OBE are the following:

- Clear and measurable learning outcomes: All programmes and courses will have clearly defined learning outcomes that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).
- Alignment of curriculum, teaching, and assessment: The curriculum, teaching methods, and assessment practices shall be aligned to ensure students have opportunities to achieve the stated learning outcomes.
- Student-centered learning: Students shall be actively engaged in their learning through a variety of teaching methods, including active learning, collaborative learning, and problem-solving.

4.11.ii. Each academic programme shall develop and implement a comprehensive OBE plan that includes the following:

4.11.iii. Programme Outcomes: These are statements that describe the expected knowledge, skills, and abilities of graduates upon successful completion of a programme. The university has identified several programme outcomes, viz., knowledge acquisition, communication, collaboration, inclusiveness, and leadership; professional skills; digital intelligence; scientific awareness and critical thinking; human values; professional ethics; social and environmental responsibility; research; innovation; and entrepreneurship. These outcomes directly connect to the programme's overall purpose and vision, reflecting what the programme hopes to achieve for its graduates.

4.11.iv. Programme-Specific Outcomes: These are granular statements that build upon and complement the broader programme. They delve deeper into the specific knowledge, skills, and abilities expected of graduates within a particular programme or specialisation within an academic field. Each programme should have programme specific outcomes aligned with the curriculum, including four outcomes focusing on the key skills and knowledge of the major pathway courses in that discipline, and two outcomes addressing the core concepts of the minor pathway courses in that discipline.

4.11.v. Course Outcomes: Course outcomes are specific and measurable statements describing what students will be able to know, do, and be by the end of the course, contributing to their overall programme learning goals. Each course should have six measurable course outcomes, aligning them with the broader programme goals and focusing on the specific knowledge, skills, and abilities gained by students.

4.11.vi. Assessment plan: A plan for assessing student learning outcomes using a variety of methods.

4.11.vii. Evaluation and improvement: A periodic mechanism for regularly evaluating the effectiveness of the OBE plan and making necessary improvements.

4.11.viii. The Boards of Studies shall provide the necessary resources to support the implementation of OBE, including necessary guidelines, assessment tools and templates, and Question Bank.

4.11.ix. Faculty members shall be responsible for aligning Course Outcomes with Program Outcomes and Programme Specific Outcomes, using effective teaching methods and assessment practices to help students achieve the learning outcomes, participating in continuous improvement efforts related to OBE, and overseeing the assessment of student learning outcomes.

4.11.x. The Department Council shall ensure that the College's OBE policy is implemented effectively. It shall review the OBE plans periodically to ensure their effectiveness, with feedback from faculty, staff, students and alumni.

4.12. COURSE CODE

4.12.i. Each course shall have a unique alphanumeric code number, with the following components:

- Abbreviation of the subject in three letters (PHY, HIS, ENG etc.)
- The semester number in which the course is offered (1 to 8)
- Abbreviation of the category of the course in two letters (CJ, EJ, MN, VN, FA etc.)
- The academic level and serial number of the course in three digits (101, 206 etc.)

Table-12: Abbreviation of the Course Category

CJ	CORE IN MAJOR	FA	ABILITY ENHANCEMENT COURSE
EJ	ELECTIVE IN MAJOR	FS	SKILL ENHANCEMENT COURSE
MN	MINOR	FV	VALUE ADDED COURSE
VN	VOCATIONAL MINOR	FM	MULTI-DISCIPLINARY COURSE

Examples:

i. PHY1CJ101 represents a Major course of Level 100 in Physics with serial number 101 offered in the first semester.

ii. HIS5EJ307 represents an Elective course (Major) of Level 300 in History with serial number 307 offered in the fifth semester.

4.12.ii. The AEC, MDC, VAC and SEC offered by English for BA Languages, BA Humanities and Other BA Programmes, BSc, and BCom & Management can be differentiated by adding (1A), (1B), (2) and (3) respectively, after the serial No. of the Course.

76

4.12.iii. The AEC, MDC, VAC and SEC offered by Additional Languages for BA, BSc and BCom & Management can be differentiated by adding (1), (2) and (3) respectively after the serial No. of the Course.

Examples:

i. ENG2FA103(1B) represents Ability Enhancement Course in English of Level 100 with serial number 103, offered in the second semester for Humanities and Other BA Programmes.

ii. MAL3FM107(2) represents Multi-Disciplinary Course MDC3(KS) in Malayalam of level 100 with serial number 107, offered in the third semester for BSc Programmes.

4.12.iv. The codes of General Foundation Courses are given in Table 13. In the case of courses reserved for the language disciplines, those offered by English and Malayalam disciplines to the BSc stream are given as examples. In the case of MDC1, MDC2, SEC2 and SEC3, the courses offered by different disciplines are given at random as examples.

Table-13: Codes of General Foundation Courses

Sl. No.	Semester	Abbreviated Title of the Course	Code
1	1	AEC1	ENG1FA101(2)
2		AEC2	MAL1FA102(2)
3	2	AEC3	ENG2FA103(2)
4		AEC4	MAL2FA104(2)
5	1	MDC1	HIS1FM105
6	2	MDC2	ECO2FM106
7	3	MDC3(KS)	MAL3FM107(2)
8		VAC1	ENG3FV108(2)
9		VAC2	ENG4FV109(2)
10	4	VAC3	MAL4FV110(2)
11		SEC1	ENG4FS111(2)
12	5	SEC2	COM5FS112
13	6	SEC3	PHY6FS113

4.13. ADMISSION

4.13.i. The eligibility for admissions and reservation of seats for various FYUG Degree Programmes shall be in accordance with the norms /rules made by the Government/ University from time to time.

4.13.ii. No student shall be eligible for admission to CUFYUG Degree Programmes in any of the disciplines unless he/she has successfully completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent.

4.13.iii. In the case of the students of UG Degree (Honours), who go to another college/ university/ higher education institution for their Project in the eighth semester, along with doing their Project, they can enrol for maximum four courses offered by that institution, provided it is permitted by that institution, to earn 4-credits corresponding to one Major course and 12-credits corresponding to the three additional courses of the eighth semester. In the case of the students of UG Degree (Honours with Research), this facility can be used to earn 12-credits corresponding to the three additional courses of the eighth semester.

4.13.1. College Transfer

4.13.1.i. There shall be provision for inter-collegiate transfer of the students. Depending upon the availability of seats, and academic and infrastructural facilities, the institution shall admit in each semester, by transfer method from other institutions, a certain number of students who are registered for particular programmes, subject to conditions as may be issued by the University of Calicut.

4.13.1.ii. Inter-collegiate transfer shall be permitted only in the 3rd, 4th, 5th and 7th semesters.

4.13.1.iii. College transfer shall be permitted only once in the entire programme.

4.13.1.iv. College transfer with switching in Major and Minor courses, and the academic pathway, is permitted only in the 3rd semester.

4.13.1.v. The transfer shall be within a period of two weeks from the date of commencement of the semester.

4.14. READMISSION AND SCHEME MIGRATION

4.14.i. Students are permitted to discontinue the programme and take readmission, but the total duration for completing the programme shall not exceed six years for the three-year programme and eight years for the four-year programme. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.

4.14.ii. Students who discontinued from the previous CBCSS scheme can resume their studies under the new regulations upon obtaining readmission, and such students should complete their programmes as per the new regulations.

4.14.iii. The principal can grant readmission to the student, subject to the conditions detailed below, and inform the matter of readmission to the Controller of Examinations within one month of such readmission.

4.14.iv. Readmission is permitted only once in the entire programme.

4.14.v. There should be a gap of at least one semester for readmission.

4.14.vi. The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

4.14.vii. The readmission sought to the parent institution shall be permitted without considering the availability of seats in the particular programme. This is permitted from 2nd semester onwards.

4.14.viii. Readmission to a different institution (other than the parent institution) is permitted depending upon the availability of vacant seats. This can be considered as readmission with College transfer, and it is permitted in 3rd, 4th and 5th semesters only.

4.14.ix. Readmission shall be taken within two weeks from the date of commencement of the semester concerned.

4.14.x. If change in scheme occurs during readmission, provision for credit transfer is subject to common guidelines prepared by Boards of Studies concerned. For readmission to SHFYUGP 2024 involving scheme change, the principal shall report the matter of readmission to Controller of Examinations within two weeks, with the details of previous semesters and courses undergone with credits, in order to fix the deficiency in courses and credits.

4.14.xi. Assessment of the transitory courses/ additional courses to be done by the student, as per the academic requirement of the College, shall be conducted by the Boards of Studies of the disciplines concerned.

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

4.15. COURSE REGISTRATION

4.15.i. The admission procedure in the SHFYUGP is that the student has to apply online at the College through admission link provided in the College website. Students may get assistance from the admission coordinator and office assistants and the student is admitted to a particular Major discipline.

4.15.ii. Students shall be allowed to visit and interact with respective faculty members during the first week of each semester, to gather more information about the courses and the availability of seats.

4.15.iii. Based on consultations and advice from the faculty adviser, each student shall complete course registration using the prescribed registration form within two weeks from the commencement of each semester. The student shall choose an academic pathway and the courses other than the Major courses to be enrolled in the first semester.

4.15.iv. The minimum number of credits that a student can take in a semester is as given in Table8, Table-9 and Table-11, and the maximum number of credits is 30.

4.15.v. It is mandatory for the students to register for the examinations of the concerned semesters in the same year itself.

4.15.vi. A student shall be normally permitted to register for the examination if he/she has the required minimum of 75% attendance. If the registration for examination is not possible owing to shortage of attendance beyond condonation limit in a semester, then the student shall be permitted to move to the next semester with Provisional Registration, provided the attendance is equal to or greater than 50%. Such a student can write the examination for the entire courses of the semester, in which shortage of attendance occurs, as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the principal to the Controller of Examinations within two weeks of the commencement of the semester. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.

4.15.vii. The students who have attendance within the limit prescribed, but could not register for the examination, have to apply for token registration, within two weeks of the commencement of the next semester.

4.16. COURSE PARTICIPATION AND ATTENDANCE

4.16.i. Students acquire knowledge and understand course materials by way of classroom participation. But due to exceptional circumstances, students may occasionally be unable to attend classes.

4.16.ii. Absence from classes due to valid reasons shall be treated as authorized absence and appropriate chances for make-up shall be provided to ensure timely completion of the course.

4.16.iii. The authorized absence includes absence due to participation in meetings or events organized by the College or in a regularly scheduled curricular or extracurricular activity

prescribed by the College and absence due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, care-related responsibilities, severe weather conditions, academic or career-related interviews etc. Apart from this, all other eligible leaves such as maternity leave, and menstrual leave shall also be treated as authorized absences.

4.16.iv. Participation in such activities shall be treated as presence in lieu of their absence on production of participation/ attendance certificate (within two weeks) in curricular /extracurricular activities (maximum 9 days in a semester). The attendance shall be calculated by considering the period of participation/ authorized absence by the students as duty.

4.16.v. In all these cases, students should inform the faculty concerned in advance, where ever possible, and discuss the implications of the absence. Missing class, even for a legitimate purpose in certain cases, the student may not be able to make up the missed work completely, resulting in a negative impact on the student's grade. Students should be prepared to furnish proper documentation to justify their absence from the class.

4.16.vi. In such situations, the faculty should offer guidance on making such suitable plans that the student can complete in advance or immediately upon returning. It is essential to recognize that not all missed work can be made up, and absences may ultimately affect a student's performance in the course

4.16.vii. The faculty shall advise students to access the classes online or in blended mode and use simulation-based Labs such as virtual labs to make up the pending works.

4.16.viii. A student shall be permitted to appear for the end-semester examination of a specific course to acquire the credits only if he/she has minimum 75% attendance (has completed minimum 75% of the prescribed classroom activities in physical, online, or blended modes, including any compensating activities as specified by the faculty of that particular course).

4.16.ix. Records for class participation shall be maintained by the concerned faculty.

4.16.x. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by the University on the remittance of the required fee by the candidate.

4.16.xi. Students can avail condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme).

4.16.xii. If a student fails to get the required attendance within condonable limit, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed.

4.16.xiii. Such a student can write the examination for the entire courses of the semester, in which shortage of attendance occurs, as supplementary examination only after the completion of the entire programme.

4.16.xiv. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.

4.17. SWITCHING OF MAJOR, MINOR AND THE PATHWAY

4.17.i. At the end of second semester, students are permitted to switch their Major discipline, Minor discipline, and their academic pathway. Based on the availability of seats and infrastructure facilities, the students are permitted to opt any discipline in which they have completed one course and earned 4 credits during the first two semesters as discipline specific foundation course (Major /Minor).

4.17.ii. Students in the four academic pathways, Single Major, Major with Multiple disciplines, Major with Minor and Major with Vocational Minor, can switch their Major to one of the Minor disciplines in which they have attended minimum one course and earned minimum 4 credits in the first two semesters. The details of the academic pathways are given in section 8.

4.17.iii. Students in the Double Major pathway can switch to one of the other four pathways by retaining one of the two Major disciplines they have studied. The second Major discipline they have studied can be redefined as a. Minor in the Major with Minor pathway or Major with Vocational Minor pathway; b. Minor as one of the two disciplines in the Major with Multiple Discipline pathway; c. Minor as a discipline in which three courses are taken in the Single Major pathway.

4.17.iv. When a student switches the Major to one of the disciplines in which he/she has earned minimum 4 credits, the credits earned shall be transferred to the total credits required for the new Major.

4.17.v. To accommodate the students who switch to a new Major programme, additional seats are created, depending upon the academic and infrastructural facilities available in the institution. The maximum number of these additional seats shall be 10% of the sum of the sanctioned strength and the marginal increase of the newly chosen Major programme. In addition, unfilled or vacant seats after the close of admission, if any, may be filled with those seeking a switching of the Major discipline. After the switching of Major to a particular discipline, the total number of students in that discipline should remain within the statutory limit.

4.17.vi. In the case of switching of Major, the rank list of the applicants shall be prepared by the College, based on the following criteria:

i) The ranking shall be in the order of the highest marks secured in the discipline to which the switching of Major is sought (Minor discipline, in the case of the first four pathways; one of the two Major disciplines, in the case of the Double Major pathway), by considering the total marks scored in the first and second semesters together.

ii) In the case of a tie in the ranking, the highest total marks scored in the external examination of first and second semesters, in the discipline to which the switching is sought, shall be fixed as the first criterion to break the tie.

iii) If the tie in the ranking continues beyond this stage, the sum of the SGPA secured in the first and second semesters shall be fixed as the second criterion to break the tie.

4.17.vii. Switching the Major is permitted within the College, between two Colleges within the University, and between two universities in the state.

4.17.viii. The procedure for the switching of Major, Minor and the academic pathway shall be completed within a period of two weeks from the date of commencement of the third semester.

4.17.ix. The change of Major discipline through the switching between Major and other discipline specific courses (Major / Minor) is permitted only at the end of the second semester.

4.18. ACADEMIC MONITORING AND STUDENT SUPPORT

4.18.i. Regular Advisory meetings shall be convened in the department immediately after the commencement of the semester and immediately after announcing the marks of the internal evaluation test.

4.18.ii. The internal marks, classroom presence/participation, etc. shall be uploaded on the University portal only after displaying the same on the department notice board at least for two working days.

4.18.iii. Any concern raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of faculty advisor, course faculty, department coordinator of SHFYUGP and the students concerned.

4.18.iv. If the concerns are not resolved at the advisor's level, the same can be referred to the departmental/ college-level Grievance Redressal Committee, constituted as per the existing UGC/ University/ Government norms.

4.18.5v. The Principal/ HOD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance.

4.18.vi. If the students raise further concerns about the issue, the principal shall refer the same to the University-level Grievance Redressal Committee with proper documents and minutes of all the committees.

4.18.vii. The faculty in-charge of the class shall be the custodian of the minutes and reports of the advisory meetings.

4.18.viii. It shall be the duty of the Head of the Department and the Principal to present the minutes and reports before the University as and when required.

4.18.ix. The college shall form a Grievance Redressal Committee in each department in accordance with the directives of UGC/ University/ Govt. from time to time. This committee shall address all grievances relating to the internal assessment grades of the students.

4.18.x. There shall be a college-level Grievance Redressal Committee formed in accordance with the directives of UGC/ University/ Govt. from time to time.

4.18.xi The University shall form a Grievance Redressal Committee as per the existing norms.

4.18.xii. The College shall establish a digital storage (DIGILOCKER) of academic credits for the credit transfer and accumulation in line with Academic Bank of Credit (ABC) facility provided by the University Grants Commission (UGC).

4.18.xiii. The validity of credits earned shall be for a maximum period of eight years or as specified in the University/ UGC regulations.
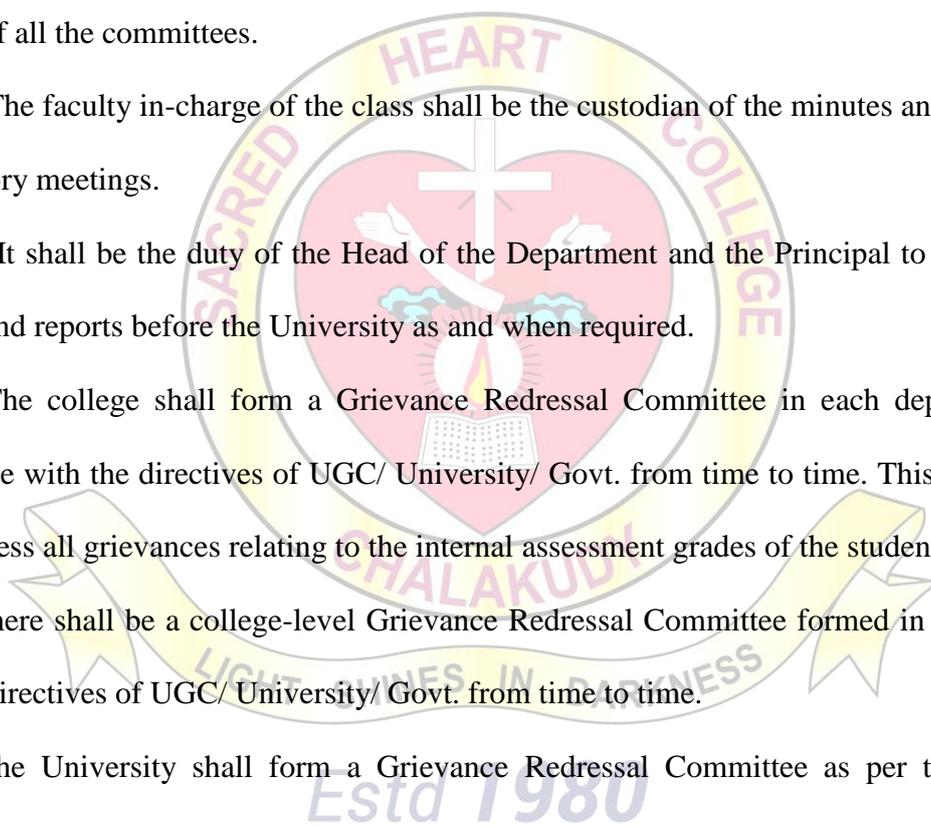
4.19. ASSESSMENT AND EVALUATION

4.19.i. A 4-credit course will be evaluated for 100 marks and a 3-credit course for 75 marks.

4.19.ii. The assessment shall be a combination of continuous comprehensive assessment and an end-semester evaluation.

4.19.iii. Continuous comprehensive assessment will have two sub-components: Formative assessment and Summative Assessment. The course-faculty can choose any combination of assessment methods listed below in both categories.

4.19.iv. Formative Assessment: Formative assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. It is to encourage students to build on their strengths rather than fixate or dwell on their deficits. Formative Assessment can help clarify and calibrate learning expectations for both students and parents. It will help students become more aware of their learning needs, strengths, and interests so they can take greater responsibility over their own educational growth. Formative assessment will be prerogative of the course coordinator based on specific requirement of the student. Suggestive methods of formative assessment are as follows: (i) Practical Assignment, (ii) Observation of practical skills, (iii) Viva voce, (iv) Quiz, (v) Interview, (vi) Oral presentations, (vii) Computerized adaptive testing, (viii) In-class discussions, (ix) Instructor-created exams, (x) Seminar presentations, (xi) Clicker question, (xii) Low-stakes group work, (xiii) Group Tutorial work, (xiv) One-minute reflection writing assignments, (xv) Home assignments, (xvi) Self and peer Assessments, (xvii) Any other method as may be required for specific course / student as implemented by the instructor.

4.19.v. Summative Assessment: Summative assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period— typically at the end of a project, unit, course or semester. Summative

assessments may be a class tests, assignments, or project, used to determine whether students have learned what they were expected to learn. The systematically collected evidences should be kept in record by course faculty and the marks should be displayed on the college notice board before the end semester examinations. The method of evaluation/ assessment may be as follows: (i) Written test, (ii) Open book test, (iii) Laboratory report, (iv) Problem based assignments, (v) Individual project report, (vi) Case study report, (vii) Team project report, (viii) Literature survey, (ix) Standardized Test, (x) Any other pedagogic approach specifically designed for a particular course by the instructor.

4.19.vi. 30% weightage shall be given for continuous comprehensive assessment. The remaining 70% weight shall be for the end-semester evaluation.

4.19.vii. In the case of a 4-credit course with only theory component, the evaluation will be in 100 marks, out of which 30 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.

4.19.viii. In the case of a 3-credit course with only theory component, the evaluation will be in 75 marks, out of which 25 marks will be by continuous/internal evaluation and 50 marks will be by external evaluation.

4.19.ix. In the case of a 4-credit course with only theory component and with five modules, out of the 30 marks by continuous/internal evaluation, 10 marks will be for the open-ended module and 20 marks will be for the other four modules. The 70 marks of the external evaluation will be based on the four modules other than the open-ended module.

4.19.x. In the case of a 3-credit course with only theory component and with five modules, out of the 25 marks by continuous/internal evaluation, 5 marks will be for the open-ended module and 20 marks will be for the other four modules. The 50 marks of the external evaluation will be based on the four modules other than the open-ended module.

4.19.xi. In the case of a 4-credit course with 3 credits for theory component and 1 credit for practical / practicum component, there can be four modules based on theory and one module on practical component. Out of the total evaluation of 100 marks, 20 marks will be for the practical / practicum component and it will be based on continuous/internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 20 marks of the practical component will be considered as part of the internal evaluation. Out of the remaining 80 marks for the theory component, 10 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.

4.19.xii. In the case of a 3-credit course with 2 credits for theory component and 1 credit for practical / practicum component, there can be four modules based on theory and one module on practical component. Out of the total evaluation of 75 marks, 15 marks will be for the practical / practicum component and it will be based on continuous/internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 15 marks of the practical component will be considered as part of the internal evaluation. Out of the remaining 60 marks for the theory component, 10 marks will be by continuous/internal evaluation and 50 marks will be by external evaluation.

4.19.xiii. In semesters I, III, V and VII, the College shall conduct the end-semester examination of all the courses, and shall also conduct the evaluation of the answer sheets of these courses under the supervision of the CoE. In semesters II, IV, VI and VIII, the College shall conduct the end-semester examination of all the courses, with the question papers from the question bank prepared by the Boards of Studies in the respective disciplines, and shall also conduct the centralised evaluation for these courses.

4.19.xiv. The general schemes of the question papers for the end-semester examination of the theory part of a course are given in Appendix-I & II. These two general schemes shall be applicable to all the disciplines.

4.19.xv. Question Paper type I is for Major and Minor courses with 4-credits for each course. Scheme of Examinations is the following: The question paper for the external examination shall be of 70 marks and the internal evaluation shall be of 30 marks. Duration of each external examination is 2 hrs. The pattern of external examination is as given in Appendix I. The students can answer all the questions in Sections A & B, but there shall be ceiling in each of these sections. Only one out of two questions need to be answered in Section C.

4.19.xvi. Question paper type II is for General Foundation Courses with 3-credits for each course. Scheme of Examinations is the following: The question paper for the external examination shall be of 50 marks and the internal evaluation shall be of 25 marks. Duration of each external examination is 1.5 hrs. The pattern of external examination is as given in Appendix-II. The students can answer all the questions in Sections A & B, but there shall be ceiling in each of these sections. Only one out of two questions need to be answered in Section C.

4.19.xvii. If the student has 75% attendance in an Audit Course, he/she is eligible for a pass in that course, with no credit (zero-credit). 19.18 Each college shall have a Moderation Board/ Committee to moderate the marks awarded to a candidate through continuous internal assessment.

4.19.xviii. The University shall decide the moderation in each semester as per the rules specified by the Academic Council from time to time.

4.19.xx. To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of the end-semester examination or before forwarding the internal assessment marks to the Controller of Examinations, whichever is earlier.

4.19.xxi. There shall not be any chance for improvement for internal marks.

4.19.xxii. The course-teacher(s) shall maintain the academic record of each student registered for the course.

4.19.xxiii. The marks awarded in each semester (continuous internal assessment) for both theory and practical shall be forwarded to the Controller of Examinations as and when notified by the university before the commencement of the end-semester examination.

4.19.xxiv. The Controller of Examinations shall have the right to call for all the records of continuous evaluation from the teachers concerned and moderate the evaluation if it deems necessary in any specific case(s).

4.19.xxv. Improvement of a particular semester can be done only once.

4.19.xxvi. The student shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned.

4.19.xxvii. The students can improve a maximum of two courses in a particular semester.

4.19.2xxviii. The internal marks already obtained will be carried forward to determine the new grade/ marks in the improvement examination.

4.19.xxix. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the grade/ marks obtained in the first appearance will be retained.

4.19.xxx. A student who fails to secure a minimum grade for a pass in a course is permitted to write the supplementary examination along with the next junior batch.

4.19.xxxi. Improvement and supplementary examinations cannot be done simultaneously. That is, if a student has failed in one or more courses in a semester, he/she should first appear for the supplementary examinations of these courses and secure a pass. A student shall be eligible to improve any courses in a semester only after the successful completion of all the courses in that semester. The improvement chance should be availed in the succeeding year itself.

4.19.1. Revaluation

4.19.1.i. If a student applies for revaluation of a course, then the marks on revaluation and the internal marks together shall be reckoned for finalising the revaluation results. Aggregate grade shall be displayed in the revaluation results. The change in the grade obtained on revaluation, will be awarded to the candidate.

4.19.1.ii. Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/ scrutiny/ revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

4.19.2. Practical / Practicum Examination

4.19.2.i. Continuous evaluation of practical by the teacher-in-charge shall carry a weightage of 50%.

4.19.2.ii. The end-semester practical examination and viva-voce, and the evaluation of practical records shall be conducted by the teacher in-charge and an internal examiner appointed by the Department Council.

4.19.2.iii. The scheme of continuous evaluation and the end-semester examination and viva-voce of practical courses shall be as given below:

Table-14: Evaluation of Practical / Practicum Component in a Course

Evaluation of Practical Component of Credit-1 in a Course	Weightage	Marks for Practical in	
		4-credit Course	3-credit Course
		20 Marks	15 Marks
Continuous evaluation of practical/exercise performed in practical classes by the students	50%	10	8
End-semester examination and viva-voce to be conducted by teacher-in-charge along with an additional examiner arranged internally by the Department Council	35%	7	5
Evaluation of the Practical records submitted for the end semester viva–voce examination by the teacher-in-charge and additional examiner	15%	3	2

4.19.2.iv. The process of continuous evaluation of practical courses shall be completed before 10 days from the commencement of the end-semester examination.

4.19.2.v. Those who passed in continuous evaluation alone will be permitted to appear for the end-semester examination and viva-voce.

4.19.3. Internal Evaluation of Theory Part of a Course

Internal Evaluation of theory part of a course shall have the following components:

Components of Internal Evaluation of Theory Part of a Course	Internal Marks for the Theory Part of							
	4-credit course (Total 30 Marks)				3-credit Course (Total 25 Marks)			
	Theory Only		Theory + Practical		Theory Only		Theory+ Practical	
	4 Theory Modules (20)	Open-ended Module (10)	4 Theory Modules (10)	Practical (20)	4 Theory Modules (20)	Open-ended Module (5)	4 Theory Modules (10)	Practical (15)
Test paper/Mid-Semester Exam	10	4	5	-	10	2	5	-
Seminar/Viva/ Quiz	6	4	3	-	6	2	3	-
Assignment	4	2	2	-	4	1	2	-

4.19.4. Evaluation of Project

4.19.4.i. The evaluation of project work shall be done internally through continuous assessment mode by a committee internally constituted by the Department Council. 30% of the weightage shall be given through this mode.

4.19.4.ii. The remaining 70% shall be awarded by the external examiner appointed by the CoE of the College.

4.19.4.iii. The scheme of continuous evaluation and the end-semester viva-voce of the Project shall be as given below:

Table-16: Evaluation of Project

Components of Evaluation of Project	Weightage	Marks for the Research Project (Honours with Research) 12 Credits/ 300 Marks	Marks for the Optional Project (Honours) 8 Credits/ 200 Marks
Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council	30%	90	60
End-semester viva-voce examination to be conducted by the external examiner appointed by the CoE of the College	50%	150	100
Evaluation of the day-to-day records and project report submitted for the end semester viva–voce examination by the external examiner	20%	60	40

4.19.5. Evaluation of Internship

4.19.5.i. The evaluation of internship shall be done internally through continuous assessment mode by a committee internally constituted by the Department Council.

4.19.5.ii. The scheme of continuous evaluation and the end-semester viva-voce examination based on the submitted report shall be as given below:

Table-17: Evaluation of Internship

Components of Evaluation of Internship	Weightage	Marks for Internship 2 Credits/ 50 Marks
Continuous evaluation of internship through interim presentations and reports by the committee Internally constituted by the Department Council	50%	25
End-semester viva-voce examination to be conducted by the committee internally constituted by the Department Council	35%	17
Evaluation of the day-to-day records and final report submitted for the end semester viva–voce examination by the committee internally constituted by the Department Council	15%	8

4.19.5.iii. The Board of Study may decide to make the institutional visit by the students a requirement for the completion of the Internship. In such cases, a weightage of 10% (5 marks) shall be allocated for institutional visit, and the continuous evaluation of Internship shall have a weightage of 40% (20 marks).

4.20. LETTER GRADES AND GRADE POINTS

4.20.i. Mark system is followed for evaluating each question.

4.20.ii. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given below.

4.20.iii. The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester.

4.20.iv. The Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

4.20.v. Only the weighted grade point based on marks obtained shall be displayed on the grade card issued to the students.

Table-18: Letter Grades and Grade Points

Letter Grade	Grade Point	Percentage of Marks (Internal & External Put Together)	Class
O (outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	75% to below 85%	
B+ (Good)	7	65% to below 75%	First Class
B (Above average)	6	55% to below 65%	
C (Average)	5	45% to below 55%	Second Class
P (Pass)	4	35% to below 45% aggregate (internal and external put together) With a minimum of 30% in external valuation	Third Class

F (Fail)	0	Below an aggregate of 35% Or below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

4.20.vi. When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.

4.20.vii. The successful completion of all the courses and capstone components prescribed for the three-year or four-year programme with 'P' grade shall be the minimum requirement for the award of UG Degree or UG Degree (Honours) or UG Degree (Honours with Research), as the case may be.

4.20.1. Computation of SGPA and CGPA

4. 20.1.i. The following method shall be used to compute the Semester Grade Point Average (SGPA):

The SGPA equals the product of the number of credits (Ci) with the grade points (Gi) scored by a student in each course in a semester, summed over all the courses taken by a student in the semester, and then divided by the total number of credits of all the courses taken by the student in the semester,

$$\text{i.e. SGPA } (S_i) = \Sigma_i (C_i \times G_i) / \Sigma_i (C_i)$$

where, C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course in the given semester.

$$\text{SGPA} = \frac{\text{Sum of the credit points of all the courses in a semester}}{\text{Total credits in that semester}}$$

Table-19: Illustration – Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course1	3	A	8	3 x 8 =24
I	Course2	4	B+	7	4 x 7 =28
I	Course3	3	B	6	3 x 6 =18
I	Course4	3	O	10	3 x 10 =30
I	Course5	3	C	5	3 x 5 =15
I	Course6	4	B	6	4 x 6 =24
	Total	20			139
	SGPA				139/20 = 6.950

4.20.1.ii. The Cumulative Grade Point Average (CGPA) of the student shall be calculated at the end of a programme. 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 for the three-year programme in CUFYUGP shall be calculated by the following formula.

$$\text{SGPA} = \frac{\text{Sum of the credit points of all the courses in six semesters}}{\text{Total credits in six semesters}}$$

CGPA for the four-year programme in CUFYUGP shall be calculated by the following formula

$$\text{SGPA} = \frac{\text{Sum of the credit points of all the courses in eight semesters}}{\text{Total credits in eight semesters}}$$

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

4.20.1.iv. Based on the above letter grades, grade points, SGPA and CGPA, the University shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

4.21. GRADE CARD

4.21.i. The College shall issue by online grade/ marks card to the students on completion of each semester, which shall contain the following information:

- Name of College and Affiliated University

- Name and Register Number of the student

- Title of the Programme

- Semester concerned

- Code number, Title and Credits of each Course opted in the semester

- Letter grade in each course in the semester

- The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)

4.21.ii. In the case of the students who opt to switch the Major and Minor courses at the end of second semester, the course codes of the discipline-specific courses (Major/ Minor) mentioned in the grade cards issued in the first two semesters shall be provisional. The grade cards thus issued shall be revised on demand with the new course codes. Only the revised course codes shall be given in the final grade card.

4.21.iii. The final Grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The following details will be shown in the final grade card:

- Name of College and Affiliated University

- Name and Register Number of the student

- Title of the Programme

- The academic pathway of the student

- Code number, Title, Credits and Grade Point of each Course opted

- The total credits, total credit points and SGPA (corrected to three decimal places) of each semester

- CGPA (corrected to three decimal places), calculated on a 10-point scale.

- Percentage of marks (corrected to two decimal places)

- Overall letter grade of the student for the entire programme.

- CGPA and percentage of marks separately for Major course, Minor courses, Internship, General Foundation Courses and Project (if applicable).

- The elective courses opted by the student.

- Specialisation of the student (if applicable)

- Audit courses passed

- Details of credits earned by the student through online/ additional courses

4.23. **COMMITTEES FOR THE IMPLEMENTATION AND MONITORING OF SHFYUGP**

4.22.i. There shall be a SHFYUGP Academic Committee at the College to implement and monitor the SHFYUG programmes. The SHFYUGP Academic Committee consists of the Principal as the Chairperson, the Academic Co-ordinator of SHFYUGP as Convenor, and the Department Coordinators from all the departments of the College as members.

Format of the Question Paper Type I for Major and Minor Courses

I Semester BSc. (SHFYUGP) Degree Examinations October 2024
PHY1CJ101: (Title of the Major Course)
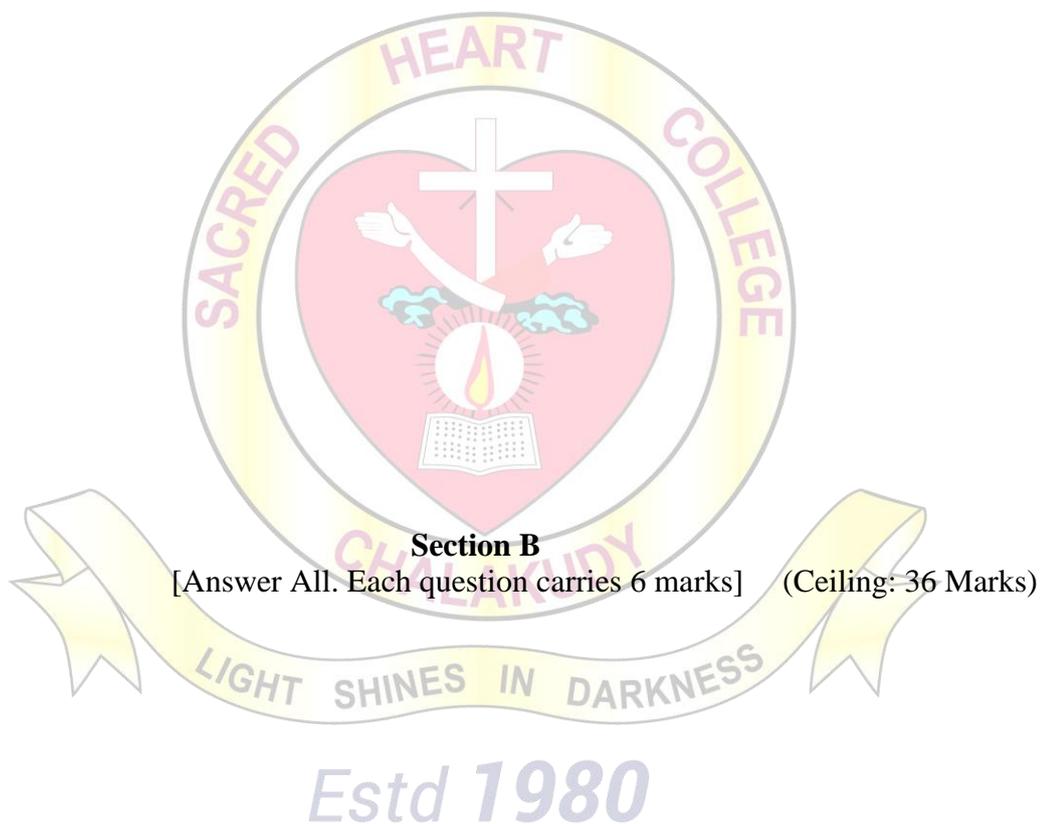**Credits 4**

Maximum Time: 2 hours   **Maximum Marks: 70**

Section A
[Answer All. Each question carries 3 marks]   (Ceiling: 24 Marks)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Section B
[Answer All. Each question carries 6 marks]   (Ceiling: 36 Marks)

11.

12.

13.

14.

15.

16.

17.

18.

Section C
[Answer any one. Each question carries 10 marks]   (1 x 10 = 10 Marks)

19.

20.

Format of the Question Paper Type II for General Foundation Courses

I Semester BSc. (SHFYUGP) Degree Examinations October 2024
PHY1FM105: (Title of the MDC Course)
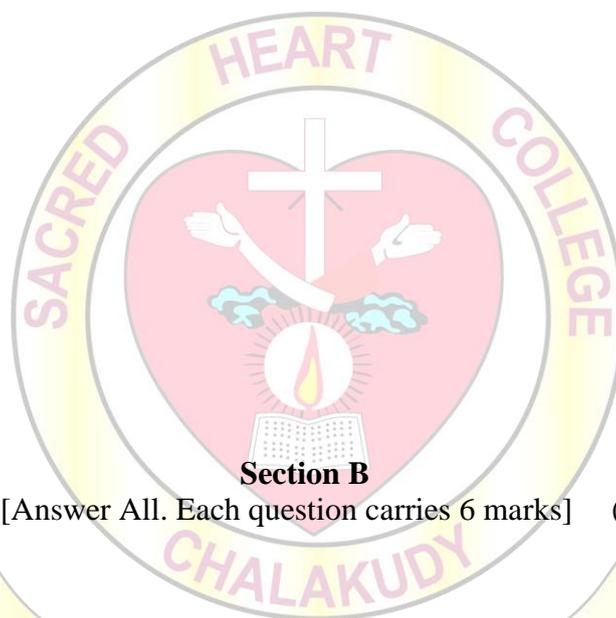**Credits 3**

Maximum Time: 1.5 hours   **Maximum Marks: 50**

Section A
[Answer All. Each question carries 2 marks]   (Ceiling: 16 Marks)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Section B
[Answer All. Each question carries 6 marks]   (Ceiling: 24 Marks)

11.

12.

13.

14.

15.

Section C
[Answer any one. Each question carries 10 marks]   (1 x 10 = 10 Marks)

16.

17.