



UNIVERSITY OF KERALA



**Regulations for Post-Graduate Programmes
in the Teaching Departments of the
University of Kerala
under
CHOICE-BASED CREDIT AND SEMESTER SYSTEM
(2020)**

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Chapter 1

SCOPE, EFFECT AND DEFINITIONS

1.1. Scope and Effect

The Regulations framed herein shall apply to all regular Post-Graduate programmes including M.A, M.Sc., M.Com., M.Ed., M.S.W., M.B.A., M.L.I.Sc., M.C.J., M.Tech., L.L.M. and Post Graduate diplomas conducted by the Teaching Departments of the University of Kerala. These Regulations shall come into force from 2020 admission onwards.

1.2. Definitions

In these Regulations, unless the context otherwise requires:

‘Act’ means “The Kerala University Act” (Act 17 of 1974) amended from time to time.

‘Assessment components’ mean any instrument of assessment of learning outcomes used for continuous assessment, like time-constrained examinations, closed-book and open-book tests, problem-based assignments, practical assignment, laboratory reports, observation of practical skills, individual project reports (case-study reports), team project reports, oral presentations including seminar presentation, viva voce, interviews, computerised adaptive testing, peer and self-assessment, activities in Moodle platforms including workshops, quiz, survey etc. and any other pedagogic approaches as per the context.

‘Academic Calendar’ means a calendar issued semester-wise by the University specifying time-lines of admission, classes, holidays, examinations, extra-curricular activities etc.

‘Annual Student Survey’ means a survey administered on all students admitted to a PG programme to understand their academic and social background and aspirations.

‘CSS Academic Committee’ (CSS AC) means the Committee by that name constituted under these Regulations.

‘Curriculum’ refers to the entire study requirements for the award of a post-graduate degree.

‘Course’ means a basic unit of a programme studied in a semester, with specific outcomes of learning. Each course is to be designed variously under lecturers/ tutorials/ laboratory or fieldwork/ seminar/ project/ practical training/ assignment, etc. to meet effective teaching and learning needs.

‘Core Course’ (CC) means a course offered by a Department to the students in their Post-Graduate programme, closely related to the subject of the Post-Graduate programme. The courses designed under this category aim to cover the essential contents that a student is expected to imbibe in that particular discipline, which should compulsorily be studied by a candidate as a core requirement.

‘Credit’ (Cr) means numbers attached to each course which define their weightage in the whole programme.

‘Credit Point’ (P) of a course is the value obtained by multiplying the Grade Point (G) by the Credit (Cr) of the course $P=G \times Cr$.

‘Credit Transfer’ (CT) means the transfer of credits into and out of a programme as per provision of the credit transfer regulations of the University.

‘Cumulative Grade Point Average’ (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places.

$$\text{CGPA} = \frac{\sum (\text{Credits} \times \text{Grade Point})}{\sum (\text{credits})}$$

$$\text{Percentage of Marks} = \text{Grade Points for SGPA or CGPA} \times 10$$

‘Continuous Assessment’ (CA) means an assessment aimed at giving continuous feedback about teaching and learning to teachers and students, respectively, carried out during the progress of a semester.

‘Course Brochure’ means a detailed brochure of each course relating to its course outlines and outcomes.

‘Department’ means the Department of Teaching and Research as defined in the Act and Statutes of the University.

‘Department Council’ (DC) means council by that name in every department, constituted according to the statutes of the University.

‘Elective Course’ (EC) means a course that is offered by a Department to students of Post-Graduate programmes of any Department, with choice, in areas that are closely or distantly related to the subject of the PG programme. Generally, a course in this category can be selected from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables exposure to some other discipline/ subject/ domain or which nurtures the candidate’s proficiency/ skill. This includes **Discipline Specific Elective (DE)**, an elective course offered under the main discipline/subject of study, primarily offered to the students of the same discipline, and **Generic Course (GC)**, an elective course chosen from an unrelated discipline/subject, to seek exposure beyond discipline/s. The Generic Course may also be interdisciplinary (to be offered collaboratively by more than one Department/discipline).

‘End-Semester Assessment’ (ESA) means summative assessment of courses at the end of a semester.

‘Extenuating Circumstances’ means unavoidable personal challenges or circumstances which impact the ability of a student to complete, or attend tests, examinations etc. and significantly disruptive matters outside the control of the student, such as personal accident, injury or illness of self or close family member or natural disasters, pregnancy-related confinement etc.

‘Faculty’ means faculty as defined in Act and Statutes of the University.

‘Foreign Student’ means a student who is not an Indian national and does not include Non-resident Indians.

‘Formal Communication’ means any communication for which there is a proof of receipt, including signed paper receipts or electronic communication such as email/SMS/WhatsApp message to address/ numbers provided by students in their application forms.

‘Grade’ means a letter indicating the level of achievement of learning objectives of a course.

‘Gradebook’ means the Moodle Gradebook, which automatically aggregates scores and feedback from assignments, activities, and manual grades from the Moodle course of a student.

‘Grade Point’ (GP) means a numeric attached to every grade that serves to combine grades when semester/ programme performance is to be evaluated.

‘Grade Point Average’ (GPA) means the weighted average of grade points corresponding to grades obtained in a set of courses.

‘Grade Sheet’ means a statement of courses completed, credits associated, grades awarded, grade point average and explanatory notes, issued in each semester.

‘Induction Programme’ means a programme aimed at introducing a newly admitted student to the University system, infrastructure and programme objectives, along with exposure to an array of learning habits appropriate in higher education. Usually, a three-tier (University, School and Department) induction programmes are arranged at three levels.

‘Learning Management System’ (LMS) refers to a software application or e-Learning tool for the administration, documentation, tracking, reporting, automation and delivery of courses offered by the University. LMS software provides a framework through which learning content is delivered and managed. Moodle (Modular Object-Oriented Dynamic Learning Environment) is a free and open-source LMS adopted by the University for e-learning.

‘Learning Outcomes-based Curriculum Framework’ (LOCF) refers to the broad curriculum framework of expected graduate attributes, qualification descriptors, programme learning outcomes and course-level learning outcomes recommended by the University Grants Commission (UGC). PG Degree is awarded based on achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitude and values) and academic standards expected of graduates of a programme of study. Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study. The outcomes will be determined in terms of skills, knowledge, understanding, employability, graduate attributes, attitude, values, etc., gained by students upon the completion of the course.

‘Marginal Seats’ mean the marginal increase in the number of seats for PG programmes allotted under special circumstances, on specific years, over and above the sanctioned strength.

‘Negotiated Course’ means elective course tailor-made on request from students.

‘Non-Taught Course’ means core or elective course which do not have class learning, but laboratory courses, seminars, projects, case studies, internship, fieldwork etc.

‘Outcome Based Education’ (OBE) refers to an educational theory that focuses each part of an educational system around goals (outcomes). Each student should have achieved the goal by the end of the educational experience. The outcomes include: (a) Programme Outcomes (POs) or statements that describe what the students graduating from general programmes should be able to do, (b) Programme-Specific Outcomes (PSOs) which are statements that describe what the graduates of a specific programme should be able to do, and (c) Course Outcomes (COs) or statements that describe what the students should be able to do at the end of a course.

‘Programme’ means a range of learning experiences offered to students in a formal manner for one-to-two years leading to certificates/ diplomas/ degrees.

‘Post-Graduate Programme’ refers to regular programmes of Post-Graduate level including M.A., M.Sc., M.Com., M.Ed., M.S.W., M.B.A., M.L.I.Sc., M.C.J., M.Tech., L.L.M. and Postgraduate Diploma, conducted by the Teaching Departments of the University. The term excludes M.Phil., Ph.D. and Post-Doctoral programmes.

‘Plagiarism’ means dishonest or unethical academic practice, including using scholarly content from external sources in the unacceptable quantum or without due acknowledgement.

‘Regular programme’ means a programme that is transacted in face-to-face or on-line manner by the teacher and does not involve distance/ part-time learning.

‘Semester’ means an academic term of usually five months (15-18 weeks), including end-semester examinations, having academic work equivalent to 90 teaching days or 450 hours of instruction.

‘Semester Grade Point Average (SGPA)’ is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

‘Skill Enhancement Course’ means a course designed to provide value-based or skill-based knowledge and should contain both theory and lab/ hands-on/ training/ fieldwork. The main purpose of these courses is to provide students with life-skills in the hands-on mode to increase their skill development and employability.

‘Student Feedback’ means the opinion of students on teaching and learning effectiveness, collected at regular intervals in a semester/ programme.

‘Student Mobility’ means flexibility for the student to enter or exit programmes at different points and to transfer credits from other Departments/ Schools within the University and Institutions outside the University, as per provisions of this regulation.

‘Super-numerary Seats’ mean seats allotted over and above the sanctioned strength for specific purposes, which will lapse, if not used for that purpose.

‘Taught Courses’ mean core or elective courses which are mainly conducted through classroom transactions.

‘University’ means the University of Kerala established under Act 14 of 1957.

Chapter 2

ACADEMIC COORDINATION AND ADMINISTRATION

The academic coordination and administration of PG programmes shall be vested in the CSS Academic Committee and Department Councils as per the provisions laid out in this regulation.

2.1. CSS Academic Committee (CSS AC)

There shall be a CSS Academic Committee (CSSAC) constituted by the Vice-Chancellor to coordinate the PG programmes. The committee shall consist of:

- a) The Vice-Chancellor (Chairperson)
- b) The Pro-Vice-Chancellor
- c) Member of the Syndicate representing University teachers
- d) Three Deans of the University
- e) Two Heads of the University Departments other than Deans
- f) Three University teachers other than Deans and Heads of Departments
- g) Special invitee(s)

The Vice-Chancellor shall be the Chairperson of the CSS Academic Committee. A professor nominated by the Vice-Chancellor from among the members of the CSS Academic Committee shall be the Vice-Chairperson and Convener of the CSS Academic Committee. The term of office of the CSS Academic Committee shall be two years, but the CSS Academic Committee once constituted shall continue in office until a reconstituted committee assumes office. The CSS Academic Committee shall meet at least once in two months. The rules of business of Faculties (vide sections 14 of chapter 10 of Statutes of the University) shall, *mutatis mutandis*, apply to CSS Academic Committee.

The CSS Academic Committee shall be competent to:

- a) Recommend scheme and syllabi designed by Department Councils for approval of the Academic Council.
- b) Conduct end semester examinations and approve the results of all semesters of the PG programmes.
- c) Oversee admission to PG programmes and approve the rank list for admissions, and make other decisions on academic matters related to PG programmes within the purview of the regulations.
- d) To formulate and amend regulations for all the academic Programmes in University Departments with the approval of the academic Council.

Immediately upon adoption of these regulations, the CSS Academic Committee shall formulate and notify guidelines detailing the implementation of the system, including procedures and forms.

The CSS shall have an administrative office with an officer not below the rank of a Deputy Registrar and having sufficient staff to manage the administration of CSS system including registration, entrance examination, the conduct of semester examinations, issue of certificates and related matters.

The CSS Academic Committee shall have the following Sub-committees, nominated by the Vice-Chancellor.

2.1.1 Standing Committee on CSS Academic Committee

It shall consist of four teacher members nominated by the Vice-Chancellor, from among the CSS Academic Committee members including CSS Academic Committee Vice-Chairperson, who shall be the Convener of the committee. The standing committee shall have a mandate as assigned to it by the CSSAC from time to time. Member of the Syndicate representing University teachers shall be a permanent special invitee in the Committee.

2.1.2. Sub-Committee on Student Grievance Redressal (SGR)

It shall consist of three teacher members (one should be a lady teacher) nominated by the Vice-Chancellor including CSSAC Vice-Chairperson, who shall be the Convener of the committee. Dept. 's. Union Chairperson shall be a permanent invitee to the committee. The sub-committee on SGR shall meet whenever student grievances are brought to the notice of the CSSAC. Member of the Syndicate representing University teachers shall be a permanent special invitee in the Committee.

2.1.3. Sub-Committee on Admissions: It shall consist of three teacher members nominated by Vice-Chancellor from among the CSSAC members, including CSSAC Vice-Chairperson, who shall be the Convener of the Committee. The Director of the Computer Centre and two teachers (who are not members of CSSAC) nominated by the Vice-Chancellor shall be permanent invitees to the committee. The committee shall meet, as and when required, to resolve matters related to admissions.

2.1.4. Committee for Examination Monitoring: It shall consist of five members, including a minimum of two women faculty members, nominated by Vice-Chancellor, including CSS Academic Committee Vice-Chairperson, who shall be the Convener of the Committee. The committee will hear the complaints of examination malpractices if any and form a squad to visit the departments during the conduct of the examinations. The committee will report to the CSS Academic Committee. The Convenor can co-opt faculty members for such visits to the departments.

2.2 Role of Department Council (DC)

The Department Council (DC) shall, with regard to PG programmes, be competent to design programmes and courses, prescribe course delivery strategies, assessment and evaluation practices and teacher evaluation by students. The Council shall meet at least thrice every semester and shall consolidate the results of the students for each semester in time and forward it to the CSS Academic Committee.

2.3. Faculty Advisor

The Departmental Council shall nominate a faculty advisor from among the teachers of the Department for each PG programme. The faculty advisor shall generally mentor the students and monitor the progress of the programme and bring to the notice of Department Council, deviations, if any, from the academic calendar and from any provision of the regulations.

2.4. Faculty Mentors

A faculty Mentor shall be nominated by the DC and not more than 10 students to be assigned to a Mentor. Such mentors would support student Mentees in their academic, co-curricular as well as overall development, besides providing career support. Mentors to maintain Mentee files and records. The faculty advisor shall maintain student portfolios.

Chapter 3

ADMISSION TO POST-GRADUATE PROGRAMMES

3.1. Eligibility

3.1.1 Students who have pursued 10+2+3 scheme and obtained a Bachelor Degree from the University of Kerala or a degree recognized as equivalent thereto, and who have secured the following, shall be eligible for admission to PG programmes:

- a) CGPA of 2 or above in a 4-point scale or
- b) 3.5 or above in a 7-point scale or
- c) 5 or above in a 10-point scale or
- d) 50% or above in the case of Bachelor Degrees which award marks

3.1.2 Relaxation for candidates from SC/ST category shall be as follows:

- a) CGPA of 1.8 or above in a 4-point scale
- b) 3.15 or above in a 7-point scale
- c) 4.5 or above in a 10-point scale
- d) 45% or above in the case of Bachelor Degrees which award marks.

3.1.3. The CSSAC shall be competent to recommend revisions to decide the equivalence of any other system that may come up in admissions.

The percentile of marks shall be converted to parentage and normalized according to the CGPA of the University of Kerala for admission procedures.

3.1.4. Candidate shall secure at least 25% (20% for SC/ST category) of the average marks of the stream in the entrance examination conducted as per Section 3.4.

3.1.5. Candidate shall hold Bachelor degree in subjects specified in Schedule I, for admission to corresponding PG programmes. The CSSAC shall be competent to recommend revisions to Schedule I from time to time, on recommendations of the Department Councils.

3.1.6. Multiple Applications: A candidate may apply for a maximum of three PG programmes at a time.

3.1.7. The changes in the pattern of admission to MBA and MTech programmes

3.2. Notification of Admissions

Call for applications for admission shall be notified preferably before 1st March of every year. At least one advertisement shall be issued in nationally prominent newspapers in Malayalam and English each. Date, time and venue(s) of entrance examination shall be announced in the advertisement and notification. Each department shall advertise the details of the entrance examination, highlighting the importance of the programme(s) offered by them and circulate the brochure to other academic institutions and through the electronic media. Prospectus detailing the admission process and nature and scope of each PG programme shall be issued to each applicant; provided that visually challenged students shall be issued a prospectus in Braille print.

3.3. Applications

Candidates shall apply on-line and in the prescribed form and they shall also submit a statement of purpose for higher studies with the application.

3.4. Entrance Examination

There shall be an entrance examination for admission to each PG programme, and no candidate shall be admitted to a PG programme without taking the entrance examination; provided that the restrictions do not apply to SC/ST candidates admitted to vacant seats reserved for them, foreign candidates and sponsored candidates; provided further that: (a) for M.Tech. programmes, candidates with GATE/UGC-CSIR-NET shall be ranked first and admitted based on the respective test scores and the candidates ranked based on entrance examination of the University shall be admitted to the remaining seats only; (b) For MBA programme, either of the scores of C-MAT(AICTE), K-MAT(Kerala) and CAT(IIM) shall be considered instead of the entrance examination of the University. However, entrance examinations can be cancelled based on the decision of the Syndicate decision in exigencies such as disasters and pandemics.

3.4.1. Nature of Entrance Examinations

The nature of the entrance examinations for admission procedures shall be decided by the University from time to time. The entrance examination for admission shall follow the pattern of multiple-choice questions. The exams shall consist of 100 Multiple Choice Questions covering the subject at Bachelor's level or logical and numerical reasoning, for a maximum of 2 hours. However, the pattern of multiple questions for 60 marks and descriptive questions for 40 marks are also admissible for some programmes. The CSSAC shall be competent to recommend revisions in the pattern of questions from time to time.

3.4.2. Conduct of Entrance Examinations

The Department Council shall set model QPs for entrance examinations, and the Controller of Examinations shall arrange to set the QPs. The office of the CSS shall conduct the entrance examinations. No re-examination shall be provided to absentees, under any circumstance. It shall be competent of the CSS Academic Committee to sanction special arrangements for differently-abled candidates. Entrance exams can be either online or offline.

3.4.3. Valuation of Entrance Examinations

The answer scripts of the entrance examination shall be valued digitally or by the teachers nominated by the respective Departments and approved by the Controller of Examinations.

3.4.4. Negative Marks

There shall be 0.25 negative marks only for each wrong answer marked in the case of multiple-choice questions.

3.4.5. Re-valuation

There shall be no revaluation of entrance examination answer scripts.

3.5. Rank List

Rank list for admission shall be prepared based on the performance in the entrance exam. For sponsored candidates, ranking shall be based on 80% weightage for CGPA/aggregate marks at bachelor level and 10% for work experience (1%/year) and 10% for an interview conducted by Department Council.

3.6. Bonus Marks for NSS/NCC

Bonus marks shall be awarded to holders of:

- a. NCC Certificates signed by NCC Director and issued by the Directorate of NCC.

b. NSS Certificates signed by the Vice-Chancellor and issued to volunteers who have completed 240 hours of work within two years.

The benefit of bonus marks for the purpose of admission can be availed by the candidates only under any one category (either NCC or NSS). For certificates with 'C', 'B' and "A" grades, 0.5, 0.4 and 0.3 % enhancement in index marks shall respectively be given.

3.7. Seats and Reservations

Each Department Council shall recommend the number of seats for PG programmes taking into account the academic resources and shall be approved by the CSSAC and form Schedule II of this regulation. Reservations for SC/ST, OBC, PWD/Transgender and other such categories shall be as per the norms in this regard, issued by the University from time to time.

3.8. Super-Numerary Seats

For each PG programme, there shall be super-numerary seats for

- a. One candidate who is in the rank list and who is not a native of Kerala and an Indian national, in case no such student has secured admission in the programme in the concerned year through the rank list.
- b. One foreign candidate is eligible as per relevant regulations for foreign students.
- c. Students who have won the titles of Kalathilakam or Kalaprathibha in University Youth Festivals in their Bachelors Programme, in any programme of their choice provided that he/she is eligible for admission to that programme.
- d. One Sponsored candidate from Govt./R&D Institutions/Industries, with a minimum of 2 years of work experience.
- e. One student who is a sports person as per the procedure for admission under sports quota. The eligibility details are listed in Schedule IV.
- f. One seat in a program for candidates from the Armed forces (Army, Navy Air force) as recommended by their authorities, subject to a maximum of 6 in all programs under CSS in an academic year.
- g. One supernumerary seat for an Ex-Serviceman who satisfies the eligibility, for each PG Programmes subject to reporting to the syndicate.
- h. One seat in each of the PG programme offered by the Department of Aquatic Biology & Fisheries shall be reserved for fishermen's children, who is otherwise eligible for admission, subject to reporting to the Syndicate.

3.9. Admission and Fees

Candidates ranked for admission shall present themselves for verification of records on announced date and time. The original certificates except transfer certificate shall be returned the same day after verification by respective Heads of Departments. Candidates shall pay prescribed fees of two kinds (i) one-time fee to be paid at the time of admission only and (ii) tuition fee to be paid in each semester.

3.10. Misrepresentation

Any willful misrepresentation or forgery of documents shall result in the expulsion of the candidate from the programme or withdrawal of the degree. The students have to follow the code of ethics and conduct (Schedule V).

Chapter 4

CHOICE-BASED CREDIT & SEMESTER SYSTEM (CSS) AND PROMOTION OF INTERDISCIPLINARITY

4.1. The CSS Framework

The post-graduate programmes shall be under credit and semester system (CSS). In CSS, each academic year shall be organized into two semesters, with a vacation of one month during the whole programme: Each semester shall have a minimum of 100 working days and a minimum of 30 hrs. in a five-day week. The semester schedules shall be as follows:

- Odd Semester July to December (inclusive of end semester exams)
- Even semester January to June (inclusive of end semester exams)

Each programme shall be offered a choice of courses of different types, each normally having an assigned credit associated with it. Teaching and learning shall be aided by feedback obtained through continuous assessment. Each course performance and overall semester performance, as well as overall programme performance shall be evaluated and assigned grades, as per the grading scale mentioned in section 6.1.

4.2. Core Courses

Each Department shall offer core courses to the students in their Post-Graduate programme. The core courses shall be in the discipline and domain of the programme.

4.3. Elective Courses

Each department shall offer a choice of elective courses in areas that are closely or distantly related to the discipline and domain of the PG programme to students of PG programme of any Department. Each department can offer a pool of elective courses so that students have a choice of elective courses. The Discipline Specific Electives are courses offered under the main discipline/subject of study, primarily offered to the students of the same discipline in each semester. The departments can modify such electives or add fresh electives from time to time, based on the changing academic paradigms related to the subject. Such courses must be approved by the Department Council and the minutes of the meeting must be forwarded to the CSS and must be approved by the CSS Academic Committee.

The Generic Courses are electives on unrelated discipline/subjects, offered by a department or cluster of departments to the students of other departments, and shall be interdisciplinary in nature. Each student, during the entire programme, should complete a minimum of two such courses. The choice of such electives for each semester shall be advertised in CSS website and circulated to the Departments, and the departments can revise such electives from time to time with the approval of CSS Academic Committee.

Interdisciplinary Generic Courses may also be to be offered collaboratively by more than one Department/Discipline/School/Faculty, and central facilities such as Central Laboratory for Instrumentation and Facilitation (CLIF). Such interdisciplinary courses, including those offered by the centers, may be coordinated by a Department.

4.4. Skill Enhancement Courses

Department Council may designate appropriate electives as Skill Enhancement Electives. These courses are designed to provide value-based or skill-based knowledge and should contain both theory and lab/ hands-on training/ fieldwork. The main purpose of these courses is to give students life-skills in the hands-on mode to increase their employability. These courses shall have credits and grades, which shall not be used in computing and SGPA and CGPA, but shall be included in the Grade Sheet.

4.5. Audit Courses

Audit courses are courses that do not carry credits and are not graded.

4.6. Negotiated Courses

Negotiated Courses are elective courses that are designed and offered on request from students and are not graded.

4.7. Non-Taught Courses

Non-Taught Courses are core or elective courses which are not centered on teaching, such as laboratory courses, seminars, projects, media production, case studies, internship, and fieldwork. They can be offered by each department and shall have credit assignments and evaluation procedures suitably defined as per provisions of these regulations.

4.8. Internship and fieldwork outside the Institution

Students to be assigned with internship and fieldwork based on the nature of the Programme. Internship work could be offline or online, national or international. Direct visit internships can have a duration of a month. Preferably vacation between second and third semester could be used for this purpose, and the students shall submit an internship completion certificate, attendance statement from the organization offering internship, and the Department Council minutes approving internship to the CSS office. Any internship extending beyond one month should get the prior permission from the CSSAC. The credits allowed for each internship for a month may be one and each candidate shall have a maximum of two credits during the entire programme. The weightage of the credits for internship where credits are not offered by the host institutions, the Department Council shall fix the credits and report the same to the CSS Academic Committee for approval. Such credits earned shall be considered as additional credits.

4.9. SWAYAM (Study Webs of Active-learning for Young Aspiring Minds) Courses

Each student shall select at least one course from the SWAYAM Platform of Ministry of Human Resources Development (MHRD), Govt. of India during the tenure of their programme in the University. The course selection to be in consultation with the Faculty Advisor and mentors and as approved by the SWAYAM coordinator of the University. This course would be an additional elective and credits earned would be integrated as additional credits in the Grade Certificate.

4.10. Learning Management System (LMS) for CSS

Each department shall showcase their taught courses for each semester in the LMS platform with Programme code and course codes. Each faculty shall upload their courses

on LMS portal and use the platform for Continuous Assessment (attainment of the course outcomes) of their students. The resources and activities may be made available online in tune with the Outcome Based Curriculum framework. Online activities and assessment under CA may be carried out through the LMS Platform.

4.11. Promotion of Inter-Disciplinarity

All Departments shall offer at least one generic elective every year. Every student of 2-year PG programmes shall, during the whole programme, register for at least two generic courses from outside Department, preferably in an unrelated subject.

4.12. Extension Activities

The extension activities, which promote neighbourhood services, and recommended by the DC shall be integrated with curricula as extended opportunities intended to help, serve to reflect and learn. Such extension activities may be part of the activities of National Service Scheme and services under the 'Harithalayam' project of University of Kerala, including the Agriculture fellowship offered by the University or independent programmes initiated by departments or government.

4.13. Credits

Credits are numbers attached to each course which define their weightage in the whole programme. One credit is defined as:

- a) Weightage of a taught course with 1 contact hour/week/semester or
- b) Weightage of a non-taught course with 2 contact hour/week/semester.

4.14. Course Credits

Every taught course shall have 2, 3 or 4 credits. The discipline-specific electives, generic courses and other electives shall have 2 credits. For non-taught courses, the following guidelines are applicable: (a) seminars, term-papers, case studies, internship (of minimum 3 weeks) and fieldwork shall have 2 credits each. (b) Laboratory courses shall have a maximum of 4 credits.

Projects in all streams may have credits from 6 to 18, and they will be part of the core course. Each dissertation should pass through the plagiarism check with appropriate software advocated by the University or wherever it is not practicable, the DC should ensure that the dissertation submitted by the student is free from plagiarism.

4.15. Programme Credits

For all the four-semester programmes, the minimum and maximum credits of core courses shall be 48 and 64 and for the electives 12 and 24 respectively. For such programmes, the total minimum and maximum credits for the programme shall be 72 and 84 respectively.

For all the two-semester programmes, including diploma programmes, the minimum and maximum credits of core courses shall be 24 and 30 and for the electives 6 and 12 respectively. For such programmes, the total minimum and maximum credits for the programme shall be 34 and 42 respectively.

Provided that the CSSAC shall be competent to amend the above limits to conform to the mandatory guidelines of statutory authorities such as UGC, AICTE, Bar Council and NCTE, issued from time to time, and the same shall be reported to the next Academic Council.

Students shall register for the required number of courses at the beginning of each semester. No student shall register for more than 24 credits and less than 16 credits in a semester.

4.16. Duration of PG Programmes

PG programmes shall generally be of 2-year duration, with 4 semesters, except LLM and PG Diploma, for which the duration shall be 1 year with 2 semesters. The maximum number of semesters that can be taken by a candidate to complete a PG programme shall be 8 semesters, except for LLM and PG Diploma for which it shall be 4 semesters.

4.17. CSS Handbook & Website

Every student shall be issued in hard/soft copy, a CSS Handbook at the time of admission, containing these regulations and all other relevant information. CSSAC shall maintain a web site for providing comprehensive information about CSS and shall upload an annual report in the web site.

Chapter 5

CURRICULUM DESIGN & DELIVERY

5.1. Course as a Stand-Alone Unit

Each course shall be designed as a stand-alone unit of academic experience and shall follow Learning Outcomes based Curriculum Framework (LOCF) under the standards of Outcome Based Education (OBE).

5.2. Course Title and Code

Each course shall have a unique title and code. The code shall consist of maximum five alphabets indicating the Dept. and 3 digits; first digit indicating the level of the course (5 for PG programmes), second digit indicating the semester and the last digit indicating the serial number of the course in that semester. CSSAC may suitably amend these codes for special purposes, maintaining a reasoned structure.

5.3. Course Syllabus Outline

Course syllabus outline shall be a brief telegraphic statement of the topics to be dealt with in the course, designed by the Department Council for each course. This shall include statement of course outcomes, assessment strategy and course references.

5.4. Programme Syllabus

Programme Syllabus shall be a statement of graduate attributes, programme outcomes and programme-specific outcomes (PSOs) along with course syllabus outline of each course offered by the Department.

5.5. Course Bulletin

The University shall make available to all students a Bulletin listing all the courses offered in every semester specifying the credits, the pre-requisites, list of topics the course intends to cover, the instructor who is giving the course, the time and place of the classes for the courses and the nature and schedules of assessments.

5.6. Detailed Course Brochure

Detailed Course Brochure shall be issued to each student of a course by the respective teacher(s) offering the course. This shall be an expanded version of the course syllabus outline and shall typically consist of the following sections: Course title, course credits,

name of teachers offering the course, course aims, learning outcomes, expanded syllabus, expanded core and supplementary references (including web resources), assessment strategies and any other noteworthy details of the course. The Course brochure shall be filed by the Department Councils and also reported to the CSSAC.

5.7. Academic Calendar

Academic calendar issued by CSSAC (which shall conform to semester definition as in section 4.1 of these regulations) shall be followed by each department.

5.8. Induction Programme

The University/School/ Department may arrange three-tier induction programme for students in the first week of their admission into the programme and is aimed at introducing the University system, infrastructure and programme objectives to students of PG programmes, along with imparting an array of learning habits appropriate in higher education. Each student shall be made aware of the University Graduate Attributes and Programme outcomes.

5.9. Registration

Every student shall register for a set of courses of his/her choice, from the courses on offer, taking into consideration the advice from faculty advisor. Registration shall be done in the prescribed form within 2 weeks after commencement of a semester. With the consent of the Faculty Advisor, a student can drop out of any course within 3 weeks after registration, by applying in prescribed form.

5.10. Curriculum Transaction Strategies

It shall be up to the teacher teaching a course to choose the most appropriate curricular transaction strategies. However, the Dept. Council or CSSAC may issue general guidelines in this regard for due consideration by teachers. Teachers may consider the following approaches for curricular transactions: (i) lecturing, (ii) experiential learning, (iii) service-learning, (iv) critical pedagogy, (v) field study, (vi) activity-based learning, (vii) discourse method, (viii) interactive learning, (ix) eLearning, (x) group discussions, and (xi) workshops.

5.11. Invited Professors/Experts: The Department Council shall prepare a panel of distinguished professors/experts from the field of industry, technology, media, literature, history, etc for inviting them and utilizing their expertise in academics and research in the University. The panel submitted to CSS office shall be vetted by the IQAC and placed in CSS AC and Syndicate for further placement in appropriate manner.

5.12. Teacher-Cum-Research Assistants: The Departments shall utilize the services of Post-Doctoral students, Research Associates, research scholars, and overseas researchers visiting the departments for short-term attachment programmes as teacher/research assistants.

5.13. Student Feedback

Student feedback on teaching and learning shall be collected for each course as a means of improving teaching. Student feedback shall be of two types. (i) Mid-sem qualitative feedback to be directly collected by the teacher teaching the course. (ii) quantitative feedback collected centrally by a committee authorized by the Vice-Chancellor. At the end of the programme, programme feedback shall be collected from students, compiled and discussed by DC.

5.14. Revisions of Syllabus

It shall be the responsibility of the Department Council to revise the syllabus from time to time. Minor revisions (such as additions, deletions, modifications of sub-topics, additions of latest reference materials etc.) shall be done as and when required, by the course teachers while issuing course bulletins. Such revisions shall, by and large, confine to the Course Syllabus outline approved by the Academic Council. The Department Council shall comprehensively revise the syllabus at least once in three years. Such major revisions shall involve collecting inputs from (i) alumni (ii) industry/academies (iii) employers (iv) peer inputs from subject experts outside the University. The revised syllabus shall be placed for approval of the Academic Council through the CSS Academic Committee.

5.15. Persons with Disabilities

A minimal set of reading materials printed in Braille press shall be provided, free of cost, to visually challenged students.

5.16. Role of Central/Campus/Department Library

Each student enrolled in the department shall become a registered member in the Central Library and Campus Library, and use the facilities for academics and research. They shall facilitate students with checking plagiarism in their documents if any. The Department libraries should also provide their inputs on curriculum revision, compile all previous and existing syllabi of the department, and organise workshops for the students regularly to introduce all the online facilities for academics and research. The librarian in the department shall provide information to the students regarding the latest arrival of books and online resources in the subject concerned, resources available in other departments and libraries in Universities, digital platforms of education, issues related with copyright education. Wherever necessary DC may include department librarians as a special invitee in meetings discussing curriculum revision and updating resources for the library.

Chapter 6

ASSESSMENT AND EVALUATION

6.1. Grading of Student Performance

Performance of students in individual courses shall be evaluated and assigned grades to indicate the level of achievement of objectives. The grading scale shall be the same as the national pattern recommended by the UGC. Each grade shall be indicated by a letter as in the table below:

Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very good)	8.5
B+ (Good)	8
B (Above Average)	7
C (Average)	6
D (Pass)	5
F (Fail)	0
Ab (Absent)	0
CI (Course Incomplete)	0

Each grade shall have a corresponding grade point which serves as a means of aggregating letter grades and are not marks or scores.

Course-wise Grading

Conversion of Percentage of marks into grade points of a course is as follows:

Sl. No.	Weightage in Percentage	Grade Point	Grade
1	90 to 100	10	O (Outstanding)
2	85 to less than 90	9	A+ (Excellent)
3	80 to less than 85	8.5	A (Very good)
4	70 to less than 80	8	B+ (Good)
5	60 to less than 70	7	B (Above Average)
6	55 to less than 60	6	C (Average)
7	50 to less than 55	5	D (Pass)
8	Less than 50	0	F (Fail)
9	Absent	0	Ab (Absent)
10	Course Incomplete	0	CI (Incomplete)

Programme-wise Grading

The range of CGPA and Grade is as follows:

Sl. No.	CGPA	Grade
1	9 to 10	O (Outstanding)
2	8.5 to less than 9	A+ (Excellent)
3	8 to less than 8.5	A (Very good)
4	7 to less than 8	B+ (Good)
5	6 to less than 7	B (Above Average)
6	5.5 to less than 6	C (Average)
7	5 to less than 5.5	D (Pass)
8	Less than 5	F (Fail)
9	Absent	Ab (Absent)
10	Course Incomplete	CI (Incomplete)

For the M.Tech programme, the grades shall be as follows:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	80% and above but less than 85%
B+ (Good)	8	70% and above but less than 80%
B (Above Average)	7	60% and above but less than 70%
C (Average)	6	55% and above but less than 60%
D (Pass)	5	50% and above but less than 55%
F (Fail)	0	Less than 50%
FE	0	Failed due to eligibility criteria
CI	0	Course Incomplete

6.2. Types of Assessment

In the PG programmes, every taught course shall be assessed through: (a) continuous assessment in each semester with 40% weightage (b) end-semester assessment with 60% weightage.

6.3. Continuous Assessment for Taught Courses

Continuous assessment is aimed at giving continuous feedback about teaching and learning to teachers and students, respectively.

The nature of continuous assessment may remain flexible, and it can be done based on the following assessment components: time-constrained examinations, closed-book and open-book tests, problem-based assignments, practical assignment laboratory reports; observation of practical skills, individual project reports (case-study reports), team project reports, oral presentations, including seminar presentation; viva voce interviews; computerised adaptive testing, peer and self-assessment, activities in Moodle platforms including workshops, quiz, survey etc. and any other pedagogic approaches as per the context.

Out of 40% weightage allotted for continuous assessment, the sub-components shall normally be:

Component 1: Weightage 20% (any examination strategies in the list); Component 2: Weightage 10%; Component 3: Weightage 10% (component 2 and 3 is the choice of the teacher from the above list or based on the activities in LMS platform.

In specific cases, wherever appropriate, Audit Electives or Negotiated Courses can be without end semester examination. In such cases, the student will learn and be evaluated through a selection of critical, creative, and responsive assignments throughout the term. The student will have to submit written assignments after completing every module. The assignment submitted must also include all the working drafts to understand and evaluate the progress made in the analytical and critical competence of the student. The assignments will include a series of essays of not more than 3000 words each. At the end of the course, the student will have submitted a complete portfolio that will form the basis of the final grading. The student may also choose to share video, audio, or other forms of media in order to enhance his/her learning experience, which can contribute to the cumulative grading. Final grades will be based entirely on the assignments submitted and responses shared throughout the course; there is no final exam, and the document will have to pass through the plagiarism checks.

6.3.1. Conduct of Assessment

Tests and other class assessments shall normally be conducted as per academic calendar and shall always be notified to students well in advance. Additional chance to take tests/examination or to submit assignments under extenuating circumstances or to take part in arts/sports events recognized by the University shall be duly considered by the teacher.

6.3.2. Abnormal Test Results

Any test for which class average score is less than 40% shall not be reckoned for assessment, and a re-test shall be administered for the whole class.

6.3.2.1. Remedial Teaching: Remedial teaching shall be designed by DC for the slow learners, providing them with the necessary help and guidance to help them overcome their problems, after identifying their areas of difficulty.

6.3.3. Articulating Grade Requirements & Late Submission Policies

For assignments/term papers/tasks, students shall be provided with a clear indication of the effort required to achieve specific grades or score bands. Late submission policy for assignments shall be clearly stated. For each day of delay, not more than 10% of the maximum score may be deducted.

6.3.4. Receipts for Assignments

Students shall be issued with receipts for assignment if they so desire. Time-stamped electronic communications shall also be considered as proof of submission.

6.3.5. Marking of Scripts

Teachers may offer written remarks on tests and assignments while returning marked scripts to students so as to enable them to understand the areas for improvement. This shall be mandatory for scores below 40%.

6.3.6. Plagiarism

Awareness shall be given by each course teacher to students about plagiarism and its unacceptability. Office of CSS shall organise workshops for students with Central Library, State Library and Department Library to create awareness on ethical issues related to plagiarism and familiarize students with software to check plagiarism. Students may be encouraged to check plagiarism with software tool recommended by the UGC from time to time for assignments, term papers, and dissertations.

6.3.7. Communicating Results & Addressing Grievances

Each teacher shall formally communicate the score awarded for tests and assignments to every student. Student grievances, if any, shall be first addressed by the teacher. If not resolved, the same may be raised in DC through the head of the department. Any appeal on the decision of the DC shall lie with student grievance subcommittee of CSSAC which shall give due hearing to the student(s) and teacher(s) and attempt to resolve the grievance, failing which the Syndicate of the University shall take a final decision in the matter.

6.3.8. Attainment of Course Outcomes (COs)

COs are to be attained by all students at the end of a formal course. While the method of computation of attainment of COs is not unique, CSS shall follow a well-defined direct method of computing CO attainment based on the student performance in all assessment instruments, and indirect method of computing COs through course exit survey of students.

6.4. End-Semester Assessment for Taught Courses

6.4.1. Nature of End-Semester Examination

Every taught course shall be assessed through a written end-semester exam of maximum 3 hours duration. The end-semester exams shall be of summative nature and aimed at testing the achievement of course outcomes, as stated in the syllabus. Every student shall be issued, in the first week of the semester, a model question paper for the end-semester examinations. The end-semester exam shall normally consist of at least 20% of questions which involve higher-order critical thinking. End-semester examination shall not constrain itself to knowledge recall.

6.4.2. Conduct of End Semester Examination

In all semesters, the faculty in the concerned department teaching the course shall prepare three sets of question papers and a scrutiny committee consisting of concerned faculty, faculty advisors and Head of the Department (HoD) will approve the same. The HoD shall select one of the QPs and arrange to conduct the examination with the same.

The CSS may adopt ICT based question bank system to ensure some uniformity, quality and standard in questions based on learning-outcomes. The questions prepared based on Bloom's taxonomy, covering all levels (remembering, understanding, applying, analyzing, evaluating, and creating) will be updated from time to time, and questions will be generated through the system for each semester. The Examinations Reforms Committee of Internal Quality Assurance Cell (IQAC) of the University will review the questions from time to time and suggest reforms needed if any.

Answer scripts shall be valued by the teacher who taught the course and one external examiner from the panel of examiners recommended by the DC and approved by the VC. If the marks awarded by two examiners differ by more than 10%, then a third examiner from the earlier panel shall be asked to re-evaluate, and the average of the nearest two scores shall be awarded to the candidate. Grievances if any shall be addressed as per provisions of 6.3.7.

During exigencies such as disasters and pandemics, the end semester examination, submission of dissertation and viva may be done online, with the approval of CSS Academic Committee.

6.4.4. Grace Marks

Students who participate in any event listed in schedule III shall be eligible for 15 score per academic year and 30 score for the whole programme. Grace mark shall be added to the total score achieved in any one or more courses of choice of the student, in the whole programme.

6.5. Assessment of Non-Taught Courses

6.5.1. Seminar/ Field Work/ Case Studies/ Internship/ Media Production etc

The assessment methodology and time lines shall be clearly defined by the teacher through the course brochure issued to students. Evaluation rubric shall be proposed by the teacher and approved by the DC, and communicated clearly to the students.

6.5.2. Projects

Detailed guidelines on project objectives and detailed evaluation rubric for the same shall be approved by the DC and communicated effectively to the students. Project Management System shall be developed by each Department to enable effective monitoring and support, for projects with credits above 4. Evaluations rubric of projects with credit above 4 shall include innovation as one component.

6.5.3. Laboratory Courses

Detailed guidelines on conduct and assessment of laboratory courses and detailed evaluation rubric for the same shall be approved by the DC and communicated effectively to the students.

6.5.4. Examination Management System

The examination management system shall be a well-defined document or a software application, implemented by the University for the planning, administration, documentation, tracking, evaluation of student responses, and the announcement of grades/marks obtained by students in all formal learning activities in an educational program.

Chapter 7

STUDENT PROGRESS AND CERTIFICATION

7.1. Prohibition of Other Enrollments, Employment and Ragging

Once admitted, students shall not undergo any other programme of education, or undertake any full-time employment; provided that short MOOC courses recommended by faculty advisors shall not come under this category. Students are prohibited from indulging in any form of ragging. Any student, who after due process of law, is found guilty of ragging during PG programme, shall not be eligible to continue in the programme.

7.2. Attendance

Students have to secure a minimum of 75% attendance for each course to become eligible to appear for End Semester Examinations for the course concerned. There shall be no score for classroom attendance. No condonation for the shortage of attendance shall be given. The Head of the Department shall, on the first of every month (or on the next immediate working day), formally communicate, any fall in attendance below 75%, related to the previous month, to the student concerned, and the CSS office.

7.3. Absence from Assessment Under Extenuating Circumstances

Students may apply to CSS Academic Committee through HoD for a special arrangement to make up for absence from assessment under extenuating circumstances, and the CSS Academic Committee shall be competent to permit such special arrangements after consideration and verification of the circumstances. Any consideration under this provision shall be based on formal request made immediately after the contingency (except in naturally impossible circumstances) either through self or next of kin.

7.4. Repeating a Course

A student who fails to secure 75% attendance shall be required to repeat the course along with the next batch; provided that the course may be dropped if the student has met minimum credit requirements otherwise.

7.5. Minimum Grades for Course, Semester and Programme

7.5.1. Minimum Grade for Successful Course Completion

The minimum required grade for successful completion of any course shall be a 'D' grade. There shall be a separate minimum of 40% marks for end semester examinations for each course.

7.5.2. Minimum Cumulative Grade and Scholastic Probation

If the Cumulative Grade of a student falls below 'D' in any semester, the student shall be declared to be on a scholastic probation and the same shall be formally communicated to the student by the DC. During the scholastic probation, the Faculty Advisor and Faculty Coordinator shall monitor the progress of the student and provide counseling and support through remedial teaching. The student shall be required to achieve cumulative grade of 'D' or above by the next semester, failing which the student shall not be allowed to continue in the programme.

7.5.3. Requirements for Successful Completion of the Programme

a) The minimum Cumulative Grade for successful completion of the programme shall be a 'D' grade.

- b) The student also shall be required to pass all courses for which he/she is registered.
- c) The student shall meet the minimum credit requirements for Core and Elective courses as laid out in these regulations.

7.5.4. Supplementary Exams

Students who fail in any course in any semester shall be permitted to appear for a maximum of two supplementary exams (along with the junior batch), within 8 continuous semesters. A student who fails to achieve Cumulative Grade of 'D' for the programme, but has passed all courses, shall be permitted to take supplementary examinations in a maximum of 2 courses, after cancelling the results of the end-semester exam concerned (except project).

7.6. Break in Programme

Students who discontinue the programme due to extenuating circumstances or due to appointments in Govt./Quasi Government organisations, may, within the limit of 8 semesters, be permitted to rejoin the programme with the existing batch, reckoning the earlier attendance and assessments, as deemed fit by the CSS Academic Council.

7.7. Late Submission and Resubmission of Dissertation

- a) In the case of candidates who have completed the PG programme in all respects except submission of the dissertation, they shall be permitted to submit the dissertation within the maximum semester duration, on payment of prescribed fees and fine. Students who prove extenuating circumstances shall be exempted from the above fine.
- b) In the case of candidates who are asked by examiners to resubmit dissertations, they shall be permitted to resubmit the dissertation within the maximum semester duration, on payment of prescribed re-submission fees.

7.8. Horizontal Mobility into and out of the Programme

It shall be competent of DCs to recommend lateral entry into and exit from PG programmes and recommend qualifications for entry and awards for the exit. Provided that the exits shall be limited to the first semester resulting in a Certificate and after the second semester, resulting in a PG Diploma. Each such scheme shall be offered only after approval by the Academic Council based on the recommendation of the CSSAC. A student who exits laterally shall not be re-admitted into the programme.

7.9. Credit Transfer

Credit transfer into PG programmes shall be permitted within the provisions of the Credit Transfer Regulations of the University (2014). Credits earned from SWAYAM platform of UGC shall be transferred into the PG programmes within the provisions of the “Credit Framework for Online Learning Courses through SWAYAM” Regulations of the University (2016).

7.10. Certification

7.10.1 Calculation of SGPA and Semester Grade

To arrive at the Semester Grade Point Average (SGPA) of each student, the sum of the products of the credits assigned to each course and the grade point corresponding to the grade awarded, is divided by the sum of the credits of all courses taken by the student in the semester. The grade awarded based on the SGPA shall be Semester Grade.

7.10.2. Calculation of CGPA and Programme Grade

To obtain Cumulative Grade Point Average (CGPA), the same procedure as in 7.10.1 is repeated except that the sum is taken over all the courses the student has taken in all the semesters till then. The grade awarded based on CGPA covering all semesters shall be the Programme Grade.

7.10.3 Classification

There shall be no classification such as Distinction, First Class etc. for PG programme.

7.10.4. Ranking

There shall be no ranking of students in PG programmes and the Cumulative Grade/Programme Grade is to be relied on, in preference to CGPA, wherever possible. In case of any selection for recognitions, the Programme Grade shall be relied on, and to break ties, if any, the number of highest grades awarded for courses shall be relied on. Position certificate may be issued by CSS only to those students applying for fellowships for research programmes such as INSPIRE, where it is mandatory.

7.11. Grade Sheet

The University shall, under its seal, issue to the students a grade sheet on completion of each semester of a programme. The Grade sheet issued at the end of the final semester shall contain the following:

- a) The titles of the courses taken (including audit courses and transfer courses)
- b) The credits associated with each course
- c) The Grades secured by the student for each course.
- d) The total credits earned by the student in the semester and the SGPA.
- e) The total credits earned by the student till that semester and the CGPA.
- f) Overall/Programme Grade based on CGPA and class (with the indication “Not completed” in case of students who do not meet requirements as in 7.5.3).

The Grade sheet shall not mention any marks/scores in any way. The grade sheet shall include a brief note on the credit definitions, grading scale and the grade statistics of the previous year. The CSS may also release Gradebook to the students through the LMS platform, which automatically aggregates scores and feedback from Assignments, Activities, or Manual grades from the LMS course of a student.

7.12. Monitoring Student Progression and Grade Inflation

The office of the CSSAC shall compile in January of each year, the following data covering the results of the last calendar year: (a) distribution of grades stream-wise and department-wise (b) The grade statistics showing the percentage of each type of grade awarded to all students and present it before the CSSAC. CSSAC shall analyze the pass percentage, investigate any abnormality and grade inflation or deflation and issue guidelines to address the same.

Chapter 8

TRANSITORY PROVISION AND REPEAL

8.1. Transitory Provision

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the power to:

- a) provide by the order that these regulations shall be applied to any other programme with such modifications as may be necessary.
- b) take actions as he/she deems fit, to remove difficulties in implementation/interpretation of the regulations.

8.2. Repeal

The CSS Regulations of 2017 is hereby repealed, except as applicable to students already admitted under that regulation.

SCHEDULE I

ELIGIBLE SPECIALIZATIONS

In addition to eligibility conditions specified in section 5.3 above, the candidate shall hold Bachelor degree in subjects specified below, for admission to corresponding PG Programmes.

1. **MA English Language and Literature:** BA English Language & Literature; BA English and Communicative English; BA Communicative English (Vocational); BA Communicative English OR any BA/BSc with credits earned for at least 4 English Language courses.
2. **MA Hindi Language and Literature:** Graduates in B.A. Hindi. Any BA/B.Sc. degree holder with at least 4 Hindi Language courses.
3. **MA Malayalam Language and Literature:** Graduates in B.A Malayalam. Also, any BA/BSc. with at least 4 Malayalam Language courses.
4. **MA Arabic Language and Literature:** B.A Arabic, Any BA/BSc. with at least Arabic 4 language courses; B.A/B.Sc. in Afzal-ul-ulama, Any graduate degree in 10+2+3 pattern with not less than 50% marks / CGPA in the Afzal-Ul-Ulama preliminary examination of any Universities in Kerala or the Arabic teachers examination of Pariksha Bhavan.
5. **MA Sanskrit General Language and Literature:** B.A Sanskrit (any specialization); any B.A/B.Sc. degree holders with at least 4 Sanskrit language courses.
6. **MA Russian Language and Literature:** Any B.A/B.Sc. with at least 4 Russian language related courses; Any degree with diploma in Russian.
7. **MA German Language and Literature:** Any B.A/B.Sc. with German language related courses. Any degree with diploma in German.
8. **MA Malayalam Literature, Kerala Studies and Media Studies:** Graduates in B.A Malayalam. Also, any BA/BSc. with at least 4 Malayalam Language courses
9. **MA Philosophy:** BA Philosophy; any BA/BSc. Degree holder will be admitted after all BA Philosophy holders are admitted.
10. **MA History:** Degree holders from BA/BSc/LLB. 80% of seats shall be reserved for candidate who hold BA Degree in History.
11. **MA Sociology :** Any BA/BSc. from faculties of Arts/Social science/Science/Commerce/Law. 75% of the seats shall be reserved for candidates who hold B.A Sociology.
12. **MA Economics:** B.A Economics, B.Sc. Mathematics or B.Sc. Statistics
13. **MA Political Science:** Any BA from Faculty of Social Sciences, Law and Journalism. 15% of seats will be reserved for candidates from humanities science and commerce. Weightage will be given to candidates from the discipline of Political Science.
14. **MA Public Administration:** Any Bachelor's Degree
15. **MA Islamic History:** B.A Islamic History; any B.A/B.Sc. degree holder will be admitted after all BA Islamic History holders are admitted.
16. **MA West Asian Studies:** Any Degree in Social Sciences, Humanities, Languages and Fine Arts

17. **MA Linguistics:** Any BA, B.Sc, B.Com/MBBS/B.Tech from faculties of Arts/ Social science/ Commerce/Law/ Medicine and Engineering.
18. **MA Tamil Language and Literature:** B.A Tamil.
19. **MA Music:** B.A Music; BPA
20. **MA Archaeology:** Any BA, B.Sc.
21. **MSW:** Any BA, B.Sc. 50% of the seats reserved for B.Sc. degree holders. Graduates in Social Science, commerce, Law, BSW, BBA.
22. **M.Com-** Finance and Accounting: B.Com/ B.B.A. 80% of the total seats would be reserved for candidates with B.Com.
23. **M.Com - Global Business Operations:** Any Degree in Commerce, Management, Law, Social Sciences , and Engineering
24. **M.C.J:** Any Bachelor's degree including BA, B.Sc., BBA, BCA, B.Tech., B.VSc., MBBS.
25. **M.L.I.Sc.:** Any Bachelor's degree including BA, B.Sc., BBA, BCA, B.Tech., B.VSc., MBBS.
26. **M.Ed.:** B.Ed. degree, additional weightage will be given to PG. (MA, M.Sc./M.Com) candidates in the respective area of specialization¹ at B.Ed.
27. **LLM: LLB** 5 year/3 year/Annual Scheme
28. **M.Sc. Biochemistry:** B.Sc. in Chemistry/Biochemistry/Biochemistry and Industrial Microbiology/ Graduates in any multimajor course with Biochemistry (main).
29. **M.Sc. Biotechnology:** B.Sc. in Zoology/Botany/Microbiology/Biotechnology/ Biochemistry/ Environmental Science/Aquatic Biology
30. **M.Sc. Genetics & Plant Breeding:** B.Sc. Botany or in any Multi-major course with Botany. B.Sc. Botany and Biotechnology
31. **M.Sc. Biodiversity Conservation:** B.Sc. in Botany/Zoology
32. **M.Sc. Chemistry:** B.Sc. Chemistry/ Polymer Chemistry/Industrial chemistry/ Analytical chemistry with Mathematics as one of the Complementary subjects.
33. **M.Sc. Aquatic Biology and Fisheries:** B.Sc. Aquatic Biology and Fisheries/ Zoology/Aquaculture/ Fisheries Science (BFSc)/ Industrial Fisheries.
34. **M.Sc. Computer Science:** B.Sc Degree in Computer Science/Computer Application (BCA)/Electronics
35. **M.Sc. Computer Science with specialization in Artificial Intelligence:** B.Sc Degree in Computer Science/Computer Application (BCA)/Electronics
36. **M.Sc. Environmental Science:** B.Sc. Environmental Science/ Botany/ Zoology/ Biochemistry/ Chemistry and Industrial Chemistry/ Geology.
37. **M.Sc. Geology:** B.Sc. Geology

1.Specialization at B.Ed means Natural Science /Physical Science/Mathematics/English/Malayalam/ Hindi/Arabic/Tamil/ Kannada/ Commerce/IT or Computer/Social Science etc.

38. **M.Sc. Computational Biology:** B.Sc. Computational Biology/ Computer Science/ Statistics/Physics/BCA/ Electronics/ Information technology/ Bioinformatics/ Mathematics/ B.Tech in any branch
39. **M.Sc. Demography and Biostatistics :** B.Sc. Mathematics/ Statistics/BA Economics/ Sociology/B.Sc. Geography/ Anthropology with Statistics as one of the Complementary subjects
40. **M.Sc. Actuarial Science:** B.Sc. Mathematics/ Statistics/ Actuarial Science/ Mathematical Actuarial Science/Actuarial Statistics /Actuarial Economics/ Computer Science
41. **M.Sc. Mathematics:** B.Sc. Mathematics
42. **M.Sc. Mathematics with specialisation in Finance and Computation:** B.Sc. Mathematics
43. **M.Sc. Physics:** B.Sc. Physics with Mathematics
44. **M.Sc. Statistics:** B.Sc. Statistics; B.Sc. Mathematics(with Statistics courses). 30% of those general merit seats shall be reserved for B.Sc. Statistics Degree
45. **M.Sc. Applied Statistics and Data Analytics:** B.Sc in Statistics/Applied Statistics or B.Sc. Mathematics with Statistics at subsidiary level or B.Sc. Physics with Statistics at subsidiary level or B.Sc. Computer science with Statistics at subsidiary level
46. **M.Sc. Zoology (Pure & Applied):** B.Sc. Zoology
47. **M.Sc. Integrative Biology (Zoology):** B.Sc. Zoology with Chemistry & Botany as Complementary subjects
48. **M.Sc. Applied Psychology:** B.A/B.Sc. Psychology
49. **M.Sc. Data Science:** B.Sc. Degree in Mathematics/Statistics/Computer Science/B.Tech. in Computer Science/Information Technology
50. **M.Sc. Applied Aquaculture:** B.Sc. Aquatic Biology and Fisheries/ Zoology/Aquaculture/ Fisheries Science (BFSc)/ Industrial Fisheries
51. **MBA (General) and MBA (Travel and Tourism):** The candidate should have passed the degree from any Indian University, under the regular stream, recognized by the University of Kerala and shall be in the 10+2+3 pattern (or in 10+2+4 pattern). In all the cases the student should have passed the degree examination with not less than 50% marks/equivalent grade (no rounding off allowed) in Part III /core plus complimentary in BA, B.Sc., B.Com. etc., or 50% marks/equivalent grade (no rounding off allowed) in aggregate in case of B.E/ B.Tech, B.Sc. (Agri.) and other 4/5 year degree courses. The candidates, who have passed MA/M.Sc./M.Com. or any other PG Degree recognized by the University of Kerala with 50% of marks/equivalent grade in aggregate, are also eligible for admission. SC/ST candidates shall be given relaxation as per University rules.
52. **M.Tech Computer Science (with Specialization in Digital Image Computing):** A Bachelor's degree in Engineering / Technology with at least 55% marks in one of the following branches: Computer Science and Engineering / Information Technology / Electronics Engineering /Electrical Engineering from the University of Kerala or equivalent recognized degree of a recognized University or First Class Master's degree in Computer Science / Computer Application from the University of Kerala or equivalent recognized degree of a recognized University.

53. M.Tech Technology Management (Futures Studies): B.Tech Degree or equivalent in any branch of Engineering / Technology with at least 55% marks from any of the recognized Universities in India. Admissions to non-sponsored seats will be made on the basis of valid GATE score. Admissions to sponsored seats will be governed by the following AICTE guidelines. The candidates should have:

(i) Bachelor's Degree in Engineering / Technology with at least 55% marks from AICTE approved institutions. Preference will be given to candidates who have qualified GATE.

(ii) A minimum two-years of full-time work experience in a registered firm / company / industry/educational and research institution / any Government Department or Government Autonomous Organization in the relevant field.

(iii) Less than 45 years of age as on 1st day of the year of admission.

54. M.Tech Electronics and Communication (Optoelectronics and Optical Communication): At least a second-class BE / B.Tech or equivalent degree with 55% marks in Electronics / Electrical and Electronics / Electronics and Communication Engineering, Applied Electronics and Instrumentation or M.Sc. Degree in Physics / Applied Physics / Electronic Science or Electronics of the University of Kerala or equivalent.

** Note: In the case of annual scheme, the following procedure will be adopted: For PG Programmes in Languages/Arts/ Humanities, in the place of requirement of 4 courses, Part II in the concerned in languages shall be considered.*

SCHEDULE –II
DETAILS OF DEPARTMENTS, PROGRAMMES AND SEATS

Department	Subject	No of Seats
Aquatic Biology & Fisheries	M.Sc. Aquatic Biology & Fisheries	15
Aquatic Biology & Fisheries	M.Sc. Applied Aquaculture	10
Arabic	M.A. Arabic Language & Literature	20
Archaeology	M.A. Archaeology	15
Biochemistry	M.Sc. Biochemistry	16
Biotechnology	M.Sc. Biotechnology	12
Botany	M.Sc. Genetics & Plant Breeding	16
Botany	M.Sc. Biodiversity Conservation	10
Chemistry	M.Sc. Chemistry	18
Commerce	M.Com – Finance and Accounting	30
Commerce	M.Com - Global Business Operations	20
Communication & Journalism	MCJ	22
Computer Science	M.Sc. Computer Science	30
Computer Science	M.Sc. Computer Science with specialization in Artificial Intelligence	
Computer Science	M.Tech Computer Science with Specialization in Digital Image Computing	18
Computational Biology & Bioinformatics	M.Sc. Computational Biology	12
Demography	M.Sc. Demography and Biostatistics	15
Demography	M.Sc. Actuarial Science	15
Economics	M.A. Economics	30
Education	M.Ed.	35
Environmental Sciences	M.Sc. Environmental Sciences	10
Geology	M.Sc. Geology	12
German	M.A. German Language & Literature	13
Hindi	M.A. Hindi Language & Literature	26
History	M.A. History	24
Institute of English	M.A. English Language & Literature	30
Islamic Studies	M.A. Islamic History	12
Islamic Studies	M.A. West Asian Studies	14
Kerala Studies	M.A. Malayalam Literature, Kerala Studies and Media Studies	15
Library Science	M.LISc.	22

Linguistics	M.A. Linguistics	24
Law	LLM	24
Malayalam	M.A. Malayalam Language & Literature	22
Mathematics	M.Sc. Mathematics	30
Mathematics	M.Sc. Mathematics with specialization in Finance and Computation	15
Music	M.A. Music	10
Philosophy	M.A. Philosophy	24
Physics	M.Sc. Physics (with specialization in applied electronics)	22
Political Science	M.A. Political Science	30
Political Science	M.A. Public Administration	10
Psychology	M.Sc. Applied Psychology	25
Russian	M.A. Russian Language & Literature	10
Sanskrit	M.A. Sanskrit General Language & Literature	18
Sociology	M.A. Sociology	24
Sociology	MSW	30
Statistics	M.Sc. Statistics	20
Statistics	M.Sc. Applied Statistics and Data Analytics	15
Tamil	M.A. Tamil Language & Literature	24
Zoology	M.Sc. Zoology (Pure & Applied)	15
Zoology	M.Sc. Integrative Biology (Zoology)	14
Futures Studies	M.Sc. Data Science	18
Futures Studies	M.Tech. Technology Management	15
Optoelectronics	M.Tech. Electronics and Communication (Optoelectronics and Optical Communication)	18
Institute of Management in Kerala	MBA (General)	40
Institute of Management in Kerala	MBA (Travel and Tourism)	40
	MBA (Evening- Regular)	30

SCHEDULE III

ITEMS LISTED FOR GRACE MARKS*

Kerala University Youth Festival (First three places)

Kerala University Sports/Athletics Meet (First three places)

Inter-University Youth Festival (First three places)

Inter-University Sports/Athletics Meet (First three places)

National Games (First three places)

Olympics (Participation)

Kerala Science Congress (Winning awards)

National Science Congress (Winning awards)

Indian History Congress (Winning awards)

South Indian History Congress (Winning awards)

National Service Scheme (NSS)

Agricultural fellowships offered by the University of Kerala

* Allocation of grace marks based on respective University Orders

SCHEDULE IV

Norms for Admission to the Seats Reserved Under Sports Quota for Post Graduate Programmes

- a) Representing the country and winning the I/II/III in the International Competitions (Olympics, Approved World Competitions, Approved World University Competitions, Commonwealth Games, Asian Games, Afro-Asian games, SAF Games and South Asian Championships.)
- b) Representing the country in International Competitions (Olympics, Approved World Competitions, Approved World University Competitions, Commonwealth Games, Asian Games, Afro-Asian Games, SAF Games, South Asian Championships.)
- c) Winning the I/II/III in the Senior National Championships.
- d) Winning the I/II/III/IV in the All India Inter -University Competitions.
- e) Representing Senior State in National Championships.
- f) Winning the I/II/III in the Junior/Youth National Championships.
- g) Winning the I/II/III/IV in the Zonal Inter-University Competitions.
- h) Representing Senior State in South Zone Championship.
- i) Representing University in Inter -University Competitions.
- j) Representing the state in the Junior/Youth National Championships.
- k) Representing the state in the Junior/Youth Zone Championships.
- l) Winning the I/II/III place in the All Kerala Inter-Collegiate (College Games) organized by Kerala Sports Council.
- m) Winning the I/II/III place in the Senior/Junior Inter District Championships.
- n) Participating in the State Championships.

If the required number of sports persons is not available, the seats should be kept vacant and shall not be filled by other candidates. **Applications forwarded by sports council shall be considered.**

General Guidelines

- a) For filling up the seats reserved under Sports quota, hierarchy of preference shall be given as per norms/guidelines formulated by the University in addition to his/her satisfying academic eligibility of University of Kerala PG Admission.
- b) When the candidates fulfill minimum academic eligibility, the academic merit shall not be preferred over Sports merit in Sports quota reservation seats, except in the case of a tie in the sports merit.
- c) The original certificate/s from the Competent authority/authorities (Secretary, Organizer etc. as per the Circular Letter No.Ad.D1.3.1276/74 dtd 23.01.1979) must be produced by the candidate to prove his/her claim.
- d) The verification of the certificate/s shall be done by the Director of Physical Education of the University.

e) For securing admission to PG programmes under Sports quota, including readmission, the performance of the candidate during the preceding three years shall be considered.

f) Preferences shall be given to those items which have All India Inter-University Competitions.

g) In case of a tie, with respect to the Sports merit , preference shall be given to that candidate who scored higher marks in Qualifying Examination.

Note: The candidates who are applying for Sports Quota should specifically mention the same during the Online Registration.

SCHEDULE V

CODE OF ETHICS AND CONDUCT

The University of Kerala's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

Students shall show due respect to the teachers of the University, the Wardens of the Hostels of Residence; proper courtesy and consideration should be extended to the employees of the University.

Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year.

Law bans ragging in any form to anybody – acts of ragging will be considered as gross indiscipline and will be severely dealt with.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Ragging.
- Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
- Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- Willfully damaging or stealthily removing any property/belongings of the Institute, Hostel or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Involvement in misuse of internet/e-mail facilities or servers anywhere in the Hostel/Department/University.
- Adoption of unfair means in the examinations.
- Mutilation or unauthorized possession of library books.
- Disturbing studies of fellow students.
- Not intimating his/her absence to the warden of the Hostel before availing any leave.
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc

Commensurate with the gravity of the offence, the punishment may be reprimand, fines, expulsion from the Hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the University, based on the report of the respective committees of CSS and decisions by the syndicate of the University of Kerala.