

**SACRED HEART COLLEGE (AUTONOMOUS), THEVARA  
KOCHI, KERALA, 682013**



**CURRICULUM AND SYLLABUS**

**B.VOC PROGRAMME**

**IN**

**SOFTWARE DEVELOPMENT**

**CHOICE BASED CREDIT AND SEMESTER SYSTEM  
(CBCSS)**

**INTRODUCED FROM 2019 ADMISSION ONWARDS**

# **SCHEME AND SYLLABUS FOR B.VOC IN SOFTWARE DEVELOPMENT PROGRAMME**

**(To be introduced from 2019 admissions)**

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF. The B.Voc programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge. The proposed vocational programme in software development will be a judicious mix of skills, professional education related to software development and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in software development environment.

## **Objectives of B.Voc Programme**

1. To provide judicious mix of skills relating to a profession and appropriate content of general education.
2. To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
3. To provide flexibility to students by means of pre-defined entry and multiple exit points.
4. To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.

## **ELIGIBILITY FOR ADMISSION**

No student shall be eligible for admission to B.Voc in Software Development unless he/she has passed the Plus Two of the Higher Secondary Board of Kerala or that of any other university or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45 % marks in aggregate. However SC/ST, OBC, and other eligible communities shall be given relaxation as per University rules. (Those who passed Vocational Higher Secondary course will get a weightage of 25 marks.)

## **CURRICULUM**

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components.

## **DURATION**

The duration of the B. Voc programme shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be atleast 90 working days in a semester and a minimum 540 hours of instruction in a semester.

## **APPLICATION FEES**

For all applicants except SC/ST: 250/- (including processing fee of 200/-)

For SC/ST candidates: 100/- (including processing fee of 50/-)

## **Fee Structure (Per Annum)**

| <b>Course</b>                            | <b>Seats</b> | <b>Fees</b>  | <b>Caution Deposit</b>         |
|--|--------------|--------------|--------------------------------|
| B.Voc. Programme in Software Development | <b>30</b>    | <b>42175</b> | <b>5000( One time Payment)</b> |

## **CREDIT CALCULATION**

The following formula is used for conversion of time into credit hours.

- One Credit would mean equivalent of 18 periods of 60 minutes each, for theory, workshops/labs and tutorials;
- For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;
- For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

## **ASSESSMENT**

- a. The Skill component of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National

Accreditation Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).

- b. General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hours of workshops / labs.
1. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials per week.
  2. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials per week

## **PROGRAMME DESIGN**

The B.Voc(SOFTWARE DEVELOPMENT) is designed in such a way that at the end of three years the student will be awarded a B.Voc Degree and pursue the job roles of Analyst, Application Maintenance Engineer, Deployment Engineer, Engineer Trainee, Junior Data Associate, Language Translator, QA Engineer etc.

### **Courses**

Cumulative credits awarded to learners in skill based vocational courses.

| <b>NSQF Level</b> | <b>Skill Component Credits</b> | <b>General Education Credits</b> | <b>Total Credits for Award</b> | <b>Normal Duration</b> | <b>Exit Points / Awards</b> |
|-------------------|--------------------------------|----------------------------------|--------------------------------|------------------------|-----------------------------|
| 4                 | 18                             | 12                               | 30                             | One Sem.               | Certificate                 |
| 5                 | 36                             | 24                               | 60                             | Two Sem.               | Diploma                     |
| 6                 | 72                             | 48                               | 120                            | Four Sem.              | Advanced Diploma            |
| 7                 | 108                            | 72                               | 180                            | Six Sem.               | B.Voc Degree                |

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. As is evident from Table 1 above, the General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component. The Curriculum details should be

finalized before introduction of the courses.

### **NATURE OF THE COURSE**

- i. No open course is envisaged
- ii. No Electives are included
- iii. Total credits is 180
- iv. Working hours per week is 30 hours
- v. All vocational subjects are treated as core course.
- vi. Multiple exit points are permitted.

### **PROGRAMME STRUCTURE**

The B.Voc Software Development shall include:

- a) Language courses (English and French)
- b) General Education Components
- c) Skill Components
- d) Internship
- e) Field Visits
- f) Project
- g) Soft Skills and Personality Development Programmes
- h) Study tours

### **Model III – B.Voc Software Development**

|   |  |             |
|---|--|-------------|
| A | Program Duration   | 6 Semesters |
| B | Total Credits required for successful completion of the programme        | 180         |
| C | Credits required from Common Course I                                    | 8           |
| D | Credits required from Skill course and General courses including project | 172         |
| E | Minimum attendance required  | 75%         |

### COURSES WITH CREDITS

| Sl.NO                | Courses                               | No         |
|----------------------|---------------------------------------|------------|
| 1.                   | Language courses (English and French) | 4          |
| 2.                   | General Education Components          | 14         |
| 3.                   | Skill Components                      | 24         |
| 4.                   | Internship                            | 3          |
| 5.                   | Main Project                          | 1          |
| <b>Total</b>         |                                       | <b>46</b>  |
| <b>Total Credits</b> |                                       | <b>180</b> |

### SCHEME OF THE PROGRAMME

#### B.VOC IN SOFTWARE DEVELOPMENT (MODEL III)

| SEMESTER | COURSE TYPE              | COURSE CODE        | COURSE TITLE  | HRS/WEEK | CREDITS  | MAX. MARKS |           |
|----------|--------------------------|--------------------|---|----------|----------|------------|-----------|
|          |                          |                    |   |          |          | CIA        | ESE       |
| <b>I</b> | <b>COMMON COURSE - I</b> | <b>19U1CCBVS01</b> | <b>Fine-Tune your English</b>                             | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |
|          | <b>GENERAL</b>           | <b>19U1GNBVS01</b> | <b>Communication Skills in French I</b>                   | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |
|          | <b>GENERAL</b>           | <b>19U1GNBVS02</b> | <b>Computer Fundamentals and Digital Principles</b>       | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |
|          | <b>SKILL</b>             | <b>19U1SKBVS01</b> | <b>Financial Accounting</b>                               | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |
|          | <b>SKILL</b>             | <b>19U1SKBVS02</b> | <b>Problem Solving Techniques and C Programming</b>       | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |
|          | <b>SKILL</b>             | <b>19U1SKBVS03</b> | <b>Discrete Mathematics</b>                               | <b>3</b> | <b>3</b> | <b>25</b>  | <b>75</b> |
|          | <b>SKILL PRACTICAL</b>   | <b>19U1PRBVS01</b> | <b>Software Practical – I (Problem solving Techniques</b> | <b>4</b> | <b>4</b> | <b>25</b>  | <b>75</b> |

|   |                          |                    |  |           |           |           |           |
|---|--------------------------|--------------------|--|-----------|-----------|-----------|-----------|
|   |                          |                    | and C programming)   |           |           |           |           |
|   | <b>SKILL PRACTICAL</b>   | <b>19U1PRBVS02</b> | <b>Software Practical – II (MS Office and Accounting with Tally)</b> | <b>3</b>  | <b>3</b>  | <b>25</b> | <b>75</b> |
| <b>TOTAL HOURS AND CREDITS FOR SEMESTER – 1</b> |                          |                    |  | <b>30</b> | <b>30</b> |           |           |
| <b>II</b>                                       | <b>COMMON COURSE - I</b> | <b>19U2CCBVS02</b> | <b>Issues that Matter</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>           | <b>19U2GNBVS03</b> | <b>Communication Skills in French II</b>                             | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>           | <b>19U2GNBVS04</b> | <b>Company Law</b>   | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>             | <b>19U2SKBVS04</b> | <b>Operating Systems</b>   | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>             | <b>19U2SKBVS05</b> | <b>Data structures using C++</b>                                     | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>             | <b>19U2SKBVS06</b> | <b>Object oriented Programming using C++</b>                         | <b>3</b>  | <b>3</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b>   | <b>19U2PRBVS03</b> | <b>Software practical-III (Object Oriented Programming using C++</b> | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b>   | <b>19U2PRBVS04</b> | <b>Software practical-IV(Data Structures using C++)</b>              | <b>2</b>  | <b>2</b>  | <b>25</b> | <b>75</b> |
|   | <b>INTERNSHIP</b>        | <b>19U2INBVS01</b> | <b>Internship</b>  | <b>1</b>  | <b>1</b>  | <b>25</b> | <b>75</b> |
| <b>TOTAL HOURS AND CREDITS FOR SEMESTER – 2</b> |                          |                    |  | <b>30</b> | <b>30</b> |           |           |
| <b>III</b>                                      | <b>GENERAL</b>           | <b>19U3GNBVS05</b> | <b>Principles and practices of Management</b>                        | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>           | <b>19U3GNBVS06</b> | <b>Human Rights</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>           | <b>19U3GNBVS07</b> | <b>Basic Statistics</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>             | <b>19U3SKBVS07</b> | <b>Web Designing and Programming</b>                                 | <b>5</b>  | <b>5</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>             | <b>19U3SKBVS08</b> | <b>Database Management Systems</b>                                   | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b>   | <b>19U3PRBVS05</b> | <b>Software practical-V (DBMS)</b>                                   | <b>5</b>  | <b>5</b>  | <b>25</b> | <b>75</b> |

|   |                        |                    |   |           |           |           |           |
|---|------------------------|--------------------|---|-----------|-----------|-----------|-----------|
|   | <b>SKILL PRACTICAL</b> | <b>19U3PRBVS06</b> | <b>Software practical – VI (HTML/CSS and PHP)</b>                               | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
| <b>TOTAL HOURS AND CREDITS FOR SEMESTER – 3</b> |                        |                    |   | <b>30</b> | <b>30</b> |           |           |
| <b>IV</b>                                       | <b>GENERAL</b>         | <b>19U4GNBVS08</b> | <b>Object Oriented Analysis and Design</b>                                      | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>         | <b>19U4GNBVS09</b> | <b>Computer Networks</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>         | <b>19U4GNBVS10</b> | <b>Indian Constitution</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>           | <b>19U4SKBVS09</b> | <b>Programming in Java</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>           | <b>19U4SKBVS10</b> | <b>Programming in Python and Numerical Techniques</b>                           | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b> | <b>19U4PRBVS07</b> | <b>Software Practical- VII (Programming in Java )</b>                           | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b> | <b>19U4PRBVS08</b> | <b>Software Practical-VIII (Programming in Python And Numerical Techniques)</b> | <b>2</b>  | <b>2</b>  | <b>25</b> | <b>75</b> |
|   | <b>INTERNSHIP</b>      | <b>19U4INBVS02</b> | <b>Internship</b>   | <b>4</b>  | <b>4</b>  | <b>20</b> | <b>75</b> |
| <b>TOTAL CREDITS FOR SEMESTER – 4</b>           |                        |                    |   | <b>30</b> | <b>30</b> |           |           |
| <b>V</b>  | <b>GENERAL</b>         | <b>19U5GNBVS11</b> | <b>Environmental Studies</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>         | <b>19U5GNBVS12</b> | <b>Entrepreneurship</b>   | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>GENERAL</b>         | <b>19U5GNBVS13</b> | <b>Information Security Fundamentals</b>  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>           | <b>19U5SKBVS11</b> | <b>Introduction To Artificial Intelligence</b>                                  | <b>3</b>  | <b>3</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>           | <b>19U5SKBVS12</b> | <b>Introduction To Linux Operating System</b>                                   | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL</b>           | <b>19U5SKBVS13</b> | <b>Basic Android</b>  | <b>3</b>  | <b>3</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b> | <b>19U5PRBVS09</b> | <b>Software Practical IX – (Basic Android)</b>                                  | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
|   | <b>SKILL PRACTICAL</b> | <b>19U5PRBVS10</b> | <b>Software Practical - X(Linux Operating System and Shell Programming)</b>     | <b>4</b>  | <b>4</b>  | <b>25</b> | <b>75</b> |
| <b>TOTAL HOURS AND CREDITS FOR SEMESTER – 5</b> |                        |                    |   | <b>30</b> | <b>30</b> |           |           |



|   |            |             |                              |           |            |    |    |
|---|------------|-------------|------------------------------|-----------|------------|----|----|
| VI  | GENERAL    | 19U6GNBVS14 | Business Ethics              | 4         | 4          | 25 | 75 |
|   | GENERAL    | 19U6GNBVS15 | Software Testing             | 4         | 4          | 25 | 75 |
|   | GENERAL    | 19U6GNBVS16 | Cloud Computing              | 4         | 4          | 25 | 75 |
|   | SKILL      | 19U6SKBVS14 | Introduction to Data Science | 5         | 6          | 25 | 75 |
|   | INTERNSHIP | 19U6INBVS03 | Internship                   | 5         | 6          | 25 | 75 |
|   | PROJECT    | 19U6PJBVS01 | Project                      | 5         | 6          | 25 | 75 |
| <b>TOTAL HOURS AND CREDITS FOR SEMESTER – 6</b> |            |             |                              | <b>30</b> | <b>30</b>  |    |    |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b>          |            |             |                              |           | <b>180</b> |    |    |

## **REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM (CBCSS) FOR UNDER GRADUATE PROGRAMMES -2019**

Sacred Heart College, Thevara became an autonomous college under Mahatma University Kottayam in 2014. The college revised the choice based credit and semester system (CBCSS) for under graduate programmes in 2015-16. The Academic Council which met on 21-07-2018 approved the proposals of the various Boards of Studies for revising the syllabi of the undergraduate programmes from 2019-20 admissions onwards and the regulations for CBCSS. The revised regulations are as follows.

### **1. Title**

These regulations shall be called **“SACRED HEART COLLEGE THEVARA REGULATIONS FOR CREDIT AND SEMESTER SYSTEM 2019”**

### **2. Scope**

Applicable to all programmes of the college with effect from 2019 admissions, except otherwise approved by the Academic Council of the College

### **3. Definitions**

- i. **‘Programme’** means the entire course of study and examinations.
- ii. **‘Duration of Programme’** means the period of time required for the conduct of the programme. The duration of under graduate programmes shall be 6 semesters, post-graduate programme shall be of 4 semesters and M Phil programmes shall be 2 semesters.
- iii. **‘Semester’** means a term consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days, each with 5

contact hours of one hour duration

- iv. **‘Course’** means a segment of subject matter to be covered in a semester. Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / study tour /seminar / project / practical training / assignments/evaluation etc., to meet effective teaching and learning needs.

The U.G. programmes shall include (a) Common courses (b) skill courses (c) General courses (d) Internship and project for all B.Voc students

- v. **‘Credit’ (Cr)** of a course is the numerical value assigned to a course according to the relative importance of the content of the syllabus of the programme.
- vi. **‘Extra credits’** are additional credits awarded to a student over and above the minimum credits required for a programme for achievements in co-curricular activities carried out outside the regular class hours OR curricular activities/courses completed for value addition, as directed by the College/ department. It is the numerical value assigned to Club activities, Social service, Internship etc. which is not added with the total academic credits of the students. Additional credit components
- (a) Talent & career club activity (optional)
  - (b) Social service (mandatory)
  - (c) Internship mandatory for B.Voc programmes
  - (d) Internship (desirable for other programmes).
  - (e) Add on courses (optional)
- vii. **‘Programme Credit’** means the total credits of the UG Programme.
- viii. **‘Programme Project’** Programme Project means a regular project work with stated credits on which the student undergoes a project under the supervision of a teacher in the parent department / any appropriate Institute in order to submit a dissertation on the project work as specified.
- ix. **‘Plagiarism’** Plagiarism is the unreferenced use of other authors’ material in dissertations and is a serious academic offence.
- x. **‘Tutorial’** Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.
- xi. **‘Seminar’** seminar means a lecture by a student expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.
- xii. **‘Evaluation’** means every course shall be evaluated by 25% continuous (internal)

assessment and 75% end course/end semester (external) assessment.

- xiii. **'Repeat course'** is a course that is repeated by a student for having failed in that course in an earlier registration.
- xiv. **'Department'** means any teaching Department offering a course of study approved by the college / Institute as per the Act or Statute of the University.
- xv. **'Parent Department'** means the Department which offers a particular UG/PG programme.
- xvi. **'Department Council'** means the body of all teachers of a Department in a College.
- xvii. **'Faculty Advisor'** is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities undertaken in the Department.
- xviii. **'College Co-ordinator'** means a teacher from the college nominated by the College Council to look into the matters relating to CBCS-PG System.
- xix. **'Letter Grade'** or simply **'Grade'** in a course is a letter symbol (O, A, B, C, D, etc.) which indicates the broad level of performance of a student in a course.
- xx. Each letter grade is assigned a **'Grade point'** (GP) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.
- xxi. **'Credit point'** (CP) of a course is the value obtained by multiplying the grade point (GP) by the Credit (Cr) of the course  $CP=GP \times Cr$ .
- xxii. **'Semester Grade point average'** (SGPA) is the value obtained by dividing the sum of credit points (CP) 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.
- xxiii. **'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.
- xxiv. **'Grace Marks'** means marks awarded to course/s, as per the orders issued by the college from time to time, in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities.

#### 4. ATTENDANCE

Being a regular college, physical presence in the regular activities, especially, classes and exams, is mandatory for the students. However, if a student secures 75% of attendance s/he is eligible to appear for the exams, provided there are no other impediments like disciplinary proceedings, malpractice record etc.

- i. A maximum of 5 marks (5%) for a course is given for attendance
- ii. **Absence:** A student found absent for one hour in the forenoon or afternoon session is deprived of the attendance for the entire session as far as eligibility for final exam is concerned.
- iii. The hour related calculation in a course is meant for awarding marks for the course concerned.
- iv. **Late entry:** A student is supposed to be in time in the class. Late arrival related treatment is left to the discretion of the individual teacher. However, as a norm, a late arriving student may be permitted to the class, if it is not inconvenient or distraction to the class as such; though attendance **MAY NOT BE GIVEN**. Late arrival beyond 5 minutes is treated as **ABSENCE**; though the teacher may consider permitting the student to sit in the class.
- v. **Leave:** A student has to formally report his/her absence with reasons either in advance, or immediately after the absence for obtaining an approved leave. This applies to all sorts of leave – medical, on duty or other.
- vi. The student is supposed to report in prescribed format on the very next day of the absence; however, up to a week's time is permitted. Afterwards, the leave applications will not be considered.
- vii. The student has to retain a copy/section of the approved leave form and produce the same as proof, in case there is any confusion regarding the leave sanctioning. In the absence of such proof, the claims will not be entertained.
- viii. **DUTY LEAVE:** A student representing the college in sports, arts, social service or academic matters, has to get sanction from the class teacher concerned and submit the leave application form duly endorsed by teacher concerned & the class teacher, and submit it to the faculty Dean (or Vice Principal). The same will be forwarded by the Dean/Vice Principal for attendance entry.
- ix. **SPORTS:** The approval of the Department of Physical Education and the class teacher is required. The time limit for submission mentioned above is applicable in the case of duty leave as well.
- x. **CONDONATION:** a student may have the privilege of condonation of attendance shortage (upto a maximum of 10 days) on the basis of genuineness of the grounds of absence (medical reasons or college duty), duly recommended by the department. This is not a matter of right. It is a matter of privilege based on Principal's discretion and

the good conduct of the student on the campus. A student of UG programme may have a maximum of two such opportunities and that of PG programmes only one opportunity.

- xi. **RE-ADMISSION** – A student whose attendance is inadequate will have to discontinue the studies. Such students, whose conduct is good, may be re-admitted with the approval of governing council, on the basis of recommendation from the department, and assurance from the student and the guardian regarding good conduct and compliance in academic and discipline matters. For this the prescribed re-admission fee has to be paid.

As a condition for re-admission, the student should have cleared all academic arrears, or should have appeared for the exams in which he/she is having an arrear (if the results are not out), and should have fulfilled all academic assignments prescribed by the department for compensating for his lack of attendance.

- xii. **UNAUTHORISED ABSENCE & REMOVAL FROM ROLLS:** A student absent from the classes continuously for 10 consequent days without intimation or permission, shall be removed from the rolls, and the matter intimated to the student concerned. On the basis of recommendation of the department concerned, re-admission process may be permitted by the Principal.

## 5. PROGRAMME REGISTRATION

- i. A student shall be permitted to register for the programme at the time of admission.
- ii. A UG student who registered for the programme shall complete the same within a period of 12 continuous semesters from the date of commencement of the programme.

- 6. **PROMOTION:** A student who registers for the end semester examination shall be promoted to the next semester. However, in extreme circumstances, a student having sufficient attendance who could not register for the end semester examination may be allowed to register notionally by the Principal with the recommendation of the Head of the department concerned and , by paying the prescribed fee.

## 7. UNDER GRADUATE PROGRAMME STRUCTURE

### Model I BA/B.Sc.

|   |   |             |
|---|---|-------------|
| a | Programme Duration  | 6 Semesters |
| b | Total Credits required for successful completion of the Programme | 120         |

|   |   |     |
|---|---|-----|
| c | Credits required from Common Course I   | 22  |
| d | Credits required from Common Course II  | 16  |
| e | Credits required from Core course and Complementary courses including Project | 79  |
| f | Open Course   | 3   |
| g | Minimum attendance required   | 75% |

#### **Model I/II B.Com**

|   |  |             |
|---|--|-------------|
| a | Programme Duration   | 6 Semesters |
| b | Total Credits required for successful completion of the Programme                  | 120         |
| c | Credits required from Common Course I  | 14          |
| d | Credits required from Common Course II   | 8           |
| e | Credits required from Core and Complementary/ Vocational courses including Project | 95          |
| f | Open Course  | 3           |
| g | Minimum attendance required  | 75%         |

#### **Model II BA/B.Sc.**

|   |   |             |
|---|---|-------------|
| a | Programme Duration  | 6 Semesters |
| b | Total Credits required for successful completion of the Programme                 | 120         |
| c | Credits required from Common Course I   | 16          |
| d | Credits required from Common Course II  | 8           |
| e | Credits required from Core + Complementary + Vocational Courses including Project | 93          |
| f | Open Course   | 3           |
| g | Minimum attendance required   | 75%         |

### **8. EXAMINATIONS**

All the End Semester Examinations of the college will be conducted by the Controller of Examination. The Principal will be the Chief Controller of Examinations. An Examination committee consists of the Chief Controller of Examinations, Controller of Examinations, Additional Chief Superintendent, Deans, IQAC Coordinator and other faculty members nominated by the Principal will act as an advisory body of the matters relating to the conduct of examinations.

### **9. EVALUATION AND GRADING**

The evaluation scheme for each course shall contain two parts;

- a. Continuous Internal Evaluation (CIA) and
- b. End Semester Examination (ESE).

The internal to external assessment ratio shall be 1:3, for both courses with or without practical. For courses without practical, there shall be a maximum of 75 marks for external

evaluation and maximum of 25 marks for internal evaluation. For courses with practical, generally external evaluation shall be for a maximum of 60 marks and internal evaluation for 20 marks. Both internal and external evaluation shall be carried out in the mark system and the marks are to be rounded to the nearest integer.

- a. **Continuous Internal Assessment (CIA)/ Continuous Assessment:** The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars/viva/field survey and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The marks assigned to various components for internal evaluation as follows.

**Components of Internal Evaluation (for theory without practical)**

|     | <b>Components</b>                       | <b>Marks</b> |
|-----|---|--------------|
| I   | Assignments                             | 5            |
| ii  | Seminar/Quiz/Field survey<br>/Viva etc. | 5            |
| iii | Attendance                              | 5            |
| iv  | Test papers(2x5)                        | 10           |
|     | <b>Total</b>                            | <b>25</b>    |

- i. **Assignments:** Every student shall submit one assignment as an internal component for every course.

| <b>Components</b> | <b>Marks</b> |
|-------------------|--------------|
| Punctuality       | 1            |
| Content           | 2            |
| Conclusion        | 1            |
| Reference/Review  | 1            |
| <b>Total</b>      | <b>5</b>     |

- ii. **Seminar:** The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

| <b>Components</b> | <b>Marks</b> |
|-------------------|--------------|
| Content           | 2            |
| Presentation      | 2            |
| Reference/Review  | 1            |
| <b>Total</b>      | <b>5</b>     |

### iii. Evaluation of Attendance

2.10 The attendance of students for each course shall be another component of internal assessment.

| % of attendance         | Mark |
|-------------------------|------|
| Above 90%               | 5    |
| Between 85 and below 90 | 4    |
| Between 80 and below 85 | 3    |
| Between 76 and below 80 | 2    |
| Between 75 and below 76 | 1    |

### Components of Internal Evaluation (for theory with practical)

| Components of Theory – Internal Evaluation   | Marks |
|--|-------|
| Attendance   | 5     |
| Seminar/ Assignment ( Written assignments, preparation of models, charts, posters etc., field survey, field work ) | 5     |
| Test paper(s)  | 10    |
| Total  | 20    |

### Components of Practical- Continuous internal assessment

| Components                     | Marks |
|--------------------------------|-------|
| Attendance and Lab involvement | 2     |
| Record                         | 2     |
| Viva/Model Exam                | 1     |
| Total                          | 5     |

iv. **Class Tests:** Every student shall undergo **two class tests** as an internal component for every course.

b. **End Semester Examination (ESE):** The End Semester Examination in theory courses shall be conducted by the college with question papers set by external experts/ question bank. The evaluation of the answer scripts shall be done by the examiners based on a well-



defined scheme of evaluation given by the question paper setters/Prepared as per the direction of the Chairman, Board of Examiners. The evaluation of the End Semester Examinations shall be done immediately after the examination preferably through the centralised valuation.

**c. Project**

Project work is a part of the syllabus of most of the programmes offered by the college. The guidelines for doing projects are as follows:

- i. Project work shall be completed by working outside the regular teaching hours.
- ii. Project work shall be carried out under the supervision of a teacher in the concerned department or an external supervisor.
- iii. A candidate may, however, in certain cases be permitted to work on the project in an industrial / Research Organization/ Institute on the recommendation of the Supervisor.
- iv. There should be an internal assessment and external assessment for the project work in the ratio 1:3
- v. The external evaluation of the project work consists of valuation of the dissertation (project report) followed by presentation of the work and viva voce.
- vi. The mark and credit with grade awarded for the program project should be entered in the grade card issued by the college.

**Components of Internal Evaluation for Projects**

| <b>Components</b>               | <b>Marks</b> |
|---------------------------------|--------------|
| Topic/Area selected             | 2            |
| Experimentation/Data collection | 5            |
| Punctuality-Regularity          | 3            |
| Compilation                     | 5            |
| Content                         | 5            |
| Presentation                    | 5            |
| <b>Total</b>                    | <b>25</b>    |

**d. Comprehensive Viva-voce**

Comprehensive Viva-voce shall be conducted at the end of the programme, which covers questions from all courses in the programme as per the syllabus.

**e. Grade and Grade Points**

For all courses (theory & practical), Letter grades and grade point are given on a 10-point scale based on the total percentage of marks, (CIA+ESE) as given

below:-

| Percentage of Marks | Grade                    | Grade Point (GP) |
|---------------------|--------------------------|------------------|
| 95 and above        | O Outstanding            | 10               |
| 85 to below 95      | A <sup>+</sup> Excellent | 9                |
| 75 to below 85      | A Very Good              | 8                |
| 65 to below 75      | B <sup>+</sup> Good      | 7                |
| 55 to below 65      | B Above Average          | 6                |
| 45 to below 55      | C Average                | 5                |
| 35 to below 45      | D Pass                   | 4                |
| Below 35            | F Fail                   | 0                |
|                     | Ab Absent                | 0                |

**Grades for the different semesters and overall programme are given based on the corresponding SGPA/CGPA as shown below:**

| SGPA/CGPA                  | Grade                         |
|----------------------------|-------------------------------|
| Equal to 9.5 and above     | <i><b>O Outstanding</b></i>   |
| Equal to 8.5 and below 9.5 | <i><b>A+ Excellent</b></i>    |
| Equal to 7.5 and below 8.5 | <i><b>A Very Good</b></i>     |
| Equal to 6.5 and below 7.5 | <i><b>B+ Good</b></i>         |
| Equal to 5.5 and below 6.5 | <i><b>B Above Average</b></i> |
| Equal to 4.5 and below 5.5 | <i><b>C Average</b></i>       |
| Equal to 3.5 and below 4.5 | <i><b>D Pass</b></i>          |
| Below 3.5                  | <i><b>F Failure</b></i>       |

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a UG programme. A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the end semester examination for the same semester, subsequently. A student who fails to secure a minimum marks/grade for a pass in a course can be permitted to write the examination along with the next batch.

After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of semester, a student should pass all courses and score at least the minimum CGPA grade 'D'. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

**Credit Point (CP)** of a course is calculated using the formula

**CP = Cr x GP**, where Cr = Credit; GP = Grade point

**Semester Grade Point Average (SGPA)** of a Semester is calculated using the formula

**SGPA = TCP/TCr**, where

**TCP = Total Credit Point of that semester =  $\sum_1^n CP_i$** ;

**TCr = Total Credit of that semester =  $\sum_1^n \text{Cr}_i$**

Where n is the number of courses in that semester

**Cumulative Grade Point Average (CGPA)** of a Programme is calculated using the formula

$$\text{CGPA} = \frac{\sum (\text{SGPA} \times \text{TCr})}{\sum \text{TCr}}$$

SGPA/CGPA shall be round off to two decimal places

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board/website at least one week before the commencement of external examination. There shall not be any chance for improvement for internal mark.

The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the controller of examinations through the Head of the Department and a copy should be kept in the department for at least two years for verification.

#### **10. Registration for the examination**

- a. All students admitted in a programme with remittance of prescribed fee are eligible for the forthcoming semester examinations.
- b. Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with prescribed fee for each course in prescribed format.
- c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets. The hall ticket shall be downloaded by the students from the college website.
- d. The mode of fee remittance shall be through the prescribed bank.

#### **11. Supplementary Examinations**

Candidates who failed in an examination can write the supplementary examination conducted by the College along with regular examinations.

#### **12. Improvement of Examination**

A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of prescribed fee. In such cases the better of the two marks shall be taken as the marks awarded to him.

Internal assessment marks shall be carried over to the subsequent semester examination.

There shall not be any provision for improving internal assessment marks.

### **13. Promotion to the Next Higher Semester**

A candidate shall be eligible for promotion from one semester to the next higher semester if,

- a. He / she secures a minimum 75 % attendance and registered for the End Semester Examination of the programme for which he/she is studying.
- b. His / her progress of study and conduct are satisfactory during the semester completed, as per the assessments recorded by the course teachers and the Head of the Department concerned.

### **14. Certificates**

1. Degree certificates are issued by the Mahatma Gandhi University, Kottayam as per the act and statues of the University on the submission of the consolidated mark / score cards of the students by the College.
2. A consolidated mark / scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

### **15. Award of Degree**

The successful completion of all the courses with 'D' grade shall be the minimum requirement for the award of the degree.

### **16. Monitoring**

There shall be a Monitoring Committee constituted by the principal consisting of faculty advisors, HoD, a member from teaching learning evaluation committee (TLE) and the Deans to monitor the internal evaluations conducted by college. The Course teacher, Class teacher and the Deans should keep all the records of the internal evaluation, for at least a period of two years, for verification.

Every Programme conducted under Choice Based Credit System shall be monitored by the College Council under the guidance of IQAC Coordinator, Controller of Exams, academic deans and HoDs.

### **17. Grievance Redressal Mechanism**

In order to address the grievance of students regarding Continuous internal assessment (CIA) a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

**Level 1:** At the level of the concerned course teacher

**Level 2:** At the level of a department committee consisting of the Head of the Department, a coordinator of internal assessment for each programme nominated by the HoD and the course teacher concerned.

**Level 3:** A committee with the Principal as Chairman, Dean of the Faculty concerned, HOD of the department concerned and one member of the Academic council nominated by the principal every year as members.