

REGULATIONS 2017

B.A., B.B.A., and B.Com.,
(Applicable from 2017 batch onwards)



KALASALINGAM
Academy of Research and Education
UNIVERSITY

(Under Section 3 of UGC Act 1956)
(Accredited by NAAC with 'A' Grade)
Anand Nagar, Krishnankoil - 626 126.
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B.A., B.B.A., and B.Com., Regulations 2017
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R.1.0 Admission

R 1.1 Eligibility

At the time of admission, a Candidate should have passed 12th Std (10+2), examination from any stream with age limit of below 21 years as on 1st July of that year, A candidate should have passed the final examination of any one of the following qualifying courses:

- (i) H.Sc or equivalent course (10+2) system from any stream, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi, Council for Indian School Certificate Examination, New Delhi, etc.
- (ii) Intermediate or two-year Pre-University course conducted by a recognized Board/ University
- (iii) Two-year course of the Joint Services Wing of the National Defence Academy
- (iv) General Certificate Education (GCE) Examination (London / Cambridge / Sri Lanka) at the Advanced (A) level
- (v) High School Certificate Examination of the Cambridge University, U.K.
- (vi) Any Public School/ Board/ University Certificate examinations in India or in a foreign country recognized by the Association of Indian Universities as equivalent to the 10+2 system

- (vii) Any other examination (conducted in India / abroad), equivalent to any of the above - mentioned examinations.
- (viii) In case the relevant qualifying examination is not a public examination, the candidate must have passed at least one public (Board or Pre-University) examination at an earlier level. If any Board awards only letter grades without mentioning the equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board specifying the equivalent percentage of marks, and submit it at the time of counselling. In case such a certificate is not provided by the candidate, the decision of the Admission Committee regarding his/ her eligibility shall be held final.

R 1.2 Announcement for admission to above Arts programmes will be made by the Kalasalingam University and the candidates are required to submit their applications in the prescribed application form on or before the specified date by the University.

R 1.3 Admission to the Arts programmes will be based on the criteria given below:

- i. The applicants to the programme will be based on the results of the Entrance Examination normally conducted in the month of May/ June of each academic year by the University. The final selection will be based on
 - a. The marks obtained in the Entrance Test and

b. The marks obtained in the 12th Std. Examination

- ii **NRI and Foreign Nationals:** NRIs and Foreign Nationals should forward their applications through proper channel. Foreign Nationals, whose applications are received through Indian Council of Cultural Relations, Government of India, are also eligible for admission. Their applications are to be submitted through their embassy. They are exempted from Entrance Test.

They will be selected on the basis of

- Academic Record
- Letters of Reference and
- Work Experience (if any)

They also have to submit copies of documents related to their citizenship while applying for the programme.

R 1.4 The Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R 1.5 In addition to the conditions given in the Information Brochure for Arts Programme Admission issued along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the offer of admission. Then only he /she will be admitted to the concerned Programme, after payment of the prescribed fees. If at any time the Director (Academic) finds any of the requirements not fulfilled by the candidate, the Director (Academic) may revoke the admission of the candidate and report the same to the Academic Council.

R.2.0 Structure of the Arts Programme

R.2.1 The Programme of instruction will consist of the following courses:

- (I) Languages Courses
- (ii) Core Courses
- (iii) Laboratory Courses
- (iv) Discipline Specific Elective Courses
- (v) Generic /Interdisciplinary Elective Courses
- (vi) Skill Enhancement Elective Courses
- (vii) Ability Enhancement Compulsory Courses
- (viii) Project

R.2.2 The curriculum of the B.B.A Programme is designed to have a minimum total of 155 credits, of which 146 for Cumulative Grade Point Average (CGPA) credits as given in Table I and a minimum of 9 Non-CGPA credits) as given in Table III.

The curriculum of the B.A. English and B.Com Programme is designed to have a minimum total of total of 137 credits, of which 128 for Cumulative Grade Point Average (CGPA) credits as given in Table II and a minimum of 9 Non-CGPA credits) as given in Table III.

Credits for the CGPA courses are assigned based on the following general pattern:

- i. One credit for each lecture period per week
- ii. One credit for each tutorial period per week

- iii. One or two credit(s) for each laboratory or practical session of three periods per week, depending on the degree of effort required to be put in by the students.

TABLE 1 – CGPA CREDITS FOR B.B.A. PROGRAMME

S. No.	Course Category	No. of Courses	Credits
1	Ability Enhancement Compulsory Course	2	4
2	Skill Enhancement Elective Course	2	4
3	Core Courses	14	84
4	Discipline Specific Elective Course	4	24
5	Generic Elective Course	4	24
6	Language Courses	2	6
	Total	28	146

TABLE II – CGPA CREDITS FOR B.COM. & B.A. ENGLISH PROGRAMMES

S. No.	Course Category	No. of Courses	Credits
1	Ability Enhancement Compulsory Course	2	4
2	Skill Enhancement Elective Course	4	16
3	Core Courses	8	48
4	Discipline Specific Elective Course	4	24
5	Generic Elective Course	2	12
6	Language Courses	4	24
	Total	24	128

- (a) All the Non-CGPA courses are of the Pass/Fail type. Students have to successfully complete three Non-CGPA courses as listed in Table III.

**TABLE III- LIST OF NON-CGPA COURSES
(COMMON TO ALL PROGRAMMES)**

S. No.	Group	Category	Non-CGPA credit	Minimum credit requirements
1.	I	Sports	3	Any One Course
2.		NCC	3	
3.		NSS	3	
4.	II	Short Term Courses	3	Any Two Course
5.		Industrial Training	3	
6.		Industrial Lectures	3	
7.		International Certifications	3	
8.		Extra-Curricular Activities	3	
9.		Co-Curricular Activities	3	
10.		Other Language	3	

* Foreign Nationals are not eligible to opt for NCC.

** Students shall complete atleast one course from Group I and any Two Course from Group II

a) On completion of each non-CGPA course, the performance of each student will be evaluated by the respective Course Coordinator of the Non-CGPA Course, and if found satisfactory and conforming to the requirements of the course, the student will be awarded credits assigned to the course.

(b) For the award of the Arts degree, a candidate shall

(I) Satisfy all the requirements prescribed by the Regulations of the Academic Council,

(ii) Earn not less than a minimum of 146 CGPA credits and a minimum of 9 Non-CGPA credits for BBA Programme and 128 CGPA credits and a

minimum of 9 Non-CGPA credits for B.Com and BA(Eng) Programmes.

- (iii) Complete all courses as specified in the curriculum and syllabus of the programme within a minimum period of three years or a maximum period of five years (including the duration of withdrawal from the course on medical grounds or for other valid reasons, as per **R.11.0**, if any) from the date of his/her enrolment.

R.2.3 Each programme will have a Curriculum and Course Content (Syllabus) approved by the Academic Council. The medium of instructions, examinations, seminars and project reports shall be in English.

R.2.4 All the programmes are of six semesters duration. The academic load in each semester consists of course work and/or project work as specified in the curriculum.

R.2.5 No semester shall have more than four lecture-based courses including theory with practical course, as prescribed in the curriculum adding up to not more than 22 credit for B.Com Programme.

No semester shall have more than five lecture-based courses and a laboratory based course, as prescribed in the curriculum adding up to not more than 22 credit for BA(Eng) Programme.

No semester shall have more than five lecture-based courses, and a laboratory based course, as prescribed in the curriculum, adding up to not more than 26 credits for BBA Programme.

- R.2.6. However, the students are permitted to register for an additional course (backlog) from the third semester onwards, subject to the following conditions:
- i. The maximum number of CGPA credits registered in any semester except final semester shall not exceed 28 credits for B.Com and BA (Eng) Programme and 32 for BBA Programme
 - ii. The student's faculty advisor and Head of the department recommend the same.

R.3.0 Faculty Advisor

- R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the Department concerned will assign a certain number of students to a faculty member who will be called as their Faculty Advisor.

The Faculty Advisor will help the students in all their endeavors during their period of study. After the first End-Semester examination, if the Faculty Advisor finds that any of his/her wards is showing poor performance for whatever reason(s), he/she will bestow special care and attention on him/her as per the Standard Practice Record (SPR) of the University.

R.4.0 Class Committee

- R.4.1 Every class of the Programme will have a Class Committee consisting of Faculty and Students. The constitution of the Class Committee will be as follows:
- i. A senior faculty member who is not associated with teaching the particular class, nominated by the Dean (Academic) / Head of the Department, to act as the Chairman of the Class Committee.

- ii. Course teachers and Course Coordinators of all the lecture-based course
- iii. Course Coordinators of all the Non CGPA courses offered during the semester
- iv. Laboratory-in-charge(s)
- v. The Class Coordinator of the class
- vi. Five students (in the combination of two from the toppers and three from the rest of the class) from the respective class, to be chosen by the students of the class from among themselves and
- vii. Faculty Advisors of the students of the respective class.

During the semester, when students carry out their project work, the project guides and project work coordinator will also be the members of the Class Committee.

On similar lines, separate Class Committee will be constituted for the Summer Term Courses, organised at the end of even semesters exclusively for slow learners.

R.4.2 The basic responsibilities of the Class Committee are:

- i. To review periodically the progress of the classes.
- ii. To discuss problems concerning curriculum, syllabi and conduct of the classes.
- iii. To resolve issues related to slow learners in regular semesters and in summer term

The Class Committee is permitted to do minor changes (not exceeding 10 percent) to the prescribed content of a course, proposed by a teacher offering the course, to

bring it in tune with the latest developments in Management Science /current practices in industry. However, the Chairman of the Class Committee obtains the approval of the Chairman, Board of Studies and the Director (Academic) for implementing such changes in the content of the course.

The method of assessment of theory and practical courses will be decided upon by the course teacher in consultation with the Class Committee and will be announced to the students at the beginning of the semester. However, for all courses in each semester of the Arts programme, the method of assessment will consist of two Sessional Examinations and one End-Semester Examination, with Weightages specified as in regulation R.18.1. Each Class Committee will communicate its recommendations to the Head of the Department concerned and the Director (Academic).

The method of assessment for Non-CGPA Courses will be as set forth in the booklet guidelines for the Non-CGPA regulations and will be decided by the Course Coordinator concerned in consultation with the class committee at the beginning of the semester.

The Class Committee shall meet at least four times in a semester: at the beginning of the semester, after the Sessional Examination I, after the Sessional Examination II and finally (without the student members) after the End Semester Examination.

The Class Committee, excluding the student- members, is responsible for the finalization of the semester examinations results/grades to the students.

R.5.0 Registration and Enrolment

- R.5.1 The curriculum for any semester normally carries 20 – 26 credits.
- R.5.2 Except for the first semester, registration for the courses in a semester will be done during a specified week before the End-semester Examination of the previous semester.
- R.5.3 From the second semester onwards students have to enroll themselves on the first day of each semester. A student will be eligible for enrolment only if he / she fulfils the requirements of regulation R,9.0 and is not debarred from enrolment by any disciplinary action of the University. At the time of enrolment a student can drop a course registered for earlier and also substitute it by another course for valid reason(s).
- R.5.4 For each course registered for in a semester, the Registration Sheet contains the code, name, credits assigned and the category it belongs to.

R.6.0 Registration Requirements

The students can register for a maximum of 26 CGPA credits for BBA and 22 CGPA Credits for B.Com and BA (Eng). A student who secures U grade in an elective course will have the option for registering the same elective course or a different elective course.

R.7.0 Summer Term Course

- R.7.1 Summer Term Courses (STC) will be announced by the Office of Director (Academic) on the recommendation of the Staff Council comprising of all the Deans, Heads of the Departments and chaired by the Vice Chancellor.

A Summer Term Course is open to those students who had taken the course earlier and failed or for courses with inadequate attendance, as recommended by the respective Faculty Advisors.

No student should register for more than three courses during a summer term.

R.7.2 Summer Term Courses will be announced by the Office of Dean (Academics) at the end of the even semester before the commencement of the End-Semester examinations. A student will have to register for the courses within the date stipulated in the announcement by paying the prescribed fees.

R.7.3 The number of contact hours in any Summer Term Course will be the same as in the regular semester course. The assessment procedure in a Summer Term Course will also be similar to that for a regular semester course.

R.7.4 Withdrawal from a Summer Term Course is not permitted. No Make-up examination (see R.19.0.) will be given for a Summer Term Course ordinarily.

R.8.0 Contact Courses

R.8.1. Contact courses will be announced by the Office of Director (Academic) on the recommendation of the Staff Council. It may be offered during the regular semester or a Summer Term by a department only to a final year student who has obtained U grade in a core course. The course will be offered only on the recommendation of the department with the mutual agreement of the teacher and student. The students registering for the contact course will have to pay the prescribed fee fixed by the University.

However, in special cases as per the SPR, a faculty advisor who finds that his/her wards are in need of extra attention and help may arrange for contact courses for them, if required from the Fifth Semester onwards, only for Core Courses.

- R.8.2. A student cannot register for more than two contact courses during the semester or a summer Term. The number of courses a student can register for a Summer Term should not exceed three including the contact courses registered for that summer.
- R.8.3. A contact course for a subject cannot be offered during a semester if a regular (semester) course is offered for the same subject in that semester (or in the summer).
- R.8.4. Final year students who wish to take contact courses should apply to the Director (Academic) before the commencement of the semester in which the contact courses are to be taken.
- R.8.5. The assessment procedure for a contact course will be similar to that for the regular semester courses.
- R.8.6. Withdrawal from a contact course is not permitted.

R.9.0 Minimum credit Requirements to in the continue Programme

- R.9.1 A student should have earned not less than 10 credits in the First semester and 20 credits by the end of the Second semester and 10 successful credits in each semester thereafter. However, students who do not earn the minimum required credits in the odd semester may be given a chance during the even semester to make up for the short fall by securing more credits.

R.10.0 Maximum Duration of the Programme

R.10.1 A student is ordinarily expected to complete the B.Com/ BA (Eng)/ BBA programme in six semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding ten semesters to complete the total programme, including semesters withdrawn on medical grounds or for other valid reason(s), as per R:11.1

R.11.0 Temporary Withdrawal from the Programme

R.11.1 A student may be permitted temporarily by the Director (Academic) to withdraw from the programme for a semester or longer absent for reasons of ill health or on other valid grounds.

Normally, a student will be permitted to discontinue the programme for a maximum period of two semesters only.

A student who is permitted to discontinue may rejoin the programme at the appropriate semester, but only along with the regular students at the time of commencement of that semester.

R.11.2 A student who discontinues and rejoins a programme shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the programme.

R.12.0 Discipline

R.12.1 Every student is required to observe discipline and decorous behavior in all activities related to academics and not indulge in activities that would tend to bring disrepute to the University.

R.12.2 Any instance of indiscipline related to the academic activity of a student will be referred to a Discipline and Welfare Committee; likewise any instance of malpractice by a student in connection with the examination process will be referred to an Examination Monitoring and Grievance Redressal Committee (EMGRC), constituted by the Chairman of the Academic Council.

These Committees will inquire into the issues and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated) to the Staff Council. The Staff Council will consider the recommendations of these committees and will decide the appropriate action to be taken.

R.12.3 The punishment period will be treated as absent.

R.13.0 Attendance

R.13.1 Every faculty member handling a class will register his/her student's Attendance from the date of the commencement of the class work and till the last day of instruction of the semester, and finalise the attendance records of the students.

The particulars of students who have an attendance percentage less than 80 in the courses they had registered themselves for will be displayed in the university notice boards /website before the start of the Sesssional examination and end semester examination. Students, whose attendance is less than 80% in the courses they had registered themselves for will not be permitted to appear for the Sessional examination / End-Semester Examination in these courses.

The attendance percentage, calculated up to the last day of instruction of the semester, will be indicated by a number / letter code as shown in the Table IV.

TABLE IV- ATTENDANCE CODE TABLE

Percentage of Attendance (Rounded to)	Attendance Code
95 and above	H
88 to 94	9
80 to 87	8
Below 80	L

The Hall Ticket for the End-Semester Examination will be issued only to eligible students upon their clearing of all dues to the University, Hostel, Library and other Departments/Sections (if any) of the University.

- R.13.2 If a student has an attendance percentage of less than 80% in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded “W” grade ('W' meaning failure for want of the minimum attendance) in that course. This grade shall be mentioned in his/her grade card till the course is successfully completed.
- R.13.3 For the Non-CGPA courses the minimum attendance requirement is 80%. If a student fails to meet this requirement, he/she should make up for the deficiency as below:
- (I) If the absence is on valid grounds, the deficiency will have to be made up for through the extra make-up programs under the Summer/Winter of the same year.

- (ii) If the absence is not on valid grounds, the deficiency will have to be made up for during the following year when the course in question is offered again.
- (iii) The deficiency in NSS/NCC/SPORTS classes will have to be made up for at the rate of two classes attended for each class missed.

R.13.4 Condonation of Insufficient Attendance

Students who have availed themselves of medical leave on valid grounds may be considered for Condonation of insufficient attendance, provided the percentage of their attendance excluding the period of their medical leave is not below 70 % and their attendance including the period of their illness does not fall below 80%. Students can avail themselves of this facility only two times during the entire period of their study. The rule of Condonation of lack of attendance is not applicable to any of the Non-CGPA courses.

Students who wish to apply for condonation of insufficient attendance should do so within two days of the last working day of the semester, along with the medical certificates and other relevant documents, to the office of the Controller of Examinations. An Attendance Committee constituted by the Chairman of the Academic Council will study the individual cases and approve the applications on the basis of their merit.

R.14.0 Assessment Procedure – Tests and Examinations

R.14.1 The Academic Council will decide from time to time on the system of tests and examinations in each course in each semester. The general guideline for this areas follows: Two Sessional Examinations and End Semester Examination.

R.15.0 System of Tests

R.15.1 For the lecture/tutorial-based courses, every semester two Sessional Examinations will be conducted for each course for a duration of 1.30 Hrs each. The details of weightage of marks for the Sessional Examinations will be followed as per the guidelines given in R.18.0

R.16.0 End-Semester Examinations

R.16.1 There will be an End-Semester Examination of three hours duration in each lecture based course / laboratory based course.

R.17.0 Evaluation of Project

R.17.1 The progress of the students in their project will be assessed through two periodical reviews by a Project Review Committee, constituted by the Head of the Department / Director (Academic). Upon completion of the project, the student will have to submit a project report which will be evaluated by duly appointed examiner/s. The evaluation will be based on the report, the assessments during the periodical reviews and a viva voce examination on the project.

R.17.2. The project reports of the students who have not completed their courses will be evaluated in the same semester and the results sent in confidential cover to the Controller of Examinations. The results of evaluation of the project will be declared by the Controller of Examinations only after successful completion of all the courses by these students.

R.18.0 Weightages

R.18.1 Weightages of Sessional Examinations and End Semester Examinations for the different courses are given in Table V.

Table V: Weightages for the Courses

S. No	Types of Courses	Weightage
1.	Theory courses (T) a) Two Sessional Examinations b) Assignments/Seminars/Tutorials/Mini Projects etc c) End-Semester Examination	35% 15% 50%
2.	Laboratory courses (L) a) Internal Assessment (Model & Project) b) End-semester examination	50% 50%
3.	Theory with Practical (TP) a) Two Sessional Examinations b) Practical c) Assignments/Seminars/Tutorials/Mini Projects etc d) End-Semester Examination (for theory component alone)	20% 15% 15% 50%

R.18.2 The evaluation for all examinations, tutorials, assignments (if any), laboratory work and examinations will be on an absolute basis. The final marks in each course are calculated as per the Weightages mentioned in regulation **R.18.1**. The course wise grading of students will be done as per R.20.0

R.19.0 Make-up Examination

R.19.1 Students who have missed the sessional examination(s) or End-Semester examinations for valid reasons are eligible to appear for a make-up Examination.

Students who have missed any one of the Sessional Examinations and/or the End-Semester examination in the same course for genuine reasons, such as illness, may be permitted to write only the make-up Examination for the missed end semester Examination, with no marks being awarded for the missed Sessional Examination(s), provided they satisfy the attendance requirements.

Such students should submit an application, recommended by the faculty Advisor and Head of the Department, to the Director (Academic) within one week of the date of the examination missed, explaining the reason(s) for their absence. Applications received after this period will not be entertained.

The Examination Monitoring and Grievance Redressal Committee (EMGRC) will scrutinize the applications and will make recommendations to the Dean (Academic) on the basis of the merit of their applications.

- R.19.2 Official permission to write a Make-up examination will be given under exceptional circumstances, such as admission to a hospital on account of illness.

Students residing in the hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University that he / she was admitted to the University hospital during the period of the missed Sessional Examination(s) /End- Semester Examination.

Students residing in the hostels and taking medical consultation from outside doctors are required to obtain written permission from the Medical Officer of the University Hospital before they proceed for consultation.

Students residing in the hostels but taking medical consultation from outside doctors are required to obtain an endorsement on the certificate of treatment from the Medical Officer of the University Hospital.

A student staying outside the Campus permanently / temporarily must produce a medical certificate from a Registered Medical Practitioner and the same should be duly endorsed by the parent / guardian and CMO of the University.

- R.19.3 A single Make-up examination will be held about a week after the End-Semester examination for those who are permitted to write the Make-up examination.

The question paper will be common to all students taking the make-up examinations in a given course. The question paper will cover the entire syllabus.

R.20.0 Course-wise Grading of Students**R.20.1 Letter Grades**

Based on the marks obtained by a student in the internal and end semester examination in each theory and practical course, he/she is awarded with a letter grade.

(a) For Theory Courses

At the end of each semester, based on the individual performance in a theory course relative to the performance of the class in the particular course, each student is awarded a final letter grade. The letter grades and the corresponding grade points are shown in Table VI a

**TABLE VI a - GRADE CONVERSION TABLE
for Theory Courses (For relative grading)**

Grade	Grade Point	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
P	4	Pass
U	0	Fail
AB	0	Failure for not writing End Semester Examination
W	0	Failure for want of minimum attendance
I	0	Incomplete

(b) For Practical Courses and Project work

At the end of each semester, based on the individual performance in a particular course, each student is awarded a final letter grade based on the marks obtained by him/her on an absolute basis. The letter grades and the corresponding grade points are shown in Table VIb.

**TABLE VIb - GRADE CONVERSION TABLE
(For absolute grading)**

Grade	Grade Point	Mark Range (out of 100)	Result
S	10	≥ 90	Pass
A	9	≥ 80 but < 90	Pass
B	8	≥ 70 but < 80	Pass
C	7	≥ 60 but < 70	Pass
D	6	≥ 55 but < 60	Pass
E	5	≥ 50 but < 55	Pass
P	4	≥ 40 but < 50	Pass
U	0	< 40	Fail
AB	0	---	Failure for not writing End Semester Examination
W	0	---	Failure for want of minimum Attendance
I	0	---	Incomplete

The “I” grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A/B/C/D/E/P) or a “U” grade in the same semester on completion of those formalities.

- R.20.2 A student is considered to have completed a course successfully and earned the associated credits if he/she secures a letter grade other than a “U”, “W”, “AB” or “I” in that course. The grade “U”, “AB” or “W” in any course implies a failure in that course. A course successfully completed cannot be repeated.

All the Non-CGPA courses are of the Pass/Fail type and are not awarded with any letter grades. A candidate earns full credits assigned to a Non-CGPA course in which he/she has registered and completed, only if he/she gets a Pass in that course, otherwise he/she loses the credits.

R.21.0 Method of Awarding Letter Grades

- R.21.1 A final meeting of the Class Committee without the student members will be convened within seven days from the last day of the End-Semester examination. The letter grades to be awarded to the students for the different courses will be finalized at the meeting.
- R.21.2 Along with the Summary Sheet, a copy of the Result Sheet (Grade Sheet) for each course, containing the absolute marks, final grade and attendance code, will be submitted by the course teachers/Class Co-ordinator to the Class Committee Chairman concerned. After finalization of the grades at the Class Committee meeting, the Grade Summary Sheet and the Grade Sheet of the individual courses will be endorsed and forwarded by the Class Committee Chairman to the Controller of Examination.

R.22.0 Credit Transfer

R.22.1 Provision of transfer of credit for student who are studying courses in foreign universities under "Semester Abroad Programme"

The following procedure will be followed for the credit transfer for students studying courses in foreign universities under "Semester Abroad Scheme"

- (i) The credits/grades indicated in the grade sheet obtained from the University in which the student has completed the courses should be used by the student as part of his/her transcripts.
- (ii) The KLU transcripts will only indicate the courses, credits and grades completed at KLU and the total number of credits (without grades) earned in other Universities in a particular semester.
- (iii) The CGPA calculation based on credits earned at KLU alone will be considered for the award of degree and other academic prizes/awards.
- (iv) The credits earned at Universities abroad will be taken into account for calculation of minimum required credits for the award of the degree. A committee comprising Deans will approve the list of courses for exemption and the equivalent credits to be given for the courses completed in foreign Universities.

R.23.0 Declaration of Results

R.23.1 After finalization by the Class Committee as per R.21.1, the grade sheets will be submitted for approval by Controller of Examination. to a Grade Approval Committee constituted by the Chairman of the Academic Council. After their verification by the Grade Approval Committee, the Grade Summary Sheet and Grade Sheets of the individual courses will be endorsed and forwarded by the members of the Grade Approval Committee to the Controller of Examination.

R.23.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Controller of Examination on the University notice boards and website.

R.23.3 The “U” “AB” or “W” grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

R.24.0 Distribution of Evaluated Answer Books

R.24.1 The student shall have access to his/her answer books in the Sessional and End-Semester examinations through the teachers concerned on the day specified in the Academic Calendar. In case of any dissatisfaction at the

valuation, the student may contact and make an appeal to the course teacher concerned on the date of distribution of the evaluated answer books. If the teacher determines that a case for lower-than-deserved marks brought forward by a student is genuine upon re-examining the answer book, he/she shall forward revised marks to the Controller of Examinations through the Chairman of the Class Committee, with justification for the revision, and with intimation to the Head of the Department.

If the student is not satisfied with the outcome of the re-examination of his/her answer book by the course teacher, he/she should make an application to the Controller of Examinations for re-evaluation of answer book on the date of distribution of evaluated answer books. Any application for re-evaluation received after that will not be entertained. All applications for re-evaluation will be processed by the EMGRC and suitable decision will be taken by the staff council of the University, on the basis of individual merit.

The evaluated answer books after distribution to the students will be retained for a period of one year from the date of examination and will be destroyed by the COE office after this period. No grievances / complaints related to the examination / valuation of answer books will be addressed by the University after this period.

R.25.0 Course Repetition

R.25.1 A student who has secured “U” grade in any course will have the option of either repeating the course when it is offered next or reappearing only at the End-Semester

Examination of the course (as arrear examination) conducted in the subsequent semester, to secure a passgrade.

The students who failed in the first attempt in his/her End Semester Examination (ESE) of any course, he/she will be offered two more opportunities, in the immediate subsequent semesters to write the ESE with the Sessional Marks obtained earlier in the same syllabus. If he/she still does not pass the course, he/she shall be required to appear for the ESE in that course or in an equivalent course if the same course is not offered and the grade will be offered solely on the performance in the ESE.

A student securing a W grade in a core course has to repeat the course compulsorily when it is offered next. For the students who are required to repeat the course, he/she can register for an equivalent course if the same course is not offered and earn Sessional Marks in the equivalent course. Grades will be awarded on the basis of ESE marks plus Sessional Examination marks.

R.25.2 A student securing a U grade in an Elective course, may repeat the course if he/she so desires or reappear for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade; otherwise, he/she may register for another elective (in place of the elective for which he/she was awarded the U grade) and successfully complete the course.

A student securing a W grade in an elective course, may repeat the course, if he/she so desires, to get a successful grade; otherwise, he/she may register for another elective (in place of the elective for which he/she was awarded the W grade) and successfully complete the

R.25.3 Arrear examinations for the failed candidates (those securing “U” grade) in a course will be conducted only along with the regular End-Semester examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. In case, the said course is not offered in a subsequent semester, the examination will be conducted exclusively for the supplementary (backlog) candidates. Question Paper for all the supplementary examinations on a course will be on the basis of the latest regulations and syllabus in force

No sessional examination will be conducted for Arrear Examinations. The student's letter grade will be decided, on a relative basis, along with the class of students with whom the candidate had written the Sessional Examinations and secured Sessional marks.

R25.4 A course successfully completed cannot be repeated.

R.26.0 Grade Card

R.26.1 The grade card issued at the end of each semester to the students will contain the following:

- (i) the list of CGPA courses registered by the student along with credits for each course registered for that semester
- (ii) the letter grade obtained in each CGPA course
- (iii) the attendance code assigned for each CGPA course
- (iv) the total credits earned under the CGPA and Non-CGPA categories in that semester

- (v) the cumulative credits earned under the CGPA and Non-CGPA categories up to the end of that semester
- (vi) the Grade Point Average of all the courses taken in that semester (SGPA)
- (vii) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester up to the end of that semester

Separate grade cards with the above-mentioned details are issued to the students for all the Summer Term Courses they had undergone during their period of study

R.26.2 The Semester Grade Point Average (SGPA) will be calculated according to the following formula

$$SGPA = \frac{\sum (C \times GP)}{\sum C}$$

where C = Credit(s) for the CGPA course registered and completed,

GP = Grade Point, as per the Grade Conversion Table VI, given under R.20.1, for the letter grade obtained by the candidate for the course,

$\sum C$ = Sum of credits from all the courses taken in that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where $\sum C$, the sum of credits, is from all the courses registered in all the semesters completed upto the end of that semester.

The Non-CGPA courses are not awarded with any letter grade/grade point and are not included in the above-described Grade Point Average calculation.

R.27.0 Requirements for Non-CGPA Credit Courses

- R.27.1 All students admitted to the Arts programmes must earn a minimum of 9 credits out of 30 under the Non-CGPA credit courses by taking one course in first group and two course in second group as mentioned under Table III of Regulations R.2.0.
- R.27.2 Each student, in consultation with his/her faculty advisor will plan the Non-CGPA courses which are normally offered during the semester and/or during the vacations either during the University working hours and/or after the working hours.
- R.27.3 The list of Non-CGPA courses and the course schedules will be displayed before the end of every semester. The students can register and enroll themselves for the courses at the time of registering and enrolling for the regular CGPA courses.
- R.27.4 The student's performance will be assessed by the respective course coordinator of each Non-CGPA course as per the procedure stated in the booklet Guidelines for the Non-CGPA Courses of Arts Programmes and the result will be declared along with the results for the CGPA courses.

R.27.5 The credit earnings for all the Non-CGPA courses for a student will be mentioned in his/her Grade Card, as and when he/she completes the particular courses successfully.

R.27.6 The minimum attendance requirement in all the Non-CGPA courses is 80%, as stipulated in the regulation R.12.3.

R.28.0 Eligibility for Award of the BA, BBA & B.Com Degree

R.28.1 A student shall be declared to be eligible for award of the degree if he/she has:

- (i) Registered for and successfully completed all the required Language, Ability enhancement Compulsory course, Core courses, Laboratory courses, Elective Course, and Project if any
- (ii) Successfully earned the minimum required credits (both CGPA and Non-CGPA) as specified in the curriculum corresponding to the branch of his/her study within the stipulated time
- (iii) Earned the specified credits in all categories of course
- (iv) No dues to the University, Hostels, Libraries, / Parent-Teachers Association / Alumni Association /NCC/NSS/Sports, etc.
- (v) No disciplinary action is pending against him / her.

R.28.2 Degree Classification: The Degree of BBA/ B.Com/BA (Eng) shall be awarded in three categories:

- (i) First Class with Distinction
- (ii) First Class
- (iii) Pass

- i. For a First Class with Distinction, the student must earn minimum required credits as specified in the curriculum within three years from the time of admission/enrolment and obtained a minimum CGPA of 8.25, with all courses passed in the first attempt.
- ii. For a First Class, the student must earn the minimum required credits as specified in the curriculum within four years from the time of admission/enrolment and obtained a minimum CGPA of 6.5.
- iii. Students who have earned the minimum required credits as specified in the curriculum within five years from the date of admission/enrolment will be awarded a Pass.

R.28.3 The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

R.29.0 Power to Modify

R.29.1 Notwithstanding all that has been stated above, the Academic Council reserves the right to modify any/all of the above regulations from time to time.