

# MES ASMABI COLLEGE

P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com ☎ 0480 2859032

🌐 www.mesasmabicollege.edu.in



## 2.5a Implementation Orders

Sl. No.	Document Name	Page No.
2.5.1	University Regulation - PG Internal split-up criteria	2-4
2.5.2	University Regulation - UG Internal split-up criteria	5-10
2.5.3	University Guidelines for preparation of Ph.D. Thesis	11-13
2.5.4	Ph.D. PQE (Preliminary Qualifying Examination) - University Regulation	14-15
2.5.5	University regulation - PG project	16-20
2.5.6	University regulation - UG project	21-25
2.5.7	Policy and guidelines for PG Research project quality assurance - College level reforms	26-34
2.5.8	Guidelines for Seminar and Assignments - College level reforms	35-36

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.1 University Regulation - PG Internal split-up criteria



UNIVERSITY OF CALICUT

**Abstract**

General and Academic - Faculty of Commerce and Management Studies - Scheme & Syllabus of M.Com Programme (CBCSS PG 2019) for Affiliated Colleges and SDE/Private Registration with effect from 2019 admission onwards - Implemented subject to ratification by the Academic Council - Orders issued.

**G & A - IV - E**

U.O.No. 8387/2019/Admn

Dated, Calicut University.P.O, 29.06.2019

*Read:-*1.U.O No.4487/2019/Admn dated 26.03.2019.

2.Item No.1 of the minutes of the meeting of the Board of Studies in Commerce (PG) held on 27.05.2019.

3.Item No.1 of the minutes of the meeting of the Faculty of Commerce and Management Studies held on 27.05.2019.

**ORDER**

1. The Regulations for Post-Graduate Programmes of affiliated Colleges and SDE/ Private Registration w.e.f. 2019 admissions (CBCSS PG Regulations 2019) was implemented vide paper read as (1). The Board of Studies in Commerce (PG) in its meeting held on 27.05.2019 resolved vide paper read as (2) to approve the revised Syllabus of M.Com Programme with effect from 2019 admission onwards in accordance with CBCSS PG Regulations 2019.

2. As per paper read as (3), the Faculty of Commerce and Management Studies has approved the minutes of the meeting of the Board of Studies in Commerce (P.G) held on 27.05.2019.

3. Under these circumstances , considering the exigency, the Vice Chancellor has accorded sanction to implement the Scheme and Syllabus of M.Com Programme for Affiliated Colleges and SDE/Private Registration under CBCSS-PG 2019 Regulations w.e.f 2019 admission onwards, subject to ratification by the Academic Council.

4.The following orders are therefore issued;

The Scheme & Syllabus of M.Com programme for Affiliated Colleges and SDE/Private Registration under CBCSS-PG 2019 Regulations is implemented w.e.f 2019 admission onwards, subject to ratification by the Academic Council.

(Scheme & Syllabus appended)

Biju George K

Assistant Registrar

To

1.The Principals of Affiliated Colleges. 2.Director, SDE

Copy to:PS to VC/PA to PVC/PA to Registrar/PA to CE/JCE I/JCE V/JCE VIII/EX & EG Sections/GA I F/CHMK Library/SF/DF/FC.

Forwarded / By Order

Section Officer

## 8.0 Internal Assessment

All courses shall have internal assessment.

### 8.1 Internal Assessment Marks

As per common regulations for CBCSS for PG

### 8.2 Internal assessment components

As per common regulation for CBCSS for PG

### 8.3. Transparency about internal Assessment

**8.3.1** Each faculty shall maintain record of performance and attendance of each student in his or her class course-wise

**8.3.2** Each faculty shall submit internal assessment marks of the students to the Head of the department or institution on conclusion of lecture class in each semester.

**8.3.3** Such internal assessment mark lists shall show all the components separately and the total of internal assessment marks awarded to each student.

Format for Internal Assessment Mark list

Reg No:	Name	Test:1	Test:2	Test:3	Sum of Best 2 Tests 40%	Seminar Paper 10%	Presentatio n of Seminar 10%	Attendance 20%	Assignment 20%	Total 100%

**8.3.4** The Department or Centre or College shall publish the list of internal assessment marks of all the students shall be published in the notice board within 5 days before the commencement of external examination.

**8.3.5** The faculty shall make available details of the internal assessment marks, with explanations wherever required, to the Head of the Department or Institution in case of grievance regarding internal marks.

**8.3.6** The Department or Centre or College shall strictly follow the grievance handling mechanism prevails in the University from time to time.

## 9.0 External Examination: As per common regulations for CBCSS for PG

### 10.0 Project Work

**10.1.** During the fourth semesters each student shall do a project work under the guidance of a faculty member preferably in their area of specialisation.

**10.2** The project should be done individually on a topic based on a business organisation or a social or economic problem relating to the discipline to be decided by the student under supervising teacher.

**10.3** The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for one copy each.

**10.4** The report shall be printed (or neatly typed) and bound (preferably spiral bound) with not less than 50 A4 size, 1.5 spaced, pages, Times New Roman Font, Font Size 13 pt. References format shall be insisted on API style.

**10.5** The project report should be submitted to the Head, Department of Commerce of the College where he/she is doing M. Com at least 10 days before the last working day of the fourth semester duly certified by the guide.

### 10.6 Structure of the report

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.2 University Regulation - UG Internal split-up criteria



UNIVERSITY OF CALICUT

Abstract

General and Academic - CBCSS UG Regulations 2019 - Choice Based Credit Semester System - Regulations for all UG Programmes under CBCSS - Regular and SDE/Private Registration - w.e.f. 2019 admissions - Deleting Clause 6.12.6 and Modifying Clause 4.15 - Approved - Implemented - Orders issued

---

G & A - IV - J

U.O.No. 15324/2019/Admn

Dated, Calicut University.P.O, 30.10.2019

---

- Read:-*1. U.O No. GA I/J2/3601/08(Vol.II) dated 19.06.2009  
2. U.O.No. 3797/2013/CU dated 07.09.2013  
3. U.O No. 4368/2019/Admn dated 23.03.2019  
4. Item No. 8 in the minutes of the meeting of Steering Committee on CBCSS UG 2019 held on 24.06.2019  
5. Item No. 7 in the minutes of the meeting of Steering Committee on CBCSS UG 2019 held on 29.08.2019  
6. Item No. 1.12 in the minutes of the LXXX meeting of the Academic Council held on 05.10.2019  
7. U.O No.15065/2019/Admn dated 26.10.2019

ORDER

Vide paper read as (1), the Regulations of Choice Based Credit Semester System for UG curriculum was implemented from 2009 admission onwards under the University of Calicut, as per the directions of Governing Council of the Kerala State Higher Education Council and vide paper read as (2), the Modified Regulations of Choice Based Credit Semester System for UG Curriculum was implemented from 2014 admission onwards under the University of Calicut, as per the recommendations of Hridayakumari Committee appointed by the Govt. of Kerala.

Vide paper read as (3), the Regulations for Choice Based Credit and Semester System for Under Graduate (UG) Curriculum - 2019 (CBCSS UG Regulations 2019) for all UG Programmes under CBCSS-Regular and SDE/Private Registration in the University of Calicut, with effect from 2019 admissions has been implemented.

Steering Committee on CBCSS UG 2019 considered the issue of credit distribution of project in Dual Core Programmes vide paper read as (4) and recommended that one Project with 3 credits shall be done in any of the two core subjects in the case of Dual Core Programmes. It was also recommended vide paper read as (5) to amend the CBCSS UG Regulations 2019 by deleting the Clause 6.12.6 - "For readmission, the vacancy should be within the sonctioned strength in the parent college. If there is no vacancy in the junior botch of the parent college, readmission can be taken in another college with the junior batch if there is vacancy within the sonctioned strength in the concerned college".

The recommendations of Steering Committee have been approved by the LXXX meeting of Academic Council vide paper read as (6) and the Vice Chancellor has ordered to implement the same.



**UNIVERSITY OF CALICUT**

**REGULATIONS FOR  
CHOICE BASED CREDIT AND  
SEMESTER SYSTEM FOR UNDER  
GRADUATE (UG) CURRICULUM -2019  
(CBCSSUG 2019)**

**8.8. Improvement course:** Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously.

**8.9. Moderation:** Moderation is eligible as per the existing rules of the Academic Council.

## 9. EVALUATION AND GRADING

**9.1.** Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-1

### 9.2. Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

#### 9.2.1. Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are-Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (if a fraction appears in internal marks, nearest whole number is to be taken)

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of



each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of of marks for Test paper and Class Room Paticipation (CRP) for internal evaluation are as follows.

**Split up of of marks for Test paper**

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35% - 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

**Split up of of marks for Calss Room Participation**

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
50% ≤ CRP < 75%	1	1
75% ≤ CRP < 85%	2	2
85 % and above	4	3

**9.2.2. Internal Assessment for SDE/Private Registration :** Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

**9.2.3. External Evaluation**

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks (The pattern is given in the Annexure III). The courses with 2/3 credits will have an external examinaion of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two



## UNIVERSITY OF CALICUT

**Abstract**

General and Academic - CBCSS UG Regulations 2019 - Choice Based Credit Semester System - Regulations for all UG Programmes under CBCSS - Regular and SDE/Private Registration - w.e.f. 2019 admissions - Corrections in Clause 9.2.1 - Approved - Erratum issued

G &amp; A - IV - J

U.O.No. 18084/2019/Admn

Dated, Calicut University.P.O, 28.12.2019

Read:-U.O.No. 15324/2019/Admn dated 30.10.2019

**ORDER**

The following erratum is issued to the University Order read above.

**ERRATUM****Clause 9.2.1. Internal Assessment**

- Components with percentage of marks of Internal Evaluation of Theory Courses are- Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.
- The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

**Split up of marks for Test paper**

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35%- 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

**Split up of marks for Calss Room Participation**

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
50% ≤CRP <75%	1	1
75% ≤CRP <85%	2	2
85 % and above	4	3

(The U.O read above and corrected CBCSS UG Regulations 2019 are herewith appended)

Ajitha P.P

Joint Registrar

To

The Principals/Heads of all affiliated Colleges/Institutions/Departments under the University of Calicut  
Copy to:Director SDE/ PS to VC/PA to R/PA to CE/GA IV B,C & E Sections/GA I F Section/CHMK  
Library/SF/DF/FC

Forwarded / By Order

Section Officer

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.3 University Guidelines for preparation of Ph.D. Thesis



**UNIVERSITY OF CALICUT**

**Abstract**

Directorate of Research -uploading of theses to the Shodhganga ETD repository -guidelines for submission of thesis- implemented -orders issued.

---

**Directorate of Research**

U.O.No. 13780/2023/Admn

Dated, Calicut University.P.O, 07.09.2023

---

*Read:-*1) Letter No: 47852/CHMK Asst-1/2023/Admn dated 24/06/2023.

2) UO No:9330/2022/Admn dated 29/04/2022.

3) Orders of the Vice Chancellor in the file of even no dated 04/09/2023.

**ORDER**

As per the paper read as (1) above, the University Librarian, CHMK Library has informed that, in order to upload the Ph.D thesis to the Shodhganga ETD repository the Research Scholars need to comply the below mentioned details for properly hosting their research work.

- The soft copy should be the exact replica of hard copy of thesis submitted at Directorate of Research/CHMK Library/Departmental Library
- Images/plates /graphs etc used in the soft copy of the thesis should be incorporated exactly as in the hard copy of the thesis.
- Certificate signed by the Research Guide with seal and signed declaration by the research scholar has to be attached in the soft copy and hard copy of the thesis.
- The character encoding of the soft copy should be in UNICODE format, especially for languages other than English.(Digital thesis encoded as ASCII files will not be accepted now onwards)
- Researchers should incorporate a single page abstract in English and Malayalam in the thesis.(both soft and hard copies).
- Five standard keywords/subject heading which directs the user to the theses may be given.
- All the documents including thesis, synopsis, abstract, certificates etc., shall be given in single CD/DVD.
- The soft copy of the thesis should be in PDF/A format for long term preservation.
- Proper book marking for the full text may be done.

In addition to the above points, the University Librarian has also suggested to follow the below mentioned matters before awarding the PhD degree.

- To ensure the acknowledgement of receipt of thesis issued from CHMK library to the scholars before awarding degree to them.
- To forward the copy of award notification to CHMK Library.

As per the paper read as (2) above, the Research Scholars were directed to submit two copies of abstract of thesis in a maximum of two pages in Malayalam to CHMK Library .

Considering the matter, the Vice Chancellor has accorded sanction to implement the proposals of the University Librarian, CHMK Library in the University and also to direct the scholars to incorporate a single page abstract in Malayalam in the thesis (both soft and hard copies) instead of submitting two copies of abstract in Malayalam to CHMK Library vide paper read as (3) above.

The following matters are, therefore, implemented in the University.

The Research Scholars shall comply with the following directions while preparing the PhD thesis.

- The soft copy should be the exact replica of hard copy of thesis submitted at Directorate of Research/CHMK Library/Departmental Library
- Images/plates /graphs etc used in the soft copy of the thesis should be incorporated exactly as in the hard copy of the thesis.
- Certificate signed by the Research Guide with seal and signed declaration by the research scholar has to be attached in the soft copy and hard copy of the thesis.
- The character encoding of the soft copy should be in UNICODE format, especially for languages other than English.(Digital thesis encoded as ASCII files will not be accepted now onwards)
- Researchers should incorporate a single page abstract in English and Malayalam in the thesis.(both soft and hard copies).
- Five standard keywords/subject heading which directs the user to the theses may be given.
- All the documents including thesis, synopsis, abstract, certificates etc., shall be given in single CD/DVD.
- The soft copy of the thesis should be in PDF/A format for long term preservation.
- Proper book marking for the full text may be done.

The Research Scholars shall incorporate a single page abstract in Malayalam in the thesis (both soft and hard copies) instead of submitting two copies of abstract in Malayalam to CHMK Library.

The Directorate of Research shall ensure the acknowledgement of receipt of thesis issued from CHMK library to the scholars before awarding Ph D degree to them and shall forward the copies of the award notification to the Research Scholars as well as the University Librarian, CHMK Library.

Orders are issued accordingly.

Rilesh K.T

Deputy Registrar

To

Hol/HoD,  
All Research Centers,  
Ps to VC, PA to PVC,PA to Registrar, PA to CE & University Librarian, CHMK Library.

Forwarded / By Order

Section Officer

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.4 Ph.D PQE (Preliminary Qualifying Examination) - University Regulation



**UNIVERSITY OF CALICUT**

No. 153570/RESEARCH-C-ASST-1/2016/Admn

Dated: 04.02.2023

**CIRCULAR**

Sub:- Ph.D. Preliminary Qualifying Examination, July 2023 - Syllabus and other related documents submitting of - reg.

Ref :- Modalities of course work for Ph.D Programme.

The Head of the Departments/Institutions of all Research Centres are hereby requested to submit the **two copies of the documents as detailed below** in respect of the candidates who have registered for the Ph.D Programme and are attending the Course Work commencing from **1<sup>st</sup> January 2023**, at the Directorate of Research on or before **20.03.2023**, for onward transmission of the same to the office of the Controller of Examinations.

**1.** The Syllabus for Paper II-Elective course, specific to the subject of study duly approved by the Chairman, PG Board of Studies.

**2.** The Model Question Paper for Paper II (Marks out of 70 with signature and designation seal of Supervising Teacher).

**3.** Panel of examiners with experts **excluding Teachers from Calicut University / affiliated Colleges** on satisfying the following conditions:

- 5-10 members with their address, contact number, and e-mail ID, duly signed by the Supervising Teacher concerned.
- Certificate of the supervising teacher concerned stating that the Examiners included in the panel have more than 7 years of teaching experience.

**4.** Copy of the Registration Order.

**5.** Email address and contact number of Research Centre, Supervising Teacher and Research Scholar.

**Rilesh K.T**  
Deputy Registrar

To:-

The Head of all Research Centres/ Teaching Departments

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.5 University Regulation - PG Project





**UNIVERSITY OF CALICUT**  
**REGULATIONS FOR CHOICE BASED CREDIT SEMESTER SYSTEM (CBCSS) FOR**  
**MASTER OF COMMERCE PROGRAMME FOR AFFILIATED COLLEGES AND FOR SDE /**  
**PRIVATE REGISTRATION” IMPLEMENTED WITH EFFECT FROM 2019-20 ACADEMIC**  
**YEAR ©**

**1.0 Title of the programme**

This DEGREE shall be called **MASTER OF COMMERCE (M.Com.)**.

**2.0 Eligibility for admission**

Any candidate who has passed B. Com or BBA (earlier BBS) degree of University of Calicut or B. Com, BBA or BBS degree of any other University or institutes in any state recognised by UGC or AICTE and approved by University of Calicut with minimum of 45% marks or equivalent grade is eligible for admission. OBC and SC/ST students are eligible for mark/grade relaxation as per the University rules. In the case of B. Com (Honours) and B. Com (Professional) students, the minimum eligibility for admission is 50% for all categories of students.

**2.1 Admission Procedure**

Admission procedure stipulated by University from time to time shall be strictly followed.

**3.0 Duration of the programme**

The duration of the M. Com programme of study is two years divided into four semesters.

**4.0 Medium of Instruction**

The medium of instruction and examination shall be English.

**5.0 Scheme of Instruction and Examination**

**5.1 Semester One**

Course Code	Course Title	Internal Credit	External Credit	Total Credit	Teaching Hours	Type
MCM1C01	Business Environment & Policy	0.8	3.2	4	5	Core
MCM1C02	Corporate Governance & Business Ethics	0.8	3.2	4	5	Core
MCM1C03	Quantitative Techniques for Business Decisions	0.8	3.2	4	5	Core
MCM1C04	Management Theory and Organizational Behaviour	0.8	3.2	4	5	Core
MCM1C05	Advanced Management Accounting	0.8	3.2	4	5	Core
	<b>Total in Semester One</b>	<b>4.0</b>	<b>16.0</b>	<b>20</b>	<b>25</b>	

## 8.0 Internal Assessment

All courses shall have internal assessment.

### 8.1 Internal Assessment Marks

As per common regulations for CBCSS for PG

### 8.2 Internal assessment components

As per common regulation for CBCSS for PG

### 8.3. Transparency about internal Assessment

**8.3.1** Each faculty shall maintain record of performance and attendance of each student in his or her class course-wise

**8.3.2** Each faculty shall submit internal assessment marks of the students to the Head of the department or institution on conclusion of lecture class in each semester.

**8.3.3** Such internal assessment mark lists shall show all the components separately and the total of internal assessment marks awarded to each student.

Format for Internal Assessment Mark list

Reg No:	Name	Test:1	Test:2	Test:3	Sum of Best 2 Tests 40%	Seminar Paper 10%	Presentatio n of Seminar 10%	Attendance 20%	Assignment 20%	Total 100%

**8.3.4** The Department or Centre or College shall publish the list of internal assessment marks of all the students shall be published in the notice board within 5 days before the commencement of external examination.

**8.3.5** The faculty shall make available details of the internal assessment marks, with explanations wherever required, to the Head of the Department or Institution in case of grievance regarding internal marks.

**8.3.6** The Department or Centre or College shall strictly follow the grievance handling mechanism prevails in the University from time to time.

## 9.0 External Examination: As per common regulations for CBCSS for PG

### 10.0 Project Work

**10.1.** During the fourth semesters each student shall do a project work under the guidance of a faculty member preferably in their area of specialisation.

**10.2** The project should be done individually on a topic based on a business organisation or a social or economic problem relating to the discipline to be decided by the student under supervising teacher.

**10.3** The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for one copy each.

**10.4** The report shall be printed (or neatly typed) and bound (preferably spiral bound) with not less than 50 A4 size, 1.5 spaced, pages, Times New Roman Font, Font Size 13 pt. References format shall be insisted on API style.

**10.5** The project report should be submitted to the Head, Department of Commerce of the College where he/she is doing M. Com at least 10 days before the last working day of the fourth semester duly certified by the guide.

### 10.6 Structure of the report

Title page  
 Certificate from the organization (if the project work is done in an organisation).  
 Plagiarism certificate shall be mandatory for project submission for all category of students  
 Certificate from the supervising teacher. Declaration of student.  
 Acknowledgements  
 Contents  
 Chapter I: Introduction (Significance of the study, Research problem, objectives of the study, Research methodology etc.)  
 Chapter II: Review of literature  
 Chapter III: Organization Profile/Conceptual Frame work  
 Chapter IV: Data Analysis and Interpretation  
 Chapter V: Summary, Findings and Recommendations.

Appendix: Questionnaire, specimen copies of forms, other exhibits etc.

Bibliography: Books, journal articles etc. used for the project work.

**10.7 Project work shall have the following stages**

Selection of an organisation  
 Problem identification  
 Project draft proposal presentation and discussion  
 Finalisation of the proposal  
 Data collection and analysis of data  
 Report writing  
 Final Project Presentation  
 Report submission.

**10.8** Evaluation of project report: As per common regulations for CBCSS for PG.

**11.0.** Viva Voce

**11.1** At the end of fourth semester, each candidate shall attend a comprehensive viva voce.along with the project evaluation. The viva voce shall include all the courses of the M.Com programme, including project report.

**11.2** The viva board shall have two external examiners and one internal member. The external examiners shall be appointed by the University. The internal examiner shall be the Head, Department of Commerce of the College or a faculty member nominated by him or her from the Department of Commerce.

**11.3 Guideline for evaluation of Project Evaluation and conduct of Viva-voce (for the students of affiliated colleges)**

(a)	The Head of the Department shall arrange the internal evaluation of the Project work and upload the mark to the University website.
(b)	The internal credit of 20% shall be distributed based on the following criteria: (1) Report Preparation as per the clause 11.3 (d) (2) Comprehensive Viva-Voce as per clause 11.3(d)
(c)	The external marks shall be awarded by conducting Project Evaluation and Comprehensive Via-Voce by the Board consisting of External and Internal examiners constituted for this purpose.

(d) The External evaluation by the final semester Board of Examiners appointed by the University for 3.2 credits for the project report and for comprehensive viva voce in the final semester. While evaluating the project report and comprehensive viva voce weightage may be distributed in the following order.

SI No	Criteria of Evaluation	Weightage	Weightage
		External 3.2Credit	Internal 0.8 Credit
1	<b>Problem Formulation and Methodology Adopted-</b> Relevance of the topic, statement of the problem, Setting SMART objectives, Research Design, Sampling Design, Tool Designing, Pilot Study Identification of Variables, Setting Hypothesis and Designing a Conceptual Map	08	02
2	<b>Analysis of Data and Findings:</b> - Quality of analysis, Synchronisation with SMART objectives and Hypothesis Testing	08	02
3	<b>Report Writings</b>	08	02
4	<b>Comprehensive Viva Voce</b>	16	04
	<b>Total</b>	<b>40</b>	<b>10</b>

#### 11.4. Guidelines for evaluation of Project Evaluation and conduct of Viva-voce (for the students of School of Distance Education)

(a) The student shall arrange a supervising teacher for their Project work themselves while the students are in the third semester itself and intimate the same to the SDE Centre Co-ordinator (in the Proforma provided). All regular/retired Commerce Teachers of Govt./ Aided Colleges are competent to be a supervising teacher.

(b) The Project should be submitted to the Centre Co-ordinator within the time fixed by the Co-ordinator.

(c) Internal marks of 0.8 credit for the Project work shall be awarded by the Internal evaluation of the Project work to be arranged by the SDE Centre Co-ordinator on the basis of criteria of evaluation mentioned in table of clause 11.3 (d).

(d) The external credit of 3.2 for the project work and comprehensive viva voce shall be awarded by the board of examiners consisting of at least two examiners nominated by the Centre Co-ordinator with the approval of the SDE Director. All regular/retired teachers of Govt./Aided colleges under the University are competent to be the external examiners for the evaluation of the project. The external marks shall be distributed on the basis of the following criteria:

#### 12. Minimum Credit for the Project Report and Viva Voce

12.1 The student should get a minimum of P grade for the project report for a pass

12.2 If the student fails to get P grade for any project report, he or she shall resubmit the project report after modifying it on the basis of the recommendation of the examiners. This can be done immediately after publication of results.

12.3 The student should get P grade for a pass in viva-voce.

#### 13.0 Choosing Optional for specialization

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,  
✉ principal.mesasmabi@gmail.com 📞 0480 2859032  
🌐 www.mesasmabicollege.edu.in



## 2.5.6 University Regulation - UG Project



UNIVERSITY OF CALICUT

**Abstract**

General and Academic - Faculty of Commerce and Management Studies - Syllabus of B.Com Programme under CBCSS PG 2019 w.e.f.2019 admissions- Corrections in the Syllabus - Implemented - Orders issued.

**G & A - IV - E**

U.O.No. 16934/2019/Admn

Dated, Calicut University.P.O, 03.12.2019

*Read:-*1.U.O No.8445/2019/Admn dated 29.06.2019.

2.Email dated 04.09.2019 & 08.11.2019 from the Chairman, Board of Studies in Commerce(UG).

3.Email dated 08.11.2019 from the Chairman, Board of Studies in Commerce(UG).

4.Email dated 25.09.2019 & 20.11.2019 from the Dean, Faculty of Commerce and Management Studies.

**ORDER**

The Scheme & Syllabus of B.Com Programme of affiliated Colleges and SDE/ Private Registration w.e.f. 2019 admissions in tune with the CBCSS PG Regulations 2019, was implemented vide paper read (1) above.

As per the paper read as (2), the Chairman, Board of Studies in Commerce(UG) has requested to correct the external and internal marks allotted for the open course in the revised Scheme & Syllabus of B.Com programme implemented vide U.O read as (1). The Chairman has forwarded Scheme & Syllabus of B.Com programme vide paper read as (3), making the following corrections also.

a) The Credit of Common courses (English) paper- A01 and A04 in first and Second Semester are changed to 3 credits and 4 credits respectively.

b) Total marks of the core project is 50 marks ( External 40 and 10 internal ) in the above revised Scheme & Syllabus of B.Com programme which is changed as 75 marks (External 60 and 15 internal).

As paper read as (4), the Dean, Faculty of Commerce and Management Studies has approved the corrections made by the Chairman, Board of Studies in Commerce(UG) revised Scheme & Syllabus of B.Com programme, vide paper read as (2) & (3).

Sanction has been accorded by the Vice Chancellor to implement the corrections in the Scheme & Syllabus of B.Com Programme of affiliated Colleges and SDE/ Private Registration w.e.f. 2019 admissions.

Orders are issued accordingly.

(Corrected Scheme & Syllabus appended)

Ajitha P.P

Joint Registrar

To

- 1.The Principals of affiliated Colleges.
2. Director, SDE.

Copy to:PS to VC/PA to PVC/PA to Registrar/PA to CE/JCE I/JCE III/JCE VIII/EX & EG sections/CHMK Library/SF/DF/FC.

Forwarded / By Order

Section Officer

## **E. Travel and Tourism**

1. Tourism Principles And Practices
2. Tourism Product And Promotion
3. Tourist Transport And Tour Operation
4. Hospitality Management

## **F. Islamic Finance**

1. Introduction to Islamic Commercial Banking
2. Fundamentals of Islamic Commercial Law
3. Foundations of Islamic Accounting Theory and Practice
4. Islamic Investment Funds and Insurance

## **Open Courses (For students from other departments)**

1. E- Commerce
2. Basics of Entrepreneurship and Management
3. Basic Accounting

**5.3 Four Common Courses** (BCM3A11 Basic Numerical Skills, BCM3A12 General Informatics, BCM4A13 Entrepreneurship Development BCM4A14 Banking and Insurance), all the Core Courses, Complementary and Open Courses for B.Com Programme shall be taught by Commerce Faculty only. However, the core courses under the specialization Islamic Finance shall be taught by Commerce Faculty or teachers having M.A Islamic Finance or M.A Islamic Economics or M.A Economics with Islamic Finance qualifications.

## **19. Project Report**

19.1 For doing the project, the student may choose any topic areas from the subjects he/she has studied.

19.2 The candidate shall prepare and submit a project report to the Department.

19.3 The report shall be in English with not less than 30 pages, printed or typed (A4 size paper, 1.5 line spacing, Times New Roman font, font size 14) and spiral bound.

The project report should be submitted to the Head of the Department one week before the last working day of the sixth semester, duly certified by the Guide.

19.4 Project work shall have the following stages:

- Project proposal presentation
- Field work and data analysis
- Report writing
- Draft project report presentation
- Final project report submission

19.5 The project can be done individually or as a group of three students (maximum) on the same topic and present the report. However, the project supervisor should make sure that each student constructively contributes to the completion of the project. For this purpose the

supervisor shall keep a diary in which the chronological record of the students visit to the supervisor for the project discussions shall be maintained. The work of each student shall be guided by one Faculty member.

19.6 The candidate shall prepare at least two copies of the report; one copy for submission to the Department and another copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for.

19.7 Duration of project work: The duration of the project work shall be 3 weeks.

19.8 A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done and it shall be included in the project report.

19.9 Structure of the report

Title page

Declaration of the student

Certificate from the supervising teacher / organization (for having done the project work)

Acknowledgements

Contents:-

Chapter I	: Introduction (Organization profile, Research problem, Objectives of the study, Research methodology etc.)
Chapter II	: Review of Literature
Chapter III	: Theoretical Framework
Chapter IV	: Data Analysis
Chapter V	: Findings, Suggestions and Conclusion.
Appendix	: (Questionnaire, specimen copies of forms, other exhibits etc.)

Bibliography : (books, journal, articles etc. used for the project work).

19.10. Evaluation of project report

The project report shall be subject to internal and external evaluation. The internal evaluation shall be carried out by the supervising teacher and external evaluation is done jointly by the internal examiner and the external examiners appointed by the University inclusive of Viva-voce examination. The marks should be awarded on the basis of the following:-

1. Evaluation of the Project Report shall be done under Mark System. Marks secured for the project will be awarded to candidates, combining the internal and external Marks.
2. The internal to external components is to be taken in the ratio 1:4. Assessment of different components may be taken as below:

Internal (20% of total)		External (80% of Total)	
Components	% of Marks	Components	% of
			Page 8 of 76



Punctuality	20	Relevance of the Problem, Objectives of the study, Research methodology used, etc,	20
Use of Data	20	Quality of analysis, Statistical tools used, Findings, Recommendations and conclusion	30
Scheme/Organization Report	30	Viva-Voce	50
Viva-Voce	30		
Total	100	Total	100

3. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation.

4. The student should get a minimum of 40 % marks in the aggregate and 40% separately for external for pass in the project.

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

6. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

### 19.11 Viva-Voce

At the end of sixth semester candidate shall attend a project based viva voce. The external evaluation of 12 to 15 students per day is to be conducted with one external examiner and one internal examiner. The examiners shall consult each other and award the grades according to the same criteria specified in 19.10 for the award of marks.

### 19.12. Industrial Visit

The fourth semester students of affiliated colleges shall be taken under the supervision of faculty members to business or industrial units so as to enable them to have first-hand knowledge about the location, layout, managerial functions, H R management or any area of study as per curriculum. Study tour to an industrial/business centre will form part of curriculum. The report submitted by the student in this respect shall be considered as one of the assignments of the course Entrepreneurship Development or any other course in the fourth semester.

## UNIVERSITY OF CALICUT

### SYLLABUS OF BACHELOR OF COMMERCE DEGREE PROGRAMME UNDER CBCSSUG EFFECTIVE FROM THE 2019-20 BATCH B.COM ADMISSIONS

#### CORE COURSES

#### BCMIB01 BUSINESS MANAGEMENT

Lecture Hours per week: 6, Credits-4

Internal – 20, External – 80, Examination 2.5 Hours

Objectives:

→ To understand the process of business management and its functions.

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## **2.5.7 Policy and guidelines for PG Research project quality assurance – College level reforms**



**MES ASMABI COLLEGE**

**RESEARCH  
&  
PUBLICATION  
POLICY**



[www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



**MES Asmabi College, P Vemballur, Kerala. India.**

## **Research & Publication Policy**

We had an early understanding that the research attitude and culture are essential for the academic development of the students, faculties and of the institution as a whole. We had adopted steps to have faculties with research and publication experiences since then we started Master's programs in the college. The environment nourished UGC research schemes in the college, an interdisciplinary journal, Meridian was started and the college and management adopted a policy to have affiliated academic research centers and professional research extension centres in collaboration with other institutions in 2010 and started the first Research and Extension Centre in the Botany Department in collaboration with Western Ghats Hornbill Foundation in 2011 and which hosted many international and national research and internship programs with support from International, Government and Non-Government agencies. As a result, the first affiliated Research Centre came in 2013 and presently we have three affiliated research centers and two Research Extension Centres in the institution.

College developed a structural mechanism to have a Research Nodal officer apart from the Research Promotion Council and developed a detailed research and publication guideline Looking at the international and national level paradigm shift in the research and development linked with academic and professional development, also in compliance with UGC and University guidelines and the onset of National Education Policy. We have a structural framework with a Research Council inclusive of all Research Centres, faculties, and Research Departments, headed by the Research Council Executive Committee, prepared by the Research Nodal officer and Principal was discussed at the council and approved and published in July 2021 which later formed a lead document for the other institutions of the management. Our policy on research and publication is well reflected in detail in the research guidelines July 2021. Which gives a structural framework, rights, and responsibilities of the faculties, research fellows, Masters's students and various research-related committees in the college. General guidelines for ensuring the quality of research in the college including that of all faculties and Masters students, procedures for progress and publications through various kinds of internal and external reviews and support mechanisms, research expert panels, reward schemes for the best research student projects, performances and publications and waivers in the research journal for the faculties and students of the institution.

A plagiarism policy and review mechanism are also established in the college looking at better quality publications in the near future. Facilities are provided for collaborative research and publications including interdisciplinary works, incubation centres and patents. Our present policy envisages an inclusive research and publication environment which shall meet international standards and visions of the NEP.

# Research Guidelines

(Developed to ensure good quality research environment as decided by the Research Council)

## Rationale

This has been developed as per guidelines of the UGC and the Calicut University to ensure good quality research environment in the campus and are developed in consultation with all stakeholders and finalized in the Research Council July 2021

## I. Definitions

**1. Research Council (RC):** The research guides, HoDs of the research departments, research nodal officer, nominated scholars members each from the research departments, member of IQAC having charge of research promotion and nominated two members from any other departments having PhD, two (1 male and 1 female) representatives from research scholars shall constitute the Research council of MES Asmabi College

**2. Research Council Executive Committee (RCEC):** The Principal, HoDs of the Research Departments, the Research Nodal officer, any one nominated research guide each from the research departments shall constitute the executive committee (RCEC) and at least one third shall be women

**3. Nodal Officers:** There shall be department level nodal officers, one each from all the research departments and shall be from the research guides in the college to support the research nodal officer appointed by the University.

**4. Research Scholars:** Include all PhD, Pdf scholars and research fellows of various projects.

**5. Research Institution Fee (RIF):** Fee paid by the research scholars to the institution

## II. General guidelines for ensuring quality research

- All the admissions and rules and regulations shall be in accordance with UGC and Calicut University norms.
- The selection of the Research fellows shall be based on University and UGC norms or shall be based on written exam or Interviews.
- The research guides shall take care to select students after proper merit for good quality research with proven backgrounds such as previous experience, three months of probationary work at the /internship under your guidance leading to publications, records or otherwise as mentioned above clause (II.2).

- The scholars and research guides shall be responsible for all the research related communications and works, shall be prepared in time duly signed, forwarded through the head of the institution (Principal) with the knowledge of the principal
- The research nodal officer shall monitor all the research and research related works, provide necessary support to the scholars and research guides whenever communicated and shall work in regular communication with Principal, Directorate of Research of the university, other govt and nongovernmental cells related to research.
- The departmental level nodal officers shall coordinate activities of the department, communicated with a report to the principal and nodal officer, and shall support the Nodal officer if necessary in the regular functioning..
- There shall be one person in charge of all research related communications, scholarships etc in the office staff. The nodal officer, department level nodal officers, one or two elected member from the research scholars shall extent their help
- All the research departments shall keep a movement register and all the research guides, project holders, research scholars make an entry into the register duly signed by the research guide.
- All the research scholars, faculties, research guides shall make field visit report
- The Research council Executive Committee (RCEC) shall be the body to decide on any grievances related to research in the collage arising from fellows, faculties and departments. The grievances can be communicated to the departmental level nodal officers or to the nodal officer or to the principal

### **III. Regarding fees and payments**

- All the research Scholars need to pay intime the RIF. The SC/ST scholars need to pay only 70%, scholars without a regular UGC/CSIR or equivalent amount or having only university fellowship need to pay only 50% of the institution fee. This will be used for research promotion activities, honorarium for subject experts, RAC, examiners, publication grants to publish in UGC care listed, Internationally well-known peer reviewed or Scopus indexed journal
- The scholars shall pay the RIF when they receive the pending scholarship fees and need not to pay the fine if the pendency is from the official side.
- All the research scholars need to pay a Caution Deposit (RCD) Rs. 2000 at the time of admission or entry and will be refundable at the closure of the program or project.
- The salaried research scholars (eg. Teaching faculties) are not exempted from the fee and are not eligible for any exemption in this.
- The research scholars working in various research projects (non PhD, Pdf) need to pay 50% of the RIF and the full amount of RCD and they can enjoy all the research facilities of the college including library as a member of Research Scholar fraternity

- All the research scholars including research fellows of various projects can get ID cards, use the library facility (both offline and online) and borrow upto 7 books at a time.

#### **IV. Regarding Research progress and publication**

- There shall be a research presentation event (**Annual Research conclave**) once in a year at the college level with the leadership RC executives and shall be developed into a research conference if required. All the screened and selected PhD, Post DoC, teaching faculties, PG and UG student research shall get an opportunity. This has to be announced three months prior and shall be published in various forms
- There shall be a compulsory **Research Progress Presentation (RPP)** for the research scholars at least once in three months, shall be conducted at research department level and there shall be minimum of one and maximum of three external expert (outside the department, selected from the **Research Expert Panel (REP)** of the college) and the research scholars shall incorporate eligible comments and inputs.
- All the PhD scholars shall present their synopsis, draft thesis and progress in this RPP and such presentation shall be a prerequisite for the RAC.
- The research departments can decide on such presentation events at regular periods, or based on special request from students, shall be with consent from the head of the institution and shall be intimated to the Nodal Officer . A report need to be submitted after completion.
- Best Thesis shall be valued for the research quality, not merely based on presentation skill or as per the evaluation format of the university and shall be provided certificate and reward each year. (Internship, publication submission in UGC care-listed or internationally peer reviewed journals, presentations in international, national or regional seminars, workshops or symposiums, award of special scholarships for the research linked to the work shall be considers for the merit apart from the project and presentation evaluation.
- Awards shall be given for categories such as i. thesis, ii., project report, iii. Paper not for the progress presentation. This can be each for PhD, Research fellow, PG student and Faculty category. The award shall be limited to maximum of three for a candidate per category and one per year per category.
- All the Research Scholars shall make Publication / acceptance of at least one review or research paper in a journal with ISSN for the first year of the research and at least one research paper or article in UGC care-listed or internationally well peer reviewed journals second year onwards.
- The research reports including Masters thesis shall be published in the meridian research journal, at least with its title, contents and a detailed two page abstract (Extended abstract) or as the full project report if the extended abstract is not provided.



- The RC of the college or the Research Department shall ensure prior intimations, necessary training on publication, plagiarism, patenting, research methodology for the research scholars and such workshops shall not be less than three in an academic year.
- The executive committee of the RC shall also function as grievance redressal cell for the Research scholars
- There shall be a **Research Expert Panel (REP)** in the college involving all the faculty members having PhD with their expertise listed at least for more than one expertise with publication evidence to promote interdisciplinary research and mentoring.
- The college shall provide support for the team of the student a publication grant support if they publish in UGC care -listed, Internationally peer reviewed or Scopus indexed journals.
- The RC in collaboration with IQAC has to make regular seminars, workshops in connection with research methodology and publication to promote good quality research.
- The department has to initiate such seminars and workshops specific to their specializations or interdisciplinary nature and are has to be in line with promoting course work of the departments.
- The RC required to ensure a minimum of programs is there in each course work period and the research students and faculties can suggest or organize such events and resource persons.

#### **V. For Masters (PG) level Research**

- All the Masters (PG) departments shall ensure synopsis and pre-submission presentation of the PG Research and shall be 1-3 members from the college level Research Expert Panel (REP) other than the parent department with suitable expertise as an external reviewer.
- The PG students also need to present their progress at least twice during the progress of their work, this could be at the quarterly Research Progress Presentation (RPP) or special RPP for the PG students apart from Synopsis and pre-submission.
- Best Masters research projects shall be valued for the research quality, not merely based on presentation skill or as per the evaluation format of the university and shall be provided certificate and reward each year. (Internship, publication submission in UGC care-listed or internationally peer reviewed journals, presentations in international, national or regional seminars, workshops or symposiums, award of special scholarships for the research, Project with Internship shall be considered for the merit apart from the project and presentation evaluation.
- The winners shall get an opportunity to present their work at Research Conclave or at the Research Council level presentations
- Such merits shall be considered one criteria for the best outgoing student awards

- The PG students of the college shall get an opportunity to attend the quarterly Research Progress Presentation at the Research Departments.
- The PG students shall get an opportunity to present their work in such RPP through submission, screening and shall be restricted to maximum of four at a time. Such opportunity shall be purely based research quality and timely submission.
- The PG departments shall ensure Research methodology training for the PG students
- The PG students can opt one co-guide from other departments or from Research Expert Panel of the college of their wish to promote interdisciplinary research.

#### **VI. Plagiarism policy regarding**

- The college has adopted UGC regulations on plagiarism (22 July 2018, 31st July 2018 on Gazette) and an Institutional Academic Integrity Panel (IAIP) is there.
- The college shall provide facility for plagiarism check of all research publications research papers, articles including PhD, Pdf and Masters Thesis. The scholars can approach librarian or the research nodal officer for this.
- All the dissertations (PhD, Post Doc and Masters) shall produce plagiarism certificate and any violation to this shall not be eligible for completion of the respective academic program abide to the UGC regulation on Plagiarism 2018.

#### **VII. Regarding the Journal**

The journal maintained by the college, meridian promote publication of research works in various format and special consideration will be provided for early carrier research scholars including UG and Masters students. Is available at <http://www.meridianmes.com>

#### **Disclaimer**

- The guideline is applicable from this academic semester (June- October 2021) onwards.
- This shall be made available public and communicated to the research scholars and faculties.
- any complaints or queries shall be mailed to [rcmesasmabi@gmail.com](mailto:rcmesasmabi@gmail.com)

**Principal**  
**MES Asmabi College, P Vemballur**  
**July 2021**

# MES ASMABI COLLEGE

📍 P.Vemballur, Kodungallur, Thrissur Dt., Kerala Pin – 680671,

✉ principal.mesasmabi@gmail.com 📞 0480 2859032

🌐 [www.mesasmabicollege.edu.in](http://www.mesasmabicollege.edu.in)



## 2.5.8 Guidelines for Seminars and Assignments – College level reforms

## Internal Assessment

Components with percentage of marks of Internal Evaluation of Theory Courses are-

- Test paper 40%,
- Assignment 20%,
- Seminar 20%
- Attendance 20%.

**The Split up of marks for Test paper and Class Room Participation for internal evaluation are as follows.**

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35%- 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	5	5
85% -100%	6	6

### **Split up of marks for Attendance**

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
50% ≤CRP <75%	1	1
75% ≤CRP <85%	2	2
85 % and above	4	3

### **Split up of marks for Seminar**

Range of Marks in Seminar	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
Content	1	1
Usage of ICT material/ teaching aids	1	0.5
Presentation skills	1	1
Conceptual clarity	1	0.5

### **Split up of marks for Assignment**

Range of Marks in Assignment	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
Timeliness	1	0.5
Organization of content	1	1
Conceptual clarity	1	1
Findings and Insights	1	0.5