MAHATMA GANDHI UNIVERSITY, KERALA

<u>**Abstract**</u>

Honours Undergraduate Programmes - Guidelines for affiliated colleges on academic and administrative matters - Approved - Orders Issued.

ACA 16

No. 11256/ACA 16/2025/MGU   Priyadarsini Hills,Dated: 29.11.2025

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*Read:-*1. Minutes of the meeting of the MGU-UGP Monitoring Committee held on
04.11.2025

2. Orders of the Vice Chancellor, dated 28.11.2025

<u>**ORDER**</u>

The meeting of the MGU-UGP Monitoring Committee, vide paper read as (1) above, recommended issuing guidelines on academic and administrative matters to various affiliated colleges regarding the conduct of Honours Undergraduate Programmes coming under the purview of MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours) and MGU-BVOC (Honours). **(Guidelines are attached as annexure)**

Considering the significance of the above matter , the Vice Chancellor has approved vide paper read as (2) above, the recommendations of the MGU-UGP Monitoring Committee.

Orders are issued accordingly.

SUDHA MENON J

ASSISTANT REGISTRAR III
(ACADEMIC)
For REGISTRAR

Copy To
1. PS to VC

2. PA to Registrar/CE

3. JR 2 (Admin)/DR2, AR 3 (Academic)

4. JR/DR/AR (Exam)

5. Principal / Nodal Officer (All Affiliated Colleges)

6. CE 2 Exam Monitoring/ AC A 12/ AC A17 Sections

7. IT Cell 3 Section

8. PRO/IQAC/Records Sections

9. Stock File/ File Copy

File No.118652/AC A16-1/2025/ACA 16

Forwarded / By Order

Section Officer

College Academic and Administrative Guidelines

1. Admission

1.1. General

Admissions to the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes shall be conducted at the college level in strict compliance with the instructions, regulations, and guidelines issued by the University from time to time.

1.2. Verification of Applications

All applications allotted during the trial allotment through the Centralised Allotment Process (CAP) portal must be verified at the College. Any discrepancies shall be communicated immediately to both the applicant and the University.

1.3. Verification of Course Details and Index Marks

The courses selected by the applicants, which are considered for the calculation of index marks for the respective discipline, must be thoroughly checked. In case any correction or modification is required, the necessary steps shall be initiated by informing the applicant and the University.

Students shall not be eligible to select a Multidisciplinary Course in any of the disciplines (other than languages) used for calculating the index marks.

1.4. Verification of Reservation Claims

Applicants claiming reservations must provide valid supporting documents. These documents shall be carefully verified, and any issues shall be communicated to both applicant and University.

1.5. Cancellation of Previous Admission

If an applicant seeks admission after discontinuing a degree programme under this University or any other University, the previous admission shall be cancelled through the proper channel before applying for a new admission.

Such cancellation must be completed before the closing date of admission, and the status of cancellation shall be duly updated in the CAP portal by the college.

1.6. Final Admission Verification

During the process of final admission, all personal and communication details of the applicant shall be cross-verified with the submitted records.

Any corrections or modifications required shall be completed before the closing date of admission. No changes shall be permitted thereafter.

1.7. Completion of Student Profile

The student profile shall be duly completed by entering the APPAR ID and all other required details accurately in the University admission portal.

This process shall be completed on or before the closing date of admission or within the time frame specified by the University.

1.8. Roles and Responsibilities

All admission related responsibilities shall be carried out by the College Office in consultation with the **Admission Nodal Officer** and the Principal.

1.9. Official Communication

All admission-related communications to applicants and to the University shall be made by the College Office, under the supervision of the Admission Nodal Officer, and routed through the Principal or the designated administrative officer.

2. Qualifying Certificate (QC) Verification

As per the instructions issued by the University from time to time, QC verification of students admitted to the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes shall be conducted at the college level in strict adherence to the prescribed guidelines.

It is the responsibility of the college authority to verify that the qualifications of the admitted students are appropriate for their respective programmes by checking all relevant original qualification certificates. Upon verifying each student's qualifying certificates against the original documents, the Principal shall forward a certified copy of all qualification certificates to the University in accordance with the directions issued by the University.The original certificates of each student need not be sent to the University.

All QC verification-related responsibilities shall be carried out by the college office in consultation with the Admission Nodal Officer and the Principal.

3. College Programme Mapping

The courses offered to students under the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes by various departments may vary each academic year, depending on the curriculum and the availability of faculty.

For each semester, the Department Committee shall review and discuss the courses to be offered, based on the syllabus and curriculum published by the University.

All proposed courses shall be submitted to the Academic Committee of the College for scrutiny and approval. Once approved by the Academic Committee, the disciplines and course details shall be updated in the University Electronic Data Processing (EDP) Portal within the stipulated time by the college office under the supervision of the Nodal Officer.

The Principal shall ensure that all approved disciplines and courses are correctly mapped in the University's EDP Portal, as per the approval granted by the Academic Committee within the time frame specified by the University.

The Principal shall assign user logins for each Senior Faculty Advisor (SFA) of all disciplines in the University's EDP Portal within the time frame specified by the University.

The Senior Faculty Advisors (SFAs) shall assign the faculty members responsible for teaching each course under their respective disciplines in each semester within the time frame specified by the University.

After the teacher-course mapping is completed and verified by the Nodal Officer, the course mapping data shall be forwarded to the University by the Principal through the University's EDP Portal.

The Principal shall ensure that all faculty members engaged in offering courses under various disciplines strictly adhere to the qualifications, norms, and guidelines prescribed by the UGC/ AICTE, the Government of Kerala, and the University from time to time.

Only those courses that are properly mapped and approved through the above-mentioned procedure will be available in the University's EDP portal for students' course registration.

4. Teacher-Specific Content (TSC)

The Teacher-Specific Content (TSC) for **each course** (even if they are offered as Major and Minor) in every semester of each academic year shall be prepared by the concerned faculty member(s) in consultation with the Department Committee, taking into account the respective semester.

The Department Committee shall review and approve the TSC prepared by the faculty member(s), following which it shall be ratified by the College Academic Committee.

The Nodal Officer shall ensure that the approved TSC for all courses in each semester is uploaded to the University's Portal by the Senior Faculty Advisor (SFA) concerned, and subsequently forwarded to the University by the Principal within the time frame specified by the University.

5. Students' Course Registration

All students admitted to the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes shall complete their course registration through the University's EDP Portal within the stipulated time in every semester.

Before the commencement of course registration in each semester in the University's EDP Portal, all students shall ensure that their student profile is upto date. If any change is required in the personal or communication details, they must contact the college office.

Course registration shall be carried out by each student through the students' portal under the guidance and supervision of the Faculty Advisor (FA) and the Senior Faculty Advisor (SFA).

After verification of the course registration details by the Nodal Officer, the same shall be forwarded to the University by the Principal through the University's EDP Portal within the time frame specified by the University.

All students shall update their online/external course details to the University's EDP portal within the time frame specified by the University.

The SFA/Nodal Officer must ensure that each student's selection of the Multidisciplinary Course (MDC) complies with the MDC exclusion list published by the University.

6. Examination Registration

All students admitted to the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes shall complete their examination registration process through the University's EDP Portal within the stipulated time in every semester.

Students may opt to designate certain registered courses as *Slow Learner (SL)* courses in each semester. For such courses, students are not required to appear for the End Semester Evaluation (ESE) during that semester.

Students may opt to designate certain registered courses as *Audit* courses in each semester. For such courses, students are not eligible to appear for the End Semester Evaluation (ESE).

To become eligible for participation in the ESE, each student must attain course participation by completing at least 75% of the prescribed course activities or the compensatory activities suggested by the course faculty. The students those who are marked their course(s) as SL or as Audit required to have met the above said 75% criteria in their respective semester itself.

All students shall submit duly filled printout of the examination application form downloaded from the students' portal and forwarded by the Head of the Department to the college office. After verification of the examination registration details of each student by the Examination Office staff, the required examination fees shall be collected from the students.

The verified examination registration data entered through the DEO panel by the examination office must be forwarded to the Principal. It must be verified and forwarded to the University along with the required examination fees within the prescribed timeline by the Principal through the University's EDP Portal.

7. Condonation

As per the regulations governing the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes, a student admitted to a particular course shall be eligible to appear for the End Semester Evaluation (ESE), or to mark a course

as SL, or Audit, only if they have completed at least 75% of the prescribed classroom activities conducted in physical, online, or blended modes, including any approved makeup activities as specified by the course faculty.

A student who has completed **65% or more but less than 75%** of the prescribed classroom activities may be considered eligible for condonation of shortage of attendance, provided the shortage is justified with valid supporting documents and verified by the Principal. A student can claim condonation for a cumulative total of 50 hours in a semester for all courses.

Each course faculty shall provide the relevant documents indicating the students who are eligible for the ESE, those requiring condonation, and those who are not eligible for the ESE, and submit them to the concerned Senior Faculty Advisor (SFA) through the Principal. Based on the information provided by the course faculty, the SFA shall initiate the condonation application process through the University's EDP Portal and forward it to the Principal. The Principal shall enable the concerned students to submit the condonation application along with the prescribed fee and supporting documents. After verification, if the student is found eligible for condonation, the Principal shall forward the application to the University within the stipulated time.

8. Continuous Comprehensive Assessment (CCA)

The Continuous Comprehensive Assessment (CCA) for all students shall be conducted by the course faculty based on the course outcomes and the credits assigned to the respective course. For **each course**, the Department Committee shall review and verify the CCA proposal submitted by the course faculty(s) in every semester and academic year. There is a possibility of having separate CCA distributions for Major and Minor courses with the same course code. If there are multiple batches for a Minor course with the same course code, all batches should follow the same CCA distribution.

The proposed CCA scheme shall be approved by the Academic Committee for each course in every academic year. The approved CCA components and methods of assessment shall be duly communicated to the students well in advance. The CCA components shall cover all the course outcomes in each course.

Upon completion of all assessments, the course faculty shall publish the results to the students. Any corrections or modifications, if required, shall be made by the course faculty. Complaints or grievances, if any, shall be properly addressed and resolved at the departmental level. If it is not resolved at the department level it can be reported to the higher authorities.

The course outcome mapping of all courses shall be carried out by the respective course faculty in the University's EDP portal. The entry of CO wise CCA marks of each course in

the University's EDP Portal for each student, even if they are Slow Leaners, shall be completed by the course faculty and shall be forwarded to the principal. Following verification by the Principal, the same shall be forwarded to the University within the stipulated time by the Principal.

The hard copy of the CO-based CCA marks of all students registered for a course shall be submitted to the University, with the name and signature of the course faculty and the Head of the Department/Principal, within the stipulated time. Different forms with same CO distributions may be used for different batches of the same course.

9. Conduct of Examinations for Odd and Even Semesters

The Examination Office Wing, under the supervision of the **Additional Chief Superintendent (ACS)** /Principal, shall conduct the End Semester Examinations (ESE) at the respective colleges within the stipulated time, as per the guidelines and instructions issued by the University time to time.

The hall tickets and facing sheets shall be downloaded from the EDP portal and printed as per the instructions issued by the University. The question papers shall be downloaded from the University's transmission portal using the One-Time Password (OTP) sent to the registered mobile number of the College. There may be two or more series of question papers for multiple-choice question type examinations.

The seating arrangement of students shall be prepared as per the course wise nominal roll issued by the University in the EDP portal. Students' attendance at the examination hall shall be marked using the Form 206 A. Details of absentees and other required information including that of malpractices shall be entered and forwarded to the University through the University's portal on the same day of the examination.

Invigilators shall follow the instruction issued by the University time to time for the conduct of the examinations.

The bundling of answer scripts shall be carried out as per the instructions issued by the University from time to time.

The end semester practical examinations shall be conducted at the college only within the time frame prescribed by the University.

For courses with a practical ESE, the mark entry for each student in the University's mark entry portal shall be carried out by course faculty and shall be forwarded to the principal. Following verification by the Principal, the same shall be forwarded to the University within the stipulated time by the Principal.

10. Valuation of Odd Semesters

The valuation of End Semester Examination (ESE) answer scripts during the odd semesters shall be conducted at the respective colleges. The Principal or a senior faculty member designated by the Principal shall serve as the **ACS** for each valuation camp. The storage and custody of the answer scripts, both before and after valuation, shall remain under the safe custody of the ACS at the college.

The valuation of answer scripts shall be carried out only during the period scheduled and notified by the University. The Principal shall constitute a **Valuation Team** comprising a **Chief Examiner** and **Additional Examiners**. In the absence of the Chief Examiner, the **Head of the Department** shall assume the responsibilities of the Chief Examiner. The valuation team may include multiple additional examiners only if each additional examiner has at least five answer scripts for valuation. There can be the possibility for a sole examiner also.

A proper issue register shall be maintained for recording the distribution and return of answer booklets. On each day of valuation, the answer scripts shall be issued to the Chief Examiner, who shall oversee and supervise the valuation process. After the valuation is completed by the Additional and Chief Examiners, the marks shall be entered in the online portal developed by the University for this purpose. The marks awarded by each Additional Examiner shall be entered into the portal under the supervision of the Chief Examiner and it shall be forwarded to the University by the Chief Examiner.

ACS must retain a valuation camp attendance register and based on that duty certificate can be generated and issued to respective faculty from the ACS panel. The ACS can also claim the duty certificate for the period of valuation at the respective camp.

11. College Transfer / Major Switching

Students enrolled in the MGU-UGP (Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes shall have the option to apply for a college transfer during their period of study, from the **second semester to the sixth semester**.

For this purpose, students shall submit an application through the University's Portal along with the required supporting documents. The University shall process such applications in accordance with the regulations/guidelines issued from time to time.

Students may apply for college transfer within the affiliated colleges of Mahatma Gandhi University—from an aided college to another aided college or to a self-financing college, and from a self-financing college to another self-financing college. However, transfers from a self-financing college to an aided college are not permitted. Students may also apply for transfer from any UGC/AICTE-recognized higher education institutions in India to the

affiliated colleges of the University, provided their earned credits are compatible with the requirements of the Honours Programme. Such transfers are permitted only in semesters other than the third semester and are subject to the availability of vacancies within the sanctioned strength of the programme.

In the third semester, students may transfer—with or without a change of major—from any UGC-recognized higher education institutions in India to a college affiliated with the University or within the affiliated colleges of Mahatma Gandhi University. In the third semester, colleges may avail the benefit of a 10% increase in seats to facilitate major-switching options for the Honours Programme. College and students shall comply with the *MGU - UGP /BBA/BCA - Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer) - Rules and Regulations*.

A **major switching** (change of major discipline) shall be permitted **only at the beginning of the third semester**.

The verification of the submitted documents shall be carried out by the College Office under the supervision of the Admission Nodal Officer.

12. Readmission

There will be a provision for readmission to the Honours Programme for students who discontinued the programme earlier and wish to rejoin, provided they complete the programme within the maximum period of seven years. Students must apply for readmission through the University's EDP portal, after cancelling any programme admission they may have taken up following the discontinuation of the Honours Programme.

13. Signature Courses

The syllabus of the Signature Course shall be approved by the University upon submission through the University Management System (UMS) portal by the Course Coordinator and subsequent forwarding by the Principal. The Signature Courses proposed to be offered during a semester shall follow the same parameters prescribed for courses in the same category by the Board of Studies of the respective discipline. The syllabus for the signature courses is to be submitted in the UMS portal in the stipulated time given by the University.

14. Grace Mark

All data entry and document submission related to students' grace marks for NSS, NCC, Sports, and other extracurricular activities shall be carried out by the college office staff holding the Data Entry Operator login in the respective web portals provided by the

University, under the supervision of the concerned Nodal Officers. The final details, after due verification, shall be forwarded to the University by the Principal.

15. Data Entry and Office Staff Guidelines

The College Office staff holding the Data Entry Operator login shall perform all student data entry under the supervision of the concerned Nodal Officers. The verified data shall be forwarded to the University by the Principal.

16. Faculty Roles and Responsibilities

Faculty:
The teaching staff of the College shall offer courses in their respective qualified disciplines in accordance with the regulations and guidelines prescribed by the UGC/AICTE, the Government of Kerala, and the University.

Course Coordinator:
The faculty member in charge of a course shall be responsible for the delivery of course content and the conduct of assessment as per the approved scheme.

Faculty Advisor (FA):
A Faculty Advisor (FA) is a teacher from the parent department nominated by the Department Council to advise students on academic matters and guide them in course registration and progression.

Senior Faculty Advisor (SFA):
A Senior Faculty Advisor (SFA) is a faculty member nominated by the Department Council to coordinate all activities related to the Honours programmes within the department, including the Continuous Comprehensive Assessment (CCA) processes.

Head of the Department (HoD):
The faculty member assigned the responsibility of coordinating the academic and administrative functioning of a department shall be designated as the Head of the Department by the Principal, in accordance with the provisions of the University Act and Statutes.

Admission Nodal Officer:
The faculty member in charge of admissions shall oversee and coordinate all admission-related processes of the College in compliance with the regulations issued by the University and the Government.

MGU Honours Programme Nodal Officer:
The faculty member appointed as the Overall Coordinator of the College shall discharge duties and responsibilities related to the implementation and monitoring of the MGU-UGP

(Honours), MGU-BBA (Honours), MGU-BCA (Honours), and MGU-BVOC (Honours) programmes, as per University regulations.

Principal:

The Principal shall be the Administrative and Academic Head of the College and shall exercise general supervision over all academic and administrative activities in accordance with the University Act, Statutes, and Regulations.