



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Signature Courses - Instructions to the Course Coordinators - Approved - Orders Issued.

ACA 16

No. 7866/ACA 16/2025/MGU

Priyadarsini Hills, Dated: 22.08.2025

Read:- 1. U.O.No.1933/LEGN/2024/MGU, dated.29.02.2024.

2. Minutes of the meeting of the MGU-UGP Monitoring Committee held on 31.07.2025
3. Orders of the Vice Chancellor, dated 21.08.2025

ORDER

The Mahatma Gandhi University Under Graduate Programmes (Honours) Regulations, 2024 (MGU - UGP (Honours)), have been approved, vide paper read as (1) above, for the commencement of Honours Under Graduate Programmes from the academic year 2024 - 2025 in the affiliated colleges of the University in accordance with the guidelines of UGC and KSHEC.

Clause 3 (xxx) and Clause 13 of the MGU-UGP (Honours) Regulations 2024, provide ample provision for Signature Courses. Accordingly, the MGU-UGP Monitoring Committee meeting, vide paper read as (2) above, recommended to issue instructions to the Signature Course Coordinators.

(Instructions are attached as Annexure)

Considering the significance, the Vice Chancellor had given orders on 21.08.2025, vide paper read as (3) above, to approve the recommendations of the MGU-UGP Monitoring Committee.

Orders are issued accordingly.

SUDHA MENON J

ASSISTANT REGISTRAR III
(ACADEMIC)
For REGISTRAR

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File No.82982/AC A16-1/2025/ACA 16

Forwarded / By Order

Section Officer

ANNEXURE

INSTRUCTIONS

For the Attention of Signature Course Coordinators,

- All Signature Course Coordinators are informed that they must prepare the Question Paper Pattern and generate the corresponding JSON format using the '**Tanvi for Signature Courses**' web application for all courses prepared by them for the **Third Semester**, regardless of whether the course is currently being offered by their college. This is a mandatory exercise and must be completed for each course under your coordination to facilitate centralized question paper generation and standardization.
- The Question Paper Pattern should strictly adhere to the latest syllabus as approved by the University.
- If any correction is required in the question paper pattern generated on the Tanvi app, a new pattern may be created under the same course code. The pattern(s) that need to be discarded shall be intimated to the OQPM section via email (**oqpm1@mgu.ac.in**), clearly mentioning the pattern number as shown in the downloaded file. The final approved pattern(s), once successfully created, need not be sent to any section of the University.
- The **Coordinators** are also requested to **submit a list of five external experts** (from outside their institution) to be considered as a **panel of examiners** for the preparation of the **question bank** and the **evaluation of end semester examinations**.
- The external experts shall hold the academic qualifications required for association with a higher education institution in the capacity of a faculty member, industry expert, or scientist. The list should include the following details for each expert: **Name, Designation, Official Address, Email ID, and Phone Number**. This information must be first submitted through the '**Tanvi**' web application, and then a scanned copy of the panel—printed on the official letterhead of the college and duly signed by the Principal—should be emailed to the OQPM Section at: **oqpm1@mgu.ac.in**.
- The Signature Course Coordinator shall also act as the Question Bank Coordinator and Vetter for the respective course.
- The **Coordinator shall engage five external experts** as **Question Contributors** for the preparation of the **Question Bank** for each course.
- The Signature Course Coordinator shall prepare a Model Question Paper for each theory course, in accordance with the approved Question Paper Pattern. The Model Question Paper shall clearly specify the examination duration, maximum marks, the structure and number of parts as applicable to the End Semester Examination (ESE), the number of questions in each part, the number of questions to be answered from each part, the marks allotted for each question, the corresponding taxonomy level, and the relevant Course Outcome (CO) for each question.

- The Model Question Paper shall ensure the proper distribution of questions across different modules and Course Outcomes. It must also be aligned with the question paper distribution that is to be set in the Question Bank.
- The examination duration for non-MCQ type question papers shall be as follows: 1 hour for 2-credit courses (35 marks), 1.5 hours for 3-credit courses (50 marks), and 2 hours for 4-credit courses (70 marks). For fully MCQ-based question papers, the maximum examination duration shall be 1.5 hours.
- The Signature Course Coordinator shall prepare a Model Question Paper for each practical course in accordance with the approved syllabus. The Model Question Paper shall include questions covering the entire list of experiments prescribed in the syllabus, incorporating all possible variations within the scope of the experiments.
- The model question papers of both the theory and practical examinations shall be sent by the Signature Course Coordinator to the OQPM section at the email ID **oqpm1@mgu.ac.in** for publication on the University website, on or before **02/08/2025**.
- The list of coordinators and contributors, in the prescribed format or through the Google Form provided by the OQPM section, shall be submitted for User ID creation and other official requirements.
- **Timeline for Question Bank Preparation**
 - **Uploading of Question Bank:** On or before **29/08/2025**
 - **Vetting of Question Bank:** On or before **15/09/2025**
 - **Distribution Setting of the Question Bank:** On or before **20/09/2025**
- A proper distribution of questions to be included in the question paper shall be prepared prior to the development of the question bank. This distribution shall be based on the Modules and Course Outcomes (COs), ensuring balanced representation and alignment with the syllabus.
- The number of modules shall be retained as per the approved syllabus. Under no circumstances shall the number of modules be increased or decreased during the submission of the syllabus for question bank preparation.
- The syllabus content shall be divided into as many units as possible. The number of units shall be at least one or two more than the number of questions required to appear in the question paper, to ensure comprehensive coverage and balanced question distribution. Each unit shall be mapped to a specific Course Outcome (CO), and the number of units aligned with a particular CO shall determine the number of questions to be asked against that CO.
- If the question paper pattern is fully MCQ-based and the number of units that can be reasonably distributed is less than the number of questions to be asked, the Signature Course Coordinator shall notify the OQPM section accordingly for the necessary technical configuration of the Question Bank.
- The taxonomy level of each question shall be equal to or lower than the taxonomy level of the corresponding Course Outcome (CO) specified in the syllabus for the respective course content.

- The taxonomy of each question shall belong to the same domain as the Course Outcome (CO) associated with the respective course content.
- Prepare as many syllabus units as required to ensure the generation of distinct units necessary for the preparation of the question paper.
- For a course comprising four modules, five Course Outcomes (COs), and four parts in the question paper, the basic distribution of questions may be identified using the following table structure. The identification and division of units within the syllabus content may be carried out based on the following criteria:

QP Part	No of Questions	Number of Modules as per Syllabus	Maximum No of Questions in the QP from each module			
			M1	M2	M3	M4
Part A		4				
Part B						
Part C						
Part D						

QP Part	No of Questions	Number of Course Outcome as per Syllabus	Maximum No of Questions in the QP from each course outcome				
			CO1	CO2	CO3	CO4	CO5
Part A		5					
Part B							
Part C							
Part D							

This table shall serve as a reference framework to ensure balanced representation of modules, alignment with course outcomes, and appropriate distribution across different parts of the question paper.

- The number of questions prepared in the Question Bank shall be at least ten times the number of questions that are to appear in the question paper. This requirement shall be ensured for each Course Outcome (CO), across each part, each module, and each taxonomy level.