



UNIVERSITY OF CALICUT

Abstract

General & Academic - UG Programmes - CUCBCSS UG Regulations 2014 - Project Work of students under SDE/ Private Registration except for BBA and BMMC - 2017 and 2018 admission students - Guidelines - Approved - Orders issued

G & A - IV - J

U.O.No. 2502/2020/Admn

Dated, Calicut University.P.O, 24.02.2020

- Read:-*1. U.O No. 415/2019/Admn dated 11.01.2029
2. U.O.No. 4497/2019/Admn dated 26.03.2019
3. Remarks sought in the File No. 14878/SDE-C-ASST-2/2020/Admn
4. Item No. 1 in the minutes of the meeting of Steering Committee on CBCSS UG 2019 held on 18.02.2020

ORDER

The modified CUCBCSS UG Regulations with effect from 2014 admissions for all UG Programmes under CUCBCSS Regular and SDE/Private Registration in University of Calicut was implemented vide paper read as (1) and as per Clause 4.12 of the Regulations, every student of UG Degree Programme shall have to work on a project of not less than 2 credits under the supervision of a faculty member as per the curriculum.

The Guidelines for Project work of students under SDE/Private Registration, except for BBA and BMMC, for 2016 admission students, was implemented vide paper read as (2).

School of Distance Education (SDE) vide paper read as (3), requested to clarify whether the guidelines for Project work of students under SDE/Private Registration, except for BBA and BMMC, for 2016 admission students be followed for the project related works of CUCBCSS-UG-SDE 2017 & 2018 admissions.

The Steering Committee on CBCSS UG 2019 considered the matter and recommended vide paper read as (4), to follow the guidelines fixed for the Project Work of SDE students of 2016 admissions (implemented vide U.O No. 4497/2019/Admn dated 26.03.2019), for 2017 & 2018 admissions with the following corrections :

(i) In Clause 2 - Collection Centre and Co-ordinator, the date of submission of the project report shall be the date fixed by the Director, SDE.

(ii) Clause 4 pertaining to Notification is replaced as follows :

4. Submission - The last date for submission of projects at the collection centre and the last date for submission of projects with a fine of Rs. 250/- shall be notified by the Director, SDE.

The above recommendation has been approved by the Vice Chancellor subject to ratification by Academic Council.

Sanction has therefore, been accorded by Vice Chancellor to implement the Guidelines for Project work of students under SDE/Private Registration, except for BBA and BMMC, for 2017 and 2018 admission students, subject to ratification by Academic Council.

Orders are issued accordingly. The Guidelines for Project Work of students under SDE/ Private Registration (2017 and 2018 admissions) except for BBA and BMMC, is attached.

Biju George K

Assistant Registrar

To

1. Director, SDE 2. Controller of Examinations
Copy to : PS to VC/PA to R/PA to CE/JR, SDE/SF/DF/FC

Forwarded / By Order

Section Officer

CUCBCSS UG Programme
Guidelines for Project work of Students (2017 and 2018 admissions)
under SDE/ Private Registration, except for BBA and BMMC

1. Structure of the Project Report

- Every student of UG programme under SDE/ Private Registration is required to do a project as in the case of regular students. However, it is recommended that SDE/ Private Registration students do individual projects, that is, no group projects.
- SDE/ Private Registration student can take any topic related to core courses including elective courses of the Programme for project.
- The rules and instructions given in the regulations of UG programme shall be applicable to the SDE/ Private Registration projects also except group project as recommended above. Viva Voce is exempted from the Project work.
- Project report shall contain 20 to 30 pages.
- Project report shall be prepared either in English or in Malayalam (except for language programmes)
- Structure and format for Project work shall be prepared by SDE and publish in the website.

2. Collection Centre and Coordinator

- Specific centres shall be allotted to the candidates for submission of Projects.
- Collection Centres/ Evaluation camps and Co-ordinators shall be appointed subjectwise by SDE. If the total number of Projects for a subject are less than 100, only one Centre shall be fixed under University.
- Subjectwise list of students with Register Number who are directed to submit Project at each centre shall be forwarded to the respective Co-ordinator in advance.
- On receipt of the Project Report seal of the centre and signature of the Co-ordinator shall be affixed.
- Coordinator shall give acknowledgement to each SDE/ Private Registration student on receipt of Project. The Acknowledgement is in the following format:

Project Acknowledgement

Reg No of the Student	
Name of the Student	
Programme Name	
Title of the Project	
Date of receipt	
Total No of pages including appendix	

- The Coordinator shall sort the projects into the bundles of 25 Nos. The Co-ordinator shall maintain record of the projects received with details as follows:

Programme:..... Paper Code.....

Sl No.	Reg. No.	Name of the Student	Project Title	Date of Receipt	Challan No.	Remarks

- The Coordinator shall send the list of students who submitted project at the Collection Centre to the University.
- The date of submission of the project report shall be the date fixed by the Director, SDE.

3. Evaluation

- Pareeksha Bhavan shall prepare the Panel of Examiners for evaluation of the Project Reports. Guidelines regarding the evaluation of project shall be prepared and given to the examiners well in advance.
- The Chairperson shall collect the projects from the coordinators and distribute the same to evaluators.

- Chairperson shall ensure that the valuation work is done by experienced teachers from the same area of the UG programme and the work is distributed to reasonable number of examiners in such a way that nobody is required to do more than 25 projects per day.
- The Chairperson shall distribute the projects almost equally among the Examiners and the number shall not exceed 200.
- The examiner shall evaluate the Project Report and award marks both for external and internal components. The external marks shall be awarded based on the content and findings/suggestions of the report while the internal marks shall be awarded based on the methodology adopted, lay out, reporting mechanism followed, bibliography, citations, scheme and arrangements of report etc.
- Evaluators should hand over the marks and the projects to the Chairperson and the Chairperson shall forward the marks to the University.

4. Submission - The last date for submission of projects at the collection centre and the last date for submission of projects with a fine of Rs. 250/- shall be notified by the Director, SDE.

5. Remuneration

- The remuneration for the work related to SDE/ Private Registration UG projects as fixed by the syndicate as:
- Rs.75/- may be fixed as fee for Project submission (the same project fee as for regular students).
- Rs.5/- per project to the college as rent for the facility of collection centre offered
- Rs.10/- per project as allowance for Coordinator who has to do a lot of work related to projects.
- Rs.40/- per project as remuneration to the examiners for project evaluation. No separate TA/DA shall be paid for project valuation to the examiners.
- Remuneration to the Chairperson shall be based on the procedure followed for paper valuation.

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