

## **ORDINANCE 03**

### **EXAMINATION AND EVALUATION**

As stipulated under Section 28(1) (g) and Statute 12 (2) (xiv) of the Central Universities Act, 2009

#### **1. Definitions of Key Words:**

- 1.1. Academic Year and Semester:** An Academic Year consists of two (odd and Even) semesters with a total of about 180 teaching days as decided by the University in its Academic Calendar released every year. A semester consists of about 18 weeks of working duration where about 90 days are devoted to teaching and exams. The odd semester may be scheduled from July to December and the even semester from January to May.
- 1.2. Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective, minor, or soft skill courses).
- 1.3. Course:** It means a collection of learning units offered as a component (a paper) of a programme. This may spread across the semester or offered as stand-alone module(s). A course may be designed to involve lectures / tutorials / laboratory work / seminar / dissertation / project work / practical training / report writing / film making / developing designs and drawings / creating products / industry or trade internship / self-learning, etc. or a combination of these to meet effectively the desired outcome of teaching and learning. Each course will carry a distinctive code number and specific credits assigned to it. A course may be termed as 'Audit Course' when taken by the student for self-enrichment by attending classes and appearing in the exams without any compulsion of attendance and benefits of the grade or credit.
- 1.4. Course Instructor:** means a teacher offering a course who will also be responsible for maintaining attendance, formative and summative assessment. He/she will also work as paper-setter, evaluator and examiner and maintain related records of all the students registered for the course.
- 1.5. Course Coordinator:** When more than one faculty member / external resource person is teaching a course, the Head of the Department will nominate a faculty member of the department to coordinate all activities of a course and carry out role and responsibilities of the course instructor. This person is termed as course coordinator.
- 1.6. Credit Point:** It is the product of grade point and number of credits for a course.
- 1.7. Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. As a matter of guideline, one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical/studio/field work per week. Total number of contact hours in a course will be governed by the specification L-T-P of the course which may be the combination of 1 hour lecture/tutorial per week, 2 hours of practical/fieldwork per week. However, in the courses related to design, field project, internships and alike that require substantive self-work beyond the contact hours allocated for review and guidance, the allocation of credits may be enhanced to account for the amount of time and effort a student is expected to put in for such work.

- 1.8. Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.9. Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 1.10. External Examiner / Expert:** shall mean an examiner / expert who is not in employment of the University.
- 1.11. Final Grade Point Average (FGPA):** The FGPA is the final index of the performance of the student at the time of award of certificate / diploma / degree. The calculation of the FGPA will be done for the minimum number credits prescribed for completing the programme by taking the best grades of the additional / optional courses.
- 1.12. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.13. Letter Grade:** It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F, X, I, W, Ab/Dt etc.
- 1.14. Programme:** It means an educational programme, Programme of Study, leading to the award of degree or diploma or a certificate. University may designate some of the Programmes as Professional Programmes, time to time.
- 1.15. Roll Numbers and Enrollment Numbers:** A student, at a given time, carries two identification numbers, a Roll Number specific to the programme of study he/she is admitted to and an Enrollment Number at the university level independent of any specific programme of study. Enrollment number is assigned at entry point to the university and is carried over for all subsequent admissions, in the event the candidate takes admission to other programme in the university. Enrollment number remains valid till the issue of Migration Certificate. A distinctive number is allotted to the students called "Roll Number" after admission to a particular programme.
- 1.16. Student Advisor:** A teacher nominated by the Head of the Department to advise a group of students. All teachers of the department shall function as Student Advisors and will have more or less equal number of students. The student advisor shall also function as the mentor of the student and look after his/her general welfare. The Student Advisor will advise the students in choosing elective courses and maintain a vigil over the progress and conduct of the student. Where required the student advisor will refer the student to counseling and other student support services.
- 1.17. Transcript and Grade Sheet / Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every academic semester. The grade certificate will display the course details (code, title, number of credits, grade secured, and percentage of marks) along with SGPA of that

semester and CGPA earned until that semester. A transcript is a consolidated document carrying complete academic record of the student of all semesters indicating FGPA, CGPA and grades of all courses successfully and unsuccessfully completed and all courses that were withdrawn for all the semesters.

## **2. Applicability:**

- 2.1.** This ordinance shall be applicable to all programmes / courses including the Ph.D. programme with respect to provisions not covered under Ordinance 9.
- 2.2.** For programmes governed by statutory authorities, councils and professional bodies like All India Council for Technical Education (AICTE), Council of Architecture (CoA), Pharmacy Council of India (PCI), Institute of Town Planners India (ITPI), Bar Council of India (BCI), Medical Council of India (MCI), National Council for Teacher Education (NCTE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), Sector Skill Councils (SSCs) etc. the provisions as prescribed and applicable at the time of the admission to the programme will guide the respective programmes.
- 2.3.** Specific provisions approved by the Academic Council on recommendations of the School Board shall prevail and deemed to be made under the provisions of this ordinance.

## **3. Choice Based Credit System:**

- 3.1.** All Programmes of Study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS).
- 3.2.** The School Boards with approval of the Academic Council shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme. The overall scheme of exams, compulsory and other courses along with the syllabus of each course shall be made available to the student at the beginning of the programme.
- 3.3.** Each Department / School through its Board of Studies (BoS) / School Board shall finalize the courses to be offered during the semester before the beginning of the semester. Courses which are offered by individual teachers should have prior approval by the BoS / School Board. The same will be reported to the Academic Council at its next meeting. Courses cross-listed, if any, for different programmes should be clearly stated in the prospectus / course catalogue of the University.
- 3.4.** Each course shall be allotted unique course code and specified number of credits depending on the quantum of work required to be done for teaching / learning of the course in a semester.
- 3.5.** The assigning of credits to a course shall be based on the general principle that one hour of theory lecture or tutorial per week shall be allotted one credit while two hours of practical / field work in a week shall carry one credit. For design or project oriented courses credit allocation shall take into account for the work

that a student is required to put in beyond the classroom / studio contact hours. For vocational courses the credit framework shall be as per the guidelines of regulatory bodies.

- 3.6.** The Head of the Department through Student Advisor shall supervise the progress of the students and advise in selecting core courses, electives etc as per requirement and suitability.

**3.7. Registration**

- a. Semester Registration:** A student will be required to register for a semester in the beginning of the semester by paying the requisite fees as notified by the university time-to-time within the due date. The period of registration, as stipulated in the Academic Calendar, will be notified at the beginning of each semester by the office of CoE.
- b.** A student is expected to be available full-time for the semester if he/she has registered for the semester.
- c.** No candidate shall be eligible to register in a semester for the full time programme if he/she is already enrolled for any other full-time programme of study in this University or in any other University/Institution.
- d.** If a student is employed full time he/she will not be eligible to register for the semester for the full time programme unless he/she is on leave for the purpose and produces the leave-sanction letter for the entire duration of the semester.
- e.** Unless the Semester Registration is completed, the student's enrollment is not valid. A student may, with permission from the HoD and Dean, choose to defer the payment of fee and proceed for Provisional Registration which will be regularized by payment of late registration fee as given below. Provisional registration will allow a student to proceed for course registration to enable him/her to attend classes. The attendance during provisional registration will be carried forward in case he/she regularizes the semester registration. The late registration fee will be additional 10% of the actual registration fee if registered within 2 weeks of the last date of registration. For next two weeks, the late fee will be increased to 25% of the original amount. No student will be allowed to register for the semester after the expiry of 4 weeks from the last date of regular registration.
- f. Course Registration:** After Semester registration (regular/provisional), a student is required to register for each individual course which he/she intends to take in the current semester. The student will not be allowed to attend a course without course registration. The registration for a course includes consent of the course instructor, and of respective Student Advisor. The Dean/HoD will endorse the list of courses registered by a student and forward it to the office of CoE. He/she will not be entitled to any credit in the course unless he/she has been formally registered for the courses.
- g.** If the student fails to pay registration fee within stipulated date, the semester registration will be cancelled resulting in cancellation of course registration also.

- h. Registration for backlog of courses:** A student who is not allowed to appear for the End of Semester Exam (EoSE) due to shortage of attendance or non-appearing in any one the formal Continuous Internal Assessment (CIA) in a particular course may, register for the course again on the next available opportunity and after completing all the requirements of the attendance and CIA may appear in the EoSE. If the particular course has been modified or discontinued, the student may be advised by the Student Advisor / Coordinator / HoD / Director of the Centre to take a specific equivalent course, determined on the basis of the content, standard and the number of credits.
- i. Add/Drop/Change of Courses:** Students will be permitted to change their option of choice of courses once within the first two weeks of commencement of the classes. A student thus has an opportunity to opt out of a course and/or add a course within two weeks so as to match the load to his/her ability in consultation with the Student Advisor.
- j.** The entire registration process should be completed and all records will be made available to the office of COE within five weeks of commencement of the semester. The document received by the office CoE at this stage will be considered final for all subsequent processing.

#### **4. Credit Transfer for Courses outside the University**

- 4.1.** A student may be permitted to do certain courses in another institution/university or online courses like MOOCs/Swayam/etc. subject to compatibility of course content and assessment process with the prior approval of the School Board.
- 4.2.** The University will facilitate transfer of credits as per the framework and procedures prescribed in the Ordinance 51 of the Central University of Rajasthan.

A student can earn credit by undergoing courses offered by agencies other than the University. Credits, so earned, will be part of the grade sheets and will be taken into account for computing CGPA provided the following procedure is followed. Such a course can be taken by a student in lieu of an Elective Course.

Lectures are delivered by outside agency (face-to-face mode or remote mode including live/recorded video). Number of lecture hours will determine the credit units. There are following alternatives for a student who opts for a course offered by an external agency:

- a. The attendance is monitored by this University. The internal tests/assignments/EoSE are conducted by the University/Institute or external agency / Institute.
- b. The attendance is monitored by the external agency and a certificate to that effect is given by the agency. The internal tests/assignments/EoSE are conducted by the University / External Agency.
- c. The attendance is monitored by the external agency. The internal tests/assignments/ EoSE are conducted by the external agency. The external agency also communicates the grade which is accepted by the university with/without moderation.

Sufficiently before registering for such a course, the student must inform the concerned department (the HoD) his/her intention of opting for such a course and

submits a request alongwith the course content, mode of execution and indicating the options described above. The HoD, in consultation with the advisor, shall recommend to the Dean of the concerned School whether

- a. The course is useful and compatible to the objective of the programme of study.
- b. The credit assigned by the Department to the course (it may be different from the credit specified by the external agency).
- c. The course is taken in lieu of any elective course specified in the course structure or over and above the requirement.
- d. A teacher is available to mentor the course.

**Mentor:** The department will assign a mentor to a course of this kind. The role of the mentor is to examine the course content, ensure that the students actually undergoes the course attending the lecture sessions regularly, that the student spends the requisite number of hours commensurate with the credit, helps the student to clarify doubts, conducts assignments, tests, EoSE wherever, required and endorse the grade sheet for the course. Such course will be given half of teaching load.

## **5. Maximum Duration to Complete the Programme**

**5.1.** Every student who has admitted for a programme shall complete the full quota of the credits stipulated for the programme in not more than (N+2) years, where N is the actual duration of the programme. In case of vocational and other courses offering multiple exit and entry options the date of lateral admission to the semester shall be taken into account. For Exit (see 5.3)

### **5.2. Semester Withdrawal and Semester Break**

- a. There may be situation that a student is unable to attend classes for more than four weeks in a Semester, due to illness or technical problems like visa allocation or compelling personal circumstances beyond his/her control. In such cases the student may apply to the Dean of the School, through the HoD, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the Semester. However, such application shall be made under the advice of the Student Advisor, as early as possible and latest before the start of the End of Semester Examination(EoSE). Partial withdrawal from the semester shall not be allowed. A student will be permitted for semester withdrawal only twice in the entire duration of his programme. There will be no refund or readjustment of tuition fee in case of semester withdrawal.
- b. Students are expected to complete their Programme without any break. However, for bonafide reasons like industry internship or foreign scholarship/fellowship, project-work in some other institute provided that it is meant for upgrading knowledge and skills and not for earning a regular diploma or degree, students may be granted leave of absence from the Programme. However, such absence(s) shall ordinarily not exceed duration of two semesters with or without break.

- c. For Research Scholar, deregistration and leave of absence as described in Ordinance 9 will be applicable

### **5.3. Exit Option**

- a. Many integrated programmes may offer multiple exit options as approved by the Academic Council. Exit option enables a student to exiting from an integrated programme of study midway by obtaining a degree/diploma/certificate which is a constituent module of the integrated programme.
- b. In order to become eligible to exercise the exit option, student must successfully fulfill the academic requirement (which includes stipulated number of credits and number of semesters) of the constituent module Exit option can be exercised after completion of the minimum duration of the Constituent Module and not later than two years after this minimum duration.
- c. In case the student has completed the requisite number of semesters but has not completed successfully the credit requirement, he/she can still exercise the Exit option and discontinue his/her study. He/she will be awarded the degree/certificate/diploma of the constituent module only after completion of the credit requirements, which is required to be completed within N+2 years.
- d. Students who wish to exercise an exit option shall have to choose the certificate/ diploma / degree that they wish to obtain and make an application to the office of CoE through the Coordinator / HoD / Director of the Centre/Dean.
- e. Exit option once exercised shall not be reversed.

### **5.4. Lateral Entry**

In case of programmes offering lateral entry options the student will be eligible to seek admission to the next level. Maximum of 20% of the sanctioned admission strength for the programme shall be taken for calculating the number of vacancies for such lateral admissions.

### **5.5. Exemption of time limit for women candidates**

The duration of exemption covered by the UGC/MHRD/GoI guidelines / regulations in case of women candidates will be over and above the time limit prescribed in the Ordinance.

## **6. Minimum Attendance for Courses:**

- 6.1.** A student shall be required to put in a minimum of 75% of attendance in the registered courses. For professional courses minimum attendance requirement is applicable as per regulatory bodies i.e. PCI, AICTE etc. from time to time. In cases of add/drop/change of courses in the semester, the attendance of both courses shall be counted.
- 6.2.** The attendance requirement shall also not be applicable for self-study courses, courses involving field / project work or industry internship for which there are no formal class room instructions. However, for such courses the HoD shall obtain a certificate from the industry supervisor / academic guide and satisfy that all requirements prescribed for the course are completed.

- 6.3. If a course has a part of lectures and part of field work, attendance will be counted for the regular lectures portion of the course along with the certificate of satisfactory participation in rest of the course.
- 6.4. The course instructor shall update the students about their attendance and also counsel them periodically during the course. During the semester, the interim attendance reports for each course before the mid-semester examination shall be notified by the HoD. At the end of the course, the course instructor shall submit details of attendance to the HoD/Dean who in turn shall forward this information to the CoE.
- 6.5. The course instructor shall report all cases of shortage of attendance to the HoD who shall verify the authenticity and genuineness of the reason of absence from the classes. The Dean of School, in consultation with the HoD, may condone shortage of attendance up to 5% after examining the circumstances and merits of the individual case. Dean may reject the case after recording the reasons for such rejection.
- 6.6. In very exceptional cases such as on medical or any other unavoidable grounds, the Vice-chancellor may condone shortage of attendance of a student under following conditions.
  - a. Condonation cannot be for attendance less than 65%
  - b. Condonation can be for only one occasion in the entire duration of the programme of Study

## 7. Examination and Evaluation of Students

- 7.1. University shall offer all programmes of studies under semester system and examination and evaluation of students shall be through 'Continuous Internal Assessment' (CIA) during the course consisting of 40% weight and the End of Course/Semester Evaluation (EoSE) of 60% weight in the overall evaluation.
- 7.2. Depending upon the nature and requirements of a particular course, the course instructor may, with approval of the HoD, prescribe the method of continuous internal assessment provided that the component of EoSE shall not be less than 60%.
- 7.3. As a matter of general guideline, the CIA component of 40% shall consist of the following:
  - a. **Component CIA-1:** ONE written mid-semester exam of at least one hour duration for all theory courses - 20%.
  - b. **Component CIA-2:** Written Test / Quizzes / Assignments/ Field work with written reports / Term Papers / Presentations with Viva-Voce / Seminars etc. - 20%

*Note: All course instructors / course coordinators shall exercise due diligence to maintain all original answer scripts and submittals as part of CIA to be made available for review / inspection by the Dean of the School and/or other University authorities.*

- 7.4. EoSE for theory courses shall consist of a written exam of at least 3 hours duration that will carry 60% weightage.
- 7.5. For laboratory / design / field work / dissertation / project based courses and evaluation of internship, the duration, form and manner of the CIA and EoSE, shall be decided by the HoD/Director of the center with approval of the Dean of the School. Where applicable the guidelines of respective regulatory bodies such as AICTE, PCI, ACI, BCI, NCTE etc shall be given due consideration.

**7.6.** For full semester or year-long courses devoted to a self-learning course involving dissertation / project work / industry internship / field work or alike in programmes there shall be **at least one** mid-semester review/assessment per semester accounting for the CIA of 40% weight and the end of course/semester evaluation of 60% weight. All such assessment shall be done by a jury/panel of experts.

**7.7.** It shall be the bounden duty of the concerned course instructor to:

- a. evaluate all assignments, quizzes and mid-course examination and EOSE answer scripts and show the same to the students preferably within one week of the date of such test / examination;
- b. display the marks/grades awarded to each student on the notice board of the Department; and
- c. submit duly signed copy of the marks/grades awarded to the students to the departmental coordinator of the examinations and the Head of the Department concerned.

## **8. Conduct of Examinations**

**8.1.** The CIA and EoSE shall be conducted under the general supervision of the Head of the Department who shall act as the Centre Superintendent for all exams of the Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination. The faculty members shall be duty bound to perform the invigilation duties and/or all other tasks assigned to them by the HoD for smooth conduct of the exams.

**8.2.** The HoD shall nominate a faculty member as Departmental Coordinator of Exams who shall be single point of contact for all matters related to the attendance and examinations and shall assist the HoD to prepare the record and results. Such a coordinator shall be nominated by rotation so that all faculty members get an opportunity to gain experience of examination related matters.

**8.3.** The course instructors shall submit the results of the mid-semester CIA component 1 within seven working days of completion of the respective exam to the HoD, who shall after scrutiny, declare the results on the notice board of the department. The mid semester results duly signed by the departmental coordinator of examinations, HOD and the Dean shall sent to the CoE within ten working days of completion of the last mid-semester exam.

## **9. Schedule of CIA and EoSE**

**9.1.** The dates of mid-course examination shall be decided by the HoD in consultation with the course instructor. In exceptional cases if a student is not able to appear in the mid-semester exam due to medical reasons or any unforeseen circumstances or similar pressing reasons the course instructor at his/her sole discretion and with prior written permission of the HoD may conduct another exam/quiz or evaluate the student based on the written assignment / term paper.

**9.2.** The HoD in consultation with the Dean shall notify the final schedule of EoSE at least 15 days prior to the commencement of examinations. Similarly, the HoD shall notify the 'make-up' exam to convert 'I' grade to regular letter grade.

## **10. Appointment of Paper Setters and Examiners**

**10.1.** The course instructor will normally be the paper setter and examiner also for all the CIA and EoSE.

- 10.2.** Wherever necessary, Vice Chancellor may appoint external paper setters and examiners for evaluating the performance of students in the EoSE.
- 10.3.** For laboratory / design / field work / project based courses, the evaluation of the internship reports / project report / dissertation / drawings / model / film etc. and the viva-voce shall be done jointly by a 'jury' / panel consisting of the instructor/ project guide of the student and at least one other examiner to be appointed as given below:
- a.** For the continuous internal assessment the 'jury'/ panel of examiners will be approved by the HoD/Director of the center from the list of names given by the course instructor / project guide. Invariably an external expert (outside the department/ school/university) will be included in such panel. However, if necessitated for any logistic reasons, the HoD may constitute the jury / panel of examiners for the CIA from internal faculty members only.
  - b.** For the end of course / semester evaluation, the 'jury' / panel of experts shall be approved by the Dean of the school and shall include the course instructor / project guide and at least one external expert from outside the University to be nominated by the Dean of the school from the panel of experts provided by the HoD / Director of the Centre.
  - c.** For semester-long dissertation / project-work / field-work based courses, consisting of almost all the credits of the semester, as in programmes like M.Pharm, M.Arch. M.Tech, MSc.(CS), MA(CMS), MA(SW), M.Sc. (Physics), M.Sc.(Atmospheric Science) etc.; the jury / panel of experts for evaluation at the end of course / semester shall be nominated / approved by the Vice Chancellor from the panel provided by the HoD / Director of the Center or Dean of the School.

## **11. Declaration of Results**

- 11.1.** Each course instructor / examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and submit the evaluated answer scripts along with the award list consisting of CIA and EoSE to the HOD through Departmental Coordinator of Examinations.
- 11.2.** For laboratory / design / field work / project based courses and evaluation of internship, the award list duly signed by the jury / panel of examiners shall be prepared by the course coordinator and submitted to the HoD through Departmental Coordinator of Examinations.
- 11.3.** Head of the Department concerned shall after preliminary scrutiny place the 'draft results' on the notice board of department / center on or before the scheduled date informed by the office of CoE. A copy of the same shall also be submitted to the Dean of the School.
- 11.4.** In case of any anomalies or unusual spikes in the overall results or any other matter, the Dean at his/her sole discretion may order for moderation of the results after recording specific reasons for the same. The process of moderation shall be as approved by the Vice Chancellor.
- 11.5.** The Dean of the School shall thus, exercise due diligence to scrutinize the results and after being satisfied with the correctness of the list, evaluation process, award of grades in all courses shall submit the results to the office of CoE.

- 11.6. The CoE after random sample scan of the results submitted shall prepare the draft notification and declare the results after the approval of the Vice Chancellor. Such notification shall be treated as the 'final results'.
- 11.7. In case of any anomaly, aberration, or typographical or computational errors, the CoE may return the documents related to the results to the HoD/Dean of the School who shall after making amends / corrections again submit the results to the CoE.
- 11.8. During scanning of the results, if it is observed by the Controller of Examinations that there has been a distinct deviation of results of the examination as a whole or in a particular course, or there are other anomalies he/she may refer the matter to a moderation committee, specially constituted for the purpose by the Vice-Chancellor.
- 11.9. The Controller of Examinations will keep record of results declared for all courses offered in the semester with the grades in each course and the SGPA with respect to each student.

## 12. Record of CIA / EoSE answer scripts

- 12.1. The answer scripts for the CIA and EoSE shall be retained by the department at least for six months after the declaration of the final results unless otherwise if there is a students' grievance to be addressed or dispute to be resolved.
- 12.2. If there is no appeal of any student(s) about their results awaited and/or no pending legal matter, which may require the answer books of some student(s) the answer scripts may be disposed of in the manner as may be prescribed by the Academic Council.
- 12.3. After the declaration of the result, the University may on a written application of an examinee along with prescribed fee, within fifteen days of the declaration of his/her result, allow him/her to obtain from the university a photocopy of any of his/her EoSE answer script(s).

## 13. Completing the Requirement of the Course / Programme

- 13.1. To complete the course requirements, it is mandatory for every student to appear in at least one formal continuous internal assessment as per clause 7.3 and the EoSE.
- 13.2. To appear in the EoSE the student must have minimum attendance as prescribed in this ordinance.
- 13.3. A student must score a minimum of 35 % marks or equivalent **letter grade P** after combining the component of CIA (40% weight) and EoSE (60% weight). The student shall also be required to independently score minimum of 35% marks or equivalent **letter grade P** in the EoSE. (Refer Table 1)
- 13.4. In case of 'professional programmes' like MBA, M.Pharm, M.Arch. M.Tech., Integrated M.Sc. B.Ed. a student must score a minimum of 45 % marks or equivalent **letter grade P** after combining the component of CIA (40% weight) and EoSE (60% weight). The student shall also be required to independently score minimum of 45% marks or equivalent **letter grade P** in the EoSE. (Refer Table 2)

- 13.5.** In case the student is not able to complete the elective course requirements, he/she shall re-register for the same course or another course of equal credits specified as equivalent by the HoD to complete the credit requirements prescribed for the programme. The student who re-registers for the same course and has earlier completed the requirement of attendance for the course and has also appeared in at least one of the formal internal assessment may choose to repeat the CIA or appear only in the EoSE to complete the course requirements.
- 13.6.** A student who secures 'F' grade or 'I' grade **in a core course** has to pass it compulsorily. A candidate who does not pass a core course, may be permitted to re-register for the same course or a substitute core course by paying the prescribed fee when it is offered next, in consultation with the student advisor. In such cases where a student has not been able to clear the core courses in the maximum stipulated period of the programme, the matter may be considered by the Dean of the School and the student may be permitted to appear, as external student in the end of semester examination of the core courses at the next available opportunity by paying the prescribed fee.
- 13.7.** If a student secures 'F' grade in the design studio projects / project-work / dissertation, either he/she shall improve it and re-submit, if it involves only re-writing / incorporating the revisions suggested by the jury / evaluators or the student can re-register by paying the prescribed re-registration fee and complete the same in the subsequent semesters.

#### **14. Grading System**

- 14.1.** After adding the components of the continuous internal assessment marks to the end of course / semester examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. Fractional marks (even if it is 0.1) shall be rounded off to next higher number. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as per tables given below:

**Table 1 Letter Grade and Grade Points for Courses other than ‘Professional Programmes’**

<b>Range of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Academic performance</b>
<b>91 and above</b>	<b>O</b>	<b>10</b>	<b>Outstanding</b>
<b>81-90</b>	<b>A+</b>	<b>9</b>	<b>Excellent</b>
<b>71-80</b>	<b>A</b>	<b>8</b>	<b>Very Good</b>
<b>61-70</b>	<b>B+</b>	<b>7</b>	<b>Good</b>
<b>51-60</b>	<b>B</b>	<b>6</b>	<b>Above Average</b>
<b>41-50</b>	<b>C</b>	<b>5</b>	<b>Average</b>
<b>35-40</b>	<b>P</b>	<b>4</b>	<b>Pass</b>
<b>Less than 35</b>	<b>F</b>	<b>0</b>	<b>Fail</b>
<b>-</b>	<b>Ab / Dt</b>	<b>0</b>	<b>Absent / Detained</b>
<b>-</b>	<b>I</b>	<b>0</b>	<b>Incomplete</b>
<b>-</b>	<b>W</b>	<b>0</b>	<b>Withdrawal</b>
<b>-</b>	<b>X</b>	<b>0</b>	<b>Continued Project</b>
	<b>AU</b>	<b>0</b>	<b>Audit</b>

**Table 2 Letter Grade and Grade Points for ‘Professional “Programmes/Courses”**

<b>Range of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Academic performance</b>
91 and above	O	10	Outstanding
81-90	A+	9	Excellent
71-80	A	8	Very Good
61-70	B+	7	Good
51-60	B	6	Average
45-50	P	5	Pass
Less than 45	F	0	Fail
-	Ab / Dt	0	Absent / Detained
-	I	0	Incomplete
-	W	0	Withdrawal
-	X	0	Continued Project
	AU	0	Audit

**14.2.** In case of any ambiguity, anomaly, borderline cases of failure, or for ensuring near uniformity of evaluation standards, the grades so awarded by the course instructor may be examined by a Grade Moderation Committee, constituted by the Dean of concerned school with approval of the Vice Chancellor and suitably moderated if required. The committee shall record specific reasons for moderation in each such case.

**14.3. 'P' Grade:** Grade **P** (grade point 4) shall be the course-passing grade, unless specified otherwise by the Syllabi and Scheme of Examination for the programme. For grade(s) below the passing grade as defined above and in the Syllabi and Scheme of Examination, the associated grade points shall be zero.

**14.4. 'F' Grade**

- a. The 'F' grade denotes 'fail' grade performance in the course as a whole and shall amount to failing in a course. 'F' grade is awarded in case of a student not scoring 35% required marks combined in CIA and EoSE or not independently scoring minimum 35% marks independently in the EoSE. In case of 'Professional Programmes', 'F' grade is awarded in case of a student not scoring 45% required marks combined in CIA and EoSE or not independently scoring minimum 45% marks independently in the EoSE.
- b. A student has to repeat the EoSE of all core / compulsory courses in which he/she obtains 'F' grade. In elective courses in which 'F' grade is obtained, a student may take the same course or take any other course in lieu of that course from the same category or as approved by the BoS. The student may choose to repeat the CIA also if permitted by the course instructor or may retain the marks awarded in the CIA in the first attempt.
- c. The 'F' grade secured in any course stay permanently on the grade card. The weightage of these grades is not taken into consideration in the calculation of the Cumulative Grade Point Average (CGPA).

**14.5. 'Ab' and 'Dt' Grade**

- a. 'Ab' grade is awarded to a student who is eligible to appear in the EoSE but remains absent due to any reason whatsoever and has not applied for grade 'I'. In such cases, he/she shall be required to repeat the EoSE at the next available opportunity.
- b. If a student is not permitted to appear at the EoSE because of shortage of attendance and/or not completing the requirement of appearing in any component of the continuous internal assessment, 'Dt' grade will be awarded with a mention to this effect in the remark column on the grade sheet. If such course is a core/compulsory course, the student will have to repeat the entire course again at the next available opportunity including fulfilling the requirements of the attendance, the CIA component and the EoSE. If such course is discontinued or modified, the student will take an alternative equivalent course as approved by BoS and permitted by the HoD. In case of electives or open choice courses, the student may choose an alternate elective / equivalent course as may be approved by the HoD.

*Note: HoDs must develop timetable at least for the core / compulsory courses keeping in view the 'repeaters'.*

#### **14.6. AU Grade**

- a. 'AU' grade is awarded to an 'audit course' if the student successfully completes the requirement of passing the course. This is not counted in the computation of SGPA/CGPA/FGPA.

#### **14.7. 'I' Grade**

- a. This refers to an 'incomplete' grade, which is required to be converted into a regular letter grade.
- b. If a student is absent during EoSE of a course due to medical or some other reason of compelling nature or any other special circumstances, he/she may apply for the award of 'I' grade to the Head of the department (offering the course), through the Course instructor, provided that he/she has attended 75% of the classes held for the course. The Head of the department may grant 'I' grade on his/her request with required intimation to the office of CoE. 'I' grade may be converted to proper letter grade not exceeding 'B' (maximum 60% marks). The HoD in consultation with the Dean of the School may hold the 'make-up exam' to convert the I grade, normally within 10 days of the last day of the schedule of the end of semester examinations. Under special circumstances, if a student is unable to be present in the university for taking the 'make-up' examination during this ten-day period, the Head of the department with permission of the Dean of School may schedule the 'make-up exam' to convert the I grade within seven working days of the start of the next semester. In such cases, the HoD will declare the results and submit them to the office of CoE through the Dean within five working days after the completion of the last make-up exam.
- c. In case of failure of a student to appear in the scheduled make-up exam, the 'I' Grade shall automatically be converted to "F" grade.

#### **14.8. 'W' Grade**

This refers to the withdrawal from a course as per following provisions:

- a. A student who wants to withdraw from a course shall apply, through the Head of the department, to the Dean of school on a prescribed form within one week from the end of the first IA test if advised by his/her Course instructor / Course coordinator and the student advisor. If his/her request for withdrawal is granted, it will be noted down in the registration record of the student and the concerned course instructor / course coordinator will be informed about the same. Such a student shall be awarded a withdrawal (W) grade at the end of the semester.
- b. The student will either repeat the course(s) allocated 'W' grade in case of core courses or choose an alternative equivalent course as may be approved by the HoD.

#### 14.9. 'X' Grade

- a. This grade is awarded for semester-long design thesis / dissertation / project-work / field-work / industry internship etc. when the student is unable to complete his/her work as required for fulfillment of the requirement of the course.
- b. The 'X' grade will be awarded on recommendations of the industry supervisor/ academic guide and the HoD in following situations:
  - b(i) When the student is not able to make the submittals due to medical grounds or any other exigencies or unavoidable personal circumstances beyond the control of the student; and
  - b(ii) In case the panel of evaluators as approved by the Vice Chancellor find the work output presented before the panel to be:
    - i. insufficient / incomplete or
    - ii. not as per format prescribed by the BoS / School Board or
    - iii. lacking in quality as per University standards.
- c. In case the student is awarded an 'X' grade the student concerned shall have to present his/her work again for evaluation within four weeks or as per the time prescribed by the 'jury' / panel of evaluators.
- d. 'X' grade will be converted to regular letter grade based on the evaluation by the 'jury' / panel of evaluators. The 'X' Grade will be automatically converted to 'F' grade in case of failure of the candidate to be available for the evaluation as per prescribed schedule. Only one opportunity will be available to the candidate to convert the 'X' grade to a passing grade or not exceeding Letter Grade 'B' (maximum 60% marks).
- e. Fee as prescribed by the University for the course will be payable by the student in case 'X' grade is awarded to him/her before the next evaluation.

#### 14.10. Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- b. The CGPA is also calculated in the same manner taking into account all the course undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets and the transcripts. However, for the purpose of merit list and identifying the topper there will be no rounding off.

### Illustration of computation of SGPA

Course	Credit	Grade letter	Grade point	Credit Point (credit x Grade)
Course 1	3	A	8	3 x 8 = 24
Course 2	4	B+	7	4 x 7 = 28
Course 3	3	B	6	3 x 6 = 18
Course 4	3	O	10	3 x 10 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B	6	4 x 6 = 24
	20			139

Thus, SGPA =  $139/20 = 6.95$

### Illustration of computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:20	Credit:22	Credit:25	Credit:26	Credit:26	Credit:25
SGPA:6.9	SGPA:7.8	SGPA:5.6	SGPA:6.0	SGPA:6.3	SGPA:8.0

Thus, CGPA =  $(20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0) / 144 = 6.73$

- 14.11.** The Final Grade Point Average obtained by a student shall be classified into following divisions:

FGPA	Division	Division for 'Professional Programmes'
10	Outstanding	Outstanding
9 and above, but less than 10	First Division with Distinction	First Division with Distinction
8 and above, but less than 9	High First Division	High First Division
7 and above, but less than 8	First Division	First Division
6 and above, but less than 7	High Second Division	Second Division
5 and above, but less than 6	Second Division	Pass
4 and above, but less than 5	Pass	Not Applicable

- a.** Outstanding Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with any semester break or 'I' grade shall not be awarded the Outstanding performance.
- 14.12.** The FGPA or CGPA multiplied by 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.
- 14.13.** In case of any difficulty, regarding the award of grades or working out SGPA or CGPA or FGPA, the decision of the Vice-Chancellor shall be final.

## 15. Progression and Promotion

**15.1.** All students admitted to an Odd Semester shall be eligible for promotion to the next Even Semester of the programme. To be eligible for promotion from an Even Semester to the next Odd Semester of the programme, a student shall be required to successfully complete at least 70% of total credits allotted to all the courses registered by him/her so far excluding the audit courses. Student who is not allowed for semester registration shall be treated as External Student for that particular semester and is not allowed to register for a semester where none of his/her backlog paper is offered.

**15.2** Students who are not promoted to next semester of the programme may be allowed to register for backlog course(s) in the concerned semester during next academic year. Such students must apply for registration of course(s) before the commencement of classes during the concerned semester.

*Example: If the candidate who has registered for 40 credits at the end of the even semester and has cleared courses equivalent to 28 credits may be promoted to the next semester of the programme. However incase the percentage of registered credits is fractional it shall be rounded off to the lower number. As an example if the total credit registered in the four semesters are 72; 70% of which is 50.4 that can be rounded off to 50. Therefore, a candidate clearing courses equivalent to 50 credits at the end of the even semester may be promoted to the next semester of the programme.*

## 16. Grade Improvement

- 16.1.** Students securing Letter Grade 'C' in other than Professional Programmes and Letter Grade 'P' in Professional Programmes in the theory course(s) of a semester may be allowed to improve their marks in such courses by repeating the EoSE subject to the restriction of number of courses as specified in the later sub- clause. Opportunity for appearing in the exam for grade improvement for a course will be allowed only once. No further chance will be given under any circumstances.
- 16.2.** The facility for improvement shall be open to all those who want to improve their grade irrespective of the SGPA / CGPA obtained by them if he/she has cleared all courses of a particular semester in which the student intends to take an improvement examination.
- 16.3.** The student shall make application for improvement examination to the concerned Head of the Department with a copy to the Dean of the School in the prescribed form along with the prescribed examination fee within seven working days of the commencement of the next semester.
- 16.4.** The improvement can be made only by appearing in the EoSE and not the CIA. Appearance at an examination for improvement should take place immediately on the next opportunity available.
- 16.5.** For determining the final CGPA / FGPA / Division, the better of the two performances in the examinations will be taken into consideration.

- 16.6.** For the purpose of award of medals, prizes, and rank, etc., the grades obtained by a student in the examination taken for improvement shall not be taken into account.
- 16.7.** The grade sheet of a student will indicate full information of the examinations taken by him/her. Both the Grades obtained in the 1st and 2nd attempts will be shown in the grade sheets.
- 16.8.** Students can avail the facility of improvement examinations in two courses per semester subject to maximum number of courses for improvement to be equal to the number of semesters assigned to a programme. *For example in case of an integrated programme of ten semesters, the student can avail the facility of grade improvement in maximum of ten courses all through the Programme.*
- 16.9.** Students, who have completed the course without availing themselves of the improvement facility even once, may be allowed to avail themselves of the un-availed improvement chances for maximum of four courses in the programme within a maximum period of one academic year after completion of the programme. Students must make application for this to the HoD within seven working days of declaration of the results of the final semester's examination. Improvement exams for such cases shall be taken when the regular or special exams are held.
- 16.10.** The student of final semester who are registered for improvement exams shall be considered as external student and shall not be eligible for any hostel accommodation. He/she shall not have right to claim any facilities or opportunities as entitled to a regular student of the University.
- 16.11.** Grade Improvement is not permissible for dissertation / laboratory / project / field / internship courses etc.

### **17. Special End of Semester Exam**

- 17.1.** If a student of the final semester gets 'F' grade in not more than total of 2 courses in the final two semesters of his/her Programme of Study and has no backlog in earlier semesters, the University may make arrangement to hold Special End of Semester Examination only for such courses within one month of beginning of the new semester. For Integrated Studies, this clause is applicable only if the student opts for Exit option or in the final year. The grade for this course in Special End of Semester Examination cannot be more than Letter Grade B.
- 17.2.** Those students having 'F' Letter Grade with condition of 'repeat of entire courses' is not allowed for special EoSE.
- 17.3.** This facility is not available to students having any backlog due to 'Dt' grade. This facility is also not available to students of various programmes who will be continuing their programme of studies in the next semester.
- 17.4.** This facility is not available to student having any disciplinary cases against him/her.

### **18. Grade Sheet, Transcript and Other Certificates**

- 18.1.** Grade Sheet for each semester shall be issued to the students at the end of academic year as per the format approved by the Vice Chancellor. This will indicate the name of the student, parents name, photograph, enrollment number, Unique ID/Aadhaar Card number, name of the programme, name and code

number of courses, credits earned, letter grades, Semester Grade Point Average of the courses registered during the semester, CGPA, FGPA, month and year of exam, date of declaration of results etc. The key points of the ordinance related to grading system etc. shall also be printed on the reverse side of the grade sheet to avoid ambiguity and possibility of miss-representation. Where required appropriate remark or a note may be recorded to provide clarity to the reader.

**18.2.** Provisional Grade sheet may be issued by the CoE on request of the student after the declaration of the results of the EoSE exams.

**18.3.** The Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the back-log of courses.

**18.4.** Duplicate Grade sheet or other certificates may be issued by the CoE on application of the student with the prescribed fee.

**18.5.** CoE may make corrections in the Grade Sheet / Transcript with regard to any computational mistakes or typographical errors like spellings of the names, course codes, name of courses, dates, etc. Grade Sheet / Transcript with new serial number will be issued in such cases while cancelling the grade sheet issued earlier. The new grade sheet so issued shall carry a note briefly mentioning the corrections made and the serial number of cancelled grade sheet.

**18.6.** In case the corrections are related to any change from the earlier notified results, the CoE shall obtain approval of the Vice Chancellor before issue of new Grade Sheets / Transcripts.

**18.7.** CoE shall issue a consolidated Transcript indicating performance in all semester on application of the student along with the payment of prescribed fee. The contents and the format for the Transcript shall be as decided by the Vice Chancellor on recommendations of the Examination Committee. Along with the information about the student, it shall include the details of courses, month and year of exams and results declared, letter grades, grade points, SGPA, CGPA and the FGPA etc. The key points of the ordinance related to grading system etc. shall also be printed on the reverse side of the Transcript to avoid ambiguity and possibility of miss-representation.

**18.8.** CoE may at his/her sole discretion, issue any other certificates related to this ordinance as required and requested for by a student or any other outside agency official agency for the purpose of further admissions or employment or any other similar purpose.

## **19. Right to appeal against assessment / evaluation and Revaluation of Answer Scripts**

**19.1.** The students have right to appeal against any assessment / evaluations within seven working days of the declaration of respective semester results.

**19.2.** For the CIA of theory courses where written examination is conducted, if the student is not satisfied with the feedback of the course instructor, he / she may submit the grievance in writing to the Coordinator / HoD / Director of the center

with copy to the Dean of the school within seven working days of the date of announcement / declaration of the result by the course instructor in classroom / notice board of the department.

- a. It is the duty of the student to be vigilant about the results and in no circumstances any appeal after the seven working days shall be entertained.
  - b. The HoD shall at his/her sole discretion decide the matter and such decision shall be final and binding.
  - c. In case the course instructor is HoD the matter may be submitted to and decided by the Dean of the school. When the course instructor is the Dean of the School the matter may be submitted to the Vice Chancellor who may appoint a committee to decide the matter.
  - d. No such appeal shall be admissible for dissertation / laboratory / project / field / internship courses where a jury / external expert(s) do the assessment.
- 19.3.** Students are eligible to apply for Re- evaluation of their answer scripts of the EoSE for **maximum of three theory courses in a semester** by paying the prescribed fee.
- a. The student must apply to the Controller of Examinations through the concerned HoD for Re-evaluation of his/her answer script of a particular course within seven working days of the announcement of results on the notice board of the department by the HoD/Director of the Centre.
  - b. The Controller of Examinations shall obtain the answer script under reference from the Department and send it for revaluation to at least one examiner other than the original examiner. The examiner for revaluation may be internal faculty of the University or outside the University. For this purpose the office of CoE shall maintain a panel of examiners duly approved by the Vice Chancellor on recommendation of the Head of the Department and also endorsed by the Dean of the School.
  - c. In exceptional cases or under special circumstances, the VC may appoint the examiners for the revaluation at his/her discretion.
  - d. The final marks awarded by the examiner in case of single examiner and the average of marks in case of more than one examiner shall be treated as the final marks. Based on these marks, the revised grades for the course shall be awarded and the results prepared by the HoD and re-submitted to the office of the CoE.
  - e. A student can apply for Re-evaluation of an answer script of any course only once.
  - f. Application for revaluation must be made on the prescribed form along with the receipt indicating deposit of the prescribed fee for revaluation.

## **20. 'Right to Call' Examination Records and Moderate Evaluation**

- 20.1.** Under special circumstances, the Vice Chancellor, shall have the right to call for all the records of teacher's continuous internal assessment, end of semester exams, dissertation, / reports and other documents and records related to evaluation of courses involving project-work / fieldwork / internship etc. and

moderate the evaluation done, if deemed necessary in any specific cases while recording the reasons for such moderation and place them before the Academic council for approval / ratification as the case may be.

- 20.2.** The Vice Chancellor, on recommendations of the Examinations Committee shall also have right to award grace marks in marginal cases of failure and /or division change as per the guidelines approved by the Academic Council. The ‘grace’ so accorded shall be recorded on the grade sheet and transcript documents of the student. Such cases shall also be ratified by the Academic Council.

## **21. Award of Certificate of Diploma / Advanced Diploma / Degree**

**21.1.** A student will be eligible for the award of the Certificate / Diploma / Degree of the University if:

- a. He / she has registered himself/herself, undergone the courses of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned certificate / diploma / degree;
  - b. There are no dues outstanding in his/her name in any of the department / school / library / hostel / mess / cooperative stores / clubs / student bodies or any other body of the university or the associated university / institutions / industry;
  - c. No disciplinary action is pending against him/her;
  - d. He/she has acquired a minimum Final Grade Point Average (FGPA) as prescribed in the Syllabus and Scheme of Examination of the respective programme approved by the Academic Council.
- 21.2.** The minimum credit requirements for award of degree and duration of the programme shall be governed by the Table 3 given below unless otherwise approved by the Academic Council on recommendations of the School Board. For programmes governed by statutory authorities, councils and professional bodies like AICTE, CoA, PCI, ITPI, BCI, MCI, NCTE, DST, DBT, ICMR, SSC etc. the provisions as prescribed and applicable at the time of the admission to the programme shall prevail over the provisions made in Table 3 hereunder.

**Table 3: Requirement of Minimum Credits and Minimum Duration for Award of Certificate**

<b>Certificates to be Awarded</b>	<b>Minimum Number of Total Credits<sup>§</sup></b>	<b>Minimum Duration<sup>@</sup></b>
Certificate <sup>#</sup>	18	Six months (One Semester)
Diploma	36	One Year (Two Semesters)
Advanced Diploma	72	Two Years (Four Semesters)
Undergraduate Degrees (B.Sc. B.Com., BA, B.Voc., BCA, other equivalent degrees as specified by the UGC.)	108	Three Years (Six Semesters)
Degree (four year programmes like	144	Four Years (Eight Semesters)

B. Des.; B. Pharm, BFA, B. Plan., B.Tech. and other equivalent degrees as specified by the UGC)		
Degree (B.Arch.)	180	Five Years (Ten Semesters) or as prescribed by the CoA norms
Master's Degree	80	Two Years (Four Semesters) or as prescribed by the respective professional councils governing
M.Phil	60	18 Months (Three Semesters)

**NOTE:**

#Certificates for short term vocational, training and other educational courses may be given away by the respective Head of the Department / Coordinator organizing the course with approval of the Dean of the School and in such cases such certificates shall clearly mention duration of the course, credits if any and other details. Such certificates shall be jointly signed by at least two persons out of whom one shall be the Coordinator / Head of the Department / Director of the Centre / Dean of the School. In case, such courses offer Credits that are counted towards any programme offered by the University such certificate shall also be signed by the Dean of the School and the grades must also be submitted to the office of CoE.

@ A semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading knowledge and skills and not for earning a regular degree or diploma subject to the fulfillment of requirements as laid down by the provisions of the Ordinance. Such zero semester / year shall not be counted for calculation of the duration of the programme (total number of semesters spent by a student in a programme) in case of such a student.

§ In such cases where a student opts for taking additional / optional courses (open electives or open choice courses or additional core / elective courses of other departments) carrying more credits than the minimum number of credits prescribed for completing the programme requirements, the calculation of the final results and the FGPA will be done taking the best grades of the optional courses by arranging the grades of all the additional / optional courses in the descending order of the grades obtained by the student. For example, if a programme has course work comprising of six optional courses and the student credits eight optional courses, his/her Final Result shall be calculated on the basis of the best six courses, when all the eight optional courses are ranked according to the descending order of grades obtained by him/her. This provision shall be applicable for the optional courses only. The student shall be required to complete the minimum requirement of all the core and compulsory

elective courses prescribed for the programme as per approved scheme of examination and syllabus offered at the beginning of the programme.

**21.3.** The Board of Studies with approval of the School board and keeping in view the CBCS shall do the distribution of credits for different programmes. As a guideline following distribution will be considered:

- a. Core Courses: 60% of total minimum credits for the Programme (These are courses that are essential for the Programme of study and may include foundational courses and general education courses)
- b. Discipline Specific Electives: 20% of total minimum credits for the Programme (These will be chosen by the students from the 'basket' of electives to be offered by the Department)
- c. Generic Electives: 10% (Electives from department / schools or other related schools as may be listed by the BoS of the respective schools)
- d. Ability Enhancement Courses: 10% (These may be courses directed towards enhancing life skills and/or employability skills and may be offered across all schools)

## **22. Ranking of Students and Award of Gold Medal**

**22.1.** The first two ranks in every Programme of Studies shall be decided on the basis of Final Grade Point Average calculated for award of the certificate / degree.

**22.2.** One Student in each Programme of Studies shall be awarded the Gold Medal and Certificate of Merit, provide the student

- a. should have first position with minimum 61% marks in aggregate of all courses i.e FGPA of 7 or more; and
- b. should have passed all the Semesters of a Programme of Study without any break; and
- c. should have passed all the Courses in a Programme of Study without any back log meaning thereby that he/she has not been awarded 'F' or 'Dt' grade in any course; and
- d. should have exhibited good conduct and character during the period of a Programme of Study. and
- e. should not have faced any censure / punishment for any indiscipline during the programme of studies.

## **23. Examination and Other Fees**

**23.1.** The CoE shall with approval of the Vice Chancellor, notify the fees payable by the students for various examinations, revaluation, transcripts, duplicate documents, and various certificates etc.

**23.2.** A student who has not paid the prescribed fees prior to examinations shall not ordinarily be eligible to appear in the examination.

**23.3.** The Vice-Chancellor may at his/her discretion, allow in certain cases of genuine hardship, an extension in the last date of payment of fees with or without fine. The result of such students shall, however, be withheld till all the dues are cleared.

## **24. Unfair Means**

**24.1.** The University may deal with the cases of unfair-means or indiscipline as per

provisions laid in Ordinance 54 in this regard.

## **25. Examinations Committee**

**25.1** An examination committee shall be appointed by the Vice Chancellor and consist of seven regular members and a secretary as outlined here under:

- a. Pro-Vice Chancellor or the Nominee of the Vice Chancellor in case the Pro-VC is not available (Chairperson)
- b. One External Member of the Academic Council to be nominated by the Academic Council (Member)
- c. Controller of Examinations (Member)
- d. One Dean of the School to be nominated by the Deans Committee (Member)
- e. One Head of the Department to be nominated by the Vice Chancellor (Member)
- f. One Associate Professor to be nominated by the Vice Chancellor (Member)
- g. One Assistant Professor to be nominated by the Vice Chancellor (Member)
- h. Dean and the Head of the Concerned School/Department (Invited Members)\*
- i. Deputy Controller of the Examinations (Secretary)

*\*Note: The HoD and the Dean of the School whose matter is under consideration shall be the invited member of the committee only for the limited purpose of specific matter related to their Department / School under consideration of the Examinations Committee.*

**25.2.** The tenure of person appointed in the committee shall be two calendar years counted from the date of appointment.

**25.3.** The quorum of the committee shall be four out of seven regular members excluding the Secretary. In case of leave of absence of the Secretary, the CoE will act as Member Secretary.

**25.4.** The examination committee shall take decisions on any matters connected with this ordinance or any unforeseen issues arising, and not covered by this Ordinance or in any matters of interpretation or any other matters as may be referred to it by the Vice Chancellor. In the matters referred to it by the Vice Chancellor, the committee shall make recommendations to the Vice Chancellor who shall take final decision in the matter.

**25.5.** The committee may, if deemed necessary, call any faculty member or non-teaching staff or any student of the University or any external person to provide facts and/or to seek advice and/or to assist the committee.

## **26. Powers of the Vice Chancellor:**

**26.1.** Notwithstanding anything contained in this ordinance, in the event of difference of interpretation, the Vice Chancellor may take a decision, after obtaining if necessary, the opinion/advice of the Examinations Committee. The decision of the Vice Chancellor shall be final and binding on all.

**26.2.** Notwithstanding what is contained in the Ordinance, the Vice Chancellor may, in exceptional circumstances and on the recommendations of the School

Board or an appropriate committee appointed by the Vice Chancellor consider at his/her discretion, as well as on the merits of each individual case, and for the reasons to be recorded, relaxation if any of the provisions made under this ordinance except those prescribing the minimum requirements for award of certificate / diploma / degree or anything as prescribed by the respective professional council or statutory body.

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