

## Academic and Examination System

### 1. Introduction

The Career Point University Hamirpur offers a variety of academic programmes for students with a wide range of backgrounds. The programmes offered by the University are presently classified as diploma, undergraduate, postgraduate and research programmes.

This classification is based primarily on entry/admission qualification of students rather than the level of degree offered. For all undergraduate programmes, students are admitted after 10+2 whereas for a postgraduate and research programmes, students are admitted after they have obtained at least a Bachelor degree and Master degree.

The curriculum provides broad based knowledge and simultaneously builds a temper for life long process of learning. At undergraduate level in engineering, a student needs to qualify compulsory foundation courses in basic sciences, humanities, social sciences and engineering sciences besides departmental requirements.

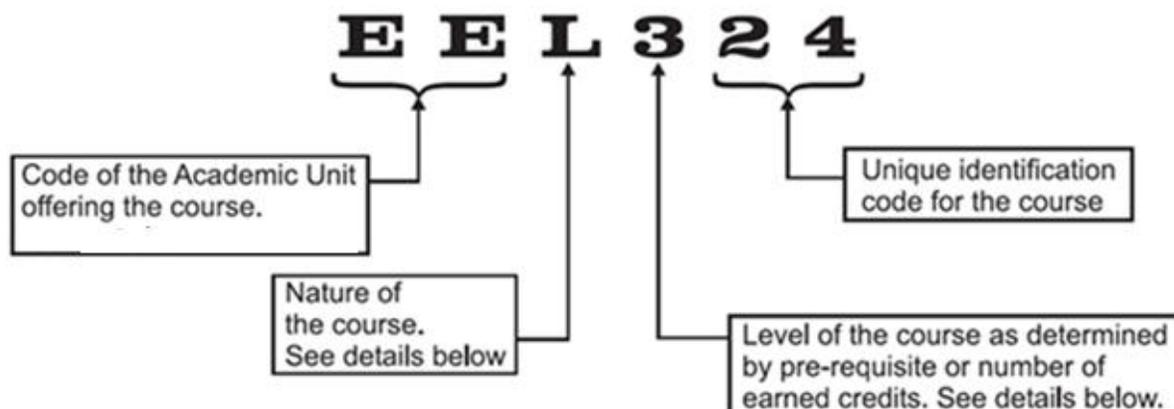
Departmental courses (core and electives) constitute 50% of the total curriculum. Further, students do open category electives to develop broad inter-disciplinary knowledge base or to specialize significantly outside his parent discipline. At the postgraduate level, students are encouraged to look beyond their area of specialization to broaden their horizons through open electives.

### 2. Course Structure and Credit System

#### 2.1 Course Numbering Scheme

Normally every course in the University runs for the full length of the semester. At the beginning of the semester, a student registers for courses that he wants to study and at the end of the semester a grade is awarded. On obtaining a pass grade, the student earns all the credits associated with the course while a fail grade does not get any credit; partial credits are not awarded.

Each course number is denoted by six alpha-numerals, three alphabets followed by three numerals:



- i) Each course is offered by an academic unit which could be a Department, Centre or school and has certain two letter code.
- ii) **Codes for the nature of the course:** The nature of the course corresponding to the third alphabet in the course code is given in Table 1:

**Table 1 - Codes for the nature of courses**

Code	Description
L	Lecture courses (other than lecture hours, these courses can have Tutorial and Practical hours, e.g. L-T-P structures 3-0-0, 3-1-2-, 3-0-2, 2-0-0, etc.)
P	Laboratory based courses (where performance is evaluated primarily on the basis of practical or laboratory work with LTP structures like 0-0-3, 0-0-4, 1-0-3, 0-1-3, etc.)
D	Project based courses leading to dissertation (e.g. Major, Minor, Mini Projects)
T	Training
C	Colloquium
R	Professional Practice
N	Introduction to Humanities and Social Sciences, etc.
S	Independent Study

- iii) **Level of the course:** The first digit of the numeric part of the course code indicates level of the course as determined by pre-requisite course and/or by the maturity required for registering for the course. The latter requirement is enforced through a requirement of minimum number of earned credits.

**Table 2 - Level of the course**

Course	Level of Credits	Remarks
B. Tech., B Sc, BBA, B Com, BCA, BALLB, NSS and BHMCT	100 – 400	These courses are not open to any PG student.
M.Sc. and LLM	500	These courses are not open to other PG students.
PDC	500	These courses are open to all UG & PG students.
M. Tech. (Introductory), and PGDCA	600	These courses are normally not open to UG students.
M. Tech., MCA, M.B.A., M.S.(Research)	700 - 800	Usually 800 level courses are advanced courses for PG students.
M. Phil., Ph.D.	900	These courses are not open to UG and PG students.

- iv) **Unique Identification code for the Course:** This is two digits unique identification numbering scheme for courses of special nature.

## 2.2 Credit System

Education in the University is organized during the semester-based on credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his ability or convenience, subject to fulfilling minimum requirements for continuation.

A student is allowed to attend classes in a course and earn credit for it, only if he has registered for that course. A student's performance/progress is measured by the number of credits that he has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

## 2.3 Course Credits Assignment

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours. A few courses are without credit and are referred to as non-credit (NC) courses.

Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit.

Practical/Laboratory: One laboratory hour per week per semester is assigned half credit.

For each lecture or tutorial credit, the self study component is 1 hour/week (for 100-600 level courses) and 2 hours/week (for 700-800 level courses).

## 2.4 Earning Credits

At the end of every course for which a student has registered, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he has earned and by the weighted grade point average.

## 2.5 Course Coordinator

Every course is usually coordinated by a member of the teaching staff of the department/school which is offering the course in a given semester. For some courses, faculty from other departments or even guest faculty participates in the teaching and/or coordination of a course. Such faculty member is designated as the course coordinator. He has the full responsibility for conducting the course, coordinating the work of the other members of the faculty as well as

teaching assistants involved in that course, holding the tests and assignments, and awarding the grades. For any difficulty related to a course, the student is expected to approach the respective course coordinator for advice and clarification. The distribution of the weightage for tests, quizzes, assignments, laboratory work, workshop and drawing assignment, term paper, etc. that will be the basis for award of grade in a course will be decided by the course coordinator of that course and generally announced at the start of the semester. Course coordinator will have additional evaluation components over and above two minors and majors.

## 2.6 Registrations for Award of Grades

In case a student studies a course without registration in the prescribed manner, he will not be awarded grade in that course.

## 2.7 Semester Withdrawal

- i) Semester withdrawal and absence for a semester under different conditions viz. ;
  - a) medical and personal grounds
  - b) industrial internship
  - c) exchange / deputation to another academic institution in India or abroad, &
  - d) disciplinary action for students should be clearly identified.
- ii) Semester Withdrawal (SW) is proposed to reflect the condition in which a student is forced to withdraw from all courses in the semester on medical grounds. A student can apply for semester withdrawal if he has missed at least 20 teaching days on this ground. Under no circumstances an application for semester withdrawal is acceptable after the commencement of major. A student is not permitted to request for withdrawal with retrospective effect.
- iii) Semester Leave (SL) is proposed to indicate the situation in which a student is permitted to take one or more semester off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his course coordinator and HOD and the final authority will be dean. All such applications must be processed before the beginning of the semester in which the leave will be taken.
- iv) When a student (UG or PG) registers at another academic institution in India or abroad with the expectation of credit transfer or research work through a pre-approved arrangement including MoU, the student should be considered as being on a semester exchange (SE). The SE period will be counted towards the total period permitted for the degree.
- v) When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called disciplinary withdrawal period (DW). Time spent in DW status will be counted towards the total period permitted for completion of the degree.
  - a) Involvement in an accident whereby a student has been disabled temporarily and is not in a position to attend his classes.
  - b) The death of a close relative (Blood relation/spouse).
- vi) Normally, permission shall not be granted to a student to withdraw from the University for more than one semester.

- vii) In special circumstances, on the recommendation of the course coordinator and the dean for reasons to be recorded, the vice-chancellor may permit temporary discontinuance of studies for a longer period within the provisions of academic regulations. However the withdrawn semester shall be counted towards meeting the academic requirements as laid in the academic regulation
- viii) No student shall be permitted to withdraw from the school for more than two semesters during the degree programme. If a student remains unregistered for a total period of more than two semesters, he shall stand automatically dropped from the University.

## 2.8 Audit Courses

- i) Audit facility is open to all students who have completed half of the total earned credits.
- ii) A student will be permitted to do any number of audit courses over and above the graduation requirements. A student earn either a NP (audit pass) or a NF (audit fail) grade for an audit course. The audit pass (NP) grade may be awarded if the student satisfies the attendance criteria specified for the course and he has obtained at least a 'D' grade. The course coordinator can specify a higher criterion for audit pass at the beginning of the semester. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded.
- iii) Grades obtained in an audit course are not considered in the calculation of SGPA or CGPA.

## 2.9 Summer/Winter Semester

It is the semester of an academic year, which starts from June/December and end in July/January. In the summer/winter semester, registration for 'L' (lecture) and 'P' (practical) category courses will be strictly limited to the students who have obtained an E, I grades or want to improve grade in the subject earlier or whose load has been restricted by Dean.

## 2.10 Dropping from the University

A student shall be required to earn his degree within specified limit of admission irrespective of registered or unregistered semester. A student, who fails to obtain his degree within the above stipulated period, be dropped from the University and have no right to petition.

## 2.11 Maximum Duration for Completing Degree Requirements

- i) The maximum permitted duration of each programme will be determined in terms of number of registered regular semesters, hereinafter called registered semesters. Any semester in which a student has registered for a course will be called a registered semester subject to the following:
- Only the 1st and 2nd semesters of an academic year can be registered semesters. The summer/winter semester will not be considered as a registered semester.
  - A semester when a student has been granted semester withdrawal (SW) or granted leave (SL) will not be considered as a registered semester.
  - The semester when a student is suspended from the University on disciplinary grounds will not be counted towards the number of registered semesters.

- d) The summer semesters falling in between the permitted registered semesters shall be available for earning credits. After the student has registered for the maximum permissible number of registered semesters, the subsequent summer semesters will not be available for earning credits.
- ii) The maximum permissible number of years for completing all degree requirements is given in Table 3.

**Table 3 - Maximum permissible duration for completing degree requirements**

Programme Name	Maximum number of years permitted for completing degree requirements
B. Tech., BHMCT	6 Years
BBA, B. Com, B. Sc, BCA	5 Years
MBA	3 Years
MCA	5 Years
PGDCA	2 Years
M.Sc.	3 Years
M.Tech.	3 Years
M.Phil.	2 Years
Ph.D.	6 Years

The maximum duration may be extended in the special cases with the permission of Vice Chancellor on the recommendation of Dean.

### 2.12 Conditions for termination of Registration, Probation and Warning

- i) If the performance at the end of first two registered semesters (not including summer/winter semester) is poor, then the student can opt to start a fresh, or else his registration will be cancelled. The criteria “poor” performance is defined as below:

**Table 4 -Rules for termination of registration at the end of the 2nd registered semester.**

Course	Earned credits (total of 1 <sup>st</sup> & 2 <sup>nd</sup> Sem )	Decision
B.Tech., BHMCT	≤ 24	Re-start (once only) or Termination of registration. In case of Re-Start, student has to pay full semester fee prescribed by the University for that year.
MBA	≤ 24	
BBA, B.Com., BCA, B.Sc.	≤ 16	
MCA	≤ 16	
M.Tech.	≤ 24	
M.Sc.	≤ 16	
M.Phil. & Ph.D.	≤ 8	

**Table 5 – Minimum Credits required in each semester.**

Course	Minimum Credits in 1st Semester	Minimum Credits in subsequent Semester	Minimum SGPA Required
B.Tech., BHMCT	12	12	4.0
MBA	12	12	4.0
M.Tech.	12	12	4.0
BBA, B Com, B.Sc., BCA	8	8	4.0
MCA	8	8	4.0
M.Sc.	8	8	4.0
M. Phil. & Ph.D.	4	4	4.0

- a) If a student chooses to restart after the first two registered semesters, then his credits earned and semesters registered will not be carried over. The re-start will be indicated on the transcript. The re-start will be permitted only once.
- b) Each student is expected to earn at least minimum credits in the registered semesters with a SGPA greater than or equal to 4.0. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then he will be placed on probation and a warning shall be given to him and intimation sent to the parents.
- c) The student placed on probation shall be monitored, including mandatory attendance in classes, special tutorials and mentoring. Mentoring will comprise structured guidance under a teacher/ senior/postgraduate student.
- d) If the performance of a student on probation does not meet the above criterion (b) in the following registered semester, then the student will be permitted to register by the dean, only if the department makes a favorable recommendation. The head of the department's recommendation shall be prepared after consultation with the student, and should include (i) feasibility of completing the programme requirements, and (ii) identification of remedial measures for the problems leading to poor performance.
- e) The registration of any student will be limited to 1.25 times the average earned credits of the previous two registered semesters, subject to a minimum of 15 credits and a maximum of 26 credits.

### **2.13 Courses of special nature**

Courses of special nature are: National Cadet Corps (N.C.C) & National Service Scheme (N.S.S); Introduction to Humanities and Social Sciences. Salient features of these courses are given below. (See section 2.1 for numbering scheme).

#### **i) N.C.C. and N.S.S.**

All students are required to enroll for either one of NCC, NSS or NSO in their first year. This requirement should be completed in one year. If, however, a student is not able to complete

this requirement in the first year, he must complete it by the end of the 2nd year (4th semester). All students need to attend 10 hours of counseling sessions as a part of these activities on compulsory basis.

All the Under Graduate students have to complete 100 hours in any one of the activities, namely NCC, NSS to complete non-credit requirement.

### ii) **Introduction to Humanities and Social Sciences**

A student is exposed to various facets of humanities and social sciences along with instructions for improving English language proficiency through this course. This is a compulsory 2 credit course that is normally done in first year. In case, a student is unable to complete it in the first year, he must pass by the end of the second year, otherwise he will not be allowed to register in the 3rd year, as is the case for NCC/NSS/NSO courses.

## **3. Examination & Evaluation**

### **3.1 Course**

A course is a unit of instruction or segment of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one hour lecture in theory or two hours practical in laboratory during a week and extended to the period of the semester.

### **3.2 Evaluation of Course Work**

The evaluation of a student's achievement in a course shall be based on performance in Minor, assignments, attendance, seminars, quizzes, presentations, class performance and Major examinations. All examinations shall be monitored by the Dean of the school concerned.

### **3.3 Examinations**

Various examinations conducted for a course are as under:

- i) **Minor Examination:** There shall be an examination in each course lasting for one and half hour as per academic calendar once in a semester. This examination shall be conducted by the examination department. The subject matter to be covered therein shall be announced by the teacher.
- ii) **Practical and Oral Examination:** All final practical and oral examinations shall be completed before the commencement of the major examination. Practical examination shall be conducted by course teachers and one teacher nominated by the Head of the Department.
- iii) **Major Examination:** Towards the end of the semester, there shall be one examination in each course which shall last for three hours and shall cover the entire subject matter of the course. This examination shall be conducted by the COE/Dean as per academic calendar. The theoretical portion will be exclusively conducted by the external examiner.

### **3.4 Assessments and Major Examination**

Student in the University will be evaluated in continuously through minor exams, major exams, Practical Exams, Viva Voce, Quiz, Seminars, Presentations and GDs. Student is to get at least D Grade individually in minors & majors as well as Practical.

**Table 6 - Breakup of Examination**

<b>a. Total Marks per Lecture Course (100)</b>	
Major	60
Minor	20
Attendance	5
Activities	5
Assignments	10

<b>b. Total Marks per Lecture Course (100) (for migrated students recommended by equivalence committee)</b>	
Written Examination	60
Viva Voce	20
Assignments	20

**Table 7 - Attendance Marks Criteria**

<b>Attendance Marks Criteria</b>	
>=90%	5
>=85 & <90	4
>=80 & <85	3
>=75 & <80	2
>=70 & <75	1

**Table 8 - Breakup of Practical Examination**

<b>a. Total Marks per Practical Course (50)</b>			
<b>Internal (20)</b>		<b>Final (30)</b>	
File Record	10	Practical performance	5
Attendance	5	Viva	5
Lab Performance	5	Practical File	5
		Written	15

<b>b. Total Marks per Practical Course (100) (for migrated students recommended by equivalence committee)</b>	
Written Examination	60
Viva Voce	40

### 3.5 Examination Schedule

- i) The schedule for major examination shall be prepared by the dean and notified to the students and teachers one month before the commencement of major examination. However, if the conditions so warrant, the dean may change the date of examination on short notice.

- ii) Candidates coming late by more than 10 minutes in minor examination and more than 15 minutes in major examination shall not be allowed to appear in the examination. No examinee shall be allowed to go out of the examination hall during first 90 minutes.

### **3.6 Examination Materials**

All examination material such as answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the dean.

### **3.7 Make-up Examinations**

- i) If a student misses minor examination on account of illness or some other valid reason he may petition through the teacher and the head of the department to the dean within three actual working days of the date of missed examination for permission to appear in the make-up examination. If illness is cited as the reason, the petition shall be accompanied by a medical certificate from the University authorized Medical Officer. If the dean is satisfied with the veracity of the reasons, he may direct the teacher to hold the make-up examination and endorse a copy of the same to the registrar for inclusion in the student's personal file. It will be the responsibility of the student to get in touch with the teacher and have a date fixed for the make-up examination within a fortnight from the date of missed examination. In case more than one student has been allowed make-up examination of the same course, the teacher shall fix a common date of missed examination. However, if a student misses the make-up examination, he/ she shall be awarded zero mark in the said examination.
- ii) Normally, make-up examination shall be allowed in lieu of the missed minor examination in the following circumstances:
  - a) Demise of blood relation or spouse;
  - b) Student's own hospitalization or illness on production of Medical Certificate from the Medical Officer authorized;
  - c) Natural calamity in the home town/ village and;
  - d) Participation in the State, Inter-University/ National/ International meets and National/ State Competitive Examination;

### **3.8 Procedure for Conduct of Major Examination**

- i) There shall be a question paper bank for major examination for each course to be maintained by the dean concerned.
- ii) The teacher through the head of the department will submit a panel of two paper setters/ examiners for each course within 4 weeks of the commencement of the semester in the prescribed format. No person below the rank of Assistant Professor or equivalent shall be included in the panel. The dean may add/ replace another name to the panel. Each examiner will be asked to submit two sets of papers.
- iii) Examiner shall be supplied with detailed instructions including copy of course content, course outline and model question paper.

- iv) The answer books of major examination shall be evaluated by the internal/ external examiner.
- v) The dean shall prepare and circulate an invigilation schedule seven days before the commencement of the examination.
- vi) In case teacher goes on leave during the major examination, the head of the department concerned shall make alternate arrangement and intimate the same to the Dean/ COE.
- vii) The dean shall nominate a teacher to act as Superintendent of Examination, who shall be responsible for the proper conduct and supervision of the examination.
- viii) In each school, a 'Confidential Room' shall be earmarked where the examination material shall be supplied to the Incharge 'Confidential Room' to be appointed by the Dean.
- ix) One day before the scheduled date of examination, the Dean of the College shall pick up at random, one paper out of the two papers and hand over the same to the Incharge 'Confidential Room' for having it cyclostyled/ Photostat.
- x) The Invigilator(s) shall reach the place of examination at least 15 minutes before the commencement of examination and shall pick up the answer books and question papers from the Incharge 'Confidential Room' immediately.
- xi) The Invigilator shall mark attendance of the students after the commencement of examination on the prescribed sheet.
- xii) At the end of the examination, answer-books shall be collected from the students by the Invigilators and deposited along with blank and unused answer-books etc. to the 'Superintendent Examination' in the 'Confidential Room' immediately after the examination.
- xiii) Invigilator(s) finding any student resorting to unfair means or creating disturbance or acting in any manner so as to cause any inconvenience to other students shall report the matter to the Dean through 'Superintendent Examination' for suitable action.
- xiv) Secrecy in setting of Papers: University will call atleast 2 sets of papers for each course in a sealed envelope. A secret code will be assigned to the answer sheet, so that Roll no of student and Sr. no of answer sheet is not visible to examiner. Process of table marking will be followed for evaluation of answer sheets. All the DMCs and final degree will comprise Hall Mark and a Serial no. All the DMCs and degrees will be under the supervision of registrar.

### **3.9 Teacher's Grade Report**

- i) Each teacher/ external examiner shall prepare three copies of grade report on the prescribed proforma.
  - a) Each copy of 'grade report' in case of minor examination and practical examination shall be signed by the teacher and head of the department and the same shall be presented to the dean in person by the teacher within 4 days from the last date of examination.
  - b) Each copy of 'grade report' in case of major examination shall be signed by the evaluator and the dean.
- ii) The dean after retaining a copy of 'grade report' for office record shall forward one copy of the same to the registrar or COE/ HOD and one copy to the concerned teacher for his record.

- iii) When a course is taught by more than one teacher, evaluation, grading and final marking would be the responsibility of the teacher designated as course teacher by the HOD.
- iv) Tabulation of Result
  - a) Tabulation of results shall be done from the examiner's reports (Internal and External Examination) in the office of the dean and the registrar separately, simultaneously and independently of each other within four days from the last date of the receipt of the report.
  - b) Each tabulation sheet shall be signed by the dealing assistant and the concerned officer.
- v) The 'grade report' shall be prepared school-wise and class-wise.
- vi) After the tabulation sheets in the office of the dean and COE are ready, the same shall be collated by the officials of the offices concerned after putting their signatures on reciprocal basis.

### 3.10 Preparation of Semester Reports

- i) After collation of the results, the office of the registrar shall transcribe the grades on the individual student's transcript on the prescribed format for each semester to be called semester report.
- ii) The persons deputed for this purpose shall further check the transcribed grades on the semester report and sign individually.
- iii) **Grade Point (GP):** GP in course will be the total marks obtained by a student, out of 100 divided by 10.
- iv) **Credit Point (CP):** CP in a course will be GP multiplied by the credit hours.  
Total credit points = Sum of the credit points secured
- v) **Grade Point Average (GPA):** GPA is sum of the total credit points secured divided by sum of credit hours taken.
- vi) **Cumulative Grade point Average (CGPA):** It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/ her from the beginning of the first semester divided by the total credit hours of all the courses which have been completed upto the end of the specified semester from the first semester. The CGPA is expressed upto second decimal place without rounding off.
- vii) The grade for NCC/ NSS/ Educational tour(s)/ sports, games, etc. shall be 'S' or 'US'.

### 3.11 Re-evaluation of Answer Books

The answer books of major examination of theory portion will be re-evaluated for which the student shall apply within 21 days of the declaration of result by the University along with the prescribed fee. The result of re-evaluation shall be final. If the student secures less marks on re-evaluation then the previous marks shall hold good. Re-evaluation will be allowed only once for one course.

### 3.12 System of retaining Examination Script

University will retain the answer books for one academic year. Entire student record will be kept on paper as well as at other sources.

### 3.13 System of Re-appearance for Examinations

If any student fails in the major examination, student will be provided two extra chances to pass the course. If student fail in both the chances, then either he should drop the course and earn credits at a later stage or he has to repeat the particular course.

### 3.14 Grading System

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his grades, the process of awarding grades is not necessarily based upon fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades that are reflective of the student's performance vis-à-vis teacher's expectation. The credit system enables continuous evaluation of a student's performance, and allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation.

The grades and their description, along with equivalent numerical points where applicable are listed in Table 9.

**Table 9 – Grading System**

Grade	Grade Points	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very good
B	7	Good
C+	6	Average
C	5	Below Average
D	4	Marginal
E	2	Poor
F	0	Very poor
I	-	Incomplete
NP	-	Audit pass
NF	-	Audit fail
W	-	Withdrawal
X	-	Continued
S	-	Satisfactory completion
US	-	Course continuation

### 3.15 Description of Grades

- i) **A(+)** grade: An 'A(+)' grade stands for outstanding achievement. The minimum marks for award of an 'A(+)' grade are 80%. However, individual course coordinators may set a higher performance requirement.
- ii) **A** grade: An 'A' grade stands for excellent achievement.
- iii) **B(+)** grade: A 'B(+)' grade stands for very good achievement.
- iv) **B** grade: A 'B' grade stands for good achievement.
- v) **C(+)** grade: The 'C(+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.
- vi) **C** grade: The 'C' grade stands for average performance.
- vii) **D** grade: The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade is 40 %, however, individual course coordinators may set a higher marks requirement.
- viii) **E and F** grades: A student who has scored at least 20% aggregate marks in a subject can be awarded an 'E' Grade. The Course Coordinators are, however, free to enhance this limit but should keep the percentage about 10% less than the cut-off marks for 'D' Grade. The Course Coordinators can also specify any additional requirements (to be specified at the beginning of the Semester) for awarding 'E' Grade. Students who obtain an 'E' Grade will be eligible to take a re-major test (an examination with weightage same as that of Major) for only 'L' Category Courses. If the student performs satisfactorily, he become eligible for getting the grade converted to a 'D' Grade; otherwise he will continue to have 'E' Grade. However, the student will have only one chance to appear for re-major for an 'E' Grade. The re-major test will be conducted within the first week of the next semester. The date of re-major test of first year courses will be centrally notified by the office of Controller of Examination. A student can take a maximum of three such re-major tests in a given semester. With the special permission of Vice-Chancellor fourth Re-Major exam can be taken, and if pass, grade will be converted to 'D' grade. Fees for Re-major will be charged as per the University norms. If a student can not appear for the re-major test due to any reasons, he/she have to appear in next semester major examination for the particular subject, and have to pass it.  
A student has to repeat all core courses in which he/she obtains 'F' Grades until a passing grade is obtained. With the special permission of Vice-Chancellor 'F' grade students can take the Re-Major exam and if pass, grade will be converted to 'D' grade. For 'E' Grade in a core course, a student has to repeat the same core courses or take a re-major test to obtain a passing grade. For the other (elective) courses in which 'E' or 'F' grade have been obtained, the student may take the same Grade points Description course or any other course from the same category or take re-major in case of 'E' Grade. 'E' & 'F' Grades are not counted in the calculation of the CGPA; however, these are counted in the calculation of the SGPA.
- ix) **I** grade: An 'I' grade denotes incomplete performance in any L (lecture), P (practical), V (special module) category courses. It may be awarded in case of absence on medical grounds

or other special circumstances, before or during the major examination period. The student should complete all requirements within

- a) 10 days of the last date of Major Tests; the request is to be made to the head of the department of the student's programme who will notify the same to concerned course coordinators, or
- b) with permission of the dean concerned, the period can be extended to the first week of the next semester. A student will be eligible for an 'I' grade provided he has met the attendance criterion.

Upon completion of all course requirements, the 'I' grade is converted to a regular grade [A(+) to F, NP or NF]. 'I' grade does not appear permanently in the grade card.

Requests for I-grade should be made at the earliest but not later than the last day of major tests. Attendance in the course for which I-grade is being sought will be certified by the course coordinator of the course. The course coordinators can instruct all students awarded I or extended I grade to appear for the re-major of the 'E' grade. On the basis of their performance a student having I grade or extended I grade can earn any permissible grade unlike students taking re-major after obtaining 'E' grade. Please see other requirements in Regulations and Procedures.

- x) **NP and NF grades:** These grades are awarded in a course that the student opts to audit. Only elective courses can be audited. Auditing a course is allowed until one week after the first Minor Tests. The audit pass (NP) grade is awarded if the student's attendance is above 75% in the class and he/she has obtained at least 'D' grade. Course coordinator can specify a higher criterion for audit pass at the beginning of the semester. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA or CGPA.

**For UG programmes:** the credits will be counted in total earned credits in the respective category.

**For PG programmes:** the credits will not be counted towards degree completion credit requirements.

- xi) **W grade:** A 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the first Minor Tests. Withdrawal from PG major project part 2 is allowed only if he/she is given semester withdrawal. The W grade stays on grade card.

- xii) **X grade:** The 'X' grade is awarded for incomplete work typically in a project-type course based on a request by the student.

The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, or Major Project Part 1 and Part 2, based on the request of the student. On completion of the work, X grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his total load

for the semester. In case of Major Project Part 1, the student will not be permitted to register for Major Project Part 2 simultaneously as Major Part 1 is a pre-requisite for Major Project Part 2. A regular full-time student can be awarded ‘X’ grade only once in a course, other than the summer semester.

**xiii) S and US Grades:** The ‘S’ grade denotes satisfactory performance and completion of a course. The ‘US’ grade is awarded for non-completion of the course requirements, and if it is a core course, the student will have to register for the course until he/she obtains the ‘S’ grade.

### 3.16 Evaluation of Performance

The performance of a student will be evaluated in terms of three indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time, and Degree Grade Point Average (DGPA).

The Earned Credits (EC) is defined as the sum of course credits for courses in which A(+) to D or NP or S grades have been obtained.

Points earned in a semester =  $\Sigma$  (Course credits x Grade point) for courses in which A(+) to D grade has been obtained)

The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S/US grade is awarded, registered for in the particular semester.

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding audit and S/US grade courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S/US grade is awarded, obtained in all completed semesters.

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A(+) to D grade)}}{\text{Cumulative earned credits, excluding audit and U/US grade courses}}$$

**Table 10 - An example of these calculations**

Typical academic performance calculation-I semester

Course no. (column 1)	Course credits (column 2)	Grade Awarded (column 3)	Earned credits (column 4)	Grade Points (column 5)	Points secured (column 6)
MALXXX	5	C(+)	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A(+)	4	10	40
PHPXXX	2	B(+)	2	8	16
MELXXX	4	E	0	2	08
TTNXXX	2	S	2	-	-

Credits registered in the semester (total of column 2) = 21

Credits registered in the semester excluding audit and S/US grade courses = 19

Earned credits in the semester (total of column 4) = 17

Earned credits in the semester excluding audit & S/US grade courses= 15

Points secured in this semester (total of column 6) = 114

Points secured in this semester in all passed courses (total of column 6 with A-D grade in courses) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding audit and S/US grade courses}} = \frac{114}{19} = 6.000$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A(+)- D grade)}}{\text{Cumulative earned credits, excluding audit and U/US grade courses}} = \frac{106}{15} = 7.067$$

Calculation of Percentage:  $CGPA \times 10 = 7.067 \times 10 = 70.67\%$

**Semester performance:** Earned credits (E.C.) = 17, SGPA = 6.000

**Cumulative performance:** Earned credits (E.C.) = 17, CGPA = 7.067, Percentage = 70.67%

**Table 11 - Typical academic performance calculations-II semester**

Course no. (column 1)	Course credits (column 2)	Grade Awarded (column 3)	Earned credits (column 4)	Grade Points (column 5)	Points secured (column 6)
MALXXX	5	B(+)	5	8	40
EELXXX	4	A	4	9	36
CYLXXX	4	W	-	-	-
CYPXXX	2	B	2	7	14
MELXXX	4	C(+)	4	6	24
AMLXXX	4	A(+)	4	10	40
HUNXXX	1	S	1	-	-

Credits registered in the semester (total of column 2) = 24

Credits registered in the semester excluding audit and S/US grade courses = 23

Earned credits in the semester (total of column 4) = 20

Earned credits in the semester excluding audit & S/US grade courses= 19

Points secured in this semester (total of column 6) = 154

Points secured in this semester in all passed courses (total of column 6 with A(+) to D Grade in courses) = 154

Cumulative points earned in all passed courses = 106 (past semesters) + 154 (this sem.) = 260

Cumulative earned credits = 17 (past semesters) + 20 (this sem.) = 37

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding audit and S/US grade courses}} = \frac{154}{19} = 8.105$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative earned credits, excluding audit and U/US grade courses}} = \frac{106 + 154}{15 + 19} = 7.647$$

Calculation of Percentage:  $CGPA \times 10 = 7.647 \times 10 = 76.47\%$

**Semester performance:** Earned credits (E.C.) = 20, SGPA = 8.105

**Cumulative performance:** Earned credits (E.C.) = 37, CGPA = 7.647, Percentage = 76.47%

On completing all the degree requirements, the degree grade point average, DGPA, will be calculated and this value will be indicated on the degree/diploma. The DGPA will be calculated on the basis of category-wise best valid credits required for graduation.

A student, who has earned the requisite credits but does not meet the graduation DGPA requirement, may do additional courses in any elective category to meet the DGPA requirement within the maximum permissible time limit.

### 3.17 Unfair Means

- i) The term ‘use of unfair means in the examination’ or ‘attempt to use unfair means’ shall denote the items prescribed by the Academic Council from time to time.
- ii) The following *inter-alia* shall be deemed to be unfair means:
  - a) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without the permission of Invigilator or Superintendent Examination.
  - b) Leaving the examination hall without returning the answer-sheet, if any, to the Invigilator and taking away or tearing off or otherwise disposing of the same or any part thereof.
  - c) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-sheet.
  - d) Using abusive or obscene language in the examination hall or writing the same in the answer-book.
  - e) Making an appeal to the Examiner through the answer-book.
  - f) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering the question paper or part thereof.
  - g) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
  - h) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
  - i) Smuggling an answer-sheet into the Examination Hall, or taking out or replacing or attempting to get replaced the answer-sheet during or after the examination with or without the help or connivance of any other person connected with the examination, or through any other agency, whatsoever.

- j) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or outside agency, a solution to a question or a part thereof.
- k) Approaching or influencing directly or indirectly the Instructor, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- l) Undue influence i.e., direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf in the discharge of the duties or a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff on duty or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the staff on exam duty.
- m) Copying, attempting to copy, taking assistance for help from any book, notes, paper or any other material or device such as cellphones, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things.
- n) Presenting a thesis/ dissertation or practical/ class work/ note-book not prepared by the student himself.
- o) Arranging or permitting any person to impersonate for the student in the examination.
- p) Forging or using a forged document.
- q) The Academic Council may declare by resolution any other act or omission or commission to be 'unfair means'.
- iii) Every student shall be required to bring his own examination materials, such as set squares, scales and the like, as he shall not be permitted to borrow any of these materials from fellow students in the examination hall.
- iv) If a student is found to have used or attempted to use 'unfair means' in the examination his answer-sheet shall be seized by the Invigilator/ teacher forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer-sheet.
- v) The Examination Superintendent shall forward the report of the Invigilator Incharge to the Dean concerned for forwarding the same to the Students' Discipline Committee for detailed investigation and this committee shall send its report to the Dean with specific recommendations within 10 days from the receipt of the report. The Students' Discipline Committee will consist of normally two senior most heads (other than the deans), one each from the two schools, and one nominee of the Vice-Chancellor. Normally the tenure of this committee will be for two years.
- vi) A written statement of the student found using 'unfair means' shall be recorded by the Instructor and Superintendent examination and forwarded with his report, alongwith other material(s) found in possession of the student duly signed by the student concerned and

superintendent invigilator in token of the same having been recovered from student's possession.

- vii)** In case a student refuses to give a statement or sign the material(s) confiscated from him/ her, he/ she shall not be forced to do so but the fact of refusal be recorded by the invigilator and Superintendent Examination hall in the report.
- viii)** The Dean, after getting the detailed enquiry report from the Students' Discipline Committee and satisfying himself that the student has used 'unfair means' shall impose penalty as indicated below:
- ix)** A student found using 'unfair means' or 'attempt to use unfair means' during a minor test shall be deemed to have failed in that course.
- x)** A student found using 'unfair means' or 'attempt to use unfair means' during major examination shall be deemed to have failed in that course
- xi)** A student found using 'unfair means in the end-term examination' may be debarred from registration during the subsequent semester depending upon the severity of the case.
- xii)** A student found using 'unfair means' or 'attempt to use unfair means' during the comprehensive examination shall be deemed to have automatically dropped from the University.