

ORDINANCE NO. 20

MEDIUM OF INSTRUCTION, EXAMINATIONS, EVALUATION AND GRADING SYSTEM FOR PROGRAMME(S) OF STUDY OTHER THAN THE RESEARCH DEGREE PROGRAMME(S)

1. Medium of Instruction & Examinations:

- 1.1. The medium of instruction in respect of all Programmes of Study offered by the School(s), Department(s) and Centre(s) of Study shall be English/Hindi, except in cases of Programme(s) of Study/Research Degree Programme(s) in Language(s)/Literature.
- 1.2. Question Papers of all examinations of the University shall be set in English/Hindi language or bilingual in English & Hindi and answered in English/Hindi language as per the requirement, except in case of examinations in language(s)/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.

2. Programme Structure & Minimum Credits Requirement:

Under Graduate Programmes:

- 2.1. All the Programme(s) of Study shall be governed by the guidelines of Choice Based Credit System (CBCS) as notified by the University Grants Commission in all the Under Graduate Programmes and as amended from time to time.
- 2.2. The students shall be given ample opportunity to choose the courses across the Department(s)/Centre(s) as per the guidelines of the University. The courses shall be designed at par with global practices in terms of effective number of teaching days and teaching-learning inputs.
 - 2.2.1. **Core Course (CC):** *A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. The courses designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline.*
 - 2.2.2. **Elective Course (EC):** *A course which can be chosen from a pool of courses and those which may be very specific or specialized or advanced or supportive to the discipline/subject of study or provides an extended scope or enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course. The elective course may be **Discipline Specific Elective (DSE)** or **Generic Elective or Project/Dissertation**.*
 - 2.2.3. **Ability Enhancement Courses (AEC):** *The Ability Enhancement Courses may be of two kinds: **Ability Enhancement Compulsory Courses (AECC)** and **Skill Enhancement Courses (SEC)**.*
- 2.3. The minimum credits requirement to earn an Honours Degree at Under Graduate level shall be **140**. However, the maximum credits earned by a student shall not exceed **160** in any circumstances.

Provided further that the Programme (s) of Study such as B. Tech/L.L.B. etc. shall be governed as per the guidelines issued by concerned statutory bodies from time to time in this regard.

Post Graduate Programmes:

- 2.4. The Programme structure for Post Graduate Programmes of Study shall be in accordance with the recommendations of the Board of Studies (BoS) and the School Board and approval of Academic Council.
- 2.5. The minimum credits requirement to earn a Post Graduate degree shall be **80**. However, the maximum credits earned by a student shall not exceed **120** in any circumstances.

Provided further that the Programme (s) of Study such as M. Tech./M. Arch./L.L.M./M.B.A. etc. shall be governed as per the guidelines issued by concerned statutory bodies from time to time in this regard.

3. Course Registration:

- 3.1. A student admitted to a Programme of Study of the University, shall be required to fill the **"Course Registration Form"** immediately on commencement of each semester in which she/he has to fill the details of course(s) of study chosen by her/him within the stipulated time of 15 days and on payment of the prescribed fee as notified the Department/University.
- 3.2. A student shall not be allowed to appear in Mid-Semester Examinations and End-Semester Examinations of the Semester if she/he failed to fill the **"Course Registration Form(s)"** in that Semester.
- 3.3. A student awarded **"F" Grade** in a particular course, shall be required to fill the **"Re-Examination Form"** of the course in the next subsequent Semester as and when it is being offered to be eligible to appear in required components of Assessment and Evaluation System.

Provided that a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the subsequent odd and even Semester as the case may be for a maximum of three times (including the first attempt/appearance).

- 3.4. A student re-appearing in **"F" Grade** course(s) shall be required to submit the fee at the rate of INR 100/- (*Rupees One Hundred*) per course along with the other charges & fee, (if any) at the time of filling up of the **"Re- Examination Form"**.

4. Transfer of Credit:

- 4.1. A student may be permitted to do certain courses in another Institution/University subject to compatibility of course content and assessment process with the prior approval of the Dean of the School concerned and the competent authority; and the University may allow transfer of credits of such courses on the recommendation of the Dean of the School. Similar benefit could also be given, on the recommendation of the Dean of the school, if a student has successfully completed a course, equivalent to a core course of the programme for which the student has registered, in a recognised Institution/University prior to joining a Programme of Study.
- 4.2. The University shall give equivalent credit weightage to the students for credits earned through online learning Courses (*in the category of Elective Courses*) through **SWAYAM** platform in the credit plan of the Programmes of Study as per guidelines of *UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016* and as amended from time to time.

- 4.3. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.
- 4.4. Only such Course(s) may be considered for acceptance of credit transfer, in which the student has secured at least D Grade or a minimum of 40% marks, as the case may be. In case a student has earned more credits from other Universities/ Educational/Research Institutions, the student may indicate his/her preference of courses for credit transfer.

5. Span Period:

- 5.1. Normally, a student is expected to complete the Programme of Study within the minimum period as laid down below (*in para 5.*) and in conformity with the University Grant Commission Regulations on the award of First Degree and Master Degree and also in line with the notification, issued from time to time, on Specification of Degrees under Section 22 of UGC Act, 1956.
- 5.2. A student for whatever reasons is not able to complete the Programme of Study within the normal period or the minimum period prescribed for the Programme of Study, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the Degree.
- 5.3. The general formula, therefore is as follow:

(a) Time Span= $N+2$ Years i.e., $(2N+4)$ Semesters

Where N stands for the normal or minimum duration prescribed for completion of particular Programme of Study

- (b)** In exceptional circumstance a further extension of **one more year/two more semesters** may be granted. The exceptional circumstances shall be spelt out clearly by the relevant statutory body concerned of the University.
- (c)** During the extended period the student shall not be considered as private candidate and also not be eligible for marking.

6. Attendance:

- 6.1. Attendance is an important component in the Assessment and Evaluation System of the University.
- 6.2. The criteria for allotment of marks for attendance shall be mentioned in Detailed Course Outline (DCO) or lecture plan by concerned faculty member(s).
- 6.3. The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display the monthly attendance record on the Notice Board of the Department/Centre. The same shall be signed by the teacher(s) concerned and countersigned by Head of the Department/Centre.
- 6.4. Marks for attendance in a particular course shall be given based on the attendance record submitted by the respective faculty member(s) concerned. The break-up of marks for Attendance shall be as per table given below:

Total marks for Attendance	Range of Attendance	Marks Allotted
5 (Five)	Greater than or equal to 75% and less than or equal to 80%	1
	Greater than 80% and less than or equal to 85%	2
	Greater than 85% and less than or equal to 90%	3
	Greater than 90% and less than or equal to 95%	4
	Greater than 95% and less than or equal to 100%	5

- 6.5. For Attendance less than 75% in a particular course, zero mark shall be awarded on account of the attendance in that course.
- 6.6. **No student shall be permitted to appear in End-Semester Examinations (ESE) in all the courses in a Semester if she/he has failed to secure minimum 75% of Aggregate Attendance (attendance taken together for all the courses in the semester) in that semester and shall be awarded "I" Grade.**
- 6.7. A consolidated statement of aggregate attendance has to be notified by the Head of Department/Centre at the end of the Semester before a week of commencement of the End-Semester Examinations.
- 6.8. The Head of the Department/Centre shall display on the Notice Board of the Department/Centre names of all students who will not be eligible to appear in End-Semester Examinations in all the courses (*excluding "F" Grade course(s)*) due to lack of minimum Aggregate Attendance and send a copy of the same to the Dean of the School concerned and office of the Controller of Examinations (CoE).
- 6.9. If a student remains absent from classes without permission of Head/Dean of concerned Department/School continuously for *14 (fourteen) days*, her/his name shall be struck off the roll of the University. If she/he is willing to continue the Programme of Study, then she/he may be re-admitted on the recommendation of Dean of the concerned School only after paying the Admission fee as prescribed by the University within the stipulated time of 15 (fifteen) days.
- Further, in case of occurrence of being absent from the classes without permission (*for continuous 14 or more days*) more than twice in the entire duration of a Semester shall lead to cancelation of admission of the student from the University and student shall not be allowed to re-admit in any circumstances.
- 6.10. If a student remains absent from classes on medical grounds, she/he shall have to submit the **"Medical Certificate"** issued by a Government Hospital to the Head of the Department/Centre **within one week** after returning to classes. After the end of stipulated time of one week, the Medical Certificate shall not be accepted/considered.

7. Conduct of Examinations:

- 7.1. All examinations of the University (*except the Entrance Examinations for admission in different Programmes of Study*) shall be conducted and held at the University Campus only.
- 7.2. The schedule of Mid-Semester Examinations and End-Semester Examinations of the Programmes of Study wherein students are enrolled across Departments/Centres, shall be prepared by the office of Controller of Examinations (CoE) and sent to all the Head of the

Department(s)/Centre(s) at least 15 (fifteen) days prior to the commencement of the respective examinations.

- 7.3. The Mid-Semester Examinations shall be conducted under the general supervision of the Head of Department/Centre, who shall act as Centre Superintendent for all examinations of the Programme(s) of Study of concerned Department/Centre. 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.

However, if special circumstances so warrant, the Vice-Chancellor may direct the Controller of Examinations for conducting the Mid-Semester Examinations at university level.

- 7.4. The End-Semester Examinations of all the Departments/Centres of the University shall be conducted under the general supervision of the Controller of Examinations, who through approval of Vice-Chancellor shall appoint Centre Superintendent (CS) and Assistant Centre Superintendent (ACS) for the conduct of aforementioned Examinations. The Standard Operating Procedures (SOPs) may be formulated by the office of Controller of Examinations for conducting the same and shall be duly approved by the competent authority.
- 7.5. The Comprehensive Continuous Internal Assessments (CCIAs) shall be conducted by the concerned faculty member as per guidelines of Assessment and Evaluation System of the University mentioned here in this Ordinance and as amended from time to time. However, the Head of Department/ Centre concerned shall ensure the conduct of CCIA in a very smooth manner so that the students can be evaluated continuously as well as comprehensively as per the spirit of CCIA.
- 7.6. Assessment of Attendance and Award of Marks against attendance shall be part of CCIA.

8. Examination System:

- 8.1. All Programmes of Study of the University shall be offered under Semester System and Examinations & Evaluation of students shall be done through Assessment and Evaluation System.
- 8.2. As a general principle, the Assessment and Evaluation System shall comprise the following components:
- 8.2.1. **Comprehensive Continuous Internal Assessment (CCIA): 20%**
(15% for assignments /quizzes /presentations / live projects etc. & 5 % for attendance)
 - 8.2.2. **Mid-Semester Examination (MSE): 20%**
 - 8.2.3. **End-Semester Examination (ESE): 60%**

Provided that considering the scientific nature of the course(s) in which laboratory work and practical(s) have important component of the evaluation, the attendance may be given higher weightage of 10% subject to prescribed limit of Assessment and Evaluation System but this shall be approved by the Board of Studies (BoS) & School Board (SB) and shall be notified with Detailed Course Outline (DCO) or lecture plan distributed to students before commencement of the particular course.

- 8.2.4. The breakup of marks under Assessment and Evaluation System irrespective of the Credit(s) allotted to course(s) shall be as under:

Assessment and Evaluation System	2 Credit	4 Credit	6 Credit
Comprehensive Continuous Internal Assessment (CCIA)	20 Marks	20 Marks	20 Marks

Mid-Semester Examination (MSE)	20 Marks	20 Marks	20 Marks
End-Semester Examination (ESE)	60 Marks	60 Marks	60 Marks
Total	100 Marks	100 Marks	100 Marks

Provided that depending upon the nature and requirement(s) of a particular course, concerned Department/Centre shall, within the overall framework of assessment prescribed by the School Board, have freedom to prescribe additional/different component(s) and weightage for different component(s) subject to condition that weightage of the End-Semester Examination shall not be less than 50% of Assessment and Evaluation System.

- 8.3. Detailed distribution and break-up of the Assessment and Evaluation System shall be specified by the teacher concerned in the Detailed Course Outline (DCO) for each course taught by him/her during a semester and same has to be reflected in course outline provided to students.

9. Comprehensive Continuous Internal Assessment (CCIA):

- 9.1. The CCIA in a theory course may comprise Written Test, Assignments, Presentations, Quizzes, Viva-Voce, Case Study, Group Discussion etc. as prescribed by the concerned Board of Studies (BoS) and School Board (SB) from time to time.
- 9.2. In a course consisting laboratory component, each practical performed by a student will be subjected to evaluation by the concerned faculty member(s). The evaluation will involve documentation of the Practical Exercise/Experiment, Precision in the performance of experiment, Viva-Voce Examination etc.
- 9.3. In the case of Industrial Training/Project/Dissertation, the CCIA will include periodical Progress Report.
- 9.4. In the case of field work, the CCIA's will include Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Participation in Individual & Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc. or/and as approved by the Board of Studies of the concerned subject or Programme of Study.
- 9.5. CCIA in a particular course shall be based on at least two assessments of 7.5 marks each (*or 7.5% marks each as the case may be*) i.e. CCIA₁ & CCIA₂; first conducted before Mid-Semester Examinations and second conducted after Mid-Semester Examinations but before last teaching day of the Semester so that students can be evaluated continuously as well as comprehensively.

Provided that if Academic Calendar of the University provides place for conducting CCIA's, then CCIA's shall be conducted as per the designated schedule mentioned in the Academic Calendar.

- 9.6. The concerned Department/Centre shall maintain the complete record in respect of the CCIA's of each student and display it on the notice board of the respective department(s)/centre(s). Each Department/Centre shall submit the record of CCIA's within one week of completion of Mid-Semester Examinations (*in case of CCIA₁*) and End-Semester Examinations (*in case of CCIA₂*) to the office of Controller of Examinations (CoE).
- 9.7. If a student fails to appear in both the CCIA's (i.e. CCIA₁ & CCIA₂) in a particular course, she/he shall be awarded **"F" Grade** and shall not be allowed to appear in End-Semester Examination (ESE) in that course in spite of being eligible to appear in End-Semester Examination on the basis of aggregate attendance (*i.e. secured at least minimum aggregate percentage of attendance*).

- 9.8. If a student fails to appear in one of the CCIAs (either CCIA₁ or CCIA₂) in a particular course, she/he shall be awarded zero (0) marks in the CCIA and shall not be given any opportunity to re-appear in CCIA under any circumstances.

However, she/he shall be allowed to appear in End-Semester Examination (ESE) in that course provided that he/she has secured minimum aggregate percentage of attendance to appear in End-Semester Examinations.

- 9.9. It shall be the bounden duty of the concerned faculty member(s) to evaluate all assignments, quizzes and other components of CCIAs.

10. Eligibility to Appear in Mid-Semester Examinations:

- 10.1. A student shall not be allowed to appear in Mid-Semester Examinations of the Semester if she/he failed to fill the **"Course Registration Form"** in that Semester.
- 10.2. There is no minimum requirement of aggregate attendance for being eligible to appear in Mid-Semester Examinations. All the bona fide students at the time of Mid-Semester Examinations will be allowed to appear in Mid-Semester Examinations subject to fulfilment of other criteria apart from attendance.
- 10.3. If a student fails to appear in Mid-Semester Examination, she/he shall be awarded zero (0) Marks and not be given any chance to appear in the Mid-Semester Examinations.

11. Eligibility to Appear in End-Semester Examinations:

- 11.1. A student shall not be allowed to appear in End-Semester Examinations of the Semester if she/he failed to fill the **"Course Registration Form"** in that Semester.
- 11.2. If a student fails to appear in both the CCIAs (i.e. CCIA₁ & CCIA₂) in a course, she/he shall be awarded **"F" Grade** and shall not be allowed to appear in End-Semester Examination in that course in spite of being eligible to appear in End-Semester Examinations on the basis of aggregate attendance (*i.e. secured at least minimum percentage of aggregate attendance*).
- 11.3. **No student shall be permitted to appear in End-Semester Examinations (ESE) if she/he has failed to secure minimum 75% of Aggregate Attendance (attendance taken together for all the courses) in that semester.**

Such candidate who failed to secure 75% attendance in aggregate shall be awarded **"I" (Incomplete) Grade** and shall be required to **re-register for the entire semester** in the next subsequent odd/even Semester as and when offered by the Department /Centre.

However, she/he shall be allowed to appear for "F" Grade awarded course(s) (if any) subject to payment of prescribed fee.

11.4. Condoning of Shortfall in Attendance:

- 11.4.1. A shortfall of 5% attendance in aggregate, may be condoned by the Dean of the relevant School, for the student to be eligible to appear in the End-Semester Examinations if the student had taken prior permission to be absent from classes on genuine grounds. Documentary evidence for the same has to be provided for condoning the shortfall in attendance.

- 11.4.2. A further shortfall of 5% attendance in aggregate may be condoned by the Vice-Chancellor on medical grounds or because of any emergency situation like natural calamities etc.

Those students who do not secure 75% of aggregate attendance in all the courses taken together and their shortfall in attendance upto 10% (i.e. 65%) has not been condoned by the competent authority as mentioned above, they cannot appear in the End-Semester Examinations.

- 11.5. No student can appear in the End-Semester Examinations in respective semester if her/his aggregate attendance is below 65% (*Sixty Five Percent*) in that semester in any circumstances.

12. Mid-Semester Examinations and End-Semester Examinations:

- 12.1. Except in exceptional cases, the question papers for the Mid-Semester Examination shall be of one (01) hour duration with a total of 20 marks and for End-Semester Examination shall be of three (03) hours duration with a total of Sixty (60) Marks for the entire courses irrespective of the credits allotted to a particular course. The question paper(s) shall consist of three sections as given below:

- 12.1.1. **Section A:** This section shall comprise of objective type questions such as Multiple-Choice Questions (MCQs), Fill in the Blanks, True/False, Match the Following, Assertion and Reason, One or two-line answers, etc. All questions in this section shall be compulsory in nature and there will be no choice.

In case of any error in Multiple Choice Questions (MCQs), the examiner has to be informed in writing regarding the same with clear instructions to assign the allotted marks for a particular MCQ, True/False, Match the Following, Assertion and Reason type question(s).

- 12.1.2. **Section B:** This question shall comprise of Short Answer Questions (SAQs). There shall be 3 questions out of which 2 questions shall have to be attempted in Mid-Semester Examinations. There shall be 6 questions out of which 4 questions shall have to be attempted in End-Semester Examinations. The global choice shall be in such a way that the examinee has to attempt at least two-third of the total number of questions given in this section in Mid and End Semester Examinations as mentioned in brackets in table given below.

- 12.1.3. **Section C:** This section shall comprise of Long Answer Questions (LAQs). There shall be two (02) questions in case of Mid-Semester Examinations and three (03) questions in case of End-Semester Examinations. There shall be an internal choice for each question in this section and all the questions shall be compulsory in nature.

- 12.2. **Distribution of Marks:** The allotment/distribution of marks against various components viz. CCIA, Mid-Semester Examination, End-Semester Examination and further break up therein against various sections shall be as under:

Mid-Semester Examination (MSE)				End-Semester Examination (ESE)			
Time Duration: 1 Hour				Time Duration: 3 Hours			
Section	No. of Questions	Marks of Each Question	Total Marks	Section	No. of Questions	Marks of each Question	Total Marks
A	5	1M	5 M	A	10	1M	10 M
B	2 (3)	2.5M	5M	B	4(6)	5M	20M
C	2	5M	10M	C	3	10 M	30M
Grand Total:			20 M	Grand Total:			60 M

Provided further that question paper setter shall ensure that each unit of the course is given proportionate weightage in the question paper (including the global and internal choices) as per its contact hours prescribed in lecture plan or Detailed Course Outline(DCO).

- 12.3. The question paper pattern given in sub section 12.2 above is applicable only for the theory course and not for practical/dissertation/project/ field work/ training, etc.

Provided that the scheme of examinations and/or evaluation for practical/dissertation/project/field work/training, etc. shall be as recommended by Board of Studies (BoS) and School Board (SB) concerned.

13. General Guidelines for Assessment and Evaluation:

- 13.1. The overall framework of the Assessment and Evaluation System, including the broad guidelines regarding the content, format, duration and timings of different components of evaluation shall be as decided by the Board of Studies (BoS) and School Board (SB) within the norms of this Ordinance.
- 13.2. Within the overall framework of evaluation as decided by the Board of Studies (BoS) and School Board; the content, format, **duration of various components of the CCIA** may be decided by the concerned faculty member(s) but duly approved and notified by Board of Studies (BoS) and the same shall be notified to students along with the Detailed Course Outline (DCO)/lecture plan provided at commencement of each course.
- 13.3. Question papers for the Mid-Semester Examination shall be based on at least 40% of the course content prescribed for the Semester (*for example; 2 units out of 5 units in a course has to be covered for setting question papers*).
- 13.4. The question papers for the End-Semester Examination shall be based on the total course content prescribed for the Semester.
- 13.5. Question papers for the Mid-Semester Examinations and End-Semester Examinations shall be set such as to encompass total course content for concerned examination covered with limited internal & global choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
- 13.6. In case of examination and/or evaluation involving Viva-Voce, practical etc. in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising the concerned faculty member(s) and an external expert from cognate or allied Department of the University or from other University to be appointed by the Vice-Chancellor from the list of External

Examiners as approved by the BoS, School Board and Academic Council. The Vice-Chancellor is empowered to nominate External Examiners beyond the list if contingent situations may warrant.

- 13.7. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., shall be evaluated by an external evaluator appointed by the Head of the Department/Centre.

Provided that in case of Viva-Voce based on the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., evaluation shall be done by a committee comprising of the concerned faculty member(s), Head of the Department/Centre and the external evaluator appointed by the Dean/Vice-Chancellor. Different external evaluator(s) may be invited for each of the specializations involved, if any in this regard.

- 13.8. The question papers set by the paper setter(s) shall be placed before the Board of Studies (BoS) of the Department/Centre concerned for reviewing the same and the comments & feedback from Board of Studies for further improvement in future shall be recorded and furnished to the paper setter(s) through the Head of the Department/Centre in case of Mid-Semester Examinations and the Controller of Examinations in case of End-Semester Examinations.

14. Guidelines for Paper Setting& Evaluation of Question Papers:

Paper Setting of Mid-Semester Examinations:

- 14.1. The question paper for the purpose of examinations and evaluation of a course shall be set by the faculty member(s) of the concerned course. In case of course(s) with no Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. is prescribed, the evaluation shall be done by the concerned faculty member(s) or Instructor(s) partly or totally on mutually agreed terms or in portion of their lecture hours in a particular course(s).
- 14.2. The paper setter shall set the question paper for the Mid-Semester Examinations in the prescribed format. The teacher shall make adequate number of copies / printouts and shall hand it over in sealed cover marked as confidential to the Head of the Department/Centre at least three days prior to commencement of examinations of concerned Programme(s) of Study.
- 14.3. The responsibility of conducting the examination is of the Head of the Department/Centre and that of the concerned faculty member(s) only if the examinations are being conducted at Department level.
- 14.4. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by her/him.

Paper Setting of End-Semester Examinations:

- 14.5. Question Paper-setting shall be done as per the guidelines/regulations decided by the University and as amended from time to time.

14.5.1. In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50 – 50 % basis. i.e., half of the examiners in the team should be invited from outside the university conducting examination.

14.5.2. In case of the assessment of project reports / thesis / dissertation etc. the work should be undertaken by internal as well as external examiners.

14.5.3. *The Board of Studies of each Programme of Study has to prepare and approve a list of at least 5 (five) external paper-setters and examiners whose names shall be kept confidential.*

- 14.6. To ensure secrecy and confidentiality, special invitee(s), if any, have to recuse themselves from the meeting when the agenda for preparing the list of paper-setters and examiners is placed for discussion and decision-making. The same has to be submitted in a sealed cover to the Controller of Examinations (CoE) or Vice-Chancellor.

Provided that all practical examinations, field work, project work and dissertation shall be evaluated by external examiners but subject to leaving scope as approved by the BoS, School Board and ultimately the Academic Council.

Further provided that in case of emergency Vice-Chancellor in consultation with Dean is empowered to decide and nominate the paper-setters or examiners.

- 14.7. The Paper setter(s) shall also be required to submit in a separate sealed cover the key to the objective type questions and synoptic answers to SAQs and LAQs to the office of Controller of Examinations (CoE) along with question paper(s) for End-Semester Examinations.
- 14.8. The Head of Department/Centre shall submit the consolidated Award List of the students admitted in all the Programmes of the Department/Centre within one week of completion of Mid-Semester Examinations to the office of Controller of Examinations.
- 14.9. The Paper setter(s) shall also be required to submit in a separate sealed cover the key to the objective type questions and synoptic answers to SAQs and LAQs to the office of Controller of Examinations (CoE) along with question paper(s) for End-Semester Examinations.

Evaluation of Answer Scripts:

- 14.10. It shall be the bounden duty of the concerned Faculty Member(s)/Expert(s)/External Member(s) (as the case may be) to:
- 14.10.1. *Evaluate the Answer Scripts of Mid/End Semester Examinations and show the evaluated Answer Scripts to the students on the day stipulated by the concerned Head of the Department/Centre, which should not be more than 03 working days from the last day of Mid-Semester Examinations;*
- 14.10.2. *Address queries (if any) of student(s) regarding the evaluation;*
- 14.10.3. *Submit the Award List to Head of Department/Centre;*
- 14.10.4. *Return the evaluated Answer Scripts to the students after retaining the first page and other pages that contain instructions, score matrix and any other page bearing the University Logo;*
- 14.10.5. *Destroy the Answer Scripts of student(s) who were Absent after retaining the first page and other pages that contain instructions, score matrix and any other page bearing the University Logo.*

15. Re-evaluation of Answer Script of End-Semester Examinations:

- 15.1. There shall be no provision of re-evaluation of Answer Scripts of Mid-Semester Examinations.
- 15.2. There shall be re-evaluation of Answer Scripts in End-Semester Examinations only.

- 15.3. A student who is **not satisfied** with the evaluation of her/his End-Semester Examination Answer Script(s), she/he may apply for re-evaluation within 15 (fifteen) working days from the declaration of results. The application should be made on the prescribed form along with the prescribed fees, to the Office of the Controller of Examinations.
- 15.4. A student can apply for re-evaluation of Answer Script(s) of **not more than half of the number of courses** in which she/he had appeared in the examination in a particular semester.
- 15.5. Upon receipt of the application for re-evaluation, the Office of the Controller of Examination (CoE) shall send the Answer Script(s) for re-evaluation to the examiner (*other than the one who had already evaluated the concerned Answer Script(s)*) who shall be appointed by the Vice-Chancellor from the list of examiners approved by the Board of Studies (BoS). The Vice-Chancellor is empowered to appoint an examiner beyond the aforementioned list.
- 15.6. The re-evaluated marks shall be considered as the final marks. In case the variation is more than 40% of the Original Marks, then the Vice-Chancellor shall appoint a Final Examiner and marks awarded by the Final Examiner shall be considered final.

16. Grading System:

- 16.1. The student shall be evaluated using grading system based on a Ten (10) point scale in terms of Grade Points, Letter Grade and Description of Letter Grade.
- 16.2. The performance of a student in a particular semester shall be indicated by-
- 16.2.1. **Semester Grade Point Average (SGPA):** which shall indicate the performance of a student in particular semester;
- 16.2.2. **Cumulative Grade Point Average (CGPA):** which shall indicate the performance of student in Programme of Study; and with the CGPA being the real indicators of a student's performance.
- 16.3. The SGPA and CGPA shall be calculated as under.

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

Where,

C_i = Credits allotted to the i^{th} course, and

G_i = Grade Points earned in the i^{th} course

$$CGPA = \frac{\sum C_i S_i}{\sum C_i}$$

Where,

C_i = Total Number of Credits in the i^{th} Semester, and

S_i = SGPA of the i^{th} Semester

17. Course-Wise Letter Grade & Grade Point:

- 17.1. Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Ten (10) point scale as under:

Percentage of Marks	Grade Point	Letter Grade	Letter Description
Marks ≥ 90	10	O	Outstanding
$80 \leq \text{Marks} < 90$	9	A+	Excellent
$70 \leq \text{Marks} < 80$	8	A	Very Good
$60 \leq \text{Marks} < 70$	7	B+	Good
$50 \leq \text{Marks} < 60$	6	B	Average
$40 \leq \text{Marks} < 50$	5	C	Pass
Marks < 40	0	F	Fail

*Provided that the marks obtained by a student in various components of Assessment and Evaluation System shall be added without rounding off to obtain the total marks secured in a particular course. The **rounding off (if required)**, shall be done to the next higher integer (applicable in case of fraction & not in case of integer) at the end taking all the components together and not at any of the intermediary stages.*

- 17.2. **"F" (Fail) Grade** shall also be awarded in the case when the student fails to appear in End-Semester Examination of a course.
- 17.3. A student shall be required to participate in CCIAs as specified in the Detailed Course Outline (DCO). If a student fails to appear in both the CCIAs (CCIA₁ & CCIA₂) in a particular course, he/she shall be awarded **"F" (Fail) Grade** in that Course.
- 17.4. In case of practical/dissertation/field work/field report/training report etc., the minimum pass marks in such part shall be 40%.
- 17.5. In case of course consisting theory and practical/labs, a student shall be required to obtain 40% marks overall (*taking together theory and practical/labs*) to pass in that particular course otherwise **"F" Grade** shall be awarded.

18. Declaration of Result:

- 18.1. The office of the Controller of Examinations (CoE) shall declare the result within one month of completion of End-Semester Examinations.
- 18.2. In any case where it is found by the office of Controller of Examinations (CoE) that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Vice-Chancellor, which shall have the power to amend such result duly approved by Academic Council in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.

19. Grade Sheet:

- 19.1. The Grade Sheet issued at the end of each semester to each student shall contain the following:
 - 19.1.1. *Couse Code and Course Title in that semester;*
 - 19.1.2. *Credits Allotted to each course registered for that semester;*
 - 19.1.3. *Performance in each course indicated by the letter grade;*
 - 19.1.4. *Semester Grade Point Average (SGPA) of all the courses registered for that semester;*
 - 19.1.5. *Cumulative Grade Point Average (CGPA) of Programme of Study;*

19.1.6. Letter Grade and its description for all the courses, and for the whole Programme of Study, after completing the programme.

19.1.7. Any other information, if applicable

Provided that the Grade Sheet shall contain the conversion formula of “Conversion Formula from CGPA to Percentage” on the back of the Grade Sheet for the purpose of calculating percentage from CGPA.

20. Promotion & Progression:

- 20.1. A candidate shall be required to secure a minimum of 40% Marks in a course to successfully complete that course, failing which she/he shall be deemed to have failed in the course and shall be awarded the "F" (Fail) Grade.
- 20.2. "F" (Fail) Grade shall also be awarded in the case when the student fails to appear in End-Semester Examination of a course in spite of having been eligible to appear in End-Semester Examination on the basis of acquiring minimum aggregate attendance.
- 20.3. A student who fails to appear in both the CCIAAs as specified in the Detailed Course Outline, he/she shall be awarded "F" (Fail) Grade in that Course(s) and he/she shall not be allowed to appear in End-Semester Examination of that course(s).
- 20.4. A student ineligible to appear in End-Semester Examinations due to lack of minimum requirement of aggregate attendance in particular semester, shall be awarded "I" (Incomplete) Grade.
- 20.5. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
- 20.6. All students (except "I" Grade awarded) admitted to an Odd Semester shall be eligible for promotion to the Even-Semester. To be eligible for promotion from an Even-Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the Credits registered by him/her so far.
- 20.7. All such students who are not promoted to the next Semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.
- 20.8. A student who has been awarded "I" (Incomplete) Grade shall be required to re-register for the entire semester, as and when offered in the subsequent odd/even semester as per overall framework of credit accumulation as per the guidelines of Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.

Explanation: A student awarded "I" (Incomplete) Grade in any semester (i.e. at any stage) in the entire duration of Programme of Study, shall be required to re-register for the entire semester in subsequent odd/even semester as and when offered by the Department.

- 20.9. If a student has been awarded "F" (Fail) Grade in a course as per above-mentioned sub-section 20.1 & 20.2, he/she shall be required to re-appear in End-Semester Examination of that course only in the respective odd/even Semester as and when the said examinations for the said course is being held.

Further, such student shall not be permitted to repeat/re-appear/improve in the CCIAAs and/or the Mid-Semester Examination (as the case may be) and that the marks/grade obtained by him/her earlier shall be carried forward for declaring the result.

- 20.10. If a student has been awarded **"F" (Fail) Grade** in a course as per above-mentioned **sub-section 20.3**, she/he shall be required to repeat the End-Semester Examination and the CCIAs (*any of or all the CCIAs, as the case may be*) in the subsequent odd/even semester as and when the said examinations for the said course is being held.
- Further, the students shall be awarded marks allotted to attendance on the basis of previous attendance record of the course.
- 20.11. The above mentioned **sub-section 20.9 & 20.10** shall be applicable provided that the student has secured minimum aggregate attendance to be eligible for End-Semester Examinations.
- 20.12. A student with **"F" (Fail) Grade** in a course shall be permitted to repeat/re-appear for the Course for maximum number of three times i.e. a student with arrears on account of **"F" (Fail) Grade**, shall be permitted to repeat/re-appear for a maximum of three times (*including the first appearance*), in the subsequent odd/even semester as and when the said examinations for the said course are being held.
- 20.13. A student awarded **"F" (Fail) Grade** in a course consisting of theory and practical/labs component, shall be deemed to fail in entire course if she/he fails to achieve prescribed minimum of 40% marks taken together in theory and practical/labs.
- In such case(s) the student will be required to re-register for the **entire course (i.e. for theory as well as practical/labs)** provided that she/he has secured minimum aggregate attendance to appear in End-Semester Examinations.
- 20.14. If a student secures "F" (Fail) Grade in a Project Work/Project Report/ Dissertation /Field Work Report/Training Report etc., he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. as required by the evaluator(s).
- Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. for a maximum of **three times** (including the first submission).*
- 20.15. There shall be no system of compartmental / supplementary examination.
- 20.16. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade.
- 20.17. In case of extraordinary exigency, the Vice-Chancellor on the recommendation of Deans' Committee may allow to conduct the special End-Semester Examinations.

21. Ranking of Students:

- 21.1. One Student in each Programme of Study shall be awarded Gold Medal and Certificate of Merit, subject to condition(s) that she/he (*or as decided by the office of Controller of Examination from time to time*):
- 21.1.1. *Should have first position with more than 60% marks*
 - 21.1.2. *Should have passed all the Semesters of a Programme of Study without any break;*
 - 21.1.3. *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 'I' Grade in any course;*
 - 21.1.4. *Should have exhibited good conduct and character during the period of a Programme of Study.*

22. Indiscipline and Use of Unfair Means in Examination:

- 22.1. There shall be zero-tolerance in case of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non-adherence to such instructions shall attract disciplinary action. For End-Semester Examination, a flying squad shall be constituted by the Vice-Chancellor on the recommendation of the CoE consisting of appropriate women members to ensure fairness and discipline in the examination. In case of any case(s) of unfair means, indiscipline and disturbance during the examinations, the concerned invigilator(s)/flying squad will submit its report with full details of the event or incident along with evidence in support thereof and the statement of the examinee and the invigilator(s) to the Centre Superintendent and subsequently to the Controller of Examinations (CoE).
- 22.2. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair Means relating to examinations shall mean and include:
- 22.2.1. *Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examinations.*
 - 22.2.2. *Threatening the invigilator or any other behaviour amounting to in subordination as reported by the Invigilator/Centre Superintendent.*
 - 22.2.3. *Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.*
 - 22.2.4. *Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination.*
 - 22.2.5. *Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall.*
 - 22.2.6. *Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.*
 - 22.2.7. *Attempts of impersonation including writing some other examinee's registration number/roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.*
 - 22.2.8. *Sitting or occupying seats other than the one allotted to the examinee or changing the seat during the course of examination without the permission of the invigilator.*
 - 22.2.9. *Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination.*
 - 22.2.10. *Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.*
- 22.3. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator(s) concerned in writing in the prescribed format.
- 22.4. The Centre Superintendent shall report to the Controller of Examinations (CoE) without delay, each case of alleged use of unfair means in the examination(s) with full details of the evidence

in support thereof and the statement of the student concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

- 22.5. In case an examinee found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
- 22.6. The answer book of the examinee found using unfair means in the examination shall be seized and the examinee may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- 22.7. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee.

Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the examinees appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

23. Examination Discipline Committee:

- 23.1. The Examination Discipline Committee shall consist of the following members:

- 23.1.1. *Dean Students Welfare – Chairman*
- 23.1.2. *The Proctor*
- 23.1.3. *Four faculty members (including two women) to be nominated by the Vice-Chancellor*
- 23.1.4. *The Controller of Examinations, who shall be the Member-Secretary*

- 23.2. The Term of Office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.

- 23.3. Centre Superintendent concerned shall be special invitees to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.

- 23.4. Depending upon the extent and severity, the punishment for the use of unfair means may include:

- 23.4.1. *Obtaining written apology and undertaking for good behaviour and conduct;*
- 23.4.2. *Lowering the Marks/Grade in the examination in which the Unfair Means was used;*
- 23.4.3. *Lowering the Marks/Grade in all examination of the Semester;*
- 23.4.4. *Awarding “I” Grade/“F” Grade to the candidate in the particular examination in which the Unfair Means was used;*
- 23.4.5. *Awarding “I” Grade/“F” Grade in all Examinations taken by the examinee during the semester;*
- 23.4.6. *Debarring for certain specified number of Semesters from appearing in examination of the University;*
- 23.4.7. *Cancellation of admission from the University;*
- 23.4.8. *Rustication from the University and debarring the student from taking admission in any Programme of Studies of the University for certain specified period of time;*

23.4.9. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university forever;

- 23.5. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by an examinee in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice.
- 23.6. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
- 23.7. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

24. Specific Provisions for the Conduct of Entrance Examination for Admission:

- 24.1. The University shall conduct Common Entrance Examination by the name of **Graduate Entrance Test (GET)**, **Master Entrance Test (MET)** and **Research Entrance Test (RET)** for admission in the Under Graduate, Post Graduate and Research Degree Programme(s) of Study respectively.
- 24.2. The Paper Setter(s) for the Common Entrance Examination shall be appointed by the Vice-Chancellor.
- 24.3. The overall administration, conduct, supervision and control of the Common Entrance Examination shall be the responsibility of the Controller of Examinations (CoE) who with the approval of the Vice-Chancellor, shall arrange:
- 24.3.1. To get the question paper(s) for the Common Entrance Examination set by the paper setter(s) appointed by the Vice-Chancellor.*
 - 24.3.2. for the confidential printing of the question papers for the Common Entrance Examination.*
 - 24.3.3. to appoint Centre Superintendent(s), invigilators, flying squad etc. for each of the Examination Centre.*
 - 24.3.4. for the smooth conduct of the Common Entrance Examination in all Examination centres and exercise general supervision and control.*
 - 24.3.5. for the evaluation of the Answer Scripts and preparation of the merit list.*
- 24.4. In the absence of Controller of Examinations (CoE) or otherwise if the circumstances so warrant the Vice-Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified in the preceding para.
- 24.5. The Common Entrance Examination shall be held at the designated Examination Centre(s) as approved by the Vice-Chancellor and notified in the University Prospectus.
- 24.6. Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination.
- 24.7. During an Entrance Examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent/

Supervisory Staff/Invigilator/any other staff/other examinees, he/she may be expelled from the examination.

- 24.8. Notwithstanding anything contained in this Ordinance, the examination of all such candidates who are found using unfair means in the Common Entrance Examination shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.

25. Appointment of Amanuensis:

- 25.1. The rules and regulations pertaining to appointment of amanuensis shall be as follows-

- 25.1.1. An amanuensis shall be allowed in case of:

25.1.1.1. *Blind Candidates (visually handicapped); and*

25.1.1.2. *The candidates, who are disabled due to an accident or disease and are unable to write with their own hands,*

Provided that the candidates under 25.1.1.2 above shall have to produce a medical certificate issued from the competent authority.

- 25.2. Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only, subject to the conditions that the computers/laptops shall be provided by the University on advance intimation by the concerned candidate to the office of CoE at least two weeks prior to the commencement of Mid/End Semester Examinations.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

- 25.3. The Controller of Examinations, on receiving an Application from the candidate at least two weeks before the commencement of Mid/End Semester Examinations, will arrange for the appointment of an amanuensis and shall inform the Centre Superintendent of the concerned examination.

- 25.4. The amanuensis shall be a person of qualification not above 12th standard.

- 25.5. The Centre Superintendent of the Examinations shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.

- 25.6. One extra hour will be given to the blind candidates for examinations of 3 hours of duration (*i.e. 20 minutes per hour of examination*).

- 25.7. An honorarium as approved by the Academic Council from time to time may be paid to the Amanuensis for the services provided.

26. Examination Fee and Other Charges:

- 26.1. Subject to any modification by the competent authority of the University, the Examination Fee and other charges shall be applicable as per the Ordinance of the University in this regard and the same shall be also published in the Prospectus.

27. Removal of Students from the Course(s)/Programme(s) of Study:

27.1. The Dean of the concerned School/Proctor/Warden (*as the case may be*) may refer the case to the Vice Chancellor for the removal of a student from a Course/Programme of Study on the basis of-

- 27.1.1.1. *Unsatisfactory performance in academics, attendance and/or misconduct recorded in writing;*
- 27.1.1.2. *Misconduct in Campus Premises;*
- 27.1.1.3. *Involvement in Ragging;*
- 27.1.1.4. *Misconduct in Hostel Premises;*
- 27.1.1.5. *Indulgent in any Criminal Activity.*

COURSE REGISTRATION FORM**UNDER GRADUATE PROGRAMME(S) OF STUDY**

Name of Student (Capital Letters): Enrolment No.:

Programme of Study: Semester:

Department/Centre: School:

Important Instructions:

- Student has to fill-up the Course Code, Course Title and Credit in the relevant boxes.
- After paying the Fee (if any), the form has to be submitted in the office of the HoD/Centre Director concerned.

Sl No.	Course Code	Course Title	Credits	Nature of Course		
				L	T	P
(I) ABILITY ENHANCEMENT COURSES (AEC)						
1.						
2.						
Sub-Total						
(II) CORE COURSES (CC)						
1.						
2.						
3.						
4.						
5.						
Sub-Total						
(III) GENERIC ELECTIVE COURSES (GE)						
1.						
2.						
Sub-Total						
(IV) DISCIPLINE SPECIFIC ELECTIVE COURSES (DSE)						
1.						
2.						
Sub-Total						
Total Credits for the Semester						
(V) AUDIT OR ZERO CREDIT COURSES (AUC) (IF ANY)						
1.						
2.						

I hereby opted for the above mentioned courses and undertake that I will not change these options later.

(Signature of Student)

For Office Use Only

Options exercised by student are accepted, approved and the concerned student is permitted to deposit requisite fee (if any).

(Signature of Head of the Department /Centre)

Sign. of dealing assistant with seal of payment:

COURSE REGISTRATION FORM**POST GRADUATE PROGRAMME(S) OF STUDY**

Name of Student (Capital Letters): Enrolment No.:

Programme of Study:Semester:

Department/Centre:School:

Important Instructions:

- Student has to fill-up the Course Code, Course Title and Credit in the relevant boxes.
- After paying the Fee (if any), the form has to be submitted in the office of the HoD/Centre Director concerned.

Sl No.	Course Code	Course Title	Credits	Nature of Course		
				L	T	P
(I) ABILITY ENHANCEMENT COURSES (AEC)						
1.						
2.						
Sub-Total						
(II) CORE COURSES (CC)						
1.						
2.						
3.						
4.						
5.						
Sub-Total						
(III) GENERIC ELECTIVE COURSES (GE)						
1.						
2.						
(IV) DISCIPLINE SPECIFIC ELECTIVE COURSES (DSE)						
1.						
2.						
Sub-Total						
Total Credits for the Semester						
(V) AUDIT OR ZERO CREDIT COURSES (AUC) (IF ANY)						
1.						
2.						

I hereby opted for the above mentioned courses and undertake that I will not change these options later.

(Signature of Student)

For Office Use Only

Options exercised by student are accepted, approved and the student is permitted to deposit requisite fee (if any).

(Signature of Head of the Department /Centre)

Sign. of dealing assistant with seal of payment:.....

RE-EXAMINATION FORM**UNDER/POST GRADUATE PROGRAMME(S) OF STUDY**

(To be filled by students for eligible to appear in End-Semester Examinations in Courses awarded "F" Grade)

Programme of Study: Under Graduate/Post Graduate

Name of Student (Capital Letters): Enrolment No.:

Programme of Study: Semester:

Department/Centre: School:

Important Instructions:

- Student has to fill-up the Course Code, Course Title and Credit in the relevant boxes.
- After paying the Fee (if any), the form has to be submitted in the office of the HoD/Centre Director concerned.

Sl No.	Course Code	Course Title	Nature of Course	Credits	Nature of Course			No. of Attempts (including the first appearance)
					L	T	P	
1.								
2.								
3.								
4.								
5.								
6.								
	Total Credits for the Semester							

NATURE OF THE COURSE:

1. ABILITY ENHANCEMENT COURSES (AEC)
2. CORE COURSES (CC)
3. GENERIC ELECTIVE COURSES (GE)
4. DISCIPLINE SPECIFIC ELECTIVE COURSES (DSE)

I hereby opted for the above mentioned courses and undertake that I will not change these options later.

(Signature of Student)

For Office Use Only

Options exercised by student are accepted, approved and the concerned student is permitted to deposit requisite fee **(at the rate of INR 200/- (Rupees Two Hundred) per course).**

(Signature of Head of the Department /Centre)

Sign. of dealing assistant with seal of payment:

LEAVE APPLICATION FORM**(TO BE FILLED BY STUDENT)****Programme of Study: Under Graduate/Post Graduate**

Name of Student		
Enrolment No.		
Programme of Study & Semester		
Department/School		
Leave Duration	From:	To:
Total Number of Days		
Reason for Leave		
Postal Address		
Mobile No.		

I hereby inform that the Mobile Number provided by me is correct and will be operational during the period for which the leave is sought.

(Signature of Student)**For Office Use Only**

Forwarded by Mentor Faculty (if any):

Recommendation of **Head of the Department /Centre:**

Disclaimer: The leave application form is merely of informative nature i.e. the student can't claim the leave duration as a mean for exempting Minimum Aggregate Attendance required to appear in End-Semester Examinations (ESE). However, considering the reasons mentioned by student, this form can be used by concerned Head/Dean for exemption in Minimum Aggregate Attendance as per Ordinance of the University in this regard.

Award List of Mid- Semester Examinations.....

Programme of Study:

Semester:Academic Year:

Course Title:Course Code & Credits:

Date & Time of Examination:

Maximum Marks:

Sl.	Enrolment No.	Name of Student	Marks	Marks in Words	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Number of students who appeared in Examination:

No. of Absentees:

Roll No of Absentees:

Date:

Name & Signature of Evaluator(s)

- Note: 1. The Award List of Mid-Semester Examinations (after discussion with the students) along with the required page(s) of Answer Script(s) to be submitted to Head of the concerned Department/Controller of Examinations as the case may be.
2. In case of Generic Course, the multiple copies of Award List to be submitted to Heads of the respective Departments/Controller of Examinations.
3. For more than 20 students, a separate Award List can be used for the purposes.

Award List of End-Semester Examination.....

Programme of Study: Credits: Semester:
 Course Title: Course Code: Year:
 Date of Examination: Time: Maximum Marks:

Sl.	Enrolment No.	Name of Student	Marks	Marks in Words	Signature	Remark(s)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						

Number of students who appeared in Examination:

No. of Absentees:

Roll No of Absentees:

Date:**Name & Signature of Evaluator(s)**

Note: One copy of the Award List of End-Semester Examinations along with required page(s) of Answer Scripts, after discussion with the students, is to be submitted to Controller of Examination and another copy of the Award List to the concerned Head/Dean in a sealed cover.

Controller of Examinations (I/c)

**Form for Re-Evaluation of Answer Script(s) of END-SEMESTER
EXAMINATIONS**

Name of the Student :

Enrolment No. :

Semester :

Department :

School :

Course(s) in which re-evaluation is sought:

Sl. No.	Course Code	Course Title	Original Marks Awarded	Marks Secured in Re-evaluation	Variation	Remark(s) by CoE office

Undertaking: I..... S/o or D/o hereby undertake that I am surrendering the original marks awarded to me in the course(s) aforementioned and shall accept the decision of office of the Controller of Examinations (CoE) regarding re-evaluation.

Date:

Signature of the Student

OFFICE USE

Forwarded by:

1. Date:

Signature of Head of Department:

After Re-evaluation:

1. Date:

Signature of Re-evaluating Faculty

Remark(s) and Signature by the Office of Controller of Examination:

1. Re-evaluated marks are final
2. Forwarded to Final Examiner by appointed by Vice-Chancellor

Controller of Examinations (CoE)

Annexure: IE-08

Percentage of Marks	Grade Point	Letter Grade	Letter Description
Marks \geq 90	10	O	Outstanding
$80 \leq$ Marks $<$ 90	9	A+	Excellent
$70 \leq$ Marks $<$ 80	8	A	Very Good
$60 \leq$ Marks $<$ 70	7	B+	Good
$50 \leq$ Marks $<$ 60	6	B	Average
$40 \leq$ Marks $<$ 50	5	C	Pass
Marks $<$ 40	0	F	Fail

The SGPA and CGPA shall be calculated as under.

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

Where,

C_i = Credits allotted to the i^{th} course, and

G_i = Grade Points earned in the i^{th} course

$$\text{CGPA} = \frac{\sum C_i S_i}{\sum C_i}$$

Where,

C_i = Total Number of Credits in the i^{th} Semester, and

S_i = SGPA of the i^{th} Semester

Conversion Formula: Marks in Percentage = 10*CGPA

Where CGPA is Cumulative Grade Point Average in Programme of Study



महात्मा गाँधी केंद्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित)

MAHATMA GANDHI CENTRAL UNIVERSITY

(Established by an Act of Parliament)

क्रम संख्या/ S. No.:

नामांकन संख्या/ Enrolment No.:

बार कोड / Bar Code:

Photo

विश्वविद्यालय की कार्यकारी परिषद् द्वारा अकादमिक परिषद् की अनुशंसा पर

विद्यार्थी का नाम

(माता-माता का नाम और पिता-पिता का नाम)

को

9.2 संचयी ग्रेड अंक औसत प्राप्त करने एवं

विभाग का नाम (स्कूल का नाम)

द्वारा निर्धारित आवश्यकताओं की पूर्ति करने पर

विषय का नाम में उपाधि का नाम

की उपाधि, विश्वविद्यालय के दीक्षांत समारोह 2018 में, प्रदान की गयी

The Executive Council, on the recommendation of the Academic Council of the University, hereby confers on

Name of Student

(Son/Daughter of Name of Father and Name of Mother)

the degree of

Name of Degree in Name of subject

in recognition of his/her having qualified for the degree securing
a CGPA of 9.2

and on having fulfilled the requirement prescribed by the

Name of Department, Name of School

at the Annual Convocation of the University in the year 2018.

परीक्षा नियंत्रक

Controller of Examinations

कुलसचिव

Registrar

कुलपति

Vice-Chancellor

दिनांक/ Date:

स्थान/ Place:



महात्मा गाँधी केंद्रीय विश्वविद्यालय
(संसद अधिनियम के द्वारा स्थापित)
MAHATMA GANDHI CENTRAL UNIVERSITY
(Established by an Act of Parliament)

Grade Sheet

**B. Sc. (Honours) Physics
Semester-III Examination, 2016**

PHOTO

Bar Code

Serial No:

Enrolment No:

Name:

Mother's Name:

Father's Name:

Aadhaar No.:

S. No.	Course Code	Course Title	Course Type	Nature of the Course			Credits Assigned	Grade Obtained	No. of Attempts
				L	T	P			
1.	PHYS3001	OPTICS	Core	4	0	2	6	B+	1
2.	PHYS3002	MECHANICS	Core	4	0	2	6	O	2
3.	CHEM3003	CHEMISTRY-I	GE	4	0	2	6	B	2
4.	SWRK3004	ENVIROMENTAL STUDIES	AECC	2	0	0	2	B+	2
5.	PHYS3005	QUANTUM MECHANICS	DSE	4	0	2	6	B	2
6.	PHYS3006	PROJECT	DSE	0	0	6	6	O	2
7.	PHYS3032	RENEWABLE ENERGY & ENERGY HARVESTING	SEC	2	0	0	2	A+	2

Credits Earned:

Grade Points Earned:

Semester Grade Point Average (SGPA):

Cumulative Grade Point Average (CGPA):

Controller of Examinations

Date of Declaration of Result:

Date of Issue:

Percentage of Marks, Grade Point, Letter Grade and Letter Description:

Percentage of Marks	Grade Point	Letter Grade	Letter Description
Marks ≥ 90	10	O	Outstanding
$80 \leq \text{Marks} < 90$	9	A+	Excellent
$70 \leq \text{Marks} < 80$	8	A	Very Good
$60 \leq \text{Marks} < 70$	7	B+	Good
$50 \leq \text{Marks} < 60$	6	B	Average
$40 \leq \text{Marks} < 50$	5	C	Pass
Marks < 40	0	F	Fail

Calculation of CGPA and SGPA:

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Where,

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S_i = SGPA of the i^{th} Semester

Conversion Formula:

$$\text{Marks in Percentage} = 10 * \text{CGPA}$$

Where CGPA is Cumulative Grade Point Average in Programme of Study

Abbreviations:

L: Lecture

T: Tutorial

P: Practical

GE: Generic Elective

AECC: Ability Enhancement Compulsory Course

DSE: Discipline Specific Elective Course

SEC: Skill Enhancement Course



SAMPLE COPY (Final Semester)

महात्मा गाँधी केंद्रीय विश्वविद्यालय
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MAHATMA GANDHI CENTRAL UNIVERSITY
(Established by an Act of Parliament)

Grade Sheet

B. Sc. (Honours) Physics
Semester-VI Examination, 2016

PHOTO

Bar Code

Serial No:

Enrolment No:

Name:

Mother's Name:

Father's Name:

Aadhaar No.:

S. No.	Course Code	Course Title	Course Type	Nature of the Course			Credits Assigned	Grade Obtained	No. of Attempts
				L	T	P			
1.	PHYS3001	OPTICS	Core	4	0	2	6	B+	1
2.	PHYS3002	MECHANICS	Core	4	0	2	6	O	1
3.	CHEM3003	CHEMISTRY-I	GE	4	0	2	6	B	1
4.	SWRK3004	ENVIRONMENTAL STUDIES	AECC	2	0	0	2	B+	1
5.	PHYS3005	QUANTUM MECHANICS	DSE	4	0	2	6	B	2
6.	PHYS3006	PROJECT	DSE	0	0	6	6	O	2
7.	PHYS3032	RENEWABLE ENERGY & ENERGY HARVESTING	SEC	2	0	0	2	A+	2

Credits Earned:

Grade Points Earned:

Semester Grade Point Average (SGPA):

Cumulative Grade Point Average (CGPA):

Semester	Total Credits	Credits Earned	Grade Points Earned	SGPA	CGPA
I					
II					
III					
IV					
V					
VI					

Controller of Examinations

Date of Declaration of Result:

Date of Issue:

Percentage of Marks, Grade Point, Letter Grade and Letter Description:

Percentage of Marks	Grade Point	Letter Grade	Letter Description
Marks ≥ 90	10	O	Outstanding
$80 \leq \text{Marks} < 90$	9	A+	Excellent
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