

Examination Regulations under Choice Based Credit System**(Effective from Academic Year 2016 – 17)****[Duly Approved: Item 26.2.10 of 26th Meeting of Academic Council]**

1. DEFINITION OF KEY CONCEPTS	2
2. EXAMINATION.....	4
3. EVALUATION	8
4. RULES FOR PROMOTION.....	11
5. AWARD OF GRADE.....	12
6. GUIDELINES FOR THE AWARD OF GRADES.....	13
7. COMPUTATION OF SGPA AND CGPA	13
8. TRANSCRIPT.....	15
9. IMPROVEMENT EXAM	15
10. TRANSITORY RULES.....	16
11. ACADEMIC COORDINATOR	16
12. STUDENT REGISTRATION	17

EXAMINATION REGULATIONS UNDER CBCS**(Effective from Academic Year 2016 – 17)**

The Choice Based Credit System (CBCS) aims to facilitate student mobility, provide wider choice in subjects and promote quality education through innovation and improvements in curriculum, teaching-learning process, and also in examination and evaluation systems. The performance of each student enrolled in a program shall be assessed in each course at the end of each semester and awarded a cumulative grade at the end of the program. The Maulana Azad National Urdu University (MANUU) has adopted CBCS for regular mode undergraduate and post graduate programs. These regulations are for regular mode under graduate and post graduate programs of MANUU and are effective from academic session 2016-17.

The CBCS structure, credit system and regulations adopted in MANUU are based on *UGC Guidelines on Adoption of Choice Based Credit System; UGC Template of Syllabi for UG Courses under CBCS* as also the nomenclatures, terminologies and guidelines of statutory bodies like All India Council for Technical Education (AICTE) and National Council for Teacher Education (NCTE) for the courses governed by the respective statutory bodies.

1. DEFINITION OF KEY CONCEPTS

- 1.1. **Academic Year:** The duration of two consecutive (one odd and one even) semesters constitute one academic year.
- 1.2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-CGPA courses etc). The 25th Meeting of Academic Council dated 10th November 2016 has approved the unique CBCS course codes and CBCS template structure for regular mode under graduate (UG) and post graduate (PG) programs of MANUU viz.
 - Item 25.2.06:** Provision of Unique and Uniform Roll No.'s, Program Codes and Course Codes from academic year 2016-17 offered by Departments/Schools
 - Item 25.4.09:** CBCS Template for UG Programs
 - Item 25.4.10:** CBCS Template for PG Programs
- 1.3. **Program:** An educational program leading to award of a degree, diploma or certificate.
- 1.4. **Course:** Usually referred to, as 'paper' is a component of a program. All courses need not carry the same weight. However, the courses of same nature would have uniform credit pattern for wider choice and mobility of students in opting the courses. Each course should define learning objectives and learning outcomes. A course may be designed to comprise lectures, tutorials,

laboratory work, field work, outreach activities, project work, vocational training, viva, seminars, term papers, assignments, presentations, self-study etc. or a combination of some of these.

1.5. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for award of degree or diploma or certificate is prescribed in terms of number of credits to be completed by each student.

1.6. **L-T-P:** The prescribed hours/week during a semester for Lecture-Tutorial-Practical (L-T-P) to a particular course.

Theory classes shall have a compulsory component of lectures and tutorials. The faculty members are to use a variety of pedagogical tools ranging from conventional lecture mode to more participatory and demonstration techniques.

Practical work refers to lab work, project work, field/industry visit, teaching practice, internship, field practicum (concurrent field work, individual conference, group conference, seminar presentation and skill lab), media lab, block placement and like discipline specific components.

1.7. **Credit(C):** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. For example a course with assigned weekly L-T-P: 3-0-2 or 3-1-0 shall be equivalent to 4 credits.

A 6 credits theory course requires a minimum duration of 90 hours of teaching in a semester (1credit/hour*6hours/week*15 weeks).

A 4 credits theory course requires a minimum duration of 60 hours of teaching in a semester (1credit/hour*4hours/week*15 weeks).

A 2 credits theory course requires a minimum duration of 30 hours of teaching in a semester (1credit/1hour*2hours/week*15 weeks).

A 2 credits practical course requires a minimum duration of 60 hours of practical work in a semester (1credit/2hours*2hours/week*15 weeks).

1.8. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. The Letter Grades, Grade Points and scale of UGC are adopted in MANUU. Grading is done using Letter Grades as qualitative measure of achievement in each Course like: O (Outstanding), A+ (Excellent), A (Very Good), B+ (Good), B (Above Average), C (Average), P (Pass), F (Fail) and Ab (Absent), based on the percentage (%) of marks scored in (CIE+SEE) of the Course and conversion to Grade.

1.9. **Grade Point (GP):** It is a numerical weight allotted to each letter grade on a 10-point UGC scale viz. O=10, A+=09, A=08, B+=07, B=06, C=05, P=04, F=00 & Ab=00.

1.10. **Credit Point (CP):** The numerical value obtained by multiplying the grade point (GP) by the no. of credit(C) of the respective course i.e. $CP = GP \times C$.

1.11. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

1.12. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points (CPs) secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two

decimal places.

- 1.13. **Semester:** Each semester shall consist of 15-18 weeks of academic work equivalent to 90/100 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.14. **Transcript:** Based on the grades earned, a transcript shall be issued to all the registered students after every semester. The transcript shall display the course details (code, title, no. of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester at the end of each academic year. The students shall be issued transcript for each semester and a consolidated transcript indicating the performance in all the semesters at the completion of the program.
- 1.15. **Relative Grading:** The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile.
- 1.16. **Absolute Grading:** Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. MANUU adopts absolute grading method.
- 1.17. **Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE)** are two key assessment methods. For all theory courses/papers, the ratio of CIE & SEE is 30:70. Thus a course of 100 Marks shall have 30CIE + 70SEE and of 50 Marks shall have 15CIE + 35SEE.
- 1.18. **Program Span (PS):** The program's maximum time for completion shall be additional two (2) years (4 semesters) irrespective of the duration of the program of study. For any particular course/paper there shall not be more than two additional attempts for examinations for passing the course failing which the student has to quit the program.

2. EXAMINATION

- 2.1. The examinations conducted at various stages in the form of continuous internal evaluation (CIE) and semester end examinations (SEE) in a semester shall facilitate in assessing the performance of students in terms of knowledge, skills and aptitude. The CIE is an internal assessment mechanism and shall ensure continuous learning, assessment and timely feedback to students by the course teacher, and if needed by academic advisor and Head of the Department. SEE shall be scheduled after the last working day of the semester as per the academic calendar.
- 2.2. The University conducts regular odd/even semester examinations for the students undergoing regular course of study and who fulfill the eligibility conditions for appearing in examinations.
- 2.3. The assessment of the theoretical component towards the end of the semester shall be undertaken by examiners from the University or outside the University, who shall be appointed by the competent authority.
- 2.4. The question papers shall be set by the duly approved internal and external examiners. In case of at least 50% of core courses offered in different programs across the disciplines, the assessment of theoretical component, both question paper setting and evaluation towards end of the semester, should be undertaken by external examiners from outside the University or as approved by the Competent Authority.
- 2.5. 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 for conducting practical examination.

The Para 2.3 to Para 2.5 shall be executed through a duly approved process (confidential).

- 2.6. Course Assessment:** It consists of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) as the major evaluations prescribed for each Course.
- 2.6.1. The CIE and SEE to carry 30% and 70% weightage for each Course e.g. 100 marks (30+70) or 50 Marks (15+35) or like irrespective of its Credits. The absence from these evaluations or seminar presentations or late submissions of assignments or attendance, shall result in loss of marks.
- 2.6.2. Some courses of specific nature shall be based only on CIE.
- 2.6.3. In UG programs ideally the core/discipline specific/generic courses are 6 credit courses each of 100 marks and ability/skill/non CGPA courses are 2 credit courses each of 50 marks.
- 2.6.4. In PG programs ideally the 2 credit courses (ability/skill/non CGPA courses) are of 50 marks; 4 credit courses (core/discipline specific/generic) are of 100 marks and 6 credit courses (Project/Dissertation) shall have 150 marks or like.
- 2.6.5. The Dissertation Evaluation also follows Grade System of Evaluation based on the marks awarded at different stages of formative assessment and evaluation procedures (internal/external or both) as approved / stipulated by the specific departments for the individual / group performance during the course of final year study as a part of partial fulfillment for award of specific degree.
- 2.7. Continuous Internal Evaluation (CIE):** To be normally conducted by the course teacher and include midterm/weekly/ fortnightly class tests, assignments, problem solving, group discussion, quiz, mini-project and seminar throughout the Semester, with weightage for the different components being fixed for UG/PG programs and nature of the course.
- At the end of CIE the course teacher also needs to discuss CIE performance with students. The course teacher shall submit the CIE Award Lists of all students for the concerned courses to HoD/Principal. All course teachers must submit the Award List latest by the last day of teaching instructions. HoD/Principal shall present the Consolidated Award Lists of all courses to the Departmental Moderation Committee as prescribed by Exam Branch. The moderated Award Lists of all courses shall be displayed on the Notice Boards of the concerned department before the commencement of semester end examinations. The HoD shall ensure that the duly moderated and signed consolidated award lists of CIE should reach exam branch before the commencement of semester end examinations. Both the hard and soft copies are required as per the format prescribed by exam branch.
- Only those students maintaining a minimum standard in CIE (passing marks) are permitted to appear in SEE of the Course. Thus a student failing in the CIE/internal assessment and practical of any course/paper shall not be allowed to appear in SEE/semester end examinations of that course/paper and she/he has to repeat both CIE/practical & SEE in the concerned odd/even semester.
- 2.8. The Head/ Principal of the Department / College shall maintain in their office a complete record of the scores obtained by the students in the CIE and shall submit the hard and soft copies of the data in prescribed format to exam branch before the commencement of semester end examinations.

2.9. The Award of Continuous Internal Evaluation i.e. internal assessment marks in each semester shall be as follows:

Theory			Practical		MOOCs		Co & Extra Curricular	
Class Test	15	7.5	Practical Test	10	Assignment	25	Activity Report	25
Assignments /Quiz/Seminar	10	5	Comp. Evaluation	15	Presentation /Seminar	20	Presentation /Seminar	20
Attendance	5	2.5	Attendance	5	Attendance	5	Attendance	5
Total (CIE)	30	15	Total (CIE)	30	Total (CIE)	50	Total (CIE)	50

2.9.1. The marks division for attendance as a component of CIE for all programs:

All Programs under CBCS except teacher education				Teacher education programs under CBCS			
S. No.	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]	S. No.	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]
1	≥ 95	5	2.5	1	≥ 95	5	2.5
2	≥ 90 to 94.99	4	2	2	≥ 90 to 94.99	4	2
3	≥ 85 to 89.99	3	1.5	3	≥ 85 to 89.99	3	1.5
4	≥ 80 to 84.99	2	1	4	≥ 80 to 84.99	2	1
5	≥ 75 to 79.99	1	0.5	5	≥ 75 to 79.99	0	0
6	Less than 75	0	0	6	Less than 75	0	0

2.9.2. This is an indicative illustration and has to be adjusted in term internal marks of concerned course. For example the course with CIE of 30 marks (SEE-70) and course with CIE of 15 marks (SEE-35).

2.9.3. Practical exams must be completed before the commencement of semester end exams. The students failing in practical exams shall not be allowed to appear in theory exams of concerned paper. However, in programs of specific nature the students failing in field work/project viva/internship/teaching practice have to repeat the whole semester.

2.9.4. The Award Lists of CIE and Practical exams must be submitted to exam branch before the commencement of semester end exams.

2.10. In every semester, there shall be at least two class tests each of one hour duration. The average of two class tests or average of best two, if more than two tests as per the policy of department concerned, shall be considered for the evaluation as part of Continuous Internal Evaluation (CIE) in addition to assignments/Quiz/Slip Test/seminar and Attendance. However the MOOC's and Co & Extra Curricular Activities in any of the semesters are evaluated only on the basis

of CIE and the students shall have to score minimum number of Credits and Grade though it is not a part of CGPA computation.

- 2.11. In case a student fail to appear in any of the class tests due to Medical emergency requiring hospitalization or attendance at NCC camps / Inter-Collegiate / Inter-University/ Inter-State / International Matches / Debates or such other inter University activities as approved by the University authorities, the student shall be allowed to take only one make up class test in those subjects as per convenience of the respective Department / College / Teacher concerned. The makeup test shall be counted as only one of the tests for the evaluation of CIE. This facility is extended to only those students who personally or through parents inform the HoD/Principal on the day of hospitalization and submit the Medical Certificate within two weeks of said illness or have prior approval for participation in above events and submit the certificate of participation for the same.
- 2.12. **Semester End Examination (SEE):** It shall be conducted at the Department/School level and cover the entire Course Syllabi. For this purpose, Syllabi should correspond to credit hour requirements. The questions to be comprehensive emphasizing analysis, synthesis, problem solving and numerical analysis in accordance with the prescribed syllabi. In order to have holistic assessment of students in SEE, MANUU has developed Model Question Paper for all programs of study. Model Question Paper is structured into three parts to ensure whole syllabus coverage and examine the factual, descriptive and analytical understanding of students for each course of study. Vide the 25th Meeting of Academic Council (Item: 25.2.07) Model Question Paper for all programs of study offered under regular mode was approved.
- 2.12.1. At the end of the Semester, the University Examination shall be held as prescribed in the respective schemes of examination i.e. Date Sheet/Time Table.
- 2.12.2. The University shall conduct odd and even semester examinations as per the Academic Calendar. The students appearing for backlog/improvement shall have to appear in the concerned odd/even semester examinations. There shall be no supplementary examinations.
- 2.12.3. Only as an exception the student in the final semester of any program shall get a chance to register for the backlog papers of immediately preceding odd semester. For example in a two years program, the students of semester IV shall be given a chance to clear the backlog papers of semester III along with the Semester IV examinations.
- 2.12.4. All the General Rules for Examination of MANUU shall be adhered to.
- 2.12.5. A student shall be deemed to have fully passed the semester end examinations of any semester, if he / she secure not less than the minimum marks as prescribed below.

Qualifying Marks for Semester End Examinations		Qualifying Marks for Continuous Internal Evaluation	
Each Semester	Minimum Marks	Each Semester	Minimum Marks
Each Theory Subject	40%	Each Theory Subject	40%
Each Practical Subject	50%	Each Practical Subject	50%

- 2.12.6. If a student fails to secure the minimum marks in any subjects/course/paper of odd and even semester examinations then he shall appear only in the failed subjects/courses (backlog courses/papers) in the concerned odd/even semester.
- 2.13. There shall be Mandatory Non-CGPA Courses in which credits are to be acquired as part of degree requirements and shall be awarded grades but shall not be part of either SGPA or CGPA.
- 2.14. The proposed system discards the conventional emphasis on a single final examination and numerical marks as the absolute indication of the quality of student's performance.
- 2.15. **Attendance:** In order to appear in SSE, the student must have passed in all CIE /practical/viva-voce as case may be and fulfill minimum consolidated attendance norm of 75%. The attendance norms shall be further subject to additional requirements of professional and technical programs. For example in teacher education programs the minimum consolidated attendance requirement is that of 80%.
- 2.15.1. Further in the case of teaching practice/field work in teacher education (like B Ed and M Ed) and Master of Social Work programs respectively the students must also fulfill the minimum attendance requirement of 90%. The students failing to secure the minimum attendance in practical work of these programs shall not be allowed to appear for the semester end exams and they shall be required to repeat the semester.
- 2.15.2. A relaxation of not more than 10% of the attendance shall be extended on valid medical ground on the production of medical certificate subject to acceptance by HoD/Principal and approval by Dean of school concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are subjected within two weeks of the said illness. A student deputed by the University to take part in any co-curricular or extra-curricular or sports or like may be given an additional concession of not more than 5% of attendance.
- 2.15.3. A student in the Semester I of any program if detained due to shortage of attendance shall be allowed to register as re-admitted candidate in the next year of the same semester provided she/he has secured a minimum of 40% attendance.
- 2.15.4. Semester I students securing less than 40% attendance in the semester shall be detained and the candidate's admission stands cancelled. If they are interested to pursue the program they have to apply afresh as new/fresh candidate and compete in the admission process (merit/entrance test) as per the notification.

3. EVALUATION

- 3.1. The UGC 10-point grading system is adopted for all UG and PG programs under CBCS in MANUU. The University adopts the absolute method of grading whereby marks are converted to grades based on pre-determined class intervals. The Table Below provides the details of Letter Grade, Grade Point, Pre-determined class intervals (Range of Marks %); SGPA range and the conventional equivalent in terms of divisions. All calculations of SGPA and CGPA shall be rounded off to two decimal places. In conventional equivalent, the First Division with Distinction is applicable only in case of single attempt else it shall be treated as First Division.

3.2. Grade Assignment Table: Table illustrating the details and pattern of grading and calculation of SGPA/CGPA. This Table shall be printed at the back of Consolidated Transcript.

Letter Grade	Merit Remark	Grade Point	Range of Marks (%)	SGPA	Conventional Equivalent
O	Outstanding	10	90.00 – 100.00	9.00 – 10.00	First Division with Distinction
A+	Excellent	9	75.00 – 89.99	7.50 – 8.99	
A	Very Good	8	60.00 – 74.99	6.00 – 7.49	First Division
B+	Good	7	55.00 – 59.99	5.50 – 5.99	Second Division
B	Above Average	6	50.00 – 54.99	5.00 – 5.49	
C	Average	5	45.00 – 49.99	4.50 – 4.99	Pass
P	Pass	4	40.00 – 44.99	4.00 -4.49	
F	Fail	0	Below 40	< 4.00	Fail
Ab	Absent	0	-	0	
Conversion formula: Percentage of Marks = (CGPA) X 10					

3.3. Transcript: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate shall display the course details (code, title, no. of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester. The students shall be issued transcript for each semester and a consolidated transcript indicating the performance in all the semesters

The consolidated report does not reflect the actual percentage of marks scored by the student in a specific examination due to unequal credit values of the papers or the Grade / Grade Points which are assigned for a range marks secured in each paper / course based on ten point scale. However, to get percentage of marks, multiply the CGPA with 10.

$$\text{Percentage of Marks} = (\text{CGPA}) \times 10$$

3.4. The unique methods of evaluation have been evolved to take account of participation of student in co and extra-curricular activities based on certain traits which do not surface in classroom education like interdisciplinary approach, professional judgment, rational thinking, decision making, initiative, leadership, sense of responsibility, etc.

3.5. The performance and participation of the students in University's prestigious events/functions and outreach programs outside Department/Institution shall be awarded marks as devised in the respective programs of relevance treating them under Non-CGPA credits. The award of grades based on the performance of the student winners of various events like Open, State and National level Competitions and students who represent the University in the inter-university, zonal, State or National Teams shall also be considered under Co and Extra-curricular activities under Non-CGPA credit courses.

3.6. The evaluation of Co and Extra-curricular activities normally adhere to the non-standardized assessment tools, which may be depicted as follows;

3.6.1. **Co-curricular Activities:** The Co-curricular Activities include debates / seminars / symposia / conferences / workshops / industrial visits / field work / extension lectures organized by the Department / School / Institution.

- a) The award of credits for Seminars / Symposia / Conferences / Workshops enables active participation of students to enrich the knowledge in specified areas of subject.
- b) The Assignment evaluation is normally based on student-centered learning exercises among the enlisted / identified topics given during a course at pre-determined intervals and according to defined criteria in fulfillment of assessment requirements.
- c) Assessing the experiential learning acquired through extension activities

Evaluation Pattern for Co-curricular Activities				
S. No.	Seminars/Symposia/Conference/Workshops	Assignment	Industrial / Field Visits / Tours	Max. Marks
1.	Background Note	Time Schedule	Tour Diary	10
2.	Presentation Oral/Poster	Methodical Approach	Behavior & Attendance	10
3.	Written Report	Written Report	Written Report	20
4.	Sharing Experience	Presentation	Sharing of Experience	10
TOTAL				50

3.6.2. **Extra-curricular Activities:** The students shall earn marks for all relevant activities, which include Sports and Games, NCC, NSS etc. Every student is expected to participate in the program for a minimum of 120 hours in a semester to become eligible for the credit. Every time the student participates / completes a task, the same is entered in the attendance register meant for the purpose and to be certified by the concerned Head and the Academic Coordinator, at the end of the semester, the student shall be awarded marks for participation as devised for the respective program. The Winners of University/State/National Events shall be awarded additional credit weightage with relevant grades for Gold Medal (Outstanding – 'O'), Silver Medal (Excellent - 'A+') and Bronze Medal (Very Good - 'A') under Non-CGPA credit courses.

Evaluation Pattern for Participation		
S. No.	Particulars	Max. Marks
1.	Attendance & Routine Activities	10
2.	Participation in Tournaments/Camps	10
3.	Brief Report	20
4.	Sharing of Views at Department	10
Total		50

4. RULES FOR PROMOTION

- 4.1. The promotion from odd semester to even semester shall be automatic except for those detained due to shortage of attendance.
- 4.2. The student shall be permitted to move from even semester to odd semester i.e. to the next year, if he/she maintains a minimum CGPA of 5.0 at the end of the even semesters. Otherwise, the student shall remain in the same year as Ex-students till he/she maintains the minimum required CGPA of 5.0.

No.	Promotion	Condition to be Fulfilled for Promotion
1.	Between odd and even Semesters of a Year	a) Regular course of study of a specified semester in a year having put 75% of Attendance (80% in teacher education programs) and Registered for Semester End Examination and paid the exam fee. In case of teacher education and Master of Social Work programs, the students failing in teaching practice/field work have to repeat the whole semester.
2.	Between the Years	a) Regular course of study of a specified semester in a year having put 75% of Attendance (80% in teacher education program) and Registered for Semester End Examination and paid the exam fee. b) Should have the CGPA of 5.0 at the end of the even semesters.

- 4.3. No student shall be declared as completing the program of study without securing the minimum number of credits in the Mandatory Non CGPA courses.
- 4.4. A student shall have to re-appear in the semester end examinations of the courses having Fail grade or Absent (as per Grade Assignment Table), as and when the same course is offered during Regular Course of Study in the concerned odd/even semester. Such students shall retain their CIE marks.
- 4.5. A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to re-register as a Regular student and repeat all courses of the said semester with the next batch of students.
- 4.6. A student in the Semester I of any program who is detained due to shortage of attendance shall be allowed to register as re-admitted candidate in the next year of the same semester provided she/he secure a minimum of 40% attendance.
- 4.7. The Semester I students with less than 40% attendance in the semester shall be detained and the candidate's admission stands cancelled. If they are interested to pursue the program, they have to apply afresh as new/fresh candidate and compete in the admission process as per the notification.
- 4.8. A student who fails in theory or practical examination of a course shall have to re-appear both in theory and practical exam of the same course.
- 4.9. A student who fails in CIE/internal assessment of a paper/course shall not be permitted to appear in the semester end examination of the said course/paper. She/he has to appear and pass both the

internal assessment and semester end exam of that course in the following odd/even semester as offered.

- 4.10. A student who could not appear in exams with prior notice after registering for regular examinations on payment of examination fee may be permitted to re-register for the next concerned semester examination without fee.

5. AWARD OF GRADE

- 5.1. The UGC recommended system for awarding the grades and CGPA under Choice Based Credit System (CBCS) has been adopted.
- 5.2. All assessments of a course shall be done on operative marks basis and conversion of these marks to letter grades based on absolute grading system. However, for the purpose of reporting the performance of a student, these letter grades each carrying certain points shall be awarded as per the range of total marks obtained by the student as grade point as per Grade Assignment Table (See 3.2).
- 5.3. Credit Points are derived for all papers / courses based on the product of credits allocated and grade points secured for each paper / course after evaluation.
- 5.4. At the end of a semester, based on the evaluation report, a student shall be awarded a letter grade in each course.
- 5.5. Passing of a course/paper shall be decided on the combined result of a Course/Paper i.e. on the combined result of CIE and SEE which means securing 40% each in CIE & SEE in case of theory and 50% each in CIE & SEE in case of practical.
- 5.6. Performance Measure Standards: Both SGPA & CGPA serving as useful performance measures in the Semester System.
- 5.6.1. The student shall be declared successful at the Semester-end only when getting SGPA ≥ 4.00 .
- 5.6.2. At the end of each year the student shall be declared successful only when getting CGPA ≥ 5.00 .
- 5.6.3. At the end of program, student shall be declared successful only when getting CGPA ≥ 5.00 and having F/Ab Grade in none of the required courses in any of the semester and fulfills the mandatory requirement of Non CGPA courses.
- 5.7. Program Span (PS): The program's maximum time for completion shall be additional two (2) years (4 semesters) irrespective of the duration of the program of study. For any particular course/paper there shall not be more than two additional attempts at examinations for passing the course failing which the student has to quit the program.
- 5.8. Credits Required for Degree Award: Number of Credits to be earned by a student for the concerned degree program. The widely accepted value is 20/Semester and hence required credits range from 120 credits for UG; 80 credits for PG course and 100 credits for professional technical courses of two years duration.

Also, each student is required to be successful in all the mandatory courses as may be prescribed to qualify for the Degree and also earn required minimum credits for non CGPA courses.

The details of various programs of MANUU are in the CBCS Templates for UG and PG Programs.

6. GUIDELINES FOR THE AWARD OF GRADES

- 6.1. Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. Thus, it becomes a bounded duty of a University to ensure that it is carried out in fair manner.
- 6.2. "A teacher is the best judge in awarding the grades". However, he/she has to be impartial, logical and maintain complete transparency while awarding grades.
- 6.3. The following are the general guidelines for the award of grades:
- 6.3.1 All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
- 6.3.2 The marks of various components shall be added to get total marks secured for theory courses and laboratory courses.
- 6.3.3. For any course, the statistical method (Table) shall be used for the award of grades with or without marginal adjustment for natural cut off.
- 6.3.4. The teacher shall ensure the coverage of all the contents of a course taught during the semester. The semester end examinations question papers shall be within the prescribed syllabus. At the end of the semester, a teacher shall submit a complete course file having following documents.
- a. Course Plan;
 - b. Attendance Record ;
 - c. Tutorial Sheets/Assignment sheets;
 - d. Question Papers of Periodical Tests;
 - e. Quiz details; and
 - f. Complete Details of Marks
- 6.4. In case, a student repeats a particular course on account of failure in a particular subject / course along with his/her juniors, he/she shall be awarded only up to a maximum of 'A' Grade as per his/her performance and with respect to his/her earlier class. Such students shall not be considered for the award of rank/gold medal etc.
- 6.5. A student earning Grade F/Ab shall be considered failed and be required to reappear in the exam.

7. COMPUTATION OF SGPA AND CGPA

- 7.1. Adherence to the UGC recommendation for calculation of SGPA and CGPA
- 7.2. Grade Letter and Grade Points for each paper are allocated after evaluating 100% of all course components (All Papers of Theory and Practical including Co and Extra-curricular activities).

7.3. The SGPA is the ratio of sum of the product (credit point) of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undertaken by a student.

7.3.1. The SGPA is computed using the following formula i.e.

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

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

7.3.2. The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a program i.e.

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

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

7.3.3. The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

7.3.4. Illustration of SGPA and CGPA. The CGPA grade shall be awarded only after successfully passing all the courses required for the award of degree.

Illustration of SGPA

Course Code	Credit	Grade	Grade Point	Credit X GP	Credit Point
MAHS101CCT	2	A	8	2X8	16
MAHS102CCT	2	B ⁺	7	2X7	14
MAHS103CCT	4	B	6	4X6	24
MAHS101CCT	4	O	10	4X10	40
PGSW301GET	4	C	5	4X5	20
PGEN101AET	2	A ⁺	9	2X9	18
PGCS201SET	2	A	8	2X8	16
	20				148
SGPA = 148/20 = 7.40					Grade = A

Illustration of CGPA

	Semesters						Grade Point Average
	I	II	III	IV	V	VI	
Credits	20	20	20	20	20	20	
SGPA	7.41	7.80	7.58	8.82	9.00	8.32	
CGPA =	$\frac{20 \times 7.40 + 20 \times 7.80 + 20 \times 7.58 + 20 \times 8.82 + 20 \times 9.00 + 20 \times 8.32}{120}$						8.15
GRADE = A⁺							

7.4. In case a student fails/absents in any course or secure grade F or Ab, she/he shall be assigned zero (0) in grade point and accordingly her/his credit points shall be calculated. In the calculation of SGPA total credits of the concerned semester shall remain same. However, SGPA/CGPA Grade shall be marked Nil.

Illustration of SGPA

Course Code	Credit	Grade	Grade Point	Credit X GP	Credit Point
MAHS101CCT	2	A	8	2X8	16
MAHS102CCT	2	B ⁺	7	2X7	14
MAHS103CCT	4	B	6	4X6	24
MAHS101CCT	4	O	10	4X10	40
PGSW301GET	4	C	5	4X5	20
PGEN101AET	2	A ⁺	9	2X9	18
PGCS201SET	2	F	0	2X0	0
	20				132
SGPA = 132/20 = 6.60				Grade = Nil	

8. TRANSCRIPT

- 8.1. Based on the above recommendations on Letter Grades, Grade Points and SGPA and CGPA, the University shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
- 8.2. The Grade Assignment Table as reflected in item 3.2 may be placed behind the Consolidated Transcript in order to facilitate conversion to calculate the percentage of marks secured by the student in the program of study.

9. IMPROVEMENT EXAM

- 9.1. A Student who wishes to improve his/her grade/division may do so within one academic year immediately after having passed all the examinations of the program, by reappearing in subjects/courses pertaining to the respective semester. Further the students may also be allowed to improve their marks in specific course in a semester and permitted only once for respective course. The improvement shall be allowed in not more than 40% courses/papers of each semester.
- 9.2. A student can also appear for the improvement in courses of the preceding odd/even semesters during the course of study provided she/he has no backlogs. The improvement shall be allowed in not more than 40% courses/papers of each semester.
- 9.3. In case of improvement, the student shall have the benefit of the higher of the two aggregates of marks secured in the specific course. Further the award of Grade / Division rests with the corresponding semester among the better of two performances, provided the student passed the improvement examination fully in all the courses of respective semester. However he/she shall be awarded only up to a maximum of 'A+' Grade as per his/her performance and with respect to

his/her earlier Grade/Division. An 'Outstanding' Grade cannot be awarded to individuals in an improvement exam.

9.4. This facility of improvement shall be open to all those who passed in respective courses to determine the better grade and shall not be for the purpose of award of Distinction, Gold Medal or Prizes or Rank etc.

9.5. Application for improvement examination shall be made by the student concerned to the Controller of Examinations in the prescribed form along with the prescribed exam fee as and when notified and as prescribed.

10. TRANSITORY RULES

10.1. Whenever the syllabus/scheme of instruction is changed in a particular semester, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Students not appearing in the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations.

10.2. By any reason if a student admitted into the course under old scheme of instructions/ regulations is promoted /readmitted after the implementation of revised version shall be permitted to join the corresponding semester in the revised scheme of instructions / regulations.

11. ACADEMIC COORDINATOR

11.1. Every department of studies must designate a faculty member as Academic Coordinator on rotation basis who shall coordinate the offering of courses and guide the students in making choice based credit system interesting and appealing to them.

11.2. Academic Coordinators shall ensure to be readily available for the counseling of students.

11.3. Academic Coordinator shall guide the students of their department in choosing the courses from their department and also from other departments and for registering for the courses.

11.4. Academic Coordinator shall guide the students coming from other departments for opting say generic courses or like.

11.5. Academic Coordinator shall coordinate all the works related to attendance, course work, examination and evaluation. The students shall be informed about the Academic Coordinator so that they may contact him/her regarding any problem in the selection of courses or like.

11.6. Academic Coordinator shall ensure that attendance should be displayed to the students every month.

11.7. Academic Coordinator shall ensure that the consolidated continuous internal evaluation (CIE)/practical marks should be displayed to the students before the beginning of the semester end examinations.

11.8. Courses shall be offered by the department concerned as per the schedule given in the relevant curriculum. More choices in elective courses shall be offered depending on the availability of the staff and other facilities and therefore any particular elective course may not be offered even though it may exist in the list of possible elective courses.

11.9. All Heads of the Department of Studies shall ensure necessary support and facilitate the Academic Coordinators for better results.

11.10. Dean, Academics shall facilitate for any clarification and decision pertaining to CBCS courses and matters therewith.

12. STUDENT REGISTRATION

- 12.1. In case of newly admitted students, all students are required to register for the courses within the first week of the start of academic session.
- 12.2. The students of the consecutive semesters are required to register for the next semester towards the end of continuing semester.
- 12.3. All students are required to register and change courses, if so, only during the prescribed notification period of registration. After the due date no further request for change of courses shall be entertained.
- 12.4. All the Students are advised to consult the Academic Coordinator of their parent department of studies and also of the offering departments for better selection of suitable courses.
- 12.5. Academic Coordinators of the concerned departments shall be the moderator for finalizing the offering of the elective courses in consultation with their HoDs.