



## RULES OF EXAMINATION SYSTEM

### COMPONENTS OF EVALUATION

- (i) Unless otherwise provided in the Course Detail and/ or Programme detail, the components of Evaluation for each course will be as under:
  - (a) Continuous Assessment (CA), -- 40 Marks in the form of:
    - (i) Tutorials (10 Marks),
    - (ii) Quizzes (10 Marks),
    - (iii) Assignments (10 Marks)
    - (iv) Projects/ Case studies/ Viva voce (10 Marks)
  - (b) Mid-Term Exams (MSE), -----20 Marks
    - (i) First MSE to be held after completion of 35% - 40% course coverage,
    - (ii) Second MSE to be held after completion of 70% - 80% course coverage
  - (c) End- semester Exams (ESE), ----- 40 Marks
- (ii) The proportion of CA, MSE, ESE and components of CA, for a course having both Lectures and practical, shall be finalized by Board of Studies and approved by Academic Council in such a manner that weightage of practical components in the total marks shall be approximately same as the weightage of practical contact hours in the weekly total contact hours of the course as prescribed in the course detail.

Explanation: If for a course the weekly LTP (teaching load) is 4-0-2, (i.e. four Lectures and two Practical hours per week), the weightage of the practical contact hours in the total contact hours is  $1/3^{\text{rd}}$ . For this course, the proportion of CA, MSE, ESE and components of CA shall be decided in such a manner that components of practical nature shall have about  $1/3^{\text{rd}}$  weight.

- (iii) Unless otherwise specified, there will be two Mid-semester examinations and one End-semester examination, and all will be conducted by the Department concerned under the supervision of Controller of Examinations in the prescribed manner.
- (iv) The Faculty-in-charge shall make available the syllabus of his course along with the lecture-wise details, various components of evaluation, their weightages, dates of various tests/ quizzes etc. reasonably phased over the semester to the students in the beginning of the semester. The last test or quiz shall not be within 10 days of the ESE.

### EXAMINATION

- (i) The period of Examination(s) (Mid semester and End semester) shall be as specified in the Academic Calendar.
- (ii) The Mid- semester and End- semester examinations will be conducted by the Examination Division of the University as per the procedure and provisions specified in the Examination Code.
- (iii) **Make-up Examination**
  - (a) Make-up examinations are special examinations for students who could not take

regularly scheduled examination and have been awarded the 'I' grade or 'Incomplete' result.

- (b) The Vice Chancellor may decide to schedule Make-up Examination for MSE and/ or ESE on the recommendations of Academic Affairs Committee.
- (c) Make-up examination is a special privilege to be offered at the discretion of the University and the University will not be under any obligation to allow a student a make-up examination. The student(s) shall have no right to cite the non-availability of this facility as an excuse for his/ their poor performance.

**Explanation:** Students are advised not to miss the regular exams on flimsy grounds and perform to their best of abilities in the regular exams and not to wait for Make-up Examination.

- (d) Make-up Examination for MSE and/ or ESE may not be allowed to students on disciplinary probation.
- (e) Make-up examination will be conducted by the Examination Division. Only few selected courses as decided by the University may be scheduled during make-up examination.
- (f) Clash free scheduling of the Make-up examination is not the responsibility of the University.
- (g) The University will prescribe fee for the make-up examinations.
- (h) A student, who has missed one or more papers in a regular examination because of a genuine medical reason, must apply to the Controller of Examinations through the Head of Institution within 3 days of the last paper, duly supported by documentary evidence.
- (i) All such case will be put up before the Academic Advisory Committee which will take the final decision to approve or disapprove the request for a make-up examination.
- (j) Only a maximum of one make-up examination for ESE and/ or MSE per course may be scheduled. In case a student fails to avail the chance to appear in the scheduled make-up examination for a course, or has failed in the make-up examination, no further chance to appear in make-up examination shall be given.
- (k) A student appearing in a make up examination for ESE and/ or MSE in any course shall not be awarded 'A' grade in that course even irrespective of the total marks obtained by him in that course. The highest grade which can be awarded in such cases shall be 'AB'.

#### **DISPUTE RESOLUTION MECHANISM**

- (i) Complete transparency will be maintained in the evaluation system. The marks awarded in all components of continuous assessment will not be kept confidential and will be disclosed to the students.
- (ii) The evaluation of answer-scripts of the MSEs and ESEs will be done under the surveillance of the Head of the Institution and a solution of the question paper would be made available to the evaluators by the concerned departments.
- (iii) The results of the evaluation of both MSE and ESE will be made available to the students by the Department/ Institute in the form of proper display of the marks and loading of the same on the web site.
- (iv) In case a student represents against the score obtained by him, a written representation may be put up to the Head of the Institute within one week of the publication of the results. After a period of one week is over, the Controller of Examinations will publish the final results and there shall be no re-evaluation or re-checking or representation beyond this.

#### **TERMINATION OF THE PROGRAMME**

- (i) A student will only be allowed to continue in a Programme provided he satisfies the following conditions, else he will be declared "Not Fit for the Programme (NFP)" and shall have to discontinue :

- (a) After the completion of the First Year  
Student has passed a minimum of forty percent (40%) courses prescribed in the first year (All the semesters of first year taken together), to be calculated after the summer semester, if any.
- (b) After the completion of the Second Year  
Student has passed a minimum of fifty percent (50%) courses prescribed in the first two years (First and Second year taken together), to be calculated after the summer semester, if any.
- (c) Third Year onwards
- (1) The academic performance of a student is reviewed at the end of every semester by the Academic Advisory Committee.
  - (2) Academic Advisory Committee will calculate the number of backlogs that a student has accrued and will try to examine whether the student will be able to complete the programme within the maximum stipulated time for the programme by registering as per the provisions prescribed under the head 'Academic Registration'. In case the student is not likely to complete the programme in the stipulated time limit, the Academic Advisory Committee may recommend termination of the programme for such a student after awarding a suitable 'Certificate' / 'Diploma' etc. depending upon the credits earned by the student till that time.
  - (3) The Vice-Chancellor shall take the final decision based on the recommendations of Academic Advisory Committee.
- (d) For the purpose of Termination of the Programme, if the minimum number of courses to be passed / credits earned contains a fraction, the fraction shall be ignored to the advantage of the student.
- Illustration:** Forty percent (40%) of 12 courses works out to be 4.8, the fraction 0.8 will be ignored and the candidate passing at least 4 courses will be allowed to continue.

### **PROMOTION CRITERIA IN INTEGRATED PROGRAMMES**

- (i) For Integrated Programmes, a student shall be asked, in the last semester of penultimate year of normal duration of lower qualification (degree/ diploma/ certificate), to give in writing whether he wants to exit the programme after the completion of lower qualification (degree/ diploma/ certificate) or wants promotion to the higher qualification (degree/ diploma/ certificate) programme.
- Explanation:** For a five year B.Tech.-M.Tech. Integrated programme, a student will be given an option in the last semester of 3rd year (as the normal duration of lower qualification, i.e., B.Tech. is 4 years) to choose whether he wants to exit after B.Tech. degree only, or wants to continue for the M.Tech. qualification.
- (ii) The promotion of student to higher qualification (degree/ diploma/ certificate) is subject to satisfying the following condition:
- (a) CGPA scored by the student till the end of first semester of penultimate year of normal duration of lower qualification is at the most 0.5 less than the eligibility criteria prescribed for admission directly to the higher qualification (degree/ diploma/ certificate).
  - (b) For calculation of CGPA, results of current semester (last semester of penultimate year) and the subsequent summer semester or make-up examination will not be considered.
- Explanation:**
- (1) For a five year B.Tech.-M.Tech. Integrated programme, the results of the student till the 5<sup>th</sup> semester, ( i.e., results available in the second term of 3<sup>rd</sup>

- year) will be considered.
- (2) If the eligibility criteria for admission of Freshman directly to the higher qualification M.Tech is 6.0 CGPA, then all the students scoring more than or equal to 5.5 CGPA till the 5th semester may be considered.
- (c) The Vice-Chancellor may, however, on the recommendations of Academic Advisory Committee allow the calculation of CGPA for promotion to higher qualification to be delayed by one more semester so that the student can get one more time to improve his score. Such privilege may not be offered to students on disciplinary probation.
- (d) Once the option is given, the option of a student will be irrevocable.

**MAXIMUM DURATION FOR THE COMPLETION OF THE DEGREE/ DIPLOMA/ CERTIFICATE**

- (i) The maximum duration for completion of the degree/ diploma/ certificate, for the completion of the course, subject to other conditions, shall be as follows:

<b>Normal Duration</b>	<b>Maximum Duration Allowed</b>
1 Year	2 Years
2 Years	4 Years
3 Years	5 Years
4 Years	7 Years
5 Years	8 Years
6 Years	9 Years

- (ii) The enrolment of the student, who fails to fulfill the requirements for the completion of the degree/ diploma/ certificate in the prescribed duration, shall stand cancelled and no degree/ diploma/ certificate will be awarded.
- Explanation :** If a student is not permitted to continue in a B.Tech – M.Tech integrated programme after 3<sup>rd</sup> year on the above criteria, he may be awarded a certificate/ diploma only if he has earned/ can earn the credits for the award of such certificate/ diploma within the maximum duration prescribed for the award of such certificate/ diploma.
- (iii) The Vice-chancellor on the recommendations of Academic Affairs Committee may increase the maximum permissible duration by one year, if a student has suffered some serious eventuality that did not allow him to complete his degree in the prescribed duration. Such privilege may not be available to students on disciplinary probation.

**MINIMUM CGPA REQUIREMENTS FOR AWARD OF DEGREE / DIPLOMA/ CERTIFICATE**

- (i) Unless otherwise provided, the minimum CGPA requirement for award of Degree /Diploma/ Certificate will be as follow:
- (a) Post-Graduate Courses:  
The minimum CGPA required for the award of a Post Graduate degree/ diploma/ certificate will be 5.5 subject to getting ‘D’ or above grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/ rules and Programme Detail.

- (b) Under Graduate Courses:  
The minimum CGPA requirement for the award of an Under Graduate degree/ diploma/ certificate will be 5.0 subject to getting 'D' or above grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/ rules and Programme Detail.
- (c) Special Cases  
If the regulatory authority for a particular programme has imposed some conditions different from those given above, then such conditions shall prevail besides other conditions as specified in the examination ordinances/ rules and Programme Detail.
- (ii) In case a student does not satisfy the above conditions, he may improve his CGPA by registering for the courses in which he has obtained marginal grade D.
- (iii) The time taken to improve the score/ grade/ CGPA will be counted towards the 'Maximum Duration for Completion of the Degree/ Diploma/ Certificate Programme'.

### EXAMINATION RESULT

- (i) Declaration of Result
  - (a) The result for each semester shall be declared within the specified period as per the provisions of the Examination Ordinances/ Rules/ Code.
  - (b) semester Grade Card
    - (1) A student will be issued a Cumulative Grade Card at the end of each semester indicating the grades secured for all the registered courses up to and including the last semester.
    - (2) The semester grade card of a semester will be valid till the next card is issued in the subsequent semester. The moment the next card is issued, the previous card stands automatically cancelled.
    - (3) The temporary grade 'I' secured by a student in any course will be valid on the semester card for that semester only. This grade is to be necessarily replaced by the regular grade latest by the prescribed time limit.
    - (4) When a student is awarded an incomplete result ('I' grade) in any course, the same shall be shown in his result card but its weightage shall not be included in calculation of total percentage marks obtained or SGPA and CGPA.
    - (5) A copy of the semester Card may be issued to each student at the end of the semester, and the same may also be mailed to parents/ guardian. A duplicate copy, if needed, can be obtained on payment of the prescribed fee.
  - (c) For the purpose of results, SGPA/ CGPA will be rounded off as follow:  
The mathematical principle of rounding off will be followed to round off the grades up to one place after decimal.
  - (d) The result of a student may be withheld if,
    - (1) he has not paid all the dues, or
    - (2) if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or
    - (3) for any other reason as deemed fit by the University.
- (ii) Award of Degree/Diploma/Certificate
  - (a) A student is deemed to have completed the requirements for the programme and is eligible for award of Degree/ Diploma/ Certificate, if he fulfils all the requirements as mentioned in Ordinances/ Examination Rules/ Scheme and Curriculum related to the concerned Degree / Diploma/ Certificate.
  - (b) Four divisions as defined below shall be awarded:

***The division shall be awarded to the students on the following basis :***

<i>Division</i>	<i>CGPA</i>
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<i>First with Honors and Certificate of Merit</i>	$\geq 9.0$
<i>First with Honours</i>	$\geq 8.0 < 9.0$
<i>First</i>	$\geq 6.5 < 8.0$
<i>Second</i>	$\geq 5.0$ (5.5 for PG programmes) $< 6.5$

- (c) For securing degree/ diploma/ certificate in **First Division with Honors** and **First Division with Honors and certificate of Merit** a student shall have to satisfy the following additional condition:  
 Student shall have passed all the courses (Theory and Practical) of the programme in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail.