

ORDINANCE - 4

Examinations and Assessment

- (a) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- (b) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (c) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (d) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester.
- (e) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (f) The internal and the end semester examinations shall have 40 : 60 weightage respectively. A student's performance in a subject shall be judged by taking into account the results of both the examinations individually.
- (g) Span period of completion of courses shall be as prescribed in the respective regulation.
- (h) Conduct of Examinations

- (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the

Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(i) Makeup Examinations

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in theory / practical subjects, in the ensuing examination.

(j) Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(k) Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.

- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

i. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

ii. Practical Block

Lab work and performance, quizzes, assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

Grade Description	% Marks Range	Grade Point	Performance
O	90 m 100	10	Outstanding
A +	80 m 89	9	Excellent
A	70 m 79	8	Very Good
B +	60 m 69	7	Good
B	50 m 59	6	Above Average
C	40 m 49	5	Average
P	30 m 39	4	Pass
F	m 29	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotaling or reevaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(l) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(m) Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(n) Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(o) Promotion to Higher Semester

- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of

grade P in end semester examinations of theory and practical parts of the subject.

- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

(p) The Appointment of Examiners

- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(q) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department - Member
- (iii) Two senior most teachers by rotation, as subject experts – Members.

The tenure of the members as subject experts shall be two years.