

JECRC UNIVERSITY JAIPUR

REGULATIONS GOVERNING ACADEMIC EVALUATION UNDER CGPA SCHEME

In continuation to chapter 6 of JECRC University ordinances, following rules and regulations governing academic evaluation under CGPA scheme at JECRC University are as follows:

1. Introduction

JECRC University is committed to develop an efficient and flexible continuous evaluation system with emphasis on a high quality teaching-learning process. The CGPA (Cumulative Grade Point Average) system of evaluation which has built-in continuous and comprehensive evaluation shall be adopted for all programmes offered by the University. In this system, a student is awarded a letter grade based on his/her performance in a subject over the semester relative to the performance of other students in that subject. These letter grades will also carry a numeric equivalent termed as grade point. The grade point multiplied by the credits of the subject gives the grade points earned by a student in a given subject. The weighted average of the grade points earned by a student in a semester is termed as GPA of the student in that semester. The weighted average of the GPAs of all semesters completed by the student is termed as the CGPA of the student at that point. The CGPA on completing all the semesters and all credits for all semesters of the course will be termed as the CGPA of the student in the course/programme. The system is discussed in detail in the subsequent sections.

2. Curriculum/Program of Study

2.1. Curriculum: Every Department offering a course has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. The courses of study bulletin will be updated at regular intervals and made available on University web site for all courses offered by the University.

2.2. Course Credit System: In general a certain quantum of work measured in terms of credits is laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the number of credits associated with a subject being dependent upon the number of hours of instruction per week in that subject. In general, credits for a subject will be obtained by using a multiplier of unit (1) for lecture, tutorial and laboratory hours. Thus, for example, a theory subject having 3 lectures and one tutorial per week throughout the semester carries four credits. Similarly, a laboratory subject having two laboratory hours per week throughout the semester carries two credits. Credits will also be assigned to Practical Training, Seminars and Projects etc.

2.3. *Credits requirement and normal duration for courses:* A student has to earn a minimum number of credits to get a particular degree. The detailed break-up of subject-wise credits will be specified in the courses of study. Normally each semester (90 clear teaching days) will be of 25 credits (roughly 400 teaching hours). Minimum number of credits to be earned by a student to get a degree and the normal duration for such courses will be as follows:

Course/ program	Minimum number of credits to be	Normal duration of the course
B.Tech. (all disciplines) (2012-16)	200	4 years
B.Tech. (Lateral entry/all disciplines) (2013-16)	150	3 years
B.Tech. (all disciplines) (2013-17)	224	4 years
B.Tech. (Lateral entry/all disciplines) (2014-17)	168	3 years
B.Tech. (all disciplines)(2014-18,2015-19,2016-2020)	260	4 years
B.Tech. (Lateral entry/all disciplines) (2014-18,2015-19,2016-2020)	195	3 years
M.Tech.(2012-14,2013-15)	90	2 years
M.Tech. (2014-16,2015-17,2016-2018)	100	2 years
MBA (2012-14)(2013-15)	90	2 years
MBA (2014-16)(2015-17)(2016-18)	116	2 years
BBA (2013-2016)	166	3 years
BBA (2014-2017)	194	3 years
BBA (2015-2018) (2016-19)	188	3 years
BBA KPMG(2013-2016)	177	3 years
BBA KPMG(2014-2017)	196	3 years
BBA KPMG (2015-2018) (2016-19)	189	3 years
BCOM (2013-2016)	183	3 years
BCOM (2014-2017)	196	3 years
BCOM (2015-2018) (2016-19)	190	3 years
BCOM KPMG(2013-2016)	186	3 years
BCOM KPMG(2014-2017)	198	3 years
BCOM KPMG (2015-2018) (2016-19)	192	3 years
BA(2014-17)	173	3 years
BVOC(Tourism, Dual language)(2014-17)	150	3 years
BVOC(Film Making)(2014-17)	209	3 years

MSc(2012-14,2013-15,2014-16)	90	2 years
MSc(,2014-16,2015-17,2016-18)	101	2 years
BSc(2012-15)	150	3 years
BSc(2013-16)	130	3 years
BSc with one major(2014-17)	173	3 years
BSc with one major (2015-18,2016-19)	167	3 years
MCA(2013-16)	165	3 years
MCA (2014-17,2015-18,2016-19)	185	3 years
MCA (2013-15) Lateral entry	100	2 years
MCA Lateral entry (2014-16,2015-17,2016-18)	120	2 years
BCA (2013-16)	175	3 years
BCA (2014-17) (2015-18) (2016-19)	195	3 years
BSc Biotechnology& Microbiology (2014-17)	159	3 years
BSc Biotechnology& Microbiology (2015-18,2016-19)	153	3 years
BSc (Agriculture) (2016-20)	181	4 years
B.Sc. In Hospitality And Hotel Management (2016-19)	182	3 years
BSC GRAPHIC DESIGN (2016-19)	202	3 years
BSC INTERIOR DESIGN (2016-19)	205	3 years
BSC JEWELLERY DESIGN (2016-19)	201	3 years
BA in JOURNALISM & MASS COMMUNICATION (2016-19)	152	3 years

2.4 Semesters – Odd, Even & Summer (Extra): The University will follow a specialized credits based semester system. There will be two semesters in a year. The semester that begins in July/Aug will be known as Odd Semester and the Semester that begins in January as Even Semester. During the summer vacation i.e. (May-July), there will be an additional semester known as Summer Semester or Extra Semester for summer courses, self study courses (subject to availability and consent of faculty), students with attendance shortage during normal semester etc. to provide an opportunity to clear backlog courses. The details about conduct of Extra Semester are given in Section 7.

3. Attendance Requirement:

3.1. Requirement for Odd/Even Semesters: A student must maintain an attendance of at least 75% in each subject. Any student not fulfilling the above requirement will not be allowed to appear in the end-semester examination and will be detained. He/she will have to repeat the course and fulfill the attendance requirement before being allowed to appear for the end-semester examination.

3.2. *Requirement for Summer (Extra) Semester:* A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be allowed to sit in the end-semester examination for that subject. However, he/she will be allowed to appear in the other subject(s) registered for, in which the requirement of attendance was fulfilled earlier.

3.3. *Special Condonation:* In exceptional cases, the shortage of attendance may be condoned by the President up to a maximum of 5% of the total number of classes held for the subject. This will be done strictly on Medical grounds or on extreme compassionate grounds. For condonation on medical grounds, the medical certificate will be from a hospital and will be scrutinized by a committee appointed by the University. Such certificates must be submitted to the Dean/HOD within a week of return to the Institute. Certificates submitted after the said period shall not be entertained on any account.

4. Assessment and Examination

4.1. *Assessment Procedure:* All courses undertaken by students will be evaluated using a system of continuous assessment. The students will be evaluated on class/tutorial participation, assignment work, laboratory work, class tests, quizzes and sessional examinations which together will constitute the In-Semester Assessment. In addition, the students will also have to appear in the end-semester examination in all the theory subjects as per the course of study. 50% weightage will be for in-sem assessment and 50% for end-sem exam. The detailed procedure of evaluation and award of grades is discussed below.

4.2. *In-Semester Assessment:* The weightage for the In-Semester assessment through the various modes listed above will normally be as follows:

There will be only two in-sem (sessional) examinations of one and a half hour duration for each theory subject to be held as per the schedule fixed in the Academic Calendar. There will be only one make up In Sem Examination conducted for students who have missed In Sem due to medical reasons, genuineness of medical relief will be decided by a committee at school level comprising Director of School (as Chairman) and HODs as members. In addition, two quizzes and assignments/term papers/viva-voce and regularity in attendance shall make up the rest of the in-semester assessment. The in-sem examinations for the theory subjects will normally be conducted for 50 marks and the standard of questions should normally be equivalent to those set in the end-semester examination. However, Objective type questions/MCQs may be preferred for quizzes.

The assessment in laboratory subjects will be based on the student's performance in the practicals during the session. Each practical will be graded. There will

normally be 12 practicals in a semester. Ten best grades awarded to a student, out of the 12, will be considered for deciding the grade of the student.

The in-semester assessment in case of drawing subjects (e.g. Engineering Graphics, Mechanical Drawing etc.) will be based on the class work, assignments and mid-term tests/sessionals.

20 Marks will be awarded for assignment and attendance. The break up will be as followed

(a) 15 Marks will be awarded for class assignment.

(b) 5 Marks will be awarded for attendance etc. Procedure for awarding marks for attendance: 75% or more but less than 80%: 1; 80% or more but less than 85%: 2; 85% or more but less than 90%: 3; 90% or more but less than 95%: 4; and 95% or more: 5.

The relative weightage of various components will be as follows:

Evalaution Method	Marks	Out Of	Weightage	Remarks
1st In Sem	15	50	30%	Compulsory
2nd In Sem	15	50	30%	Compulsory
3rd In Sem	15	50	30%	Optional
Assignment	20	20	100%	Compulsory
End Sem	50	100	50%	Compulsory

If a student is detained due to shortage of attendance in a subject, he/she will not be awarded any in-semester assessment for the subject. The marks secured by him/her in various components (viz., test, sessionals, quizzes etc) will be treated as null and void.

4.3. End-semester Examination: It is mandatory for the students to appear in the end- semester examination to be eligible for evaluation of grades. Papers will be examined by Internal examiners (preferably the subject teachers). However, for evaluation of projects and theses, external examiners may be invited. Personal-seeing and reevaluation of end-semester answer-scripts (theory papers) may be done following the procedure laid down in Section 8.

End Semester regular examinations will be conducted at the end of the each semester. Back examinations will be held at the same time for the current semester and thereafter for all other semesters. Only registered students will be allowed to appear in back examinations.

Final year Internship Assessment- Final year internship assessment will be carried out by committee consisting of internal and external examiners. The committees will be constituted by the chairman of the Board of Studies.

All examinations are conducted centrally under supervision of Controller of Examinations. Controller of Examinations will be supported by the Deputy Controller of Examinations, Assistant Controller of Examinations and other supporting staffs.

Flow Chart For Conduct Of Examinations:

- Date of examination is announced.
- Consolidated list of registered students for examination is prepared.
- Examination date sheet is prepared and promulgated.
- Chairman of the Board of Studies will prepare the list of paper setters and evaluators.
- Faculty members selected as paper setter will deposit two sets of question papers along with answer keys.
- Complete secrecy and safe custody of question papers is maintained throughout the examination.
- Question papers will be printed two days before the examination.
- Room wise envelopes will be prepared which will contain printed question papers and attendance sheets.
- Seating plan will be displayed on notice board.
- Duty chart is prepared for invigilation according to seating plan.
- Thirty students per invigilator will be assigned in each examination room.
- Question paper packets and answer sheets are given to the invigilators for conduct of examination.
- Answer sheets and attendance sheets are collected back from invigilators after examination.
- Answer sheets will be distributed to the evaluators for evaluation along with award lists.
- Evaluators will evaluate the answer sheets.
- Evaluated answer sheets will be shown to the students.
- Malpractice cases will be forwarded to Controller of Examinations. Controller of Examinations will forward these cases to Malpractice Committee for further action as per rules. Malpractice Committee decision will be notified to the student by notice.
- Centralized evaluation will be done for all the papers.

- The Award sheet duly signed by concerned evaluator will be deposited to Deputy Controller of Examinations which will be forwarded to Controller of Examinations.
- Controller of Examinations will declare the result.
- Results will be available online which can be seen by student and parent.

General Instructions for invigilators for Invigilation Duty:

- All the invigilators will ensure the cleanliness of whiteboard before start the examination.
- Students will be allowed to enter the exam hall after checking of I-card and Hall ticket.
- Students will be not allowed to enter in the exam hall after thirty minutes of commencement of examination. Late entry permission will be issued by Deputy Controller of examinations only.
- Students will be not permitted to visit the washroom till one hour is completed. Thereafter , proper record will be maintained in the In/ Out form
- Students are not allowed to bring the mobile phones in the examination hall. Clear announcements will be made before the start of the examination.
- All the students will be seated as per seating plan.
- No additional sheets will be issued.
- Answer sheets & question papers will be distributed to each student. Do not leave answer sheets/question paper on the student benches in advance.
- Each student signs the attendance sheet in his/her column only.
- Invigilators will ensure that every student fills up the first page of the answer sheet completely before answering the paper.
- Invigilators will sign each answer sheets after verification of all details.
- Invigilators will mark student AB(absent) clearly in the respective column only.
- Invigilators will account properly for both answered and blank answer sheets. Check all answer sheets have booklet numbers.
- Invigilators will ensure that nothing is entered in the column assigned for marks.
- Invigilators will keep record of students going out and coming in from washroom.
- All entries will be made in blue ink only.

- Invigilators will ensure that no students exchange calculators and other stationary materials.
- Invigilators will not pass attendance sheets among the students.
- Students will not leave the examination hall till they have returned their answer sheets and the same has been verified with the award list.
- All the invigilators should report to the examination cell thirty minutes before the commencement of exam.

4.4. Grading System: For every subject taken by a student he/she is awarded a grade based on his/her overall performance over the semester in that subject. These grades are described by the letters A+, A, B, C, D, E and F, each of which not only indicates a qualitative assessment of the student's performance but also carries a quantitative (numeric) equivalent called the grade point as given below:

Letter Grade	A+	A	B	C	D	E	F	I
Grade Point	10	9	8	7	6	5	0	-

A student passes the subject if he/she gets any grade in the range of A+ to E. A student is awarded 'I' grade in a theory/laboratory subject if he/she has not satisfied the attendance criterion or has satisfied the attendance requirement & in-semester performance, but does not appear in the end- semester examination due to valid reasons to be applied for before the exam. A student who has satisfied the attendance and in-sem performance but does not appear in the end-sem exam without any valid reasons will be awarded 'F' grade in that subject.

4.5. Award of Grades: For award of grades A+, A, B, C, D, E and F, a relative grading system has been adopted. This system is based on the statistical analysis of the total marks using mean (μ) and standard deviation (σ). The detailed procedure is as follows:

- Total marks out of 100 will be obtained giving equal weightage to the in-semester assessment (50%) and end-semester examination marks (50%). These components will not be separately rounded off even after being scaled down as per their weightage. The total marks (out of 100) will be rounded off and the grades will be decided and applied on these marks.
- Those students, who have not appeared in the end-semester examination, will not be included while calculating mean and standard deviation. Also, outliers will be removed before calculating the mean and standard deviation. Procedure for finding the outliers will be as follows:

- Class Size; N_{Total} .

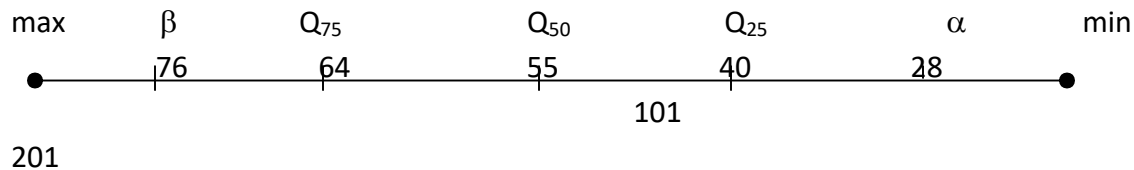
- Arrange marks in descending order.
- p^{th} percentile is defined as Q_p where $p\%$ of the students have marks below Q_p . If there is more than one such number, the p^{th} percentile is defined as the average of the numbers, midpoint of that interval.
- Find the median of marks; Q_{50}
- Find Q_{25} (lower quartile) Q_{75} (upper quartile), and inter quartile range, $\Delta = Q_{75} - Q_{25}$
- Find the statistical outliers; Those having marks below α ($\alpha = Q_{25} - \Delta/2$) and above β ($\beta = Q_{75} + \Delta/2$)
- Statistical outliers are dropped (i.e., those with marks $< \alpha$ and $> \beta$ are dropped) to find the modified size of class (N_{modified})
- Mean & SD are computed after dropping the outliers for N_{modified} ; Total number of data points remaining after dropping the outliers.

$$\text{Mean } m = \frac{1}{N_{\text{modified}}} \sum x_i$$

$$\text{SD } \sigma = \sqrt{\frac{1}{(N_{\text{modified}} - 1)} \sum (x_i - m)^2}$$

Example:

Consider the example $N_{\text{Total}} = 201$



- Find the median mark Q_{50} (55 marks)
- Find Q_{75} (64 marks) and Q_{25} (40 marks)
- Find $\Delta = Q_{75} - Q_{25} = 24$ marks,
- $\alpha = Q_{25} - \Delta/2 = 28$ marks and
- $\beta = Q_{75} + \Delta/2 = 76$ marks
- Statistical outliers are dropped (marks > 76 and marks < 28)
- Find N_{modified} = No of students having marks $\beta \leq \text{marks} \leq \alpha$
- Mean & SD are computed after dropping the outliers for N_{modified}

Cut off's for A+ and E are decided as given below

- **Cutoff for A+ (m is mean, σ is Standard Deviation)**
 - If $m + 1.5\sigma \geq 100$ cutoff for A+ is 100.
 - If $m + 1.5\sigma \leq 75$ cutoff for A+ is 75.
 - Else cutoff for A+ is $m + 1.5\sigma$
- **Cutoff for E**
 - If $m - 2\sigma \geq 50$ cutoff for E is 50.
 - If $m - 2\sigma \leq 35$ cutoff for E is 35.
 - Else cutoff for E is $m - 2\sigma$
- Minimum marks for passing end-semester (Theory): 35 out of 100
- Cut off's of other grades are decided by linearly dividing the range of marks between A+ and E.
- Cut offs are to be rounded to the nearest integer.
- For Grades A, B, C and D; Cut off mark x is re-fixed by looking the neighborhood density (by looking at number of students having marks x, x-1 & x-2, cut off mark is set to the one with maximum density).
- Pre-fixed bounds are applicable (i.e, 35 and 50 for E; 75 and 100 for A+ and separate minimum of 17.5 out of 50 for end-sem exam in theory).

Note: Outliers are removed only for the purpose of calculating mean and standard deviation. Subsequently the results are applied to all the students.

- (iii) The cut-off for E and A+ grades will be $\mu - 2\sigma$ and $\mu + 1.5\sigma$ respectively.
- (iv) In case $\mu - 2\sigma$ is less than 35, the lower cut-off for E grade will be 35. Also, in case $\mu - 2\sigma$ is more than 50, then the lower cut-off for E grade will be brought down to 50.
- (v) In case $\mu + 1.5\sigma$ is higher than 100, the upper cut-off will be brought down to 100.
Also in case $\mu + 1.5\sigma$ is less than 75, the upper cut-off will be fixed at 75.
- (vi) The range between the lower and the upper cut-off as decided by (iii), (iv) and (v) above, will be divided by 5 to get the step size for deciding other grades.
- (vii) $\mu - 2\sigma$ (rounded off) is greater than 35 then lower limit of E grade will be brought down to 35 so E grade will have extended range. Any student getting marks below 35 will be awarded F grade.
- (viii) The lower limit of D, C, B, and A will be obtained by adding 1, 2, 3, and 4 step sizes to the lower limit as obtained by Cl. (iii) above. These limits will be rounded off after adding the step sizes and will be used as cut-off for awarding respective grades.
- (ix) $\mu + 1.5\sigma$ (rounded off)/ 75/100 will be the lower limit of A+ grade as per Cl.

(v) above. A+ grade will be awarded to only 10% students so if more students are falling in the A+ range then A+ range will be shifted upward to have 10% A+ so A grade will have extended range.

- (x) For detained and failed students absolute grading system will be used in all semesters as given below:

CALCULATION OF ABSOLUTE GRADING

Grade	A+	A	B	C	D	E	F
Marks	≥ 90	80 - 89	70 - 79	60 - 69	50 - 59	35 - 49	< 35

- (xi) In case the number of students is too small (less than 30), and relative grading on the basis of statistical parameters is not feasible, a modified absolute grading scheme as given below will be followed.

CALCULATION OF MODIFIED ABSOLUTE GRADING

THEORY SUBJECT

Step 1 : A+ grade to be awarded only $\leq 10\%$ of the class who are above Upper Cutoff and minimum Upper Cutoff is 75. Remaining students above Upper Cutoff will be awarded 'A' grade.

Step 2: Case I-
If a next higher mark scored is more than 75 then actual scored number will be treated as next higher number for example if the next scored marks is 81 then subtract 34 from 81 ($81-34=47$). Then divide 47 by 5 (because there are five grades A, B, C, D, E), which will be equal to '9.4' that is the class-Interval.

Add 9.4 (1 Delta) to 34 = $43.4 = 43$, then the range will be as follows:-

Case-I	
Add	$09.4 \text{ to } 34 = 43.4 = 43$
Add	$18.8 \text{ to } 34 = 52.8 = 53$
Add	$28.2 \text{ to } 34 = 62.2 = 62$
Add	$37.6 \text{ to } 34 = 71.6 = 72$

Case II If next higher marks scored less than 75 then 75 will be fixed as next higher number for example if the next scored marks is 70 then subtract 34 from 75 = 41 then divide 41 by 5 (because there are five grades A, B, C, D, E), which will be equal to '8.2' that is the class-Interval

Add 8.2 (1 Delta) to 34 = $42.2 = 42$, then, the range will be as follows:-

Case-II	
Add	08.2 to 34 = 42.2
Add	16.4 to 34 = 50.4
Add	24.6 to 34 = 58.6
Add	32.8 to 34 = 66.8

The grade calculation is as follows:-

Case I	Grade	Case II
35-43	E	35-42
44-53	D	43-50
54-62	C	51-59
63-72	B	60-67
73-81	A	68-74
82-100	A+	75-100

Then allot grades on the scores obtained by the students.

LAB SUBJECT

Lab Grading: Marks will be submitted out of 100 and system of relative/absolute/modified absolute grading will be followed as per theory papers. Two evaluation methods will be used as follows:-

- In semester- 50 marks
- End semester-50 marks

The teacher in consultation with his HOD will decide the cut off marks for grades. Any other peculiarities may also be taken care of by having a discussion with the HOD/HOI.

- In the end semester examinations student will be treated as 'Failed,' if the marks are less than 35%.
- For failed students maximum grade allowed is C.
- In all grading system, less than or equal to 10% of the class will get A+ provided they have scored 75%. However if last student of 10% A+ range is having students at the same number then they will also get A+ and we will have more than 10% A+ grade in this case.

4.6. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA): The performance of a student in a semester is indicated by a number called GPA (Grade Point Average). The GPA is the weighted average of the grade points obtained in all the subjects taken by the student during the semester.

An up to date assessment of the overall performance of a student since the time he joined the course is obtained by calculating a number called CGPA. The CGPA is weighted average of the grade points obtained in all the subjects studied by the student since he joined the course. The CGPA will also be calculated at the end of every semester to two decimal places and will be indicated on grade reports.

GPA and CGPA can be calculated by the following equations:

GPA

Grade points in a subject: Grade achieved by the student in that subject x Credits for that subject.

S = sum of grade points for the student for the semester.

C = total number of credits for the semester

$$\text{GPA} = S/C$$

CGPA

Semester grade points = GPA x C

S_{total} = Sum of semester grade points for all semesters completed at the point.

C_{total} = Sum of credits of all semesters completed at the point

$$\text{CGPA} = S_{\text{total}}/C_{\text{total}}$$

5. Promotion to a Higher Semester

5.1. Credit Requirement for Promotion: For promotion from odd semester to even semester, there is no requirement for a student to earn a minimum number of credits. In such cases, any student who has been promoted to an odd semester will be promoted to the next even semester at the end of the odd semester. However, for promotion from even to odd semester (i.e. for promotion at the end of every academic year), a student has to earn a minimum number of credits as specified in the table given below.

Minimum No. of credits required for promotion and completion of degree		
Course	Promotion from - to	Minimum No. of credits required
All courses	I year to II year	50%
	II year to III year	60%
	III year to IV year	60%

	Final	All credits which are defined as required to get degree according to BOS.
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6. Performance Requirements

6.1. Award of Degree: Once a student completes the requirements for a degree, he/she will be conferred with a degree in the next convocation. However, after the declaration of the final result, a provisional certificate will be issued, which will be valid till the next convocation.

For award of degree, a student has to fulfill the following requirements:

- (a) The student should have taken and passed the subjects as prescribed in the courses of study/curriculum and should have earned the minimum number of credits specified for the program of study.
- (b) The student should have satisfactorily fulfilled other academic requirements (as specified in the course of study/curriculum) like practical training, work visits, seminars, project and mandatory audit courses.
- (c) The student should have paid all dues to the university.
- (d) The student should have no case of indiscipline pending against him/her.

A student will not be awarded any class or division for his/her performance in the course. However, CGPA obtained by him/her will be mentioned in the grade card and certificate to be issued to him/her. The grades and the equivalent grade points will be mentioned in the grade cards and certificates.

6.2. Maximum Period for Completion of Programme: A student must complete the programme of study within a period equal to 2n years where n is normal duration of the course.

If a student is not able to earn the minimum number of credits required for promotion from I to II year within two academic years after joining the course, he/she will be declared Not fit for pursuing that degree and will not be allowed to continue the course unless an extension is granted by the University on genuine grounds.

6.3. Equivalence of CGPA with percentage of marks: The equivalent percentage of marks for the CGPA obtained by a student will be calculated as follows:

Equivalent Percentage of marks = CGPA/1.1

7. Extra/ Summer Semester

7.1. Registration: Extra semester/Summer semester will run during summer vacation to provide an opportunity to clear backlog paper(s), if any. The semester will normally run for 8 weeks. A student can register for maximum 50% credits as per semester credits defined in BOS during summer semester/extra semester on payment of fees as prescribed. A course will run provided a minimum no. of students (as prescribed) register for the same and a faculty member is available for running the course.

7.2. Eligibility: A student is eligible to join extra semester courses if he/she has been detained from appearing in semester-end exam due to attendance shortage in a given subject. Those who have failed in a subject may also be allowed to register during the summer semester. No student who has passed a subject will be eligible to register for that subject in summer/extra semester. No student will be allowed to join after the commencement of extra semester. The grades of even semester examinations will be displayed by the teachers before the commencement of extra semester.

7.3. Attendance: A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be eligible for appearing in the end-semester examination for that subject. However, he/she will be eligible to appear in the other subject(s) registered for, in which the requirement is fulfilled.

7.4. In-Semester Assessment: During extra semester, a fresh in-semester assessment will be done as per the guidelines laid down in article 4.2

7.5. Eligibility to Appear in End-Semester Examination without Attending Classes: A student may be allowed to appear at the extra semester examination for a subject(s) without attending classes for the same during extra semester provided he/she fulfilled the attendance criteria and was allowed to appear at the end-semester examination in that subject(s) during the regular semester and was awarded either 'F' or 'I' grade in the subject(s). The in-semester assessment awarded to him/her during regular semester will be considered for awarding grades at the end of extra semester examination. Such candidates will have to apply separately to the Dy. Controller of Exams with prescribed fees. The university, however reserves the right not to conduct an examination in any particular subject during extra semester examination.

8. Re-evaluation of End- Semester Answer scripts

8.1. Notification: Examination answer scripts will be shown to students by the faculty

members before the submission of award lists in the COE office so there will be no revaluation as students have seen the answer scripts. However if any discrepancy in any subject is reported to COE then COE can issue an order of revaluation of particular subject after consultation with president.

Re-evaluation will be generally done by the concerned teacher by showing the answer sheets to the student. The Director/Dean/COE may also constitute committee(s) to reevaluate the answer scripts. The recommendation(s) of the teacher/committee(s) will be submitted to Controller/Dy. Controller who will take appropriate action on the same.

9. Handling of Cases of Malpractice during Examinations

9.1. Acts of Malpractice: The following acts on the part of students during examination will be considered as acts of malpractice:

(a) Minor acts of Malpractice (Category I offences)

- (i) Having in his possession or having access to any paper, books or notes or Chits with content related to subject of examination.
- (ii) Found receiving assistance from others or giving assistance to others.
- (iii) Copying from any paper, book or notes.
- (iv) Allowing any other candidate to copy from his answer books or found trying to copy from the neighbors.
- (v) Disclosing identity by making peculiar marks in the answer books where the same act is prohibited.
- (vi) Found having any written matter on the person (palm, leg, clothes, etc.). or on any item in his/ her possession (e.g. calculator, scale, handkerchief etc.).
- (vii) Scribble the points on the question paper and/or pass on the same to some other examinee.
- (viii) Write any appeal on the answer book for more marks etc.
- (ix) Carrying mobile phones in examination hall.

(b) Serious Acts of Malpractice (Category II offences)

- (i) Use of obscene or abusive language during the examination.
- (ii) Trying to cause disturbance to the fellow examinees and/or proceedings of examination.
- (iii) Tearing off or spoiling the sheets in the answer book.
- (iv) Destroying any evidence of malpractice.
- (v) Second instance of minor act of malpractice by a student.

(c) Very serious Acts of Malpractice (Category III offences)

- (i) Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
- (ii) Impersonation
- (iii) Third instance of category I Act of malpractice by a student.
- (iv) Second instance of category II Act of malpractice by a student.

9.2. *Procedure to be followed:* When a student is found indulging in an act of malpractice, the following procedure will be followed:

(a) The Room Superintendent of the examination hall where the student is found indulging in malpractice will expel the student from the exam hall. That paper of the concerned student will stand cancelled.

(b) Candidate will be allowed to appear in the remaining papers of that examination provisionally. Chief Superintendent may however bar the candidate from appearing in remaining papers of that examination, if he considers the presence of the candidate on remaining days to be detrimental to the smooth conduct of examination.

(c) The case along with all documents & evidence will be handed over by the Room Superintendent/Chief Superintendent to Controller of Examinations, who in consultation with VC, will order a malpractice committee to go in to the details of the case and recommend a suitable punishment as per guidelines laid down in section 9.3 below.

(d) The recommendation of the Committee will be discussed by Controller of Examinations with HOI and forwarded to VC for confirmation of the recommended punishment.

(e) On confirmation of punishment by VC, the punishment will be communicated to the students and all others concerned. The result of the student for the concerned examination will then be finalized based on the punishment awarded.

(f) In case of class tests/sessional examinations, the cases of malpractice will be reported to the Dean concerned, who will conduct enquiry and recommend punishment to be awarded to the student. The Director will confirm the punishment and the same will be communicated to the students and others concerned.

9.3. Guidelines for the award of punishment:

(a) Class tests/ Sessionals

- (i) Punishment for any student indulging in any offence of Category I shall be at least scrapping the paper in which the student is found indulging in malpractice and at the most scrapping of all papers of that sessional examination.

(ii) Category II – At least scrapping all his/her papers of that sessional examination and may extend to scrapping of marks for other components of in- semester assessment.

(iii) Category III - Second instance of Category II or Category III offence shall invite the punishment of at least scrapping of all the papers of all the sessional examinations for the in-semester assessment and may even lead to suspension for one year or rustication of the student depending upon gravity of offence.

(b) **End Semester Examinations**

(i) A candidate indulging in any offence of category I shall be punishable by at least scrapping of that paper and at the most scrapping of all the papers appeared in that examination.

(ii) Category II offence shall attract the punishment of minimum scrapping of all papers appeared in that examination and maximum upto suspension for one year.

(iii) For an instance of category III the punishment will be suspension for minimum one year and may be upto rustication from the University.