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हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
(शैक्षणिक शाखा/Academic Branch)



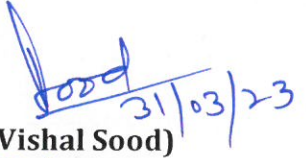
धर्मशाला - 176215

दिनांक: 3) मार्च, 2023

CERTIFICATE

TO WHOM SOEVER IT MAY CONCERN

This is to certify that the Central University of Himachal Pradesh follows Choice Based Credit System (CBCS) and CCA as per provisions contained under section 2(iv) of Central Universities Act, 2009 and Clause 12 of the University Ordinance 30 read with decision of Academic Council passed vide item No. 16.11 of its 16th Academic Council held on 16th June, 2016 further approved by the Executive Council in its 23rd meeting vide item No. 23.12 held on 19th June, 2016.


कुलसचिव (Prof. Vishal Sood)
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
कुलपति सचिवालय, एच.पी.सी.ए. क्रिकेट स्टेडियम
के निकट, धर्मशाला, काँगड़ा (हि०प्र०)-176215

**Encl: Copy of Central Universities Act, 2009; &
University Ordinance No. 30.**



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

[केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अधीन स्थापित]

Central University of Himachal Pradesh

[Established under Central Universities Act, 2009]



CENTRAL UNIVERSITIES ACT 2009 & STATUTES

As amended upto 24th February 2016



University;

(xxv) To borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and

(xxvi) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

(2) Exercising its powers referred to in sub-section (1), it shall be the Endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:-

(i) Admission of students and recruitment of faculty shall be made on all-India basis;

(ii) Admissions of students shall be made on merit, either through common entrance tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;

(iii) Inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;

(iv) Semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;

(v) Innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;

(vi) Active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;

(vii) Accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and

(viii) E-governance shall be introduced with an effective management information system.

University open to all castes, creed, race or class

7. The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof:

ORDINANCE NO: 30

MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME

(Under Section 28(1)(b), 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009)

(Approved by the 26th Academic Council and 46th Executive Council both held on 20th March, 2020)

Medium of Instruction & Examination:

1. The medium of instruction in respect of all Programmes of Study offered by the Schools, Departments and Centres of Studies shall be English/*Hindi*, except in cases of studies/research in Languages.
2. Question Papers of all examinations shall be set in Hindi & English and answered in Hindi/English, except in case of examinations in languages / literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
3. Project Work / Project Report / Dissertation / Field Work Report / Training Report/Term Paper/Seminar, etc., if any, shall have to be written in English/Hindi, except in case of the Programmes of Study in languages / literature, where the same may be required to be written in the respective language.

Examination System:

4. All Programmes of Studies of the University shall be offered under Semester System. Assessment and evaluation of students shall be done through Comprehensive Continuous Internal Assessment (CCA).
5. As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components:
 - 5.1. Continuous Internal Assessment..... 25%
(15 to 20% for assignments /quizzes /presentation / live projects, etc. 5 to 10 %for attendance)
 - 5.2. Mid Term Examination.....25%
 - 5.3. End-Semester Examination.....50%

The breakup of marks shall be as under:

Component	2 credits course	4 credits course
Internal Assessment	25 Marks	50 Marks
Mid-term Examination	25 Marks	50 Marks
End-term Examination	50 Marks	100 Marks
Total	100 Marks	200 Marks

Marks for attendance may be given based on the attendance record. The teacher will clearly mention the criteria for allotment of marks for attendance in the course contents. For attendance below 75%, zero mark shall be given. However, when a student represents state/country in sports, cultural and academic activities and requests condoning of lecture, he/she may be given marks fixed for attendance level of 75%

Provided further that the components of CCA may be set up as per the requirements of the course

6. Depending upon the nature and requirements of a particular course, individual Departments /Centres shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) have freedom to prescribe additional/different components and weightages for different components of Internal Assessment.
7. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the detailed course outline for each course taught by him/her during a semester.
8. Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of one hour duration for a 2 credit course with total of 25 marks and two hours duration for a 4 credit course with a total of 50 marks. The question paper shall consist of three sections as given below:
 - 8.1 **Section A:** shall comprise of objective type questions such as MCQs, Fill in the Blanks, True/False, Match the Following, Assertion and Reason, One or two line answers, etc. All the questions shall be of 1 or 2 Marks only. All questions shall be compulsory and there will be no choice. The total weightage to be given for this section in the question paper shall be 20%.
 - 8.2 **Section B:** shall comprise of Short Answer Questions (SAQs) which shall be of 5 marks each. The global choice shall be in such a way that the examinee has to attempt 66% of the total number of questions. The total weightage to be given for this section in the question paper shall be 40%.
 - 8.3 **Section C:** shall comprise of Long Answer Questions (LAQs) which shall be of 10 Marks each. There shall be an internal choice for each question and all the questions shall be compulsory. The weightage to be given for this section in the question paper shall be 40%.

Guidelines for Mid-Semester Examinations:

2 Credit Course				4 Credit Course			
Section	No. of Questions	Marks of each Question	Total Marks	Section	No. of Questions	Marks of each Question	Total Marks
A	5	1 M	5M	A	10 or 5	1 M- 2M	10 M
B	2(3)	5 M	10 M	B	4(6)	5 M	20 M
C	1 (2)	10 M	10 M	C	2 (4)	10	20 M
Grand Total:			25 M	Grand Total:			50 M

9. Except in exceptional cases, the question paper for the End-Term Examination shall be of one and half hour duration for a 2 Credit Course with a total of 50 marks and 3 hours duration for a 4 credit course with a total of 100 marks. The question paper shall consist of three sections as given below:
 - 9.1 **Section A:** shall comprise of objective type questions such as MCQs, Fill in the Blanks, True/False, Match the Following, Assertion and Reason, One or two line answers, etc. All

the questions shall be of 1 or 2 Marks only. All the questions shall be compulsory and there shall be no choice. The total weightage to be given for this section in the question paper shall be 20%.

9.2 **Section B:** shall comprise of Short Answer Questions (SAQs) which shall be of 5 marks each. The global choice shall be in such a way that the examinee has to attempt 66% of the total number of questions. The total weightage to be given for this section in the question paper shall be 40%.

9.3 **Section C:** shall comprise of Long Answer Questions (LAQs) which shall be of 10 Marks each. In this section, all the questions shall have internal choice and all the questions shall be compulsory. The weightage to be given for this section in the question paper shall be 40%.

Guidelines for End-Semester Examinations:

2 Credit Course				4 Credit Course			
Section	No. of Questions	Marks of each Question	Total Marks	Section	No. of Questions	Marks of each Question	Total Marks
A	5/10	2 M/ 1 M	10M	A	10/20	2 M / 1M	20 M
B	4(6)	5 M	20 M	B	8(12)	5 M	40 M
C	2 (4)	10 M	20 M	C	4 (8)	10	40 M
Grand Total:			50 M	Grand Total:			100 M

Note: The question paper setter will ensure that each unit of the course is given proportionate weightage in the question paper (including the global and internal choices) as per its contact hours. There should not be more than 5 MCQs in Section A of the Question Paper of 2 credit course and 10 MCQs in Section A of the Question Paper of 4 credit course. The question paper pattern given in ordinance nos. 30(8) and 30(9) are applicable only for the theory courses and not for practicals /dissertation/project/ field work/ training/term paper/training report, live projects, etc.

Paper Setting & Evaluation:

10. The overall framework of the Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as per the Ordinances.
11. Within the overall framework of examination and evaluation as per the Ordinances, the content, format, duration of various components of the CCA shall be proposed by the concerned faculty members and approved by the Board of Studies. Faculty member shall notify the detailed course outline at the commencement of each course.
12. Since the University follows Choice Based Credit System (CBCS) and CCA.
 - a) The question paper for Mid-term examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator.
 - b) The question paper for End-term examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator.

c) The Vice Chancellor may appoint the external examiners for setting the question paper and evaluation of the answer scripts for the End Term Examination

13. (a) In case of PG examination involving practicals, etc. in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the concerned faculty/mentor (internal examiner) and an external examiner, preferably a Professor but not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director. Practical examination must be conducted not later than two days after the completion of End-Semester examination.

Provided further, pattern of question paper for practical examination shall be devised by the concerned teacher as per the nature of the course. The total marks for the course shall be same as for the theory courses.

b) In case of UG examination involving practicals, etc. in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the concerned faculty/mentor (internal examiner) and an external examiner, not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director. Practical examination must be conducted not later than two days after the completion of End-Semester examination.

Provided further, pattern of question paper for practical examination will be devised by the concerned teacher as per the nature of the course. The total marks for the course shall be same as for the theory courses

14. (a) Project Work / Project Report / Dissertation / Field Work Report / Training Report of PG Programmes of Study/ Viva Voce examination, etc. shall be evaluated by an external evaluator preferably a Professor but not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director.

(b) Project Work / Project Report / Dissertation / Field Work Report / Training Report of UG Programmes of Study etc, shall be evaluated by an external evaluator to be appointed by the Vice Chancellor on the recommendation of the Head/Director.

Guidelines for Paper Setting:

15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
17. The question papers for the Mid-Term Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
18. The question papers for the End- Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
19. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format. The responsibility of setting the question paper and conducting the Mid Term examination shall be of the concerned faculty member only.

20. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her;
21. (a) For selecting the paper setters for the End-Semester examinations, the Controller of Examinations shall seek a panel of at least five paper setters/evaluators for each course from the Head /Director of the department/centre as approved by the Board of Studies.

Provided further that the concerned faculty members shall submit a list of examiners (who are not members of Board of Studies and School Board) to the Head/Director of Department /Centre who in turn will get the examiners approved from the Board of Studies.

(b) No one shall be appointed as paper setter/ examiner for theory/practical examination unless he/she is a permanent teacher.

(c) The Controller of Examination may, on valid reason (s), cancel, withheld or suspend the appointment of any paper setter/ examiner and make alternate arrangements with intimation to the Vice Chancellor.

22. The Paper setters for End-Semester examination shall also be required to submit the question paper, key to the objective type questions and synoptic answers to SAQs and LAQs to the Controller of Examinations at least one month before the date of commencement of Examinations.
23. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department / Centre concerned held immediately after the examination is over and the comments and feedback for further improvement in future shall be recorded and furnished to the paper setter through the Head of the Department/Director of the Centre.
24. Provided further that for settling any issue relating to paper setting, the Vice Chancellor may constitute a committee of Head/Director, concerned teacher and any other senior faculty of the concerned department to resolve the matter.

Guidelines for Evaluation:

25. It shall be the bounden duty of the concerned faculty members to:
- (a) evaluate all assignments, quizzes and mid- term examination answer scripts and return the same to the students within ten days of the date of such examination;
 - (b) address questions of students, explain and satisfy them about the marks/grades awarded to them;
 - (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre;
 - (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned and a copy to Controller of Examinations within 20 days.
26. Head of the Department / Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks / grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.
27. In case of End-Semester examination, the examiners (both internal and external) shall evaluate the answer-scripts and submit the award lists along with the evaluated answer-scripts to office of the Controller of Examinations (COE) within two weeks of the receipt of answer scripts.

Provided further that the Vice Chancellor may permit on the spot/internal evaluation, if so required.

28. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) of only End-semester examination of a course(s) to the Controller of Examinations within fifteen working days from the date of declaration of the results.
29. Revaluation of the answer scripts shall be done by an examiner of the subject to be appointed by the Controller of Examinations. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs & LAQs submitted by the paper setter. Out of the marks / grades awarded in first evaluation and revaluation, whichever is higher will be considered final. However, if the difference between first evaluation and re-evaluation is more than 20% of the total marks, the scripts will be got evaluated by the third examiner and the score/grade awarded by him/her will be taken as final.

Provided further that there shall be no re-evaluation in the Skill Development and Human Making courses whose examinations are being conducted internally and evaluated by the concerned teacher. However, if the student is not satisfied with his/her marks, he may discuss the matter with the teacher concerned and get himself/herself satisfied. If the student still is not satisfied, the matter may be referred to HoD who will constitute a two member Committee to resolve the issue to the satisfaction of the student concerned

Improvement in Marks/Grades:

30. A student who has been declared pass in a course(s) shall be allowed to repeat End Semester Examination in theory only, in order to improve his/her grade/marks along with regular students in corresponding semesters. However no second chance to improve grade/marks in a course shall be given and no separate examination shall be arranged for such students.
31. A student who has been declared pass in a Programme of study shall be allowed to appear in End-Semester Examination in theory only in order to improve the score for more than 55% / Division along with the regular students in corresponding semesters. No separate examination will be arranged for such students.
32. For the improvement of the score for more than 55% / Division, the student will be given only two chances to take examination in a course/courses. However, such student shall be allowed to take examination of course(s) in which he/she has not taken examination in order to improve the score for more than 55% / Division.
33. A student seeking to improve grade/marks and CGPA/OPM/Division shall have to apply on prescribed application form and pay the fee as prescribed for taking examination by students having 'F' grade from time to time.
34. If a student improves his/her marks then the improved marks shall be taken into account for working out revised awards and a revised marks sheet shall be issued to him/her on the surrender of mark sheet issued earlier. Such improved marks/grades shall not be counted for award of Prizes/Medals, Rank and Distinction.
35. If a student does not show improvement in grade/marks in a course, his/her previous grade/marks will continue to be taken into account.
36. If a student does not show improvement in making the score more than 55% or improvement in division, his/her previous overall grade/marks and Division will continue to be taken into account.
37. No candidate shall be allowed to improve grade/marks in practical, project work, term paper, viva voce examination, seminar and field work.

38. A student can improve his/her CGPA/OPM/Division within two years after the completion of his/her degree. Provided further that the students who have passed their degree in 2012 or thereafter shall also be given one chance for improvement.

Conduct of Examination:

39. All the examinees shall fill-up the examination form in format available on the University Website and submit the same to the concerned Head/Director before the notified date. The Head/Director shall issue Admit Card permitting him to sit in examination after obtaining no dues certificate and ensuring that the examinee fulfils lecture condition as per University rules.
40. Head/Director shall forward the examination forms of admitted students to the Controller of Examinations before the completion of examination.
41. The Mid Term Examination will be conducted by the concerned teacher as per the time schedule notified in the Prospectus
42. The Mid-Term Examinations shall be conducted under the general supervision of the Head/Director of Department/Centre.

The Head of Department shall submit the dates of conducting the Mid Term Examination by the concerned teachers to the office of Controller of Examination at least fifteen days prior to the date of conduct of Mid Term Examination

43. The End-semester examinations shall be conducted by the Controller of Examinations. All the teachers shall be involved in the conduct of external examination in the capacity of Superintendent, Deputy Superintendents and Invigilators. Provided further that in case of non-availability on valid reasons at a particular level, the engagement may be made from other teachers.

Indiscipline and Unfair Means in Examination:

44. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action. For End-term examination, a flying squad will be constituted by the VC/Pro Vice Chancellor on the recommendation of the COE including at least one women member to ensure fairness and discipline in the examination. In case of any case(s) of unfair means, indiscipline and disturbance during the examination, the flying squad/Centre Superintendent will submit a report with full details of the evidence in support thereof and the statement of the candidate to the COE.
45. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and unfair means relating to examination shall mean and include:
- 45.1 Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
 - 45.2 Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.
 - 45.3 Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
 - 45.4 Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination

- 45.5 Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall,
 - 45.6 Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
 - 45.7 Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.
 - 45.8 Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
 - 45.9 Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.
 - 45.10 Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.
46. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
 47. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
 48. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
 49. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
 50. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

Examination Discipline Committee:

51. The Examination Discipline Committee shall consist of the following members:
 - 51.1 Dean Students Welfare who shall be the Chairperson
 - 51.2 The Proctor
 - 51.3 Two faculty members (Including one women member) to be nominated by the Vice-Chancellor
 - 51.4 The Controller of Examination, who shall be the Member-Secretary

52. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that four Members of the Committee shall constitute the quorum.
53. Centre Superintendent concerned shall be special invitees to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.
54. Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
 - 54.1 Obtaining written apology and undertaking for good behaviour and conduct
 - 54.2 Lowering the Marks / Grade in the examination in which the Unfair Means was used
 - 54.3 Lowering the Marks / Grade in all examination of the Semester
 - 54.4 Awarding "I" Grade / "F" Grade to the candidate in the particular examination in which the Unfair Means was used
 - 54.5 Awarding "I" Grade / "F" Grade in all Examinations taken by the candidate during the semester
 - 54.6 Debarring for certain specified number of semesters from appearing in examination of the University
 - 54.7 Cancellation of admission from the University
 - 54.8 Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time;
 - 54.9 Rustication from the University and debarring the student from taking admission in any Programme of Study of the university for ever;
55. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;
56. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
57. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

Grading System:

58. The student shall be evaluated using grading system based on a Ten (10) point scale in terms of marks, grade points, letter grade and Description of Letter Grades.
59. The Overall performance of a student within a semester shall be indicated by (a) Semester Grade Point Average (SGPA); (b) Semester Percentage Marks (SPM); (c) Cumulative Grade Point Average (CGPA); and (d) Overall Percentage Marks (OPM), with the CGPA and OPM being the real indicators of a student's performance. These shall be calculated as under.

Where

--number of the credits of the ith course

--Grade point obtained in the ith course

-- Marks Obtained in the ith course

--number of the credits of the ith course of jth Semester

-- Grade point obtained in the ith course of jth Semester

-- Marks Obtained in the ith course of jth Semester

Course-Wise Letter Grade & Grade Point:

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

For UG Programme of Study

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
90-100	10	O ⁺
80-<90	9	O
70-<80	8	A ⁺
60 - < 70	7	A
55-<60	6	B ⁺
45 -< 55	5	B
00-<45	-	F

Absent	-	Ab
Incomplete	-	I

For PG Programme of Study

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
90 -100	10	O ⁺
80 - <90	9	O
70 - <80	8	A ⁺
60 -<70	7	A
55- <60	6	B ⁺
50 - <55	5	B
00 - <50	-	F
Absent	-	Ab
Incomplete	-	I

CGPA, Overall Letter Grade and Class:

61. The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).
62. The marks and grades obtained in the courses corresponding to the requisite number of credits specified for the completion of a programme of Study will be taken into consideration in arriving at the OPM with Overall Letter Grade and Description of Letter Grades, as under:

CGPA	LETTER GRADE	DESCRIPTION OF THE LETTER GRADE
9.50 - 10.00	O ⁺	Outstanding
8.50 - <9.50	O	Excellent
7.50 - <8.50	A ⁺	Very Good
6.50 - <7.50	A	Good
5.50 - <6.50	B ⁺	Average
5.00 - <5.50	B	Pass
0 - <5.00	F	Fail

63. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies.

An example of Calculating Percent Marks, Cumulative Grade Point Average and Letter Grade:

Semester I							
	(1)	(2)	(3)		(4)	(5)	(6)= (1)x(4)
Sr. No.	Course Credit	Maximum Marks	Marks Obtained	Percentage	Grade Point	Letter Grade	Weighted Grade Point
1	2	100	53	53	5	B	10
2	2	100	62	62	7	A	14
3	4	200	130	65	7	A	28
4	4	200	165	82.5	9	O	36
5	2	100	92	92	10	O ⁺	20
6	4	200	145	72.5	8	A ⁺	32
7	2	100	58	58	6	B ⁺	12
Total	20	1000	705	70.5			152
SPM=(705/20)*2			70.5	SGPA=152/20			7.6

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			Semester II			
Total	20	1000	657	65.7		138
SPM=(657/20)*2			65.7	SGPA=138/20		6.9
			Semester III			
Total	20	1000	680	68		142
SPM=(680/20)*2			68	SGPA=142/20		7.1
			Semester IV			
Total	20	1000	610	61		124
SPM=(610/20)*2			61	SGPA=124/20		6.2
OPM=((705+657+680+610)/(20+20+20+20))*2			66.3	CGPA=(152+138+142+124)/(20+20+20+20)		6.95
Overall Letter Grade						Overall Letter Grade

Ranking of Students:

64. The first two ranks in every Programme of Study shall be decided on the basis of OPM. One Student in each Programme of Study shall be awarded the Gold Medal and Certificate of Merit, subject to fulfillment of the following criteria:
- Should have first position with more than 60 percent marks (OPM);
 - Should have passed all the Semesters of a Programme of Study without any break;
 - Should have passed all the Courses in a Programme of Study without any back log meaning thereby that he/she has not been awarded 'F' or 'I' grade in any course;
 - Should have exhibited good conduct and character during the period of a Programme of Study.

Attendance:

- No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.
- The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student.
- All teachers shall intimate the Head of the Department/Director of the Centre concerned, at least fifteen calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses.
- The Head of the Department / Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examination concerned at least ten calendar days before the last instruction day in the semester.
- Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed seventy five per cent attendances for valid reasons provided that such exemption shall not be granted for attendance below 65 per cent.

Promotion & Progression:

70. Provided further that if a student is hospitalized she/he may make a written request to the HoD with medical certificate stating that on the date of examination she/he was hospitalized. The HoD after discussing the matter with the concerned teacher will fix the date examination.
- Provided further that if any untoward incident happens with the blood relation of the students, she/he may submit a written request to the HoD giving details of the incident. The HoD after discussing the matter with the concerned teacher will fix the date of examination.
- Provided further that if a student misses the mid-term examination due to reasons beyond her/his control (force majeure), she/he may make a written request the HoD stating the details of the circumstance/reasons. The HoD after discussing the matter with the concerned teacher will fix the date examination.
71. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.
- Provided further that the credits earned by the detained student after passing that particular course in which she/he has been detained will be in addition to the maximum limit of 20 credits in semester and will be counted in the same semester in which 'I' grade has been awarded.
72. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
73. A student who has successfully completed a course shall be permitted to repeat the course to improve his/her grade;
74. A student shall be required to secure a minimum of 40% Marks in each course in End-Semester examination. However, for successful completion of a course, a Student shall have to secure minimum 45% marks in UG / 50% marks in PG in aggregate including the marks secured in internal assessment, mid-term and end-semester examination, failing which he/she shall be deemed to have failed in the course and shall be awarded the "F" Grade. Provided further that this condition will also be applicable to the candidates of first batch of UG courses commencing from 2016.
75. Students who fail to get 40 per cent marks in the End Term Examination and minimum of 45% marks in UG/50% marks in PG in aggregate shall be awarded "F" grade. All such students shall have to register in the course(s) in which they have been awarded "F" grade in the semester in which these course(s) are offered.
76. 'F' grade shall be deleted from the grade card if the candidate successfully passes that particular course. Provided further that the students who have passed their degree in 2012 or thereafter shall also be covered under this provision.
77. A student with "F" Grade in a course shall also be permitted to repeat / reappear in the Examination of the Course along with the subsequent semester examination within two years after the completion of the degree.
78. If a student secures "**F**" Grade in a Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report / Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission).

79. Maximum one percent of aggregate marks shall be given as grace marks to a student who is short of one percent marks for getting 55% or 60% in the aggregate, after completion of degree. Provided further that grace marks shall not be given to a student who was awarded 'F' / 'I' grade in any course.

Grade Card:

80. The grade card issued at the end of the semester to each student will contain the following :
- 80.1 Marks obtained for each course registered in the semester
 - 80.2 Credits earned for each course registered for that semester
 - 80.3 Performance in each course indicated by the letter grade
 - 80.4 Semester Grade Point Average (SGPA) of all the courses registered for that semester
 - 80.5 Semester Percentage Marks of all the courses registered for that semester
 - 80.6 Cumulative Grade Point Average (CGPA),
 - 80.7 Overall Percentage of Marks (OPM)
 - 80.8. Letter Grade and its description for all the courses, and for the whole Programme of Study, after completing the programme
