

NAAC Criterion-II

TEACHING-LEARNING AND EVALUATION

Key Indicator – 2.5 - Evaluation Process and Reforms

**Sub-Criteria 2.5.2 Mechanism to deal with
internal examination related grievances is
transparent, time- bound and efficient.**



TECNIA INSTITUTE OF ADVANCED STUDIES

**(Approved By AICTE, Ministry of Education, Govt. of India,
Affiliated to G.G.S.I.P. University & Recognised Under Sec. 2 (f) of UGC
1956)**

3 PSP, Institutional Area Madhuban Chowk, Sector 14, Rohini, New Delhi-11008

ORDINANCE 11 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S / MASTER'S DEGREES AND UNDER GRADUATE / POST GRADUATE DIPLOMA FOLLOWING THE SEMESTER SYSTEM OF EXAMINATION

APPLICABILITY : This ordinance shall apply to all programmes leading to all Bachelor's / Master's degree and Under-Graduate / Post-Graduate Diploma following the Semester System of Examination (other than programmes for which a separate Ordinance is notified) from Academic Session 2015-16.

1. Definitions:

- 1.1 Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Bachelor's degree.
 - 1.2 An Academic Year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and examinations, and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
 - 1.3 Semester System** – a programme wherein each academic year is apportioned into two semesters.
 - 1.4 Board of Studies (BOS)** shall mean the Board of Studies of the School concerned offering the programme.
 - 1.5 Course** means a component of the academic programme, carrying a distinctive code number and specific credits assigned to it. Code for the courses shall be allocated in consultation with the Examination Division.
 - 1.6 External examiner** shall mean an examiner who is appointed to set the end-term examination question paper and/ or act as a practical examiner in an institution.
 - 1.7 Internal examiner** shall mean an examiner who sets the paper for theory class tests/ conducts practical class tests. Internal examiner may be deputed by the Academic Programme Committee to act as a member of the Board of Examiners for end-term practical examination(s).
 - 1.8 Student** shall mean a person admitted to the Schools of the University and/or its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.
 - 1.9 University** shall mean Guru Gobind Singh Indraprastha University.
- 2.** The University shall hold examinations for all such academic programmes as are approved by the academic council and as it may notify from time to time for awarding degrees, as per the prescribed Syllabi and Scheme of Teaching and Examination as are approved by the Academic Council.
- 3.** Examinations of the University shall be open to students i.e. candidates who have undergone a course of study in the University or an institution/college affiliated to the

University, for a period specified for that course of study in the Syllabi and Scheme of Teaching and Examination.

Provided that the Academic Council may allow any other category of candidates to take the University Examinations for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

10. **Evaluation and Examination**

- 10.1 The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.
- 10.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in Syllabi and Scheme of Teaching and Examination:
- (i) Continuous evaluation by the teacher(s) of the course.
 - (ii) Evaluation through an Semester term end examination.
- 10.3 The guidelines for distribution of weightage for various components of evaluation shall be as below:
- a. Theory Courses**
- (i) Continuous evaluation by teacher(s) - 25%
 - (ii) Semester term end examination - 75%
- b. Practical / Laboratory / Studio Courses**
- (i) Continuous evaluation by teacher(s) - 40%
 - (ii) Semester term end examination - 60%

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for various components of evaluation.

- 10.4 For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies / Programme Coordination Committee, with the approval of the Vice-Chancellor.

10.5 Conduct of Continuous Evaluation by Teachers

- (i) The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the Academic Programme Committee and Programme Coordination Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks for teacher's continuous evaluation into class test and / or other methods of continuous evaluation.
- (ii) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

10.6 Conduct of Semester Term End Examination

- (i) All Semester/supplementary term end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester term end examinations.
- (iii) For theory and practical examinations, and project report / training report and any other term end evaluation component, all examiners shall be appointed by the Controller of Examinations.
- (iv) For programmes being run in the University Schools (and colleges), recommendations for names of external examiners shall be obtained from the concerned Boards of Studies, through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run only in affiliated institutions, recommendations for names of external examiners shall be obtained from the respective Programme Coordination Committees, through the Chairman of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies/ Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

- (v) The panel of external examiners received by the Controller of Examinations shall be approved by the Vice-Chancellor, or any other person nominated by the Vice-Chancellor.

- (vi) The Controller of Examinations shall be authorized to add one or more names in the approved panel of examiners received from Board of Studies / Programme Coordination Committee / authorized Dean.
- (vii) The paper setter appointed by the Controller of Examinations, out of the approved panel for setting the Question Paper, shall set the Question Paper. The question paper shall be set out of the entire syllabus of the course.
- (viii) After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examinations.
- (ix) Semester term end examination answerscripts of students shall be evaluated by teachers appointed by Controller of Examinations from the coursewise list of teachers. The coursewise list of teachers teaching a specific course shall be forwarded by the Dean of the University School offering the programme or the Director / Principal of the college. The list of teachers shall be forwarded to the Controller of Examinations within one month of commencement of the semester.
- (x) The Syllabi and Scheme of Teaching and Examination of a programme shall prescribe supplementary examinations for the programme, if required.

10.7 Semester term end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners appointed by the Controller of Examinations.

10.8 For any other type of examination, not covered by sub-clauses (10.3 and 10.4) above, the mode of conduct of examination shall be as specifically provided in the Syllabi and Scheme of Teaching and Examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Programme Coordination Committee concerned, with the approval of the Vice-Chancellor.

10.9 The results of a semester (including both the teacher's continuous evaluation and semester/supplementary term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.

10.9 The award list / term end marksheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic semester, after the declaration of the result.

11. **Criteria for Passing Courses, Marks, Promotion and Divisions**

- 11.1 (a) The maximum marks in a course shall be 100 irrespective of the credits assigned to the course.

- (b) The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and shall not be less than 40 percent.
- (c) To pass / qualify in a course, the student must appear in all components of the course.

11.2 A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as mark-sheet of the concerned semester/supplementary term end examinations.

11.3 (i) A student obtaining less than the passing marks assigned to a course and failing in the course, shall be allowed to re-appear in semester term end examination of the course in a subsequent years when the course is offered, subject to maximum permissible period as mentioned in clause 4.3.

(ii) A student who has to re-appear in a semester term end examinations in terms of clause 11(3)(i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the students joining the concerned programme, the examination may be held in accordance with the old syllabus.

(iii) Students who are eligible to re-appear in a semester / supplementary term end examination shall have to apply to the Controller of Examinations through the School / Institution concerned and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination.

(iv) The re-appearing student who secured less than marks equal to passing percentage (as defined in 11.1(b)) of maximum marks of teacher's continuous evaluation also have the option to repeat and improve the class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Dean/ Director of the School/ Institute. The revised marks, received from the School / Institution concerned at least 7 days before the commencement of semester term end examinations shall be considered, otherwise the previous marks, already obtained by the student shall be taken into account without any modification. In such cases where the students opts to improve the class test performance with the next batch of students, the marks obtained in class test will be proportionately increased

to include the component of assignment / group discussion/ viva voce/ additional test/ quizzes etc. If such students do not re-appear in the term-end examinations, the improvement in teacher's continuous evaluation shall not be taken into account for result declaration. No extra fee shall be charged from the students for repeating the teacher's continuous evaluation.

(v) Promotion Policy to the Next Academic Year

- (i) A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.
- (ii) All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be Scheme as offered to the students of the regular batch. If the total credits of all courses offered to the student is less than the minimum credits of the regular batch students then the minimum credits for the award of the degree of such students shall be as proposed by the Controller of Examinations and approved by the Vice-Chancellor otherwise it shall be equal to the minimum credits of the regular batch in which the student has studied the final year of the programme.

Academic break shall be applicable only to students-

1. Who are detained due to shortage of attendance.
2. Who do not attain the required credits for promotion.
3. Those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply through School of Study / Institute / College for readmission. This break shall be deemed as an academic break.

Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. A student who has exhausted two academic breaks and a further occasion arises for him / her to take academic

break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time as per clause 4.3, the admission of such students shall automatically stand cancelled. If such students, whose admission have been canceled as per this clause, and the student appears for examinations, the result of such students shall be declared null and void.

In programmes of studies governed by a statutory body, if the regulations/rules of the statutory body specify any promotion policy, the same shall be applicable, after approval for implementation by the concerned Board of Studies. The Board of Studies governing the concerned programme of study may impose additional requirements for promotion to the next academic year by incorporating the same in the Syllabi and Scheme of Teaching and Examination for the concerned programme.

(vi) Final Year Supplementary Term End Examinations

A supplementary examinations shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year courses. That is, supplementary term end examinations to be held only for the courses of the final year for the regular students who have failed only in courses of the final year. The supplementary term end examinations shall be allowed only to students who have only been offered one chance to appear in the examinations of the final year course(s). The teachers continuous evaluation components shall not change in these cases. The supplementary term end examinations shall be held for programmes of studies whose Syllabi and Scheme of Teaching and Examination specify this examination.

11.4 Credit Requirements / Transfer of Credits

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning and Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been entered by the Guru Gobind Singh Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Syllabi and Scheme of Teaching and Examination shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Syllabi and Scheme of Teaching and Examination of a programme shall generally be 5 – 10% more than such minimum specified credits, subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

11.5 Grading System

After adding the teaching continuous evaluation marks to the term end examinations

marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Point
90 – 100	O	10
75 – 89	A+	9
65 – 74	A	8
55 – 64	B+	7
50 – 54	B	6
45 – 49	C	5
40 – 44	P	4
Less than 40 or absent	F	0

Grade P (grade point 4) shall be the course passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the programme. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

12. **Unfair Means / Students’ Grievance Committee**

A. Use of Unfair Means

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examination shall be placed before a Unfair Means Committee/s to be constituted by the Vice-Chancellor for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Examination Division and procedure for dealing with cases of suspected/ alleged/ reported use of unfair means shall be approved by the Vice-Chancellor. For UFM cases during teacher’s continuous evaluation the Dean/ Director of the concerned school / institution shall take appropriate necessary decision and communicate to the Examination Division.

B. Students Grievance Committee

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the School / Director of the Institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. **Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

1. Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.
2. Cumulative performance of all the semesters together will reflect performance in

the whole programme and it will be known as Cumulative Grade Point Average (CGPA) , and shall be rounded to two decimal digits.

3. The formula for calculation of SGPA and CGPA is given below:

$$\text{SGPA} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{CGPA} = \frac{\sum \sum C_{ni} G_{ni}}{\sum \sum C_{ni}}$$

Where

C_i – number of credits for the i th course.

G_i – grade point obtained in the i th course.

C_{ni} – number of credits of the i th course of the n th semester.

M_{ni} – marks of the i th course of the n th semester.

G_{ni} – grade points of the i th course of the n th semester.

4. Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.

The successful candidates as per clause 11.6 and having an overall CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree, shall be awarded the degree and shall be placed in Divisions as below:

- **CGPA of 4.00 – 4.99** shall be placed in the Third Division.
- **CGPA of 5.00 – 6.49** shall be placed in the Second Division.
- **CGPA of 6.50 or above** shall be placed in the First Division.
- **CGPA of 10** shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.
- The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

14. Award of Degree

A student shall be awarded a degree if:

- (i) He/she has registered himself/herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- (ii) There are no dues outstanding in his/her name to a School of the University/Affiliated Institution; and
- (iii) No disciplinary action is pending against him/her.
- (iv) He/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate 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 guidelines approved for the purposes by the Vice-Chancellor.

For programmes regulated by a statutory regulatory body, if a regulation is issued by the statutory regulatory body, and is at variance with the provisions of this ordinance, then the regulations of the statutory regulatory body shall prevail pending amendment in the ordinance.

16. 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 a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the Schools. The decision of the Vice-Chancellor shall be final.