

AL FALAH UNIVERSITY
Faridabad



CHOICE BASED CREDIT SYSTEM (CBCS)

Regulations Examination

Starting from 2015-16

These Regulations for Examinations for Choice Based Credit System Programme are prepared keeping in view the **UGC Guidelines on Adoption of Choice Based Credit System**

Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and valuation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades. The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines.

Regulations Examination

1. Al Falah University has semester system in all the schools and in all the programme.
2. There shall be examinations at the end of each semester called End Semester Examination (ESE), for odd semesters it is in the month of November, for even semesters it is in the month of May.
3. A candidate who does not pass the examination in any course(s) shall be permitted to re-appear in such failed course(s) in the subsequent semester end examination ESE to be held in November or May.
4. In odd semester ESE (November exam), the examination of all papers of theory and lab of the subject taught in that semester on regular basis will be held.
5. In even semester ESE (May Exam) the examination of all papers of theory of all subject will be held to facilitate an additional chance of re-appear to the student.
6. However, the practical exam of even and odd semester will be held in the respective semester only.
7. A candidate should get registered himself/ herself in the start of the semester.
8. Continuously Evaluated Internal Assessment (CEIA) Marks will be awarded only to Registered students
9. A candidate is eligible for semester end examination ESE and ESPE if
 - a. Candidate has filled examination (ESE) fee and form in time
 - b. Candidate has attended all the classes with in prescribed limit and
 - c. Candidate pays all the dues of the university fee and other charges
 - d. Candidate gets clearance slip from Hostel/ Transport office, Library and sports office.
10. Last date of filling of examination (ESE) form and fee is 15th September and 15th February without any late fee fine. And with late fine of Rs 500/- last date of depositing ESE fee and form is 10th October and 10th of March.
11. Student, who are not allowed to sit in ESE due to shortage of attendance, (minimum percentage of attendance is prescribed in University Ordinance), because of Late Registration, or on medical grounds, will be permitted to move to the next semester, if allowed by promotion rules to next semester.

12. Such candidates shall re-do the semester if he/she fails to get minimum of 30% of CEIA marks. Only in very special cases Vice Chancellor may permit to the promotion to next semester on the recommendation of concerned Head and Dean
13. The results of all the examinations will be published through the school where the student underwent the course as well as through University Website.

14. Theory Papers:

Marks Distribution for CEIA and ESE evaluation .

Distribution is 40:60 CEIA: ESE
40% Continuously Evaluated Internal Assessment (CEIA) Marks during semester and
60% End semester Exam ESE

For example for a Course of 4 credits Total Marks 150
End Semester Exam: 90 marks (60%)
Internal Marks 60 marks (40%)
Duration of the ESE (2½hrs)

A. Marks Distribution for CEIA

- Sessional (minor)Tests 1 & 2: 50 % of total CEIA marks or 30 marks
- The average of sessional marks would be calculated as of 80% of the best marks plus 20% of other marks for arriving final marks of sessional test.
- In case of absent he will be given zero marks for the calculations.
- In case a student who was absent in both the tests due to the reasons beyond the control of the student, a make up test would be taken to decide the CEIA marks. Decision to hold make up test would be taken by HOD, after going through the reasons put up by the students in their applications, HOD's decision would be final in all cases.
- Assignments / Class test/presentation/discussion: 25 % of total CEIA marks or 15 marks
- Attendance: 25 % of total CEIA marks or 15 marks

B. Marks Distribution for ESE 90 marks : Theory papers

- Duration of examinations will be 150 minutes or 2½ Hours.
- Question Paper Pattern (to be decided by Schools and BOS)

- Question One of MCQ/short answer type covering full syllabus of the marks 18
- There shall be four more compulsory questions from each units with internal choice of either / or within the questions of 18 marks each.
- If required, the main Question may be sub-divided into sub-questions a, b & c only with properly allocated of marks out of 18.

15. The Practical Examination paper

A. Marks Distribution for CEIA and ESPE evaluation

Distribution is 60:40 for CEIA and ESPE

60%-Continuously Evaluated Internal Assessment (CEIA) Marks during semester and
40% End semester Practical Exam (ESPE)

For example for a practical Course of 2 credits
Total Marks 100

Distribution 60:40 (CEIA: ESPE)

B. Distribution of CEIA Marks 60 marks or 60 % of Total Marks

- **Record Mark :20 marks**
(based on continuous assessment of lab /practical works considering regularity and timely submission of lab/practice records)
- **Viva Voce : 30 marks** (Average or Cumulative)
- **Attendance: 10 marks**

C. Marks Distribution for End Semester Practical Exam 40 marks

- **Exam Lab work** (Lab Experiment/Procedure writing/Tabulation of readings etc/innovationetc. as applicable): **20 marks**
- **Viva Voce: 20 marks** (jointly given by Internal/external examiner on the spot at the time of examining the student)

16. Continuously Evaluated Internal Assessment (CEIA) marks for Projects and training

- a. **Marks Distribution for CEIA and ESPE evaluation for a project and training**
Distribution is 60:40 (60%Continuously Evaluated Internal Assessment (CEIA) Marks during semester and 40% End semester viva Exam ESPE)

- b. **Distribution of CEIA Marks 60 marks or 60 % of Total Marks**
- **Record Mark :30 marks**
(based on continuous assessment of the works considering regularity and timely submission of lab/practice records)
 - **Viva Voce 30 marks**
 - In case the project or training was carried out outside the department this part of the marks (CEIA) will be awarded by training institute/ department or institute/department where project was carried over. The Marks will be sent to HOD/COE in a sealed envelope.
- c. **Marks Distribution for End Semester Project Exam 40 marks**
- **Presentation of work done (in PPT/or any A/V format) or hardware made: 20 marks**
 - **Viva Voce: 20 marks**

17. Pass marks / Grade

- a. Net Pass marks (total of CEIA+ ESE) in each theory paper for B.Tech, M.Tech and other PG courses is 40% or grade P.
- b. Net Pass marks (total of CEIA+ ESE) in each theory paper for other UG and diploma courses is **35 %** or grade P. i.e. 35/100, 53/150, or 32/90
- c. Net Pass marks (total of CEIA+ ESPE) in each practical and project Examination paper for all UG, PG and Diploma courses students is 50% or grade C.
- d. Continuously Evaluated Internal Assessment (CEIA) Marks for Theory paper.
 - I. There is no pass marks for this part (CEIA) of theory paper as such but student has to repeat the semester if he or she fails to get at least 30% marks (minimum 18 out of 60).
 - II. HOD may consider a Make up test for such students if their attendance is sufficient to sit in E.S. Examination.
 - III. However student has to cover this deficiency in CEIA in the ESE theory paper to get 40% as mentioned above in a/b.

- e. Continuously Evaluated Internal Assessment (CEIA) Marks for Practicals and projects. There is minimum pass marks of 40% for this part of the marks. The student is not allowed to sit in final E.S.P.E. if fails to get minimum of 40% in CEIA.
- f. However, the student can approach HOD to hold re-assessment of his practical CEIA by getting an extra practical/assignment or project and pass it by at least 40% and if he fails, he has to repeat practical Lab in subsequent semester till he get minimum required marks in CEIA.
- g. **End Semester Exam:** There is minimum pass marks in each theory papers 40%. for B.Tech, M.Tech and other PG courses. And there is minimum pass marks in each theory papers 35% for other UG and diploma courses.
- h. Candidate has to repeat the paper in subsequent semester till he get minimum of pass marks in that theory paper as mentioned above clauses in g and a/b.
- i. A student who passes in the Internal Assessment but fails in the Semester End Examination of the Course shall reappear for the Semester End Examination of that Course.
- j. However, his/her marks of the Internal assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing of the complete course.
- k. Total marks of individual theory/written paper and credits:

The student will be awarded total credit of the subject, when declared pass in the paper/subject.
- l. If a candidate clears theory papers and fails to get minimum marks in total or pass grade P, then he can approach HOD to hold re-assessment of his CEIA by getting an assignment or project and pass it by at least 40% and if he fails, he has to repeat it in subsequent semester till he get minimum required marks in CEIA.
- m. **End Semester Practical Exam** There is a minimum pass marks in ESPE as mentioned above. Candidate has to repeat the paper in subsequent semester till he get minimum pass marks. If he passes, he will be awarded total credit of the subject.

18. **Sessional (Minor) Tests:** There will be two mid-term sessional tests, first when roughly 50% of the syllabus has been covered and second when the remaining syllabus has been covered. The test will be taken from the syllabus which was (over the syllabus covered after the first minor test).

- a. Each of these tests will be for 30 marks.
- b. The stationary for the sessional (minor) tests, will be provided by the university

- c. Question paper for the sessional (minor) tests will be made by the teacher of the course and will be evaluated by him / her.
 - d. In case same subject is taught by more than one teacher in two or more different sections/classes a common paper will be made jointly by all teachers involved.
 - e. Student failed to appear in any test will be given zero marks.
 - f. Evaluated test booklets will be provided to the students (shown in the class) and they can be given photocopies of the same for the cost of photocopying on demand.
 - g. Final marks of test to be added in CEIA will be calculated by best of 80:20 out of 30 marks.
 - h. Students failed to appear in both the sessional tests for reason beyond his control a teacher can give a chance for a make up TEST.
19. Attendance Marks will be given full 15 if student achieve minimum of 75% of attendance. Mark will be reduced proportionally if attendance is less than 75%.
20. Student will be given attendance as D (not P, but counted with P) if they take part in any university activity such as sports competition, extracurricular or cultural activity, education tour, attending seminars workshop , NSS duty, Blood camp etc if verified by professor in-chagre of all such activities. Attendance will not be given for practice session for any of the activity mentioned above. In any case D cannot exceed 10% of total attendance.
21. Vice chancellor may consider relaxation in attendance as per the ordinance of the university.

22. **Fairness in Assessment**

- a. **At least 50% of core courses** offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken **by external examiners** from outside the university conducting examination.
- b. In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50:50 basis. i.e. half of the examiners in the team should be invited from outside the university conducting examination.
- c. In case of the assessment of project reports / thesis / dissertation etc. the evaluation work should be undertaken by internal as well as external examiners.
- d. In case of urgency or non-availability of external examiners in certain examinations External examiners can be appointed from different schools of the university.

23. Promotion criteria to next semester

A. A student shall be allowed to move on to next even semester irrespective of number of failure in the odd Semester that is

- i. From semester I to Semester II
- ii. From semester III to Semester IV
- iii. From semester V to Semester VI
- iv. From semester VII to Semester VIII

B. However, a student shall be allowed to move on to next odd semester of new academic session that is

a) Semester II to Semester III

- I. If he/she passes (except for B.Tech Engg)
 - at least one of the two semesters with full credits
 - or
 - earn credits at least 40% of all credits of first two semester
- II. for B.Tech student this will not apply and they will be promoted to III semester automatically.

b) Semester IV to Semester V

If he/she passes

- i. at least two of the four semesters with full credits or
- ii. one of the four semesters with full credits and earns credits at least 40% more credits of all papers of other three Semesters out of first four semester, i.e. I II,III and IV or
- iii. and earns credits at least 50% of all credits of papers of Semester I II, III and IV.

Please note: Total credits means all countable credits defined in the scheme of studies of each courses including that of countable practical examinations and project works

c) Semester VI to Semester VII

If he/she passes

- i. at least three of the six semesters with full credits or

- ii. two of the six semesters with full credits and earns credits at least 40% more credits of all papers of other four Semesters out of first six semester, i.e. I II,III,IV,V and VI or
- iii. and earns credits at least 50% of all credits of papers of first six semester, i.e. I II,III,IV,V and VI .

24. **Credits** are defined by scheme of study prepared by BOS and full credits of the paper/ subject will awarded to the student when he/she passes the paper.

25. Evaluation

a. Theory papers

- I. Answer book of each papers would be sent to COE by centre superintendent immediately after the examination of the paper is over with attendance sheet. Answer book will be placed as per roll no and class/ semester wise and separate for regular students and reappear students.
- II. COE will get these Answer books coded before given for evaluation.
- III. COE will provide standard answer for the Question paper to each evaluator.
- IV. In case paper setter has not submitted the standard answers to the question paper he has set, COE will ask HOD to provide standard answers for the questions and scheme of marking.
- V. Examiner will give marks as per scheme of marking of each question at the spot and rewrite same marks on the cover.
- VI. Examiner must ensure that he has marked first required answers in the answer book. Examiner must put a note for extra attempted questions and cut the answers if students has attempted more than required questions.
- VII. Total of all marks should not be in fraction of a number it should be rounded up to next full number.

b. Practical examination and projects' evaluation

- I. Team of both internal and external examiners will give the marks jointly on the performance of the students. It can be open marking and can be told to the student of their performance.
- II. Internal marks would be given by teacher concern and approved by HOD.

26. COE will provide a chance to clear all papers in Even End Semester Examination

27. COE with the approval of the Vice chancellor on recommendation of the examination committee can offer a **Special Chance** to all ex-students to clear their back log.

28. Grace Marks:

- a. There is no automatic grace marks policy
- b. In case of border line cases, student can apply to examination committee through HOD/Dean to get grace marks.
- c. Maximum grace marks 5% in one paper, 3% each in two papers.
- d. Student failed in more than two papers will not be considered for the grace marks at all.
- e. In case of any dispute, COE will take final decision from Vice Chancellor.

29. Grievance Redressal Committee (GRC), To address the grievance of the students on the evaluation of the answer script of ESE following options are given in clause 28e. However for other kind grievance a G R committee will be constituted every semester by University Examination Committee.

30. Improvement of Results by candidate: A student may be allowed to reappear in not more than 50% of theory papers for improvement in paper/s by paying required fees in subsequent regular semester examinations.

31. Re-totaling of Answer Scripts: The marks of the student can be retotaled on an application submitted by the student to the Controller of Examinations on payment of the prescribed fee per Paper within fifteen days of the publication of the result.

32. Re-Evaluation of Answer Script:

- a) Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Paper/Subject of his/her written Examination, may do so on the prescribed Application Form with the prescribed Fee per Paper submitted to the Controller of Examinations within 15 days from the date of declaration of results.
- b) Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/ Field Work/ Sessional / Internal Assessment and

Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.

- c) The Controller of Examinations will get the re-evaluation done in strictly confidential manner selecting an examiner for re-evaluation from amongst a panel of Examiners in each paper recommended by the Board of Studies or outside Panel. The initial first examiner shall not be appointed as re-evaluator.
- d) If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
- e) The merit and Grades will be awarded after re-evaluation process is completed.
- f) Finally accepted Marks
 - i. If the award of the Re-evaluator (second examiner) varies from the original award within $\pm 5\%$ of the maximum marks of the paper concerned, the original award shall stand.
 - ii. If the award of the Re-evaluator (Second Examiner) varies from the original award to more than 25% of the maximum marks of the paper/subject concerned, then the answer script shall be sent to the second re-evaluator (Third Examiner)
 - iii. The average of the marks awarded by the Second and Third Examiners shall be final.
 - iv. However, if the marks awarded by the re-evaluator varies from the original award from 5% to $\pm 25\%$, of the maximum marks of the paper concerned the new marks of the re-evaluator will be awarded to the candidates.

33. **Use of Unfair means** by students in ESE and ESPE, these cases will be dealt by a committee as prescribed in the ordinance.

34. **Theory marks will be converted to the Grade points**

a. Marks to Grade

Once the marks of the CEIA and end-semester examinations ESE for each of the courses are available, they will be added as Total marks of individual paper. The marks thus obtained will then be converted in to percentage and grades and Grade Points as per details provided in Table 1.

The UGC recommended table for a 10-point grading system with the following letter grades as given below Table 1, will only be used:

TABLE 1A
For B.Tech, M.Tech and other PG courses

Grades	Gr. Points	% of marks	Marks 150
O (Outstanding)	10	90-100	135-150
A+ (Excellent)	9	75-89.9	112-134
A (Very Good)	8	60-74.9	90-111
B+ (Good)	7	55-59.9	82-89
B (Above Average)	6	50-54.9	75-81
C (Average)	5	45-49.9	67-74
P (Pass)(may differ)	4	40-44.9	60-66
F (Fail)	0	<40	<60

Table 1B
For all other courses of UG and Diploma

Grades	Gr. Points	% of marks	Marks 150
O (Outstanding)	10	90-100	135-150
A+ (Excellent)	9	75-89.9	112-134
A (Very Good)	8	60-74.9	90-111
B+ (Good)	7	55-59.9	82-89
B (Above Average)	6	50-54.9	75-81
C (Average)	5	45-49.9	67-74
P (Pass)	4	35-44.9	52-66
F (Fail)	0	<35	<51

35.

36. Same calculation will be done for other papers and if passed the credits will be awarded as per scheme of study

37. Grade Point Average (SGPA) of the semester will be the average of Grade point in to Credits will be worked out as given in the following example in table 2.

Table 2

Course	Credit	Grade letter	Grade point	Credit Point Credit x Grade
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
total	20			139

Thus, $SGPA = 139/20 = 6.95$

38. The performance of a semester will be indicated respectively by Grade Point Average (SGPA).and

39. The SGPA shall be rounded up to 2 decimal points .

40. Illustration for CGPA

41. Cumulative Grade Point Average (CGPA). This is calculated as follows:

CGPA = SGPA of all the Courses starting from the first semester to the current semester, into credits earn in each semester divided by total credits earned to the current semester as illustrated below

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20	Credit : 22	Credit : 25	Credit : 26	Credit : 26	Credit : 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

Thus, $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 25 \times 8.0}{144} = 6.73$

144

42. The CGPA shall be rounded up to 1 decimal points and reported in the DMC

43. Question Paper Setting for the ESE:

- I. BOS will draft the instruction to the paper setter which will sent to the paper setter by COE along with the Syllabus of the subject and a Model paper/Past Paper
 - II. The question paper for the ESE will be set by one or more of the examiners selected by the Controller of Examinations from the panel of examiners submitted by BOS
44. Moderation Committee : The question paper will be moderated by the three person moderation committee headed by HOD of the concerned teaching Department of the University. HOD may invite the teacher who has taught the course in the moderation committee. Sitting Charges will be paid to only to External member/expert in the moderation committee.
45. The answer books will be evaluated by the course teacher in the school. It is spot checking after the answer books are coded. The teacher will give marks on each answer based on an objective criteria through model answers indicating marks of various steps or expectations in the answer.
46. In case the paper setter has not submitted model answer script, COE must get made by HOD Model answer sheet indicating marks of various steps. In all such cases COE will pay only 80% of paper setting charges.
47. Following table 3 may be printed on the back of DMC for the reference of the conversion from Grade to Mark percentage wherever it is required.

Table 3

Grades	Grade Points	Average Marks equivalent in percentage
O (Outstanding)	10	95
A+ (Excellent)	9	85
A (Very Good)	8	70
B+ (Good)	7	58
B (Above Average)	6	53
C (Average)	5	48
P (Pass)(may differ)	4	42
F (Fail)	0	No marks

48. Degree with division with grade point given below

Grades	Division
O (Outstanding)	First division with outstanding record
A+ (Excellent)	First division with honours
A (Very Good)	First division
B+ (Good)	Second division
B (Above Average)	Second division
C (Average) and P (Pass)	<i>No mention of Division</i>

Approved on 18th August 2015 by Academic Council