

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 within 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 will not be allowed to sit in ESE due to shortage of attendance minimum percentage of attendance as prescribed in University Ordinance, or belated joining or on medical grounds, may be permitted to move to the next semester, if allowed by promotion to next semester as per rules.

12. Such candidates shall re-do the semester if he/she fails to get minimum of 30% of CEIA marks.

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. Marks Distribution for CEIA and ESE evaluation for a Theory course/paper

Distribution is 40:60 (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 (it is suggested only)

End Semester Exam(2½hrs): 90 marks (60%)

Internal Marks 60 marks (40%)

15. Marks Distribution for CEIA

Marks Distribution for CEIA

- Sessional (minor)Tests 1 & 2: 50 % of total CEIA marks or 30 marks
- Assignments / Class test/presentation/discussion: 25 % of total CEIA marks or 15 marks
- Attendance: 25 % of total CEIA marks or 15 marks

16. Marks Distribution for ESE 90 marks : Theory papers

- Duration of examinations will be 2 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.

17. Marks Distribution for CEIA and ESPE evaluation for a Practical paper

Distribution is 60:40 (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 (it is suggested only)

Distribution 60:40 (CEIA: ESPE)

18. 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**
- **Attendance: 10 marks**

19. 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**

20. 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)
- In case the project or training was carried out outside the department this part of the marks will be awarded by training institute/ department or institute/department where project was carried over.
- **Viva Voce 30 marks**

c. Marks Distribution for End Semester Practical Exam 40 marks

- **Presentation of work done (in PPT/or any A/V format) or hardware made: 20 marks**
- **Viva Voce: 20 marks**

21. Pass marks / Grade

- a. Continuously Evaluated Internal Assessment (CEIA) Marks. There is no pass marks for this part of the marks, however it is suggested that the student must secure a minimum of 40% marks or Grade P in theory and 50% marks in practical or Grade C
- b. 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 ESPE if fails to get minimum of 40% in CEIA.
- c. However, he 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.
- d. **End Semester Exam:** There is minimum pass marks 40%. Candidate has to repeat the paper in subsequent semester till he get minimum of 40% in that theory paper.
- e. 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.
- f. 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.
- g. Total marks of individual theory/written paper and credited: There is minimum pass marks 40% of the total of CEIA and ESE. If he passes, he will be awarded total credit of the subject.
- h. 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.
- i. **End Semester Practical Exam** There is a minimum pass marks in ESPE 40%. Candidate has to repeat the paper in subsequent semester till he get minimum of 40%. If he passes, he will be awarded total credit of the subject.

22. **Sessional (Minor) Tests:** There will be two mid-term sessional tests, first when roughly 50% of the syllabus has been covered (over the syllabus covered), and second when the remaining syllabus has been covered (over the syllabus covered after the first minor test). Each of these tests will be for 30 marks.

- a. The stationary for the sessional (minor) tests, will be provided by the university

- b. Question paper for the sessional (minor) tests will be made by the teacher of the course and will be evaluated by him / her.
 - c. 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.
 - d. Student failed to appear in any test will be given zero marks.
 - e. 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.
23. Final marks of test to be added in CEIA will be calculated by best of 80:20 out of 30 marks.
24. 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.
25. 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%.
26. 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 incharge of all such activities. Attendance will not be given for practice session for any of the activity mentioned above.

27. **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.

28. **Promotion criteria** to next semester

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

- From semester III to Semester IV
- From semester V to Semester VI
- From semester VII to Semester VIII
- However, a student shall be allowed to move on to next odd semester of new academic session that is
- **Semester II to Semester III**
 - If he/she passes (except for B.Tech Engg)
 - at least one of the two semesters or
 - 40% of all papers of Semester I and Semester II
 - for B.Tech student this may not apply and they will be promoted to III semester automatically.
- **Semester IV to Semester V**
 - If he/she passes
 - at least two of the four semesters or
 - one of the four semesters and 40% of all papers of Semester I II,III and IV or
 - 50% of all papers of Semester I II, III and IV.
- **Semester VI to Semester VII**
 - If he/she passes Semester I and Semester II and 50% of all papers of Semester III, IV, V and VI
- COE will provide a chance to clear all papers in Even End Semester Examination
- In case of border line cases, student can apply to examination committee through HOD/Dean to get final decision.

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

30. Evaluation

31. **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 32-34. However for other kind grievance a G R committee will be constituted every semester by University Examination Committee.

32. **Improvement of Results by candidate:** A candidate may be allowed to re-evaluate or to reappear in not more than 50% of papers for improvement in paper/s by paying required fees.
33. **Re-totaling of Answer Scripts:** The marks of the candidate shall be re-totaled on an application submitted by the candidate to the Controller of Examinations on payment of the prescribed fee per Paper within fifteen days of the publication of the result.

34. 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.

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

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

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 in Table 1. will only be used:

TABLE 1

Grades	Gr. Points	%	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	35-44.9	52-66
F (Fail)	0	<35/40	<51/59
Ab (Absent)			

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

38. 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, $SGPA = 139/20 = 6.95$

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

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

42. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the DMC

43. Question Paper Setting for the ESE:

- (a) BOS will draft the instruction to the paper setter which will be sent to the paper setter by COE along with the Syllabus of the subject and a Model paper/Past Paper
 - (b) 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 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.