

**RULES/GUIDELINES FOR IMPLEMENTATION OF CREDIT SYSTEM OF STUDY AND AWARD OF GRADES IN VARIOUS UNIVERSITY EXAMINATIONS.**

*(w.e.f. the admissions of the academic session 2014-15)*

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1.1 The University has introduced credit system of study in some of the courses being run in the Faculty of Engg. and Technology/Sciences. The prominent feature of the credit system is a process of continuous evaluation of a student's performance.

Each academic programme will have a certain number of credits which will describe its weightage. A student's performance/progress will be measured by the number of credits that he/she has completed satisfactorily. A minimum Grade Point Average will be required to be maintained for satisfactory progress. Also a minimum number of earned credits shall have to be acquired in order to qualify for the degree.

Every course will be coordinated by a member of the regular teaching staff of the Institute/Department called as Course Co-ordinator. He/she will have the full responsibility for conducting the course. If a course is shared among more than one faculty, the senior most faculty will be Course Co-ordinator. He/she will coordinate the work of the other members of the faculty involved in that course holding the tests and assignments, and awarding the grades. For any difficulty, the student is expected to approach the Course Co-ordinator for advice and clarification. In addition, one faculty member of the Institute/Department shall act as Faculty Advisor for the students for this purpose. No contractual faculty/ Adhoc faculty/ Teaching associate will act as course co-ordinator for setting of question paper and evaluation of major test. For a course which is taught by contractual faculty/ Adhoc faculty/ Teaching associate a regular faculty will be assigned as course co ordinator by Departmental committee which will comprise of Director/Chairman and two senior most teachers of the department/Institute.

Each course has a certain number of credits which reflect its weightage. Credits of a course will be evaluated as under:-

- (a) For all lecture courses, one credit per lecture per week (Semester-wise) will generally be adopted.
- (b) One laboratory hour per week (Semester-wise) will be assigned half credit. Course with odd numbers of laboratory hours having fractional

credits will be accepted. The courses having 1.5 hour Teaching schedule as per scheme of the course per week of 3 hours Teaching schedule alternate week will be rationalized to have integer number of contact hours per week so that fraction smaller than 0.5 are not involved in credit assignments of laboratory courses.

1.2 The grade awarded to a student in each course will be based on performance of the student in Minor Tests (best two out of three), co-curricular activities (assignments, attendance, viva-voce, lab. work, seminar, workshop presentation, group discussions, quiz etc.) and Major Test at the end of each Semester Unless otherwise provided, the distribution of the weightage will be as under or as approved by the concerned Board of Studies and inserted in the relevant scheme of examination:-

Minor Test (two best)	30% (15% each test)
Co-curricular Activities	10%
Major Test	60%

All tests i.e. Minor Tests as well as Major Tests (End Term Examination) will be conducted in the Institute/Department. The question papers for Major Tests (End Term Examinations) will be got set, printed and evaluated by Examination Branch as per the recommendations of Board of Studies of Institute/Department. The press copy of the paper after setting up of question paper by the paper setter appointed through BOS will be sent to the Examination Branch for further Printing.

The tests (Minor as well as Major) after the evaluation will be shown to the students by respective Course Co-ordinator. In case the student is not satisfied with the evaluation of Major Test, he/she may represent in writing to the Director/Chairperson within three days after showing of test (major). The same will be referred to Departmental Result Committee (DRC). The DRC, consisting of Director/Chairman and two senior most teachers of the Department/Institute, in consultation with the concerned Course Co-ordinator will look into the matter and its decision will be final. After the decision of DRC, no further appeal/request for re-evaluation of Major Test will be entertained.

1.3 The Director/Chairperson of the Institute/Department shall forward the soft as well as hard copies of the final awards of the minor and major test of the students to the Examination Branch

1.4 The examination branch will prepare and declare the grade/ result and will notify.

- 1.5 End term examination (Major test) shall be open to a regular student who:
- (i) has been on the rolls of the Institute/Department during the Semester.
  - (ii) has attended not less than 75% of the lectures in each paper, seminar, case discussion, field trips, tutorials, etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Director/Chairperson of the Institute/Department in a very hard and deserving case.
  - (iii) The minimum Semester Grade Point Average (SGPA) required for the continuation of registration is 4.00 at the end of 1<sup>st</sup> Semester and CGPA (Cumulative Grade Point Average) of 4.5 at the end of the subsequent semesters. The minimum CGPA required for the award of degree is 5.00.

## 2.0 Grading System:

The grading of academic performance will be as under:-

Academic Performance	Letter Grades	Grade Points (P)
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	E	2
Very Poor	F	0
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Course	I	-
Incomplete Project/ Dissertation	X	-
Satisfactory (only for Dissertation)	S	
Unsatisfactory (only for Dissertation)	U	
Withdrawal (other than Dissertation)	W	
Non-Completion of Course Requirement and/or Training	Z	

Note: 1. Pass Grade is Grade 'D' or higher grade.

2. Grade 'E' and 'F' are fail grades.

3. Student detained for not fulfilling the attendance requirements shall be given F grade.

### 'E' and 'F' Grades

The 'E' and 'F' grades denote poor and very poor performance i.e., fail in a course. 'F' grade is also awarded in case of not fulfilling the requirement of

attendance. A student has to repeat all courses in which he/she obtains either 'E' or 'F' grade, until a passing grade is obtained. The number of chances to repeat the courses will be governed as per provisions contained in the Ordinance. If 'E' or 'F' grade is awarded to a student in major project, he/she will get only one more chance to repeat the project work at the end of next Semester. However, if a candidate still gets 'E' or 'F' grade in major project, the same will not be eligible for the award of degree.

#### **AP/AF Grades**

These grades are awarded to qualifying/Non-Credit Course (as per scheme supplied by concerned Institute/Department). The candidates will not be eligible for award of degree without qualifying these papers.

#### **'I' Grade**

This refers to an 'incomplete' grade in a course other than Project/Dissertation, which will be awarded as per guidelines given in clause 4.0 below. It shall be converted into a grade not exceeding 'B' by conducting a major test in particular course/courses.

#### **'W' Grade**

This refers to withdrawal from a course other than Dissertation, which will be allowed upto one week after the end of the first Minor Test with the prior permission of the Course Co-ordinator. Request for permission to withdraw from all courses/Semester will be considered as per the following guidelines:

- (a) Under no circumstances, the request for withdrawal will be entertained after the Major Tests have started. Students should present the medical certificate in support of their absence on health reasons within 2 days of joining. The students may not ask for withdrawal retrospectively.
- (b) Period of authorized absence in the semester should not be less than 8 weeks of Teaching schedule as per scheme of the course for withdrawal to be granted.
- (c) In case of request for withdrawal on medical grounds, students residing in the hostel must produce a certificate issued by University Medical Officer which will be acceptable in those cases where the student has valid reasons for his absence from the University hostel.
- (d) Regularity in attending the classes and satisfactory performance in the minor(s) test(s), if any, held prior to the date of application for withdrawal, would be taken into account while recommending/granting withdrawal.
- (e) The 'W' grade shall be converted into proper letter grade as per clause 2 above by conducting tests (Major and Minor) alongwith regular

examination of the courses/Semester scheduled as an when held as per the Ordinance.

### Continuous Absence

If a student is absent from the Institute/Department for more than four weeks without intimating the Director/Chairperson of Institute/Department, his/her name will be removed from the Institute/Department rolls.

### 'X' Grade

This grade is awarded for incomplete Project/Dissertation work as per guidelines given in clause 5.0 below and will be converted to a proper letter grade as per clause 2 above on the completion of the Project/Dissertation work and its evaluation.

**3.0** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as under:-

For the purpose of calculation GPA for SGPA and CGPA, only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E or F grade.

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^m C_i}$$

Where

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  course of semester for which SGPA is to be calculated.

$P_i$  = Grade point earned in  $i^{\text{th}}$  course.

$i$  = 1,2,3....n, represent the number of courses in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where

$C_j$  = Number of credits earned in the  $j^{\text{th}}$  course of semester for which CGPA is to be calculated.

P<sub>j</sub> = Grade point earned in j<sup>th</sup> course. Grades lower than D. (i.e. grade point < 4) in a course shall not be taken into account.

j = 1,2,3....m, represent the number of course in which a student was registered and obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

Note: Grade E & F shall not be considered for calculation of CGPA but shall be considered for SGPA.

#### **4.0 AWARD OF 'I' GRADE**

(a) If a student is absent during End-Term examination (Major Test) of a course due to medical reason or unavoidable circumstances, he/she may apply for the award of 'I' grade to the Director/Chairperson forwarded through the Course Co-ordinator and the Faculty Advisor, provided that he/she has attended 75% of the classes held.

This, rarely used option may be awarded by the Director/Chairperson.

(b) The 'I' grade so awarded shall be notified by the Institute/Department and copy of the notification will be endorsed to the Examination Branch and to the Course Coordinator concerned.

(c) The 'I' grade shall be converted into proper letter grade as per clause 2 above not exceeding 'B' by conducting a major test of that course in which 'I' grade is given and shall be sent to the Examination Branch within 15 days from the date on which the End-Term Examination is over.

#### **5.0 AWARD OF 'X' GRADE**

A student who is unable to complete his/her Project/Dissertation may be awarded 'X' grade on the recommendation of Result Committee consisting of (i) the Director/Chairperson (ii) Senior most Faculty member and (iii) the Supervisor(s) of the Project/Dissertation. The student concerned shall have to present his/her work to the Result Committee 4 to 6 weeks before the date of registration of the next Semester. A student who has been awarded 'X' grade shall be required to formally register for the next Semester and pay the requisite fee. Normally, the following grounds may be considered for the award of 'X' grade:

(a) Medical grounds to the satisfaction of the University Medical Officer and the approval of the Director/Chairperson.

(b) Technical reasons/grounds such as Supervisor/equipment not being available.

## 6.0 AWARD OF GRADES BASED ON ABSOLUTE MARKS

The award of grades based on absolute marks out of 100 shall be made as follows:-

Marks		Grade		Marks
91	≤	A+	≤	100
82	≤	A	≤	90
73	≤	B+	≤	81
64	≤	B	≤	72
55	≤	C+	≤	63
46	≤	C	≤	54
40	≤	D	≤	45
20	≤	E	≤	39
		F	≤	19

## 7.0 STATISTICAL METHOD FOR THE AWARD OF GRADES

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. minor tests, major test and co-curricular activities would be reduced in relative weightage of each component and added. The marks so obtained shall be out of 100 and the same will be converted into grades following the guidelines given below:

For 45 or more number of students in a course, the statistical method shall invariably be used and marginal adjustment for natural cut-off. The mean( $\bar{x}$ ) and the standard deviation ( $\sigma$ ) or marks obtained by all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per table given below.

**Awards of Grade Using Statistical Method**

Lower Range of Marks	Grade	Upper Range of Marks
	A+	$\geq +1.5 \sigma$
$\bar{x} + 1.0 \sigma <$	A	$\leq +1.5 \sigma$
$\bar{X} + 0.5 \sigma <$	B+	$\leq +1.0 \sigma$
$\bar{X} <$	B	$\leq +0.5 \sigma$
$\bar{x} - 0.5 \sigma <$	C+	$\leq \bar{x}$
$\bar{x} - 1.0 \sigma <$	C	$\leq \bar{x} - 0.5 \sigma$
$\bar{x} - 1.5 \sigma <$	D	$\leq \bar{x} - 1.0 \sigma$
$\bar{x} - 2.0 \sigma <$	E	$\leq \bar{x} - 1.5 \sigma$
	F	$\leq \bar{x} - 2.0 \sigma$



## 8.0 General Guidelines for Award of Grades

The following are the general guidelines for the award of grades:

- (i) All evaluations of different components of course shall be done in marks for each student.
- (ii) The marks of various components shall be reduced to approved weightage (as decided by the Staff Council) and/or indicated in the scheme of teaching and examination and added to get total marks secured on a 100-point scale. The rounding off shall be done on the higher side.
- (iii) For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (clause 6.0)
- (iv) For more than 45 students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in clause 7.0 below.
- (v) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible (clause 7.0).
- (vi) For the strength of students in any course between 15 to 45, any of the above methods (clause 6.0/7.0) may be used for the award of grade.

### **Payment Schedule**

30% at the time of signing of contract	10% after successful completion of next one year	10% after successful completion of next 6 month	10% after successful completion of next 6 month	10% after successful completion of next 6 month	10% after successful completion of next 6 month	Final 20% after successful completion of next one year
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