

## **REGULATIONS ON ATTENDANCE REQUIREMENT, EXAMINATION AND ACADEMIC PROGRESSION RULES APPLICABLE WITH EFFECT FROM THE ACADEMIC YEAR 2022-2023**

### **1. Attendance Requirements**

- 1.1 It will be necessary to appear in examination for credit validation. The credits will be incomplete without taking the examination.
- 1.2 Attendance shall be monitored course-wise.
- 1.3 A student must have minimum 75% attendance in each course to be eligible to appear in the Mid-Semester Examination (MSE) as well as the End-Semester Examination (ESE).
- 1.4 Students will be given a 10% attendance benefit to participate in approved co-curricular and extra-curricular activities, if prior approval has been taken from the competent authority.
- 1.5 Irrespective of whether a student registered late or on time, attendance shall be calculated based on all classes held and not from the date the student registered, unless otherwise decided by the Registrar in the case of new registrants only.
- 1.6 If a student is eligible for the examination on the basis of attendance in the class, but is not able to take the examination due to any reason, then he/she can take the qualifying examination at the next time. He/she will not need to take classes again.

### **A. NON-COUNCIL BASED PROGRAMMES**

#### **(Applicable to B.A., B. Sc. and B. Com. Programmes)**

The National Education Policy-2020 has been implemented at the undergraduate level for B.A., B.Sc. and B.Com. programmes from academic session 2021-22 as suggested by the Uttar Pradesh State Higher Education Council (vide the government order number 1567 / seventy-3 2021-16 (26) - 2011 T.C. dated 13 July 2021). The following rule of 'Academic Progression' will be applicable to students admitted from the Academic Year 2022-23.

### **2. Components of Evaluation**

The components of evaluation for theory and laboratory/practical/project courses shall be as under:

#### **2.1 Theory Courses**

- (a) Continuous Assessment (CA): 25 marks
  - (i) Mid-Semester Examination: 10 Marks
  - (ii) Quiz: 10 Marks
  - (iii) Assignments: 05 Marks
- (b) End-Semester Examination (ESE): 75 marks

## 2.2 Laboratory/Practical/Project Courses

- (a) Continuous Assessment (CA): 25 marks
  - (i) Practical Records File
  - (ii) Performance in conduct of experiments/ results reported during the semester
- (b) End-Semester Examination (ESE): 75 marks
  - (i) 25 marks will be awarded to Viva-Voce as continuous assessment throughout the semester, and
  - (ii) 50 marks for End-Semester Examination.

## 3. Grading System

Based on continuous evaluation and semester examinations, the academic performance of a student during a semester shall be graded on a 10-point scale. The following letter grades will be used to report a student's performance. Each letter grade indicates the level of performance in a course and has an associated grade point value for purposes of computing cumulative performance.

Letter Grades	Description	Range of Marks	Grade Points
O	Outstanding	91-100	10
A <sup>+</sup>	Excellent	81-90	9
A	Very Good	71-80	8
B <sup>+</sup>	Good	61-70	7
B	Above Average	51-60	6
C	Average	41-50	5
P	Pass	33-40	4
F	Fail	0-32	0
AB	Absent	Absent	0
Q	Qualified		
NQ	Not Qualified		

## 4. Pass Percentage

- 4.1 In the qualifying papers, 'Q' grade will be awarded for Qualified and 'NQ' grade will be awarded for Not Qualified.
- 4.2 Each course of major and minor (theory and/ practical) is a credit course and the pass percentage of all of them will be 33%.
- 4.3 The co-curricular courses and the minor project in third year are qualifying and their pass percentage will be 40%.

- 4.4 The skill development/ vocational courses are also credit courses and their passing percentage will also be 40%. The skill development/employment oriented courses will be evaluated out of a total of 100 marks, out of which training/ practical based work will be evaluated out of 60 marks and theory based work will be evaluated out of 40 marks. The minimum pass marks in the skill development course will be 40 marks out of the total of 100 marks. There will be no minimum passing marks in training/ theory separately.
- 4.5 The computation out of 100 marks of each course (theory and practical) of all major/ minor/ co-curricular /minor research courses will be done by adding the marks obtained in continuous assessment (CA) out of 25 marks and End-Semester Examination (ESE) out of 75 marks.
- 4.6 In order to pass each course (theory and practical) of major and minor subjects, it will be necessary to
- (a) score a minimum of 25 marks (33% of 75) out of a maximum of 75 marks in the End-Semester Examination, and
  - (b) must have secured minimum 33 marks in aggregate in continuous assessment (CA) and End-Semester Examination.
- 4.7 In each course (theory and practical) of co-curricular/minor research subjects, to pass
- (a) it will be necessary to score minimum 30 marks out of maximum 75 marks (40% of 75) in University examination, and
  - (b) shall have secured minimum 40 marks in aggregate in internal and external examinations.
- 4.8 There is no minimum pass percentage in the continuous assessment of any course. If a student gets zero marks in continuous assessment and minimum passing marks of 33 (in major and minor subjects) or 40 (in co-curricular/minor research courses) in End-Semester Examination, even then he will pass. Zero marks will be awarded in case of complete absence in continuous assessment.
- 4.9 No grace marks of any kind will be given.

## **5. Promotion**

- 5.1 A student will always be promoted from the current Odd semester to the next Even semester, irrespective of the result of the current Odd semester.
- 5.2 Promotion from the current Even semester to next Odd semester i.e. from current year to the next year shall be subject to the following conditions:
- (a) The student must have passed at least 50% of the credit courses (theory and practical combined) of the total required credits for the current year (both semesters inclusive), and

- (b) the student has passed a minimum of 50 % credits of total credits of all the courses (theory and practical combined) of the major courses (three major courses in the first and second year and two major courses in the third year) of the current year (both semesters inclusive).

The digits after the decimal point will not be counted in computing the 50% credit, as 27.6 and 27.3 will be treated as 27.

- 5.3 To promote from the second to the third year, it shall be necessary to pass the required 46 credits of all (major/minor/skills, etc.) courses and qualifying (co-curricular) courses of the first year.

## **6. Back Paper or Improvement Examination**

- 6.1 There shall be no back paper or improvement examination in the continuous assessment. Continuous assessment can be done along with the End-Semester Examination only in case of student is re-appearing in the back examination of entire semester. But a student cannot take all the examinations of two complete semesters simultaneously.
- 6.2 The facility of back paper or improvement shall be available to the student for the courses of even (odd) semesters only in the even (odd) semesters.
- 6.3 The syllabus of the course for the student shall be the same as that of the current semester in which he is appearing for the back paper or improvement examination.
- 6.4 A student can write back paper or improvement examination of any course any number of time, till the University (End-Semester) examination period is not interrupted. This facility, however, shall be available only for the courses of 1-year before the current year.

## **7. Time Duration**

The maximum duration to complete any one year of the programme will be three years.

**Explanation:** If the student studies continuously for all the three years, then he will get maximum period of nine years. But if the student exits after passing a certificate/diploma in any one year, he can come back anytime to resume the remaining studies and will get three years (per one year of study) to complete the programme.

## **8. Calculation of CGPA**

- 8.1 The semester grade point average (SGPA) and cumulative grade point average (CGPA) shall be calculated from the following formulas:

For j <sup>th</sup> semester  $SGPA(S_j) = \frac{\sum(C_i \times G_i)}{\sum C_i}$	Here, $C_i$ = number of credits of the i <sup>th</sup> course in j <sup>th</sup> semester $G_i$ = grade point scored by the student in the i <sup>th</sup> course in j <sup>th</sup> semester.
$CGPA = \frac{\sum(C_j \times S_j)}{\sum C_j}$	Here, $S_j$ = SGPA of the j <sup>th</sup> semester $C_j$ = total number of credits in the j <sup>th</sup> semester

8.2 The CGPA will be converted into percentage marks as per the following formula:

$$\text{The Equivalent Percentage of Marks} = CGPA \times 9.5$$

8.3 The following three divisions, as defined below, shall be awarded to the students:

Division	Classification
First Division	CGPA $\geq$ 6.50 and $<$ 10.00
Second Division	CGPA $\geq$ 5.00 and $<$ 6.50
Third Division	CGPA $\geq$ 4.00 and $<$ 5.00

## B. NON-COUNCIL BASED PROGRAMMES

(Applicable to Programmes OTHER THAN B.A., B. Sc. and B. Com.)

### 9. Components of Evaluation

The components of evaluation for theory and laboratory/practical courses shall be as under:

#### 9.1 Theory Courses

- (a) Continuous Assessment (CA): 25 marks
- (b) Mid-Semester Examination (MSE): 25 marks
- (c) End-Semester Examination (ESE): 50 marks

#### 9.2 Laboratory/Practical Courses (For all Programmes)

- (a) Continuous Assessment (CA): 25 marks
  - (i) Practical Records File
  - (ii) Performance in conduct of experiments/ results reported during the semester
- (b) End-Semester Examination (ESE): 75 marks
  - (i) 25 marks will be awarded to Viva-Voce as continuous assessment throughout the semester, and
  - (ii) 50 marks for End-Semester Examination.

## 10. Grading System

Based on the marks obtained in the courses studied by a student, a letter grade shall be awarded to each course using an absolute or relative grading system. The following letter grades shall be used to assess a student's performance:

Letter Grades	Grade Points	Grade Boundaries	
		Relative Grading	Absolute Grading
		A	B (in %)
O	10	≥ 90 %tile	91 – 100
A <sup>+</sup>	9	≥ 75 %tile	81 – 90
A	8	≥ 50 %tile	71 – 80
B <sup>+</sup>	7	≥ 30 %tile	61 – 70
B	6	≥ 15 %tile	51 – 60
C	5	≥ 05 %tile	41 – 50
P	4	≥ 30 %	30 – 40
F	0	< 30 %	< 30

Guidelines for choice of columns:

- (a) For the calculation of relative grades, fail students are not taken into account.
- (b) Column B (absolute grading) shall be used for all practical courses. An absolute grading for theory courses shall be applied when the number of students is less than 30.
- (c) For relative grading, a student must achieve 80% marks (CA + MSE + ESE) to get grade O and at least 70% marks to get grade A<sup>+</sup>.

## 11. Pass Percentage

- (a) A student passes and obtains credit for a course when he/she secures at least 30% marks in the End-Semester Examination as well as 30% marks in the total of End-Semester Examination, Mid-Semester Examination (wherever applicable) and Continuous Assessment.
- (b) Student who fails in a laboratory/practical course shall repeat it as per the schedule decided by the Department/School.

## 12. Promotion

12.1 A student will always be promoted from the current Odd semester to the next Even semester, irrespective of the result of the current Odd semester.

12.2 Promotion from the current Even semester to next Odd semester i.e. from current year to the next year shall be subject to the following conditions:

(a) A student shall have a CGPA of at least 4.00/10.00 in the first year of study to be eligible to register for courses offered in third semester. Student shall maintain a CGPA of at least 5.00/10.00 at the end of second and subsequent years for academic progression.

(b) If a student does not meet the academic progression criteria as stated above (12.2(a)), then he/she must repeat the same year of study to continue in the programme. The student will have the opportunity to carry the credit of passed course(s), in which he/she has secured C or higher grade, while repeating the year. During repeating the year, the student will have to pay full fee.

12.3 To promote from the second to the third year, it will be necessary to pass all the courses and obtain the required credits of all the courses (major/minor/skills, etc.) and qualifying courses (co-curricular) of the first year. Similarly, to progress from the third to the fourth year, it will be necessary to pass all the courses and obtain the required credits of all the courses and qualifying courses of the second year. This progression rule will be followed for subsequent years as well.

### **13. Back Paper or Improvement Exam**

13.1 The facility of back paper or improvement shall be available to the student for the courses of even (odd) semesters only in the even (odd) semesters provided the student has acquired a minimum attendance of 60% in the previous even (odd) semesters.

13.2 The syllabus of the course for the student shall be the same as that of the current semester in which he/she is appearing for the back paper or improvement examination.

### **14. Time Duration**

14.1 The maximum duration for completion of a degree or a diploma programme shall be  $N + 2$  years, where  $N$  stands for the normal or minimum duration prescribed for completion of any programme; provided that in exceptional circumstance a further extension of one more year may be granted. The Vice-Chancellor may consider allowing extension by one year beyond  $N + 2$  years for completion of a degree on case-to-case basis, depending on the merit of each case.

14.2 The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.

14.3 The time taken to improve the score/ grade/ CGPA shall be counted in 'Maximum duration allowed for completion of a programme'.

## 15. Calculation of CGPA

15.1 The formula for calculation of SGPA and CGPA shall be the same as that given in section 8.1.

15.2 If a conversion to marks is required, the following formula shall be used to calculate the same:

$$\text{The equivalent percentage of marks} = \text{CGPA} \times 10.$$

15.3 Three divisions as defined below shall be awarded to the students:

Division	Classification
First with Honours	CGPA $\geq$ 8.00
First	CGPA $\geq$ 6.00 and $<$ 8.00
Second	CGPA $\geq$ 5.00 and $<$ 6.00

**Note:** For securing a Degree and Diploma in First Division with Honours, a student must pass all the courses both theory and practical in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail grade.

## 16. Special Examination

**(Applicable to all except Council-based Programmes)**

- A student who fails a subject/course in the End-Semester Examination will have the option to pass the subject/course by taking the 'Special Examination'.
- The 'Special Examination' shall be held once per academic-year after one month from the date of declaration of the result of the Even semester.
- A student who secures C, P or F grade in a course shall be eligible for 'Special Examination'.
- A student may apply for a maximum of 04 courses or 15 credits for 'Special Examination' in one academic year. The fee for such an Examination shall be as specified by the University, from time to time for each subject/course.
- A student who desires 'Special Examination' in a subject/course shall fill a form and submit it to the examination department of the concerned school along with examination fee within 07 days from the date of declaration of result of the even semester. The Controller of Examination shall schedule the examination by taking University's convenience into account.
- The grade earned through the 'Special Examination' shall be capped at 'A' grade.

## 17. Multiple Entry and Multiple Exit

**(Applicable to all except Council-based Programmes)**

In pursuance of provisions made in NEP-2020, students are given the option of multiple entries and multiple exits. If a student wants to leave the Programme after the end of a particular academic year (even after the first year), then he/she must:



- (a) achieve a minimum CGPA equal to or greater than 5.00.
- (b) accumulate the minimum prescribed credits for the award of respective certificate/ diploma/ degree.
- (c) The University shall follow the guidelines issued by the Uttar Pradesh State Council of Higher Education/University Grants Commission (UGC).

### **C. COUNCIL-BASED PROGRAMMES**

For all council-based programmes, the University shall follow the rules and regulations of their respective Councils.

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