

# SHARDA UNIVERSITY

32,34 Knowledge Park-III, Greater Noida (UP) India

## REGULATIONS ON ATTENDANCE REQUIREMENT, EXAMINATION AND ACADEMIC PROGRESSION RULES APPLICABLE WITH EFFECT FROM THE ACADEMIC YEAR 2023-2024

### 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 in the End-Semester Examination (ESE) of that course.
- 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 got registered, unless otherwise decided by the Registrar in the case of new registrants only.
- 1.6 If a student is eligible for the End-Semester Examination ESE on the basis of attendance in the class, but is not able to take the examination due to any reason, then he/she can appear in that ESE at the next time. He/she will not need to take classes again.

### 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
- (b) Mid-Semester Examination (MSE): 25 marks
- (c) End-Semester Examination (ESE): 50 marks

#### 2.2 Laboratory/Practical/Project Courses

- (a) Continuous Assessment (CA): 60 marks
  - (i) Practical Records File
  - (ii) Performance in conduct of experiments/ results reported during the semester
  - (iii) Viva-Voce throughout the semester
- (b) End-Semester Examination (ESE): 40 marks

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### 3. 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	Description	Grade Points	Grade Boundaries	
			Relative Grading	Absolute Grading
			A	B (in %)
O	Outstanding	10	$\geq 90$ %tile	91 – 100
A <sup>+</sup>	Excellent	9	$\geq 75$ %tile	81 – 90
A	Very Good	8	$\geq 50$ %tile	71 – 80
B <sup>+</sup>	Good	7	$\geq 30$ %tile	61 – 70
B	Above Average	6	$\geq 15$ %tile	51 – 60
C	Average	5	$\geq 05$ %tile	41 – 50
P	Pass	4	$\geq 33$ %	33 – 40
F	Fail	0	$< 33$ %	$< 33$
AB	Absent	0	Absent	Absent
Q	Qualified	-	-	-
NQ	Not Qualified	-	-	-

Guidelines for choice of columns:

- For the calculation of relative grades, fail students are not taken into account.
- 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.
- 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>.

### 4. Pass Percentage

- In the qualifying papers, 'Q' grade will be awarded for Qualified and 'NQ' grade will be awarded for Not Qualified.
- Each course of major and minor (theory and/ practical) is a credit course and the pass percentage of all of them will be 33% (as detailed in point 4.6).
- The co-curricular courses and the minor project in the final year are qualifying and their pass percentage will be 40%.
- 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

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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/ core/ co-curricular /minor research courses will be done by adding the marks obtained in continuous assessment (CA) out of 25 marks, Mid-Semester Examination (MSE) out of 25 marks and End-Semester Examination (ESE) out of 50 marks.
- 4.6 In order to pass a course (theory/ major/ minor/ core), it will be necessary to
- (a) score a minimum of 17 marks (33% of 50) out of a maximum of 50 marks in the End-Semester Examination (ESE), and
  - (b) score minimum 33% marks in aggregate in continuous assessment (CA), Mid-Semester Examination (MSE) and End-Semester Examination (ESE) of theory course and minimum 33% marks in aggregate in Continuous Assessment (CA), and End-Semester Examination (ESE) of laboratory/practical course.
- 4.7 In each course (theory and practical) of co-curricular/minor research courses, to pass
- (a) it will be necessary to score minimum 20 marks out of maximum 50 marks (40% of 50) in End-Semester Examination (ESE), and
  - (b) it will be necessary to secure minimum 40 marks in aggregate in Continuous Assessment (CA), Mid-Semester Examination (MSE) and End-Semester Examination (ESE).
- 4.8 There is no minimum pass percentage in the continuous assessment (CA) and Mid-Semester Examination (MSE) of any course. If a student gets zero marks in continuous assessment and Mid-Semester Examination (MSE) and minimum passing marks of 33 out of 50 (in major and minor courses) or 40 out of 50 (in co-curricular/minor research courses) in End-Semester Examination, even then he/ she will pass the course. 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 subjected to the following conditions:
- (a) A student shall have a CGPA of at least 4.00 out of 10.00 in the first year of study to be eligible to register for courses offered in third semester (second year). Student shall maintain a CGPA of at least 5.00 out of 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 (5.2(a)), then he/she must repeat the same year of study to continue in the programme. During repeating the year, the student will have to pay full fee.

## 6. Back Paper or Improvement Examination

- 6.1 The facility of back paper (in F and NQ graded courses) or improvement (in C and P graded courses) will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
- 6.2 There shall be no back paper or improvement examination in the Continuous Assessment (CA) and Mid-Semester Examination (MSE). A student can improve in Continuous Assessment (CA) and Mid-Semester Examination (MSE) in a course only if he/she repeats the course.
- 6.3 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.

## 7. Time Duration

- 7.1 The maximum duration for completion of a degree or a diploma programme shall be  $N + 3$  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  $N + 3$  years for completion of a degree on case-to-case basis, depending on the merit of each case.
- 7.2 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.
- 7.3 The time taken to improve the score/ grade/ CGPA shall be counted in 'Maximum duration allowed for completion of a 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 $j^{\text{th}}$ semester	Here,
$\text{SGPA}(S_j) = \frac{\sum(C_i \times G_i)}{\sum C_i}$	$C_i$ = number of credits of the $i^{\text{th}}$ course in $j^{\text{th}}$ semester
$\text{CGPA} = \frac{\sum(C_j \times S_j)}{\sum C_j}$	$G_i$ = grade point scored by the student in the $i^{\text{th}}$ course in $j^{\text{th}}$ semester.
	Here,
	$S_j$ = SGPA of the $j^{\text{th}}$ semester
	$C_j$ = total number of credits in the $j^{\text{th}}$ semester

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

$$\text{The Equivalent Percentage of Marks} = \text{CGPA} \times 10$$

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

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

8.4 To obtain any Degree and Diploma, a student must pass/qualify all the courses (both theory and practical) and the minimum CGPA must be 5.00.

### 9. Make-up Examination

- 9.1 If necessary, the University may carry out a Make-up Examination on the recommendation of a committee constituted by the Vice-Chancellor.
- 9.2 If necessary, the committee may examine cases of students who do not promote to the next year after the End-Semester-Examinations of the even semester on a case-by-case basis. The committee will send its recommendation to the Vice-Chancellor for consideration and approval.
- 9.3 The Vice-Chancellor may ask the Controller of Examination to conduct a Make-up Examination, if necessary.
- 9.4 A student who fails a theory course can pass the course by taking the End-Semester Examination (ESE) again as a 'Make-up Examination'. The Continuous Assessment (CA) and Mid-Semester Examination (MSE) marks will remain the same whatever the student has earned during the semester.
- 9.5 There will be no Make-up Examination for practical/ laboratory courses. The facility to pass a practical/laboratory course will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
- 9.6 The Make-up Examination may be held once per academic-year after one month from the date of declaration of the result of the Even semester.
- 9.7 A student who secures 'F' or 'NQ' grade in a theory course shall be eligible for Make-up Examination.
- 9.8 A student may apply for any course in which he/she has obtained 'F' or 'NQ' grade. The fee for such an Examination shall be as specified by the University, from time to time for each course.
- 9.9 A student wishing to appear for a Make-up Examination in a course must fill up a form and submit the same along with the examination fee to the Examination Department of the concerned School within 7 days of notification, if the University decides to conduct a Make-up Examination. The Controller of Examinations shall schedule the Make-up Examination by taking University's convenience into account.
- 9.10 The grade earned through the Make-up Examination shall be capped at 'A' grade.

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- 9.11 If a student who secures 'NQ' or 'F' grade in a theory course and misses the Make-up Examination, he/she has the opportunity to pass/improve the grades in accordance with 6.1. The University will not carry out any further examination for this purpose.

#### 10. Debarring from Examination

- 10.1 A student who has less than 75% attendance will not be able to take the End- Semester Examination (ESE) and such students will be designated as 'debarred' students.
- 10.2 A debarred student shall be awarded 'DEB' grade in the End-Semester Examination.
- 10.3 A student who has attendance above 50% and below 75% in a theory course will be eligible for the Make-up Examination, if taken, in that theory course.
- 10.4 A student who has less than 50% attendance will not be eligible for Make-up Examination. Such students have to repeat the course in which their attendance is less than 50%. The facility to repeat the course shall be available to the students for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
- 10.6 If a student is in their third semester (second year) and repeats a first semester (first year) course, he/she must attend the regular classes with the first semester (first year) students. The department/school concerned must plan the time-table in such a way that the student can attend the classes of the repeat course.
- 10.7 If the above option (10.6) is not available, the department/school concerned must assign the student a course mentor for the course in which the student wishes to repeat the course. It is the student's responsibility to meet with the mentor three times a week. The mentor will guide the student and ask the student to submit assignments timely. The mentor assesses students throughout the semester through assignments, unit tests, quizzes, presentations, etc., and awards marks for Continuous Assessment (CA) at the end of the semester. The mentor must also conduct MSE on the dates mentioned in the academic calendar.
- 10.8 It shall be the responsibility of the department/school concerned to monitor the progress of these students from time to time and to guide the mentor accordingly.
- 10.9 If a student is repeating a course, their most recent marks in CA, MSE, and ESE will be considered for the computation of grade in that course. The prior marks of CA and MSE, if any, will not be taken into account.

#### 11. Ex-studentship

- 11.1 A student can opt for Ex-studentship provided he/she has obtained minimum 50% marks in the internal assessments (CA+MSE) in theory/ practical courses. An ex-student only has to appear in End-Semester Examinations (ESE).
- 11.2 A student opting for 'Ex-studentship' must apply to the concerned School 15 days before the start of new academic session and have to pay only the prescribed examination fee as decided by the University.

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## 12. 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).

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

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