

Credit-Based Evaluation and Grading System (w.e.f Session 2018-19)

Note: (Except the courses like B.Pharmacy and M.Pharmacy governed by PCI, Law courses governed by BCI, LLM, courses under NCTE or any regulatory body etc. shall follow ordinances/rules as specified by the respective governing bodies or otherwise please consult ordinances of those Departments.)

Introduction

In order to enhance the quality of education and to bring about transparency in the system of evaluation, Guru Nanak Dev University introduced in its curricula Credit-Based Continuous Evaluation and Grading System with effect from the academic session 2010-2011 which has been transformed into Credit-Based Evaluation and Grading System w.e.f. session 2018-19 onwards(Except Law Course). The curriculum in a given subject would include such ingredients as may be required to upgrade the standards of teaching such as classroom lectures, laboratory techniques, seminars, field study, assignments, discussions, project and training etc. These ingredients would be specified in terms of courses, with each course having credits depending on the contact hours it involves.

1. Semester System

The academic programs shall be based on semester system:

- Autumn semester: July to December
- Spring semester: January to June

2. Students roll number

Each student will be assigned a roll number consisting of eleven alpha numeric (left to right)

- the first four numeric will specify the class code of roll number of the student.
- the fifth and sixth numeric will specify the year of study.
- The last five numerics will specify the unique identification roll number of the student.

For example: - 10221800001 would mean the student admitted in Electronics and Communication Engineering in B.Tech. program in the year 2018 under the roll number 00001.

3. Course Codes

Each course offered by a Department shall be identified by a course code, consisting of a string of six alphanumeric characters (three alphabets and three digits, left to right) followed by the course title.

- The first two characters in the course code shall be alphabets in capital letters identifying the subject/department offering the course.
- The third character shall be an alphabet identifying the nature of the course viz.

L= Lecture

T=Tutorial

P=Practical/Laboratory based courses

D=Dissertation/Thesis/Project/Case Study/Status Report/Assignment

E=Training/Professional Practice

F=Field Study/Educational Tour

S= Seminar/Discussion

Any other character may be defined to specify a course not listed above.

- The fourth character shall be a numeric specifying the level (year) of study after senior secondary (+2 standard)
- The last two characters shall be digits specifying the course number being offered.

For example: - ECL204 code implies that the course is offered for the B.Tech. degree in the subject of Electronics & Communication Engineering. It is a theory course in the second year of study after senior secondary. In general, the series of the numeric codes will be as follows:

Degree Programs	Series
Three year Bachelor's Courses after Senior Secondary e.g. B.Sc. (Hons. School)	100, 200, 300
Two years Master's Courses after Three Year Degree Course e.g. M.Sc. (Hons.)	400, 500
M.Phil.	800
Four year Bachelor's Courses after Senior Secondary e.g. B.Tech.	100, 200, 300, 400
Two year Master's Course after Four Year Degree Course e.g. M.Tech.	500, 600
Five year Bachelor's Courses/Integrated courses after Senior Secondary e.g. B.Arch.	100, 200, 300, 400, 500

Course codes for other subjects can be defined accordingly by the respective Board of Studies.

4. Course Credits

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study and/or self study.

Generally, each course shall have an integer number of credits reflecting its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:

(1) Lectures/Tutorials: One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit. Theory courses shall be generally two to four credits (preferably three credits), and tutorials one credit each. For determining the credits of a theory course, lectures and tutorials shall be added.

(2) Practicals: Two laboratory hours per week shall be assigned one credit. Courses other than Lectures/Tutorials shall be treated as practical courses.

The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.

Each program of studies shall have three types of courses:

1. Core Courses: Compulsory for each student of the program.
2. Elective/Optional Courses: The student will have the option to choose these courses from a set of courses within the Department.
3. Interdisciplinary/Outside Department courses: The student will have to choose these courses from another department.

About 90% of the credits of the program shall be core/Departmental elective/optional courses and shall have to be compulsorily cleared by every student. About 10% of the credits of a program shall be interdisciplinary/outside Department courses, and shall be chosen by the student from another department. Alternatively relevant courses can be chosen from the massive open online courses (MOOCs) available on the SWAYAM Portal with the approval of the BOC. Out of the total interdisciplinary MOOCs available, 50% courses shall be decided by the BOC & 50% will be chosen by the students.

The Ph.D students shall have to clear three core/elective/optional courses as offered by the respective department, in addition to two interdisciplinary courses outside the department as recommended by the BOC.

The M.phil/ M.Tech./ Post-graduate students shall also choose PG level interdisciplinary courses from other departments as recommended by the BOC. The undergraduate students may opt for courses at UG level/ Advanced Diploma/ Diploma/ Certificate in any Department as may be recommended by the BOC.

The interdisciplinary courses as mentioned in “UG & PG” may be opted by both UG & PG level students.

Any interdisciplinary course marked as compulsory course shall have to be taken by all the students.

Generally, the course work per semester will be 20 to 30 credits. A student shall register for a minimum of 20 credits in a semester. Syllabi will be designed with minimum credits required to complete a degree as follows:

Degree Programs	Minimum Credits
B.Tech.	180
M.Tech.	60
Integrated B.Tech, M.Tech	225
MBA (2 year)	100
MCA (3 year)	135
B.Sc. (Hons. School)/B.A. (Hons. School)	135
MBA/MCA (5 year)	225
M.Sc./M.Sc. (Hons.)M.Sc. (Hons. Sch.)/M.A./M.Com	90
Other courses	45-50 per year
For all M. Tech., M. Architecture, Master in Planning (Infrastructure) Note: For above programs, a candidate has to register for a minimum of 15 credits in a semester.	60

5. Course Evaluation

The students would be evaluated during the conduct of each course on the basis of their performance as follows:

Examination (Theory)	Syllabus to be covered in the examination	Time allotted for the examination	%Weightage
Mid Semester	Upto 50%	1 hour	20 %
End Semester Examination	100% syllabus	3 hours	80 %
Total			100
(Practical)			
Final Practical Examination + Viva Voce	100% syllabus		100%
Total			100

The End-Semester Examination will be subjective. The examination schedule for the End Semester Examination shall be notified by the University and that of Mid Semester Examination by the Head of the respective Departments. Marks obtained by the students in Mid Semester Examination will be displayed on the Notice Board before the start of the End Semester Examination. The Answer-sheets for Mid Semester Examination will be shown to the students. However, answer sheets for End Semester Examination will not be shown to the students after examinations. The students may be asked to go for re-evaluation of their Answer-sheets, if they have any doubt.

- Datesheet will be as per academic calendar.
- There will be no Mid Semester Examination for Practical/Lab courses.
- For final practical examination, the external examiners from near by places may be appointed. The evaluation of the examination shall be done both by external & internal examiners jointly.
- For not more than 50% or as decided by the competent authority of credit-based courses offered in different programs across the discipline, the question paper of the End Semester Examination will be set by external examiners appointed by the competent authority.
- In all the courses, the answer sheets will be assessed by internal examiners through table marking.
- The project reports of master degree courses may be evaluated by internal examiners, where the evaluation as only “satisfactory/unsatisfactory” is required. In the master degree, the thesis may be evaluated by an external examiner.
- The Board of Moderation may be constituted to review the results, if required.

6. Award of Grades

Grades will be awarded by the Board of Control, with all teachers teaching that class to be invited as special invitees, if they are not members of the Board of Control.

7. Grading System

The Grading will follow Credit-Based System, the details of which are given below:

While undertaking the course work, the following terms are defined:

'Course' means a semester.

'Credit' means weightage assigned to a course

'Grade' means a letter grade assigned to a student on a 10 point scale.

'Grade' point means points assigned to a letter grade.

'Semester Grade Point Average' (SGPA) means weighted average of grades in a semester.

$$\text{SGPA} = \frac{\sum (G_i \times C_i)}{\sum C_i}$$

Where G_i are the grade points in the i^{th} course and C_i are the credits registered for the i^{th} course, for all the 'm' number of courses in a particular semester.

$\sum (G_i \times C_i)$ = Total grade points obtained by a student in a semester,

$\sum C_i$ = Total credits registered by the student in that semester.

Or

$$\text{SGPA} = \frac{[(G_1 \times C_1) + (G_2 \times C_2) + (G_3 \times C_3) + \dots + (G_m \times C_m)]}{(C_1 + C_2 + C_3 + \dots + C_m)},$$

'Cumulative Grade Point Average' (CGPA) means weighted average of grades in all the semesters, at the end of any semester or at the end of the course completion.

$$\text{CGPA} = \frac{\sum (G_i \times C_i)}{\sum C_i}$$

$$= \frac{[(G_1 \times C_1) + (G_2 \times C_2) + (G_3 \times C_3) + \dots + (G_n \times C_n)]}{(C_1 + C_2 + C_3 + \dots + C_n)},$$

Where G_i are the grade points in the i^{th} course and C_i are the credits registered for the i^{th} course, for all the 'n' number of courses in all the semesters.

SGPA and CGPA shall be calculated up to two decimal places, after rounding off the third decimal to the nearest second place integer decimal, hence 0.005 to be increased to 0.01

The student would be awarded a letter grade on a 10 point scale on the basis of his/her performance. Grades shall be awarded as per the following table:

Credit Courses		
Percentage Marks	Letter Grade	Grade Points
90-100	O (Outstanding)	10
80-89.9	A+ (Excellent)	9
70-79.9	A (Very Good)	8
60-69.9	B+ (Good)	7
50-59.9	B (Above Average)	6
40.1-49.9	C (Average)	5
35-40	P (Pass)	4
Below 35	F (Fail)	0
	Ab (Absent)	0

❖ **Promotion rules for all Programs (except for Ph.D. and M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy)**

- a) A student (except for Ph.D. and M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy) shall be required to maintain a minimum of **4** CGPA at the end of the even semester of each academic session. If his/her CGPA falls below **4** at the end of second semester of any year, the student will be declared as having failed in that year and will have to seek readmission to the first semester of that year.

- b) A student getting '**F**' grade in any course will be treated as having failed in that course. If he/she fails in a core course, he/she will have to repeat the core course and if he/she fails in elective/interdisciplinary course, he/she will have the option to repeat the same course or opt a different elective/interdisciplinary course in the same category with the approval of the BOC, and will have to obtain at least '**P**' grade in that course within the maximum period defined (UGC Letter no. F.12-I/2015 (CPP-II) dated 15.10.2015) to complete the degree for that course.
- c) If a student maintains CGPA of **4** at the end of the even semester of the session, but fails in a maximum of two courses during the two semesters of that year, he/she will be promoted to the next year. However he/she will be required to clear these courses during the subsequent semesters within the duration of the maximum period specified to complete the degree (UGC Letter no. F.12-I/2015 (CPP-II) dated 15.10.2015). For such candidates, repeat (Mid Semester & End Semester) examination for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) course/s in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.
- d) If a student maintains CGPA of **4** at the end of the even semester of the session, but fails in three or more courses during all the preceding semesters taken together, at the end of the session, he/she will be declared as having failed in that year and will have to seek readmission to the first semester of that year.
- e) It will be compulsory for a student to appear in the End Semester Examination. A student who does not appear in the End Semester Examination will be treated as having failed in that course and will be awarded '**F**' grade, even if he/she has already scored pass marks on the basis of Mid semester Examinations.
- f) If in a particular semester a student falls short of attendance in a maximum of two courses, he/she would be permitted to appear in the End Semester Examination of the papers in which he/she fulfills the attendance requirements. The courses in which the student does not fulfill the minimum attendance requirements, he/she will not be permitted to appear in the End Semester Examination of those courses and shall be awarded '**F**' grade.

❖ **Promotion rules for Programs M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy)**

- a) Students registered for PG level courses in Physiotherapy shall be required to maintain a minimum CGPA of **5** at the end of the even semester of each academic session. If his/her CGPA falls below **5** at the end of even semester of any year, the student will be declared as having failed in that year and will have to seek readmission to the odd semester of that year For all other courses in the Faculty of Sports Medicine and Physiotherapy, students will follow the rules of CGPA which are applicable for other courses of university i.e they will have to maintain a CGPA of **4**.(as in 7(a)).
- b) A student getting '**C**' or lower grade in any course in this discipline will be treated as having failed in that course and shall have to repeat the core/elective course/s or repeat/opt another course in lieu of interdisciplinary/outside department course with the approval of BOC, and will have to obtain at least **B** grade in that course within the specified period as per the prevailing rules.

- c) If a student maintains CGPA of **5** at the end of the even semester of the session, but fails in a maximum of two courses during the two semesters of that year, he/she will be promoted to the next year. However he/she will be required to clear these courses during the subsequent semesters within the duration of the maximum period specified to complete the degree (UGC Letter no. F.12-I/2015 (CPP-II) dated 15.10.2015). For such candidates, repeat (Mid Semester & End Semester) examination for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) course/s in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.
- d) If a student maintains CGPA of **5** at the end of the even semester of the session, but fails in three or more courses during all the preceding semesters taken together, at the end of the session, he/she will be declared as having failed in that year and will have to seek readmission to the first semester of that year.
- e) It will be compulsory for a student to appear in the End Semester Examination. A student who does not appear in the End Semester Examination will be treated as having failed in that course and will be awarded '**F**' grade, even if he/she has already scored pass marks on the basis of Mid semester Examinations.
- f) If in a particular semester a student falls short of attendance in a maximum of two courses, he/she would be permitted to appear in the End Semester Examination of the papers in which he/she fulfills the attendance requirements. The courses in which the student does not fulfill the minimum attendance requirements, he/she will not be permitted to appear in the End Semester Examination of those courses and shall be awarded '**F**' grade.

8. 'Incomplete Grade'

This Grade (I Grade) shall be awarded for incomplete Project/Dissertation work/or any other course, other than theory or practical courses. This grade will be converted to a regular Grade on the completion of the evaluation of the course.

9. Withdrawal from a Course

A student may be allowed to withdraw from an optional course within 15 days of the start of the semester, and opt another optional course in lieu of it. In such a case, attendance of the student in the first course shall be added to the attendance in the new course.

10. Earned Minimum Credits, and Minimum CGPA for the Degree

- ❖ The credits for the courses in which a student has obtained '**P**' (minimum passing grade for a course) grade (**B** for M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy) or higher shall be counted as Credits earned by him/her. A student shall have to earn a minimum of such number of Credits as may be required for the award of a degree in a particular course/discipline. A student who has obtained a minimum CGPA of **4** (**5** for M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy)) and

earned a minimum number of Credits as specified for the program, shall be eligible for the award of the respective degree.

A student, who has earned the minimum Credits required for a degree, but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses till the minimum CGPA is attained within the maximum time limit for the program. Result can be moderated through Board of Moderation to pass a course or improve division. If a student offers courses for more than the required minimum Credits, the SGPA or CGPA shall be calculated on the basis of total number of Credits registered. given below:

Program duration	Maximum time to complete the degree
Five years	Seven years
Four years	Six years
Three Years	Five years
Two years	Four years
One year	Three years

11. Audit Courses:

In addition to the Credit courses, a student on the approval of BOC can take up Audit course/s from his/her Department, or any other Department or other University or institute of higher education/research. The grade awarded for this course shall be Satisfactory ('S') or Not Satisfactory ('U'). A grade equivalent to 'P' or above will be treated as satisfactory for Audit courses. The Audit course/s cleared by a student will not be counted towards his/her SGPA/CGPA.

12. Make-up Examination

If a student is absent from a End Semester/ Mid Semester Examination of the course due to the death of his/her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) on the day of the examination, or at the most two weeks prior to the test, or on medical grounds, or participation in sports/cultural activities with the permission of the BOC, the BOC may permit the student for the make-up Examination within two weeks of the date of the test from which the student remained absent, provided further that the Mid Semester Examination shall be based on the syllabus covered till date. Under similar conditions, if a student is making up for End Semester Examination then permission of the Dean Academic Affairs will be required.

13. Conversion from CGPA to Percentage:

A CGPA of **6** will be considered equivalent to 60% marks. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of **10**. The equivalence between selected percentages in absolute marks system and CGPA is as follows.

CGPA	%age
3.5	35
4	40
5	50
6	60
7	70
8	80
9	90
10	100

II Common Ordinances for Programs under Credit-Based Evaluation and Grading System

The University shall impart instructions in programs under Credit-Based Evaluation and Grading System.

1. Eligibility for Admission and Duration of the Programs:

The Eligibility and duration of the programs shall be as prescribed by the University from time to time.

2. Fee

Every candidate shall pay such fee to the University as the Syndicate may prescribe from time to time.

3. Scheme of Instructions-Examination:

For each examination, every student admitted to the program under the Credit-Based Evaluation and Grading Systems must be on the rolls of the University Department and shall send his/her admission form and fee for the examination through the Head of the Department, accompanied by the following certificates:

- a) Of having attended at least 75% of the total number of lectures delivered in each theory and practical course separately. For attendance in Law courses, the rules of Bar Council of India shall apply. Deficiency in lectures may be condoned as per Ordinances Chapter 15 (ii) 1.1 of University Calendar-2008, Vol. II.
- b) Of having good moral character.

The syllabi, courses of reading and regulations for the courses, shall be notified by the University from time to time, and shall be deemed to constitute integral parts of the Ordinances. Course evaluation shall be done under Credit-Based Evaluation and Grading System. *No grace marks shall be awarded to pass a course / improve division. However, improvement of division will be allowed as per policy framed by the university from time to time. Moderation of result may be done by BOM constituted for the said purpose as per provisions laid down in University Calendar Volume - IV.* A candidate may, however, take additional optional courses from within the Department or outside the Department to improve his/her CGPA within the maximum limit for the respective courses.

4. Assignments:

The candidate shall be required to submit his/her project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment included in the course, required for the partial fulfillment of the requirements of a degree, by the end of his/her last semester of the course in which he/she is registered (30th June) & (31st May in case of M.Tech. (Electronics & Communication Engineering) Specialization Communication System & M.Tech. (CSE)). The Head of the Department may, however, give an extension of one month after this date, i.e., up to 31st July (30th June in case of M.Tech. (Electronics & Communication Engineering) Specialization Communication System & M.Tech. (CSE)). In case the candidate fails to submit such an assignment at the end of this period of extension, he/she shall be awarded an 'Incomplete Grade (I)' for this course. Students getting 'I Grade' shall have to seek admission to the next semester and shall have to pay fee and other funds as per the University rules. Assignments shall be evaluated by a Board of three examiners comprising the Head of the Department or Nominee, Course Coordinator and Supervisor/Class Incharge. For M.Phil. and Ph.D. degrees, respective ordinances shall apply.

5. Discipline:

Each student shall be under the control and discipline of the Board of Control of the respective Department. In case of any misconduct on the part of a student, the Board of Control shall have the power to recommend disciplinary action, to the extent of cancellation of admission of the defaulting student from the rolls of the Department.

6. Degree:

The successful candidate shall be awarded the degree in the subject of his/her study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the program of study within the minimum duration of the course of his/her study, or gets 'F' grade(C or lower grade for M.P.T(Sports Physiotherapy, M.H.A and M.P.T(Ortho) programs in Physiotherapy) in any course or 'I' grade in the assignment as *given under para 4 of Part-II*, shall not be eligible for any merit position/medal/award of the University.
