

# Credit-Based Continuous Evaluation Grading System

**Note 1:** Credit-Based Continuous Evaluation Grading System has been introduced in almost all the courses running in the University Campus and its Regional Campuses w.e.f. session 2011-12.

**Note 2:** The Course 'History and Culture of Punjab (Credit Based)' has been replaced with 'Basic Punjabi (Credit Based)' w.e.f. session 2012-13.

In order to enhance the quality of education and to bring about transparency in the system of evaluation, Guru Nanak Dev University introduces in its curricula Credit-Based Continuous Evaluation Grading System with effect from the academic session 2010-2011. 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 workload it involves.

## 1. Semester System

The academic programmes shall be based on semester system:

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

## 2. Students entry number

Each student will be assigned an entry number consisting of ten alpha numeric (left to right)

- the first four numeric will specify the year of entry of the student
- the fifth and sixth characters will be alphabets and specify the subject of study
- the seventh character will specify the level of the course as follows:

A= Bachelor level course

B=Master level course

C=Undergraduate Certificate course

D=Undergraduate diploma course

E=Undergraduate Advanced Diploma course

F=Post graduate Diploma course

G=Post M.A./M.Sc. Diploma course

Y=M.Phil.

Z=Ph.D.

Any other character may be assigned to a course not listed above by the respective Board of Studies.

- The last three numerics will specify the unique identification number of the student.

For example, 2010ECA125 would mean the student admitted in the year 2010 in Electronics and Communication Engineering in B.Tech. programme under the roll number 125.

### 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:

Course	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
Three year Bachelor of Law Course after B.A./ B.Sc.	400, 500, 600
Two year LL.M.	700, 800
Ph.D. in any subject	900

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 programme of studies shall have three types of courses:

1. Core Courses: Compulsory for each student of the programme.
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 programme shall be core/Departmental elective courses and shall have to be compulsorily cleared by every student. About 10% of the **credits** of a programme shall be interdisciplinary/outside Department courses, and shall be chosen by the student from another department with the approval of the Board of Control. Ph.D. students may opt for courses and M.Phil/M.Tech./Post-graduate level in any department or graduate level courses outside department and undergraduate students may opt for courses at UG level/Advanced Diploma/Diploma/Certificate in any Department as may be recommended by the Board of Control.

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:

Course	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

<b>For all M. Tech., M. Pharma, M. Architecture, Master in Planning (Infrastructure) &amp; LL.M.</b>	60
<b>Note:</b> For above courses, a candidate has to register for a minimum of 15 credits in a semester.	

## 5. Course Evaluation

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

<b>Examination (Theory)</b>	<b>Syllabus to be covered in the examination</b>	<b>Time allotted for the examination</b>	<b>%Weightage (Marks)</b>
Minor Test I	Upto 33%	1 hour	20
Minor Test II	33% to 66%	1 hour	20
Quizes/Group Discussion/Case discussion etc.			10
Major Test	100% syllabus	3 hours	50
<b>Total</b>			<b>100</b>
<b>(Practical)</b>			
Daily evaluation of practical records/ Assignment/Viva Voce etc.			50
Final Practical Performance + Viva Voce	100% syllabus		50
<b>Total</b>			<b>100</b>

The quizzes shall be written and shall comprise of multiple choice/objective type questions. The Major Test shall test both the subjective and objective aptitudes of the student. The quizzes shall be held in the regular classes, and no preparatory holidays shall be provided for these. Evaluation of the answer books shall be done as per the continuous evaluation procedure of the University. The student would be awarded a letter Grade on a 10 point scale on the basis of his/her performance. The examination schedule for the Major Test shall be notified by the University and that of Minor Tests by the respective Departments. Marks obtained by the students in pre Major Tests will be displayed on the Notice Board before the start of Major Test, and the answer scripts will be returned to the students. No claim for revision of marks shall be entertained after the students are shown their evaluated answer scripts. Answer-books of Major Test shall be retained by Course Co-ordinator for six months after the declaration of results.

## 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.

$$SGPA = \frac{\sum_{i=1}^m (G_i \times C_i)}{\sum C_i}$$

Where  $G_i$  are the grade points in the  $i^{\text{th}}$  course and  $C_i$  are the credits registered for the  $i^{\text{th}}$  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

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

'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.

$$CGPA = \frac{\sum_{i=1}^n (G_i \times C_i)}{\sum C_i} \\ = \frac{[(G_1 \times C_1) + (G_2 \times C_2) + (G_3 \times C_3) + \dots + (G_n \times C_n)]}{(C_1 + C_2 + C_3 + \dots + C_n)},$$

Where  $G_i$  are the grade points in the  $i^{\text{th}}$  course and  $C_i$  are the credits registered for the  $i^{\text{th}}$  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

Grades shall be awarded as per the following table:

Credit Courses			
Academic performance	Grade	Grade Points	Percent score in absolute marking system
Outstanding	A+	10	81-100
Excellent	A	9	As per bunching system
Very Good	B+	8	
Good (Average)	B	7	
Fair	C+	6	
Marginal	C	5	
Deficient	D	4	21 to30
Poor	E	2	
Very Poor	F	0	0 to 20

- a) A student (except for Ph.D. and PG level courses in Sports Medicine & Physiotherapy) shall be required to maintain a minimum of 4.5 CGPA at the end of the even semester of each academic session. If his/her CGPA falls below 4.5 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 'E' or lower 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 Board of Control, and will have to obtain at least 'D' Grade in that course within the maximum period defined to complete the degree for that course.
- c) If a student maintains CGPA of 4.5 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. For such candidates, repeat (Minor-I, Minor-II, Quiz as well as Major) 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 4.5 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 Major Test. A student who does not appear in the Major Test 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 previous tests and quizzes.
- 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 Major Tests 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 Major Tests of these courses and shall be awarded 'F' Grade.
- g) Students registered for PG level courses in Sports Medicine & Physiotherapy shall be required to maintain a minimum of 5.62 CGPA at the end of the even semester of each academic session. If his/her CGPA falls below 5.62 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 year of that year. 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 Board of Control, and will have to obtain at least C+ Grade in that course within the specified period as per the prevailing rules.

## 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 'D' (minimum passing Grade for a course) Grade (C+ for PG level courses in Sports Medicine & 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 (5.62 for PG level courses in Sports Medicine & Physiotherapy) and earned a minimum number of Credits as specified for the programme, 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 programme. No grace marks will be awarded 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. Maximum time allowed to pass a course is given below:

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

## 11. Audit Courses:

In addition to the Credit courses, a student on the approval of Board of Control 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 'D' 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 Major/Minor Test/quiz 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 participates in sports/cultural activities with the permission of the Board of Control, the Board of Control may permit the student for the make-up Examination within two weeks of the date of the test from which the student absented, provided further that the quiz/Minor Test shall be based on the syllabus covered till date. Under similar conditions, if a student is making up for Major Test then permission of the Dean Academic Affairs will be required.

## 13. Conversion from CGPA to Percentage:

A CGPA of 6.75 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 8.9. The equivalence between important percentages in absolute marks system and CGPA is as follows.

Percentage	40	45	50	55	60	70	75
CGPA	4.50	5.06	5.62	6.18	6.75	7.87	8.43



## **II Common Ordinances for Courses under Credit-Based Continuous Evaluation Grading System (2011-12)**

The University shall impart instructions in courses under Credit-Based Continuous Evaluation Grading System.

### **1. Eligibility for Admission and Duration of the Courses:**

The Eligibility and duration of the courses 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 courses under the Credit-Based Continuous Evaluation 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 Continuous Evaluation Grading System. No grace marks shall be awarded to pass a course / improve division, and no improvement of division shall be allowed. 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 degree, by the end of his/her last semester of the course in which he/she is registered (30<sup>th</sup> June). The Head of the Department may, however, give an extension of one month after this date, i.e., up to 31<sup>st</sup> July. 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 programme of study within the minimum duration of the course of his/her study, or gets 'E' or 'F' Grade (C or lower grade for PG level courses in Sports Medicine and 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.