

LOVELY PROFESSIONAL UNIVERSITY Notification The 30th June, 2009 No. LPU/Rules/Notification/001/2009 - In pursuance of the provisions of sub-clause 12.2.1 read with sub-clause 12.2.3 of Clause 12.2.0 of The Statutes made under sub-section (1) of section 24 of The Lovely Professional University Act, 2005 (Punjab Act No. 25 of 2005), the following Academic and Examination Rules for Regular Programmes of the Lovely Professional University received the assent and approval of the Chancellor on the 30th June, 2009 and are hereby published for general information:- ACADEMIC AND EXAMINATION RULES FOR REGULAR PROGRAMMES OF LOVELY PROFESSIONAL UNIVERSITY (Under Clause 12.2.0 (12.2.1) of the Statutes of the Lovely Professional University)

## CHAPTER-I

### Short Title, Extent and Commencement 1.1.0 Short Title

These Rules shall be called the "Academic and Examination Rules for Regular Programmes of Lovely Professional University".

1.2.0 Extent of Application and Commencement 1.2.1 These Rules shall be applicable for all the regular programmes offered by the Schools, Institutes, Colleges, Centres and Institutions of the Lovely Professional University and any matter relating and incidental thereto. 1.2.2 These Rules shall come into force with effect from 1st July, 2009 and shall apply to all new students admitted from session 2009 onwards and also apply to all the continuing students with transition rules contained in Chapter 19 herein. (1)

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## CHAPTER-II

### Definitions

2.1.0 Definitions 2.1.1 "Academic Counsellor" means a faculty member assigned the task of providing the course- specific and programme-specific information to a group of students and to advise them on registration related matters. 2.1.2 "Class" means specific group of students meeting for specific instructional purposes; and it may mean the whole series of scheduled meetings or just one session; and a Class may be a lecture, a tutorial or a practical. 2.1.3 "Continuing Student" means a student, who has registered for at least one term prior to the current term. 2.1.

4 "Course" means a prescribed a set of instructions in a subject offered as a unit of studies within an academic programme. 2.1.5 "Course Detail" means detailed syllabus of a course. 2.1.6 "Disciplinary Probation" refers to the status assigned to a student on committing some act of indiscipline, academic or otherwise and once assigned the student remains on disciplinary probation for the rest of the duration of his programme. Explanation:

(a) Once any indiscipline has been committed by a student individually or in a group, he will automatically be on disciplinary probation. It is also irrespective of fact whether action was taken against the student or not.

(b) Indiscipline will include indiscipline in academic or other matters of the University, hostel, transport, tours and acts outside the University premises which are likely to bring bad name to the University and/or are not legally correct even though the student was not under the direct control of the University at that moment.

2.1.7 "Freshman" means a student who is registering for the first time at the University in that session. 2.1.8 "ETE" means End-Term Examination. 2.1.9 "Expulsion" by the University means the permanent removal from the University rolls with prohibition on future enrolment. 2.1.10 "Instructor" means the teacher who is assigned the responsibility of teaching Lecture and/or Practical classes. 2.1.11 "LTP" means hours of Lecture, Tutorial and Practical of a course per week in a regular term. 2.1.12 "MTE" means Mid-Term Examination.

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2.1.13 "Practical"

means classes that require students (generally in smaller groups compared to lecture) to perform certain functions in controlled situations that help them to test and understand what is being taught in the lecture or otherwise. 2.1.14 "Prerequisites" means conditions that must be met before a student can register for a course. Prerequisites can include a specific skill level (e.g., a minimum of C grad

e in a specified course), or Pass in a specific course. 2.1.15 "Program" means the area of study leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University. 2.1.16 "Program Detail" means scheme and curriculum of a Programme. 2.1.17 "Registration Number" means a unique number allotted to a student on his/her admission in a particular programme. Registration number of a student remains invariant through the duration of his programme at the University. 2.1.18 "Re-Appear" means allowing a student to appear in the examination of a course in subsequent regular term(s) or during summer breaks or otherwise subject to fulfilment of the specific conditions. This re-appear exam will have a weightage equal to weightage of ETE and MTE together for the concerned course. 2.1.19 "Right of access to all the premises or facilities of the University" means and include registration for courses/examinations, appearing in examination(s), receiving tutorials, attending classes or otherwise receiving academic instruction under the aegis of the Universities or any of its School /Department/Institute/Centre, making use of any University facilities, including the library (whether sitting or by borrowing books/periodicals), computer/internet facilities, the sports facilities, the halls and café, etc, enter and remain on University premises, attend any function in the University or participate in any student activity, be members of student organizations, occupy University accommodation, e.g., student hostels, use of transportation/parking facility or such other facilities as provided by the University. 2.1.20 "Roll Number" means a unique number that may be allotted to the student in every term. 2.1.21 "Rustication" by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfilment of certain conditions. 2.1.22 "Scheme and Curriculum" means and includes description of nature, duration, pedagogy, syllabus, eligibility and such related details for a programme. 2.1.23 "Suspension" by the University means a withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation. 2.1.24 "Tutor" means the teacher who is assigned the responsibility of tutoring the students in tutorial classes.

2.1.25 "Tutorial" means a class that offers students (generally in smaller groups compared to lectures) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.

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### CHAPTER-III

Academic Registration 3.1.0 Every Student will register every term for courses that he wishes to pursue in that term. 3.2.0 The registration procedure will involve: 3.2.1 Registration for Compulsory Courses A student will be automatically registered for compulsory courses to be studied in the next term. 3.2.2 Registration for optional / Specialization / Elective Courses Registration for optional / specialization/elective courses will be completed in two phases: (i) Pre-Term Registration

- Head of Division (Academic Affairs) will issue the list of optional / specialization / elective courses to be offered in the next term before the last day of teaching of the current term.

- A student will undergo the process of selection of Optional / Specialization / Elective Courses from the circulated list and will give his option for these elective courses.

- A student may interact with the Academic Counsellor for selection of these optional / specialization / elective courses.

- The exact schedule for pre-term registration shall be as per the Academic Calendar issued by the Division of Academic Affairs.

(ii) Confirmation of Pre-Term Registration

- The registration of Optional / Specialization / Elective Courses will be confirmed within one week after the start of classes as per the schedule circulated by Division of Academic Affairs.

- An optional / Specialization / Elective course may be run only if there are a minimum of ten students registering for it.

3.2.3 Registration of Backlog Courses (a) After the display of the time table for the current term, if a student finds the slot in the time table, he may be allowed to register for backlog courses which are currently being offered as compulsory / optional / elective courses to other batches. (b) The registration of these backlog courses will be confirmed within one week after the start of classes as per the schedule circulated by division of Academic Affairs subject to the following conditions:

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- i. In addition to the courses for the current term, a student can register for maximum of two backlog courses in a term provided she/he has a CGPA or TGPA of at least 3.5 (or a cumulative percentage of 35 in marks-based programmes) in the previous term.
- ii. A student who is registering only for backlog courses because of the non-promotion to the next year, can register for maximum of eight courses subject availability of clash-free schedule.
- (c) The University will not be responsible for a clash-free scheduling of backlog course(s). A student shall verify himself that timetable of backlog course(s) do not have clash with their regular courses.
- (d) A student shall register for backlog courses and deposit the fee within three days after the start of classes.
- (e) Fee for registration in each backlog course shall be one tenth of the regular term fee as applicable at that time.

3.3.0 Each Head of Department with the approval from HOS shall nominate Academic Counsellors from amongst the faculty of the Department to provide necessary information on the courses and advise students on registration.

3.4.0 A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student concerned.

3.5.0 A student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree/Diploma/Certificate' does not permit so.

3.6.0 A student will not get credit for any course for which he/she is not registered.

3.7.0 In case a student fails a compulsory course of a programme, he can avail more chances to register for the same course in subsequent terms, whenever offered by the University, provided the 'Maximum Duration for the completion of Degree/Diploma/Certificate' permits so.

3.8.0 In case a student fails an optional course of a programme, he can opt to re-register for the same course or may opt for some other course as prescribed under the programme requirements provided the 'Maximum Duration for the completion of Degree/Diploma/Certificate' permits so.

3.9.0 In case the CGPA of a student is less than the 'Minimum CGPA requirement for the award of Degree/Diploma/Certificate', he may be allowed to re-register for marginal course(s) (i.e., course(s) in which the student has obtained marginal, i.e., 'D' grade) to improve his CGPA. Similarly, in case of marks-based courses, a student may be allowed to register for course(s) in which he has scored less than 50% marks to improve his score.

3.10.0 In case a student has registered for a course for improvement of result, the grades obtained in the latest term will be applicable for calculation of CGPA, but all grades will be shown in the grade card.

3.11.0 Late Registration

- 3.11.1 The maximum time stipulated for late registration on payment of prescribed late fee shall be three weeks from the actual beginning of the term.

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- 3.11.2 The late registration may be allowed only for valid reasons after the approval of the same from the Head of Department or any other authorized official subject to certain condition(s), if deemed necessary.
- 3.11.3 Late Registration may not be allowed for a student who is on disciplinary probation.
- 3.11.4 The late registration of a freshman who is admitted after the start of the term may be done at the time of admission by the authorized official.
- 3.11.5 Irrespective of whether a student has registered late or on time, the calculation of attendance for determining the eligibility to appear in ETE shall be based on the day of actual start of the academic term.
- 3.11.6 For a student registering late, no compensation for the loss of any component of continuous assessment will be allowed, i.e. if the assignment or any other component has been missed due to late registration, a student will not get credit for that component.
- 3.12.0 The sections of the students o

f a programme may be reframed every term based on student's performance or as decided by the University from time to time.

3.13.0 Adding and Dropping of Courses 3.13.1 A student may add or drop course(s) within three weeks of the beginning of the term or the last date(s) as specified in the Academic Calendar with the permission of the HD (Academics Affairs) through Head of School on recommendation of HOD. 3.13.2 For this, he/she must fill up the prescribed form, get the endorsement of the Academic Counselor and the Head of Department, and submit the form to the HOS for approval. 3.13.3 A student who is on disciplinary probation may not be allowed to change a course. 3.13.4 A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason. 3.13.5 In case a student has been allowed to change the programme during the current term by the University, the classes attended in the previous courses may also be considered in calculation of attendance to determine the eligibility for appearing in ETE in the corresponding manner.

#### CHAPTER - IV

##### Transfer of Programme

4.1.0 Transfer of Programme for Freshman 4.1.1 A student once admitted and registered in a programme will normally not be allowed to change the programme. 4.1.2

However under exceptional circumstances, a freshman may be allowed to change his programme within three weeks from the actual start of the session by the Academic Advisory Committee on the recommendations of HOS through HOD.

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4.1.3 A student

admitted in the current session, will be eligible to apply for transfer of Programme, only if the student fulfills all the requirements of admission including the marks requirement prescribed by the University relating to the Programme to which he is seeking a transfer. 4.1.4 In case a student is allowed to transfer to a programme having lesser fees, the student will continue to pay the fee of the programme in which he was initially admitted till the completion of the programme. 4.1.5 In case a student has been allowed to change the programme during the current term by the University, the classes attended in previous programme may also be considered in calculation of attendance to determine the eligibility for appearing in ETE.

4.2.0 Transfer of Programme for Continuing Students 4.2.1 A student currently studying in a programme will normally not be allowed to change his programme. However, under exceptional circumstances, the Vice Chancellor on the recommendations of Academic Advisory Committee may allow a student to change his programme. 4.2.2 In case a student is allowed to transfer to a new programme, the credits of only those courses passed in the previous programme (programme from which the student is seeking the transfer) will be transferred to the new programme that will be considered relevant to the new programme by the Academic Advisory Committee. An undertaking regarding the same may be obtained from the student at the time of application for change of programme. 4.2.3 Number of terms/years spent in the previous programme will be considered for the calculation of maximum duration for the completion of new programme. 4.2.4 All the rules of new

programme such as rules mentioned under head 'Promotion to Next Year', 'Minimum CGPA/Marks requirement for the award of degree', 'Promotion Criteria in Integrated / Integrated Dual degree programme' shall be applicable to the transferred student also. No relaxation in the same shall be made. 4.2.5 An applicant will be eligible to apply for transfer of programme, only if: (a) there are seats available in the programme to which transfer is sought, (b) the student fulfills all the requirements of admission including the marks requirement prescribed by the University relating to the programme to which he wishes to transfer, (c) the student is not under disciplinary probation.

4.2.6 Students may be allowed to transfer the programme after paying the prescribed fee.

4.2.7 Unless otherwise specified, transfer from a programme may be allowed only if transfer does not result in change of mode of education e.g transfer from reg

ular to distance or vice versa is not allowed.

4.2.8 Unless otherwise specified, transfer from International Programme to Regular or Honours Programmes will not be allowed.

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## CHAPTER - V

### Components of Evaluation

5.1.0 Unless otherwise provided in the Course Detail and/or Programme detail, the components of Evaluation for each course will be: 5.1.1 Attendance 5.1.2 Continuous Assessment (CA), 5.1.3 Mid-Term Exams (MTE), 5.1.4 End-Term Exams (ETE), and 5.1.5 Any other, as decided by the University. 5.2.0 The weightage for Attendance shall be 10% for all courses irrespective of programme. 5.3.0 The weightage for Continuous Assessment, Mid-Term and End-Term Examinations for the various courses shall be finalized by the division of Academic Affairs and will be specified along with the syllabus of the course. 5.4.0 The components of CA for a course shall also be finalized by the division of Academic Affairs. 5.5.0 Unless otherwise specified, there will be one Mid-Term and one End-Term examination, and both will be conducted by the Examination Division. 5.6.0 The Instructor-in-charge shall make available syllabus of his course along with the lecture-wise details, various components of evaluation, their weightages, dates of various tests/quizzes etc. reasonably phased over the term to the students in the beginning of the term. The last test or quiz shall not be within 7 days of the End-term examination.

## CHAPTER - VI

### Attendance Requirements

6.1.0 A student must satisfy the following attendance requirement: A student has attended 75% or more in aggregate of delivered classes, in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term including optional / specialization /elective and backlog courses. 6.2.0 Relaxation of 5% in lieu of medical leaves is being given to the students i.e., the operational attendance requirement will be 70%. This relaxation of 5% is only for appearing in ETE. However a student will not get attendance marks for attendance below 75%.

6.3.0 A student will be allowed to appear in ETE as per the following conditions: 6.3.1 If a student's aggregate attendance is more than or equal to 70%, he will be allowed to appear in ETE of all the courses registered in the term.

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6.3.2 If a student's aggregate attendance is less than 70%, but more than or equal to 60%, he will be allowed to appear in ETE of only those courses in which his attendance is more than 70%. In all other courses, he will be detained and awarded 'F' grades. 6.3.3 If a student's aggregate attendance is less than 60%, he will not be allowed to appear in the ETE of any course registered in the term. He will be detained and awarded 'F' grades in all the courses of that term.

6.4.0 However, if any authority has imposed stricter conditions on attendance for a particular programme, the same shall prevail.

6.7.0 Bonus Attendance 6.5.0 In case a student has been allowed to change the course or programme during the current term by the University, the classes attended in previous course/programme will also be considered in the calculation of attendance to determine the eligibility for appearing in ETE. 6.6.0 As mentioned under the head 'Late Registration', irrespective of whether a student has registered late or on time, calculation of attendance for determining the eligibility to appear in ETE will be on the basis of all classes held.

6.7.1 A student may be allowed to avail the following allowance as bonus for good attendance in the previous term, on medical grounds or in case of a natural calamity or due to immobilization for any other valid reason, Attendance %age in a ggregate Bonus Percentage in the previous term available 95% or more 10 90% or more but less that 95% 8 85% or more but less that 90% 6 80% or more but less than 85% 4 75% or more but less that 80% 2 6.7.2 Attendance requirement for appearing in ETE of current term will be calculated after adding the available bonus pe

percentage earned in the previous term as per the following: The bonus earned from the immediate previous term will be added in the aggregate attendance of current term and if after adding the bonus, a student satisfy the attendance criteria then the student will be allowed to appear in ETE otherwise the bonus is not added in the aggregate attendance but it is added in attendance of individual courses and the student will be allowed to appear in the ETE of only those courses in which the student satisfy the attendance criteria after adding the bonus attendance. Illustration - I: A student who falls sick in the second term of 2009-10, had an aggregate attendance of 87% in the first term of 2009-10 session. He was thus eligible for 6 bonus percentage points. If his

1 For B.Pharmacy programme, the attendance in practical and theory will be computed separately, so that a student must maintain 75% or more in aggregate in theory and practical separately. Also, for LL.B. programme, a student with an aggregate attendance of less than 66% in a term will not be allowed to appear in ETE as mandated by BCI.

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attendance in 2009-10 II term is greater than 64%, then 6% attendance on the basis of bonus earned from the previous term's attendance will be added in the aggregate attendance of current term to bring it to above 70%, and the student may be allowed to appear in ETE of all the courses. Illustration - II: A student who falls sick in the second term of 2009-10, had an aggregate attendance of 87% in the first term of 2009-10 session. He was thus eligible for 6 bonus percentage points. If his attendance in 2009-10 II term is 58% (53% in course C1, 55% in Course C2 and 66% in Course 3), then when 6% attendance on the basis of bonus earned from the previous term's attendance is added in the aggregate attendance of current term, the aggregate attendance will still be less than 70%, and the student may not be allowed to appear in ETE of all the courses. However, since the attendance with bonus points is above 60% he will be allowed to appear in those papers where the attendance with bonus points is above 70%, and the student will be eligible to appear in the ETE of Course 3 only. 6.7.3 A student in the very first term in the University will be allowed the above bonus (for the purposes of that term only) in case he maintains good attendance in either half of the term, i.e. the part of the term before MTE or the part of the term after MTE. 6.7.4 Bonus attendance earned from the previous term will be added to compute the attendance requirement of the current term only if a student's aggregate attendance in current term is more than or equal to 60%. 6.7.5 Advantage of Bonus attendance points will not be given for marks. The benefit of bonus attendance will only be for calculating the eligibility condition for appearing in ETE. 6.7.6 The advantage of bonus attendance will be given in the immediate next term only. In case a student has skipped the previous term he will not be entitled for any benefit of bonus attendance in current term.

## CHAPTER-VII

### System of Evaluation

The University shall follow one of the following systems for various programmes as specified in the respective Programme detail: 7.1.0 Based on Marks 7.1.1 Each course shall have maximum marks and minimum passing marks assigned to it and the same shall be mentioned in the course details. 7.1.2 The marks for the dissertation/ projects/ field study shall be assigned depending upon the quantum of work expected and the details of the same will be prescribed in the programme and course details. 7.1.3 The result card will show the total marks obtained in the course, the maximum marks, and the minimum marks required to pass the course. 7.2.0 Based on Broad-band Grades 7.2.1 Each course shall have a number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned to a course will be prescribed in the course details.

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7.2.2 The credits assigned to a course reflect its weightage in determination of the CGPA. There may be certain courses without any credit, and such courses shall be referred

to as non-credit courses. 7.2.3 Unless otherwise provided, students will be awarded grades using relative grading on passing a course and result cards will show individual course grades, the course credits and the overall weighted performance indices such as TGPA and CGPA. 7.2.4 The University may follow continuous evaluation or multiple intermittent system of evaluation for its programmes and/or courses as specified in the Programme and Course details. 7.3.0 The components of evaluation in both the cases will be as defined under the head 'Components of Evaluation'.

## CHAPTER - VIII

### System of evaluation based on marks

8.1.0 A student will be awarded marks based upon his total performance comprising of attendance, continuous assessment, Mid-Term examination, End-Term examination or any other component as defined in course detail, or as decided by the University. 8.2.0 A student shall be awarded marks for each of the courses he is registered for. The marks of all courses are added to get the total marks for a term. 8.3.0 The maximum marks and minimum passing marks in a course shall be as prescribed in the Course detail. 8.4.0 Passing Marks for a Course A student will be eligible for Passing in a course provided the student has obtained minimum weighted total of 35% marks in the course as a whole including all the specified components of evaluation subject to scoring minimum 20% marks in ETE or in ETE and MTE together of the specified course. 8.5.0 If separate pass in theory and practical is required for a specific course, the same shall be mentioned in Programme and Course details. A student failing to pass any one component (Practical or Theory) will re-appear for the respective component in the subsequent term(s) subject to such other conditions, as may be prescribed. 8.6.0 Re-appear in a Course 8.6.1 In case a student is not able to clear the condition for passing the course(s), he will be awarded Re-appear in the course(s). 8.6.2 For the re-appear, a student will have the option to: Option- I: Appear for Re-appear Exam or Option - II: Re-register the course as a backlog course 8.6.3 For clearing a re-appear, whenever a student proceed with option-I i.e a student apply for re-appear exam, there will be a single theory exam having weightage equal to weightage of ETE and MTE together for the concerned course.

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#### Illustration:

A student registered for five regular courses in Jan 09 - June 09 session and got re-appear in one of the course say CSE101 having weightage as Attendance - 10, CA - 30, MTE - 20, ETE - 40. Then to clear CSE101 the student may either re-register as a backlog course in successive term(s) or he may decide to appear for Re-appear Exam. Let's say the student decided to appear for Re-appear Exam. In such case there will be a single re-appear exam and the weightage of such exam will be 60 marks (after adding weightage of ETE i.e 40 marks and weightage of MTE i.e 20 marks). For calculating the result of such a course, the marks obtained by the student in Attendance and Continuous Assessment of the course (when registered as a regular subject) will be carried forward and the same will be clubbed with the weighted marks obtained in re-appear exam. 8.6.4 In case a course in which a student obtains re-appear has a lab/practical component, he will have an option to retain the marks of the examination of that component or reappear in the examination of that component as well. If he chooses to reappear, the old marks of that component will be wiped out and only the new marks considered. 8.6.5 For clearing a re-appear a student may apply for re-appear within next two years after the term in which the student has registered the course in which he has obtained re-appear in the specified course subject to three chances offered by the University. 8.6.6 If a student is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear, he will be awarded fail in the course and no further chance will be provided for appearing in re-appear examination. In such a case, the student will register again as per the provisions mentioned under the head 'Registration of Backlog Courses.' 8.7.0 Failing in a Course 8.7.1 A student is awarded fail in a course in case (a) he does not satisfy the attendance requirement for being eligible to appear in the End Term examination, (b) he is awarded a Fail as a punishment for academic dishonesty by

the relevant authority, or (c) he is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear. 8.7.2 A student failing a course will be considered as having a backlog in the concerned course and has to register again for the course. In such a course, he needs to attend all lectures, tutorials and practicals, and participate in all evaluations again. He may register for the course in any subsequent term(s) as per the provisions mentioned under the head 'Registration of backlog courses'.

8.8.0 The minimum marks required for the pass is 35% in aggregate. In addition, 20% marks in ETE or 20% in MTE and ETE taken together are required. However, in exceptional circumstances, the Moderation Committee may decrease this. The circumstances necessitating this change must be recorded and written approval of the Vice-Chancellor shall be obtained for the same.

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CHAPTER - IX

#### System of evaluation based on broad band grades

9.1.0 A student will be awarded a letter grade in each of the courses in which he is registered depending upon the weighted total marks he obtains in the various components of evaluation as defined in the Course detail. 9.2.0 The following broadband letter grades are 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 the cumulative performance. Table - I

Grade	Grade Points	Description
A+	10	Outstanding
A	9	Very Good
B	8	Good
C	7	Satisfactory
D	6	Marginal
E	4	Reappear
F	0	Failing
I	0	Incomplete
S	0	Satisfactory (for zero credit courses only)
X	0	Unsatisfactory (for zero credit courses only)

9.3.0 Passing a Course 9.3.1 A student will be eligible for grade 'D' or above (Pass grades) in a course provided the student has obtained minimum weighted total of 35% marks in the course as a whole including all the specified components of evaluation subject to scoring minimum 20% marks in ETE or in ETE and MTE taken together. 9.3.2 If separate pass in theory and practical is required for a specific course, the same shall be mentioned in the Programme and Course details. A student failing to pass any one component (Practical or Theory) will re-appear for the respective component in the subsequent term(s) subject to whatever other conditions are prescribed.

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9.4.0 Pass Grades

9.4.1 'A+' Grade is a pass grade and indicates that the student's academic performance is Outstanding. A student is awarded 10 Grade points for an A+ grade. 9.4.2

'A' Grade is a pass grade and indicates that the student's academic performance is Very Good. A student is awarded 9 Grade points for an A grade. 9.4.3 'B' Grade is a pass grade and indicates that the student's academic performance is Good. A student is awarded 8 Grade points for a B grade. 9.4.4 'C' Grade is a pass grade and indicates that the student's academic performance is Satisfactory. A student is awarded 6 Grade points for a C grade. 9.4.5 D' Grade is a pass grade and indicates that the student's academic performance is marginal. A student is awarded 4 Grade points for a D grade. 9.5.0 Re-appear Grade E 9.5.1 In case a student is not able to clear the condition for passing the course(s), he will be awarded Re-appear grade 'E' in the course(s), except in the courses where evaluation is based purely on attendance and continuous assessment. 9.5.2 For 'E' grade courses, a student will have the option to: Option- I: Appear for Re-appear Exam or Option - II: Re-register the course as a backlog course 9.5.3 For clearing an 'E' grade, whenever a student proceeds with option-I i.e a student applies for the re-appear exam, there will be a single theory exam having weightage equal to weightage of ETE and MTE together for the concerned course. Illustration: A student registered for five regular courses in Jan 09 - June 09 session and got 'E' grade in one of the course say CSE101 having weightage as CA - 40, MTE - 20, ETE - 40. Then to clear CSE101 the student may either re-register it as a backlog course in following term(s), or he may decide to appear for the Re-appear Exam. Let's say the student decided to appear for the Re-appear Exam. In such a case there will be a single re-appear exam and the weightage of such an exam will be 60 (after adding weightage of ETE, i.e., 40 % and weightage of MTE, i.e., 20%). For calculating the result of such a course, the

marks obtained by the student in the Continuous Assessment of the course (when registered as a regular subject) will be carried forward and the same will be clubbed with the weighted marks obtained in the re-appear exam.

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#### 9.5.4 In case

a course in which a student obtains 'E' grade has a lab/practical component, he will have an option to retain the marks of the examination of that component or reappear in the examination of that component as well. If he chooses to reappear, the old marks of that component will be wiped out and only the new marks considered.

9.5.5 For clearing 'E' grade a student may apply for re-appear within the next two years after the term in which the student has registered the course in which he has obtained the 'E' grade in the specified course subject to getting three chances.

9.5.6 If a student is not able to clear the 'E' grade within two years after obtaining it, he will be awarded the 'F' grade in the course and no further chance will be provided for appearing in re-appear examination. In such a case, the student will register again as per the provisions mentioned under the head 'Registration of Backlog Courses.'

9.6.0 Fail Grade 9.6.1 'F' Grade is a Fail Grade. It is awarded in case a student (a) he does not satisfy the attendance requirement for being eligible to appear in the End Term examination, or (b) he is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear, or (c) fails to pass a course where the grade is based totally on attendance and continuous assessment, or (d) is found guilty of academic misconduct or disciplinary grounds.

9.6.2 An 'F' grade carries zero grade points.

9.6.3 He may register for the course in a subsequent term(s) as per the provisions mentioned under the head 'Registration of Backlog Courses'. A student needs to attend all lectures, tutorials and practicals, and participate in all evaluations again for every course in which he obtains an F grade.

9.7.0 Incomplete Grade ('I' Grade) is neither a pass grade nor a fail grade and may be awarded in case of courses with evaluation based on dissertation, projects, presentations, etc. No grade point is awarded in case of an 'I' grade. It is a temporary grade and has to be replaced by a regular grade following the completion of the specified work within the specified time-limit.

9.8.0 'S' and 'X' grades: S and X grades are awarded only in case of courses with zero credit: S for passing and X for failing such a course. A student who is awarded an 'X' grade in a non-credit course will be required to repeat the course.

9.9.0 Award of Letter Grades: The total weighted marks of students in a course will be converted to broadband letter grades using the graph of the distribution of marks obtained by students.

A moderation Committee will decide on the cut-offs for the various grades.

While the guiding principle for allocation of grades will be the relative performance of the students, due consideration will be given to absolute performance as well.

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committee feels that the performance of all students is below the acceptable level, it may decide not to award any student an A+, an A, or a B. The decision of the Moderation Committee will be final.

9.10.0 Moderation Committee for various courses of a department will be constituted and the committee will be provided assistance through a computerized decision support system that shall provide a plot and the range of marks for a given course for deciding the cut off marks for each cluster of students to be given the same grade.

9.11.0 The minimum marks required for the award of the marginal passing grade D will be 35. However, in exceptional circumstances, the Moderation Committee may decrease this.

The circumstances necessitating this change must be recorded and written approval of the Vice-Chancellor obtained for the same.

9.12.0 The grades of the students appearing in the re-appear examination for courses in which they obtain E grades, will be awarded with the same cut-offs as those of the earlier regular examination.

9.13.0 Calculation of Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)

9.13.1 A student's overall academic performance within a given term or in all the courses completed is measured by indicators: (a) Term Grade Point Average (TGPA) The performance of a student in a particular term is measured by Term Grade Point Average (TGPA), which is a weighted average of the grades secured in all the co

urses taken in a semester and scaled to a maximum 10. It is given by:  $TGPA = \sum CiGi / \sum Ci$ , where  $C_i$  is the number of credits associated with the  $i$ th course of a term for which  $TGPA$  is to be calculated,  $G_i$  is the grade points earned in the  $i$ th course, and the summation extends over all the courses in which grades (other than I) are obtained. For instance, if a student is registered for one 5-credit course, three 4-credit courses, and one 3-credit course during a term, i.e., for a total of 20 credits, and he secures A, B, B, C, and D grades, respectively, in these courses, his  $TGPA$  will be as follows:

$TGPA = (5 \times 9 + 4 \times 8 + 4 \times 8 + 4 \times 6 + 3 \times 4) / 20 = 145 / 20 = 7.25$

(b) Cumulative Grade Point Average (CGPA) The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed term. It is computed in the same manner as the  $TGPA$  but the summation extends over all courses in which a student was registered up to and including the term for which  $CGPA$  is to be calculated.

9.13.2 The calculation of  $TGPA/CGPA$  will include the credits for courses in which the student has been awarded 'E' or 'F' grades.

9.13.3 However, once a student repeats a course or takes the reappear examination in that course, only the latest grade and not the earlier grade(s) will enter in to the computation of  $CGPA$ .