



[Approved by Academic Council in its meeting dated 08/08/2009]

TEERTHANKER MAHAVEER UNIVERSITY

Revised Ordinance Governing

**Conduct and Evaluation of Examinations for Programmes
leading to all Bachelor's/Master's Degrees and
Under-Graduate/Postgraduate Diplomas**

CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S/MASTER'S DEGREES AND UNDER-GRADUATE/POSTGRADUATE DIPLOMAS FOLLOWING SEMESTER SYSTEM

APPLICABILITY: This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas following semester system [other than programmes for which separate Ordinance is notified].

1. DEFINITIONS:

- a) **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Bachelor's degree, Master's degree, Postgraduate and Under-graduate diplomas.
- b) **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- c) **Semester System** - a programme wherein each academic year is apportioned into two semesters.
- d) **Board of Studies (BOS)** shall mean the Board of Studies of the college concerned.
- e) **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- f) **External examiner** shall mean an examiner who is not in the employment of the University.
- g) **Student** shall mean a person admitted to the college of the University for any of the academic programmes to which this Ordinance is applicable.
- h) **University** shall mean Teerthanker Mahaveer University, Moradabad.

2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

3. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in a College of the University, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi. Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the semester-end examination as provided in any ordinance of the University from time to time.

4. PROGRAMMES CONTENT & DURATION

- a) A Bachelor's/Master's degrees and Under-graduate/Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters. All the programme requirements shall have to be completed in (n + 4) semesters, i.e. the programme duration in years and two additional years.
 - i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course
 - ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s).

However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

- a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.
- b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	- 17 Weeks
Preparatory Leave	- 01 Week
Semester-end Examination, including Practical/ Laboratory Examination	- 03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- a) There shall be an Academic Programme Committee in each University college
- b) All the professors of the college shall constitute the Academic Programme Committee of which the Dean of the College shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the programmes with the other programmes run by the different colleges of the University.
- c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned college of the University
- d) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meeting.

7. EXAMINATION FEES

The Controller of Examination (COE) shall notify the examination fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

8. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester, provided that the Director/Principal of the college on the recommendation of the Dean of the college may condone attendance shortage upto 5% for individual student for reasons to be recorded.

However, under special circumstances on the recommendations of the Dean of the college, the Director/Principal of the college may forward to the Vice Chancellor a request of a student for further relaxation of attendance for reasons to be recorded which shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 75% in a semester shall not be allowed to appear in the semester end examination. Student who has been detained due to shortage of attendance shall be required to take re-admission and repeat all courses of the said semester with the next batch of students or will have the option to attend the special classes during the summer vacation and appear for the examination there after. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+4) semesters as mentioned in clause 4(c).

Director/Principal of the college shall announce the names of all such students who are not eligible to appear in the semester-end examination, on the last teaching day of the semester and simultaneously intimate the same to the Controller of Examinations. The Dean of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the Vice Chancellor for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

- a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - (i) Evaluation through a term-end examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- c) The distribution of weightage for various components of evaluation shall be as below:

		Bachelor's degree/ Under-graduate diploma	Master's degree/ Post-graduate diploma
A	THEORY COURSES		
	Term-end examination	75	75
	Continuous evaluation	25	25
B	PRACTICAL/LABORATORY COURSES		
	Term-end examination	50	50
	Continuous evaluation	50	50
C	DISSERTATION/THESIS/PROJECTS		
	Assessment by External Examiner	50	50
	Assessment by Internal Examiner	50	50
D	For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice-Chancellor.		

- d) Conduct of Term-end examinations
 - (i) All term-end examinations shall be conducted by the Controller of Examinations.
 - (ii) The schedule of examination shall be notified by the Controller of Examinations at least fifteen (15) days prior to the first day of the commencement of term-end examinations.
 - (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of

Examinations with the approval of the Vice-Chancellor. Provided that the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners. Names of examiners shall be obtained from the concerned Boards of Studies through the Director/Principal of the college from the panel approved by the Board of Studies.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ authorised Dean, from the panel approved from the BOS before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deem fit can appoint examiners out of the list proposed by the Controller of Examination.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor.

Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank in the first year and thereafter three sets of question papers.

(iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper in accordance with approved scheme.

e) Internal Evaluation:

The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be send to the university shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Competent Authority.

For Theory Papers

Sl. No.	Evaluation	Weightage for 25 Marks
1	Class Quiz./ Class Tutorial/ Project work/Assignments	5
2	Mid-Semester Examination – 2	15
3	Attendance	5
	Total	25

Note: In case of the Class Quiz/ Class Tutorial/ Project work the class teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Director/Principal of the College.

For Practical

Sl. No.	Evaluation	Weightage for 50 Marks
1	Practicals performance (Experiment, file preparation & viva)	30
2	Practical Midterm Exam & Viva	15
3	Attendance	5
	Total	50

Note: Marks for attendance would be given as follows:-

Attendance - +90% - 5 marks; 85 to 90% - 4 marks; 80-85% - 3 marks; 75-80% - 2 marks; less than 75% - Zero mark

- f) Dissertation/Thesis: For dissertation/thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner and the external examiner(s) shall give marks as specified in table above. The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested as specified in clause 9(d)(iii) of this Ordinance.
- g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- h) Semester-end practical examinations shall be coordinated by the Director/Principal of the college from the appointed examiners by the Examination department.
- i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/ concerned, with the approval of the Vice-Chancellor.
- j) The results of a semester (including both the term-end examinations and continuous assessment) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a

particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.

- k) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

10. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

(a) (i) Obtaining a minimum of 40% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 40% of marks in a course, shall be deemed to have failed in that course. The student should have overall 50% marks in semester to clear the semester. In case a student has more than 40% in each course, but less than 50% overall in a semester he/she shall re-appear in courses where the marks are less than 50% to achieve the required aggregate percentage of 50% in the semester.

(ii) Grace Marks – A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 0.5% of the semester maximum marks (rounded to next higher integer). The grace marks will neither be added to individual subject score nor the semester aggregate.

(iii) A candidate shall not be eligible for provisional promotion to the next Academic Year of study if he/she fails in more than five (5) theory subjects at the end of the Academic Year taking cumulative of all years.

(iv) A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.

(b) (i) A student obtaining less than 40% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a term end examination of the course in a subsequent semester(s) when the course is offered or special examinations if held by the University, subject to maximum permissible period of (n+4) semesters as mentioned in clause 4(c). The internal marks in such cases shall not change.

(ii) However, based on the poor result in some of the courses, the Director/Principal, if so desires, may propose to arrange remedial classes and subsequent conduct of special

supplementary exams, for all or few courses to reduce load of carryover paper(s) in subsequent semesters on the students who have been placed to re-appear in such courses.

In such cases, Director/Principal of the college shall seek the approval of the Vice Chancellor. For such students who are required to re-appear in certain courses, special 30 classes shall be arranged during the summer vacation by the concerned college. A student shall be eligible for appearing in special supplementary examination after attending these summer classes.

Students desirous of availing this facility shall apply to the Controller of Examinations through Director/Principal of the College within seven days of declaration of even Semesters result alongwith the prescribed fee. The Director/Principal of the concerned college shall forward to the Controller of Examinations, the names of the students who have successfully underwent the summer classes, for issuance of Admit Cards.

(iii) A student who has to reappear in a term-end examination in terms of clause (b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the College so certifies, the examination may be held in accordance with the old syllabus, provided such request reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

(iv) If a student has poor performance in a number of courses in a particular semester, he may, at his option, take an academic break for one year, and re-register for either or both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.

(c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates will be placed in Divisions as below:

- (a) Second Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
- (b) First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
- (c) First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt.
- (d) For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 13 and shall be based only on marks obtained in courses for which credits have been earned.

11 (a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the college, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

12. AWARD OF DEGREE/DIPLOMA

A student shall be awarded a degree/diploma if:

- (i) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma.
- (ii) There are no dues outstanding in his/her name to the college/University and
- (iii) No disciplinary action is pending against him/ her.

13. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

Cumulative Performance Index (CPI) =

$$\frac{\sum C_n M_n}{N \sum C_n}$$

Where C_n is the number of credits earned for the course n in any semester and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 40% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 40% marks shall be treated as "Audit Courses" and the same shall be reflected in the Final mark sheet accordingly. CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

14. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Colleges. The decision of the Vice-Chancellor shall be final.
