



GALGOTIAS UNIVERSITY
Uttar Pradesh

REGULATION FOR
Attendance, Exams, Evaluation and Grading

February 2013

1. Attendance Requirement

A student is expected to maintain full attendance in all courses. Considering the fact that a student may be absent due to ill-health or some family emergency, a student is permitted to maintain a minimum attendance of 85% without producing any proof for the absence. For leave of absence between 85% and 75% of attendance, the student must inform the Proctor in advance and seek permission for absence. Students taking leave with the consent of Proctor up to 25% (i.e. maintaining a minimum of 75% attendance in each course) will be permitted to write the CAT/SEE.

Attendance between 85% and 100%	No prior permission is required from Proctor
Attendance between 75% and 85%	Consent of the Proctor is required

Attendance eligibility criteria for	Period of calculation of absence	Minimum percentage of attendance required	Minimum percentage of attendance required with the consent of Proctor
CAT-I	From 1st Instructional day to 2 days before the start of CAT-I exams	85%	75%
CAT-II	From 1st Instructional day after CAT-I to 2 days before the start of CAT-II exams	85%	75%
SEE (Theory & Lab, separately)	From 1st Instructional day to the Last Instructional Day	85%	75%

2. Debarment of students

- Deans of all the schools shall compile the list of students having attendance less than 85% and send to the office of the Chief Proctor
- VC shall form a committee under the chairmanship of the Chief Proctor to finalize the Debarred list
- The Debarred list shall be prepared and published at least 48 hours before the commencement of the exam and sent to the office of the COE/EC

3. Assessment/ Evaluation

Two Continuous Assessment Tests, viz., CAT-I and CAT-II, followed by a Semester End Examination (SEE) shall be conducted in a semester for each course, as per the schedule

given in the Academic Calendar. One of the CAT examinations may be conducted using an 'open book' format.

The total of CAT-I, CAT-II, Quizzes and Assignment constitutes 50% of the Internal Assessment marks. The SEE constitutes the balance 50% weightage and is counted as the External Examination. The exact schedule of the examination for each theory/lab component of a course will be announced by the COE at least two weeks before the scheduled commencement of the first lab SEE. Improvement of marks in any of the examinations is not permitted by repeating the exam or by any other means.

One of the CAT may be substituted by any other means of assessment (case study, assignment, seminar, project, experiment etc.) with prior approval of the competent author (Academic Council).

Type of Evaluation	Max. marks for which the exam is conducted	Marks in previous column are converted to
CAT-I	50 marks	15 marks
CAT-II	50 marks	15 marks
Quizzes/Seminars/ Case studies etc.	To be decided by the concerned faculty member(s)/HOD	10 marks
Assignment(s)	In the form of case study, report, seminar, presentation, quiz, experiment, etc. as defined in the course syllabus/course plan	10 marks
SEE (Theory without a lab component)	100 marks	50 marks
Total		100 marks

*CAT: Continuous Assessment Test; **SEE: Semester End Examinations;

Several courses will have a laboratory/practical component along with the theory and/or tutorial component(s). Few skill based courses may only have laboratory/practical component without a theory and/or tutorial component. For courses having laboratory/ practical work component only, the CAT and SEE marks distribution shall be as given below.

Continuous Assessment Components	Marks	Semester End Components	Marks
Record Marks (Based on continuous assessment of Lab/Practical works, considering regularity and timely submission of lab records).	30	Planning the experiment (Procedure writing/tabulation /equation as applicable)	15
		Carrying out the experiment/ calculations	15
Viva-Voce/Quizzes/Assignment /Mini Projects	20	Analysis of Results	10
		Viva-Voce	10
Total	50	Total	50

4. Duration of Exam

- ✚ The duration of CAT-I/CAT-II and SEE shall depend on the specified credit hour of the courses.
- ✚ The courses having 3 or more Lecture/Tutorial hours per week shall have CAT-I/CAT-II of 90 min duration whereas the SEE shall be of 3 hours duration.

- ✚ The courses having less than 3 Lecture/Tutorial hours per week shall have CAT-I/CAT-II of 60 min duration whereas the SEE shall be of 2 hours duration.
- ✚ The courses having 2 or less Lab hours per week shall have SEE of 90 min duration whereas the duration will be 3 hrs for more than 2 Lab hours per week.

5. Question Paper Setting and moderation

- ✚ Normally both question paper setting and valuation of answer scripts for all the Continuous Assessment Tests (CATs) shall be carried out by the faculty member(s) who has handled the course. In case of more than one faculty member teaching a particular course, a course co-ordinator and/or senior faculty member(s) appointed by the concerned Dean/HOD shall be responsible for setting of question paper(s). A question paper moderation committee shall be formed in which one outside expert approved by the Dean of the concerned school may be associated.
- ✚ A model question paper shall be prepared for all the courses to be offered in a particular semester and made available to the students in the beginning of the semester.
- ✚ A panel of question paper setters comprising external as well as internal experts shall be prepared. The COE/EXCOM (Examination Committee) shall get approved from the Vice Chancellor the paper setters to be appointed, before every semester end examination (SEE), out of the panel, for each course of study (or for a group of courses of study). The names in the panel as well as the name of the actual question paper setter shall be confidential and to be kept in a separate file by the controller of examinations (COE) who will make necessary arrangements for setting of the question papers. The COE, after taking the approval of the competent authority, shall appoint external experts as well as senior internal faculty member(s) to prepare three sets (preferably two sets from external experts and one set from internal faculty member) of question papers along with the marking scheme. A question paper Moderation Committee consisting of both internal and external faculty members (not including the question paper setters) shall be formed to moderate the question paper(s). The committee shall hand over at least two sets of moderated question paper(s) confidentially to the competent authority for the random selection and printing of the final question paper.
- ✚ The continuous assessments in laboratory courses will be based on supervision of the student's work, their performance in viva-voce examinations and the quality of their work. The SEE for the laboratory courses shall be conducted internally by the respective departments in consultation with the COE with at least one external examiner/expert.
- ✚ In the case of the final review/exam of the project work, a committee consisting of the Project Coordinator (appointed by HOD), project guide and at least one external faculty member shall carry out the assessment just before submission of the final project report.

6. Questions based on HOTs

- ✚ To test skills involving analysis, evaluation and synthesis learnt by students in each course, questions based on Higher Order Thinking skill (HOTs) is introduced in all CAT and SEE.
- ✚ All CAT and SEE question papers shall carry questions based on HOTs to an extent of approx. 30%.

7. Roles and Responsibilities of supervising officers for CAT/SEE

Center Superintendent/Assistant Center Superintendents/Floor Superintendents

- ✚ Center Superintendent: One of the Deans (appointed by the Vice Chancellor) will act as the Center Superintendent.
- ✚ The Center Superintendent is responsible for overall conduct of examinations. He/ she will ensure that all rules and regulations of the university are followed in letter and spirit.
- ✚ The Center Superintendent may allow a candidate to appear in any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
- ✚ In order to assist the Center Superintendent in all the exam related activities, Assistant Center Superintendent(s)/Floor Superintendent(s) shall be appointed in consultation with Center Superintendent and approval of the Vice Chancellor.

Flying Squad

- ✚ A team of senior faculty members as approved by the Vice Chancellor shall constitute the Flying Squad.
- ✚ Responsibilities of Flying Squad shall include:
 - ✓ To observe and supervise the examination process.
 - ✓ Flying Squad shall also ensure that: every student is carrying a valid Identity proof and Hall Ticket; no student roams outside the exam halls after start of the examination; be vigilant and constantly alert to find out Malpractice cases.
 - ✓ Inform the students about seriousness and consequences of malpractice.
 - ✓ Instruct students to keep manuals, note books, mobiles, Programmable calculators, I-pods, electronic gadgets and text books at the designated place.
 - ✓ Conduct random checks to ensure that students are seated as per the seating plan.
 - ✓ Check the daily record of used/unused Question papers, Answer books, supplementary materials etc.
 - ✓ Follow the guidelines in regard to conduct of exams and report to the Center Superintendent.

Invigilators

- ✚ Invigilators play a crucial role in ensuring the sanctity of an examination system. They ensure that the examinations are conducted in a fair and appropriate manner and all students are able to sit for examinations as per the seat plan.
- ✚ Invigilators should not cause any unnecessary disturbance in the examination hall.
- ✚ Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other candidates and maintains sanctity of the examination.
- ✚ All Invigilators should try to familiarize themselves with the Guidelines and Rules governing the Conduct of Examinations before the commencement of the examination.
- ✚ The responsibilities of Invigilators include:
 - ✓ Collect answer scripts and other exam related materials from the Examination Control Room.
 - ✓ Ensure papers and materials are distributed appropriately (according to the seating plan).
 - ✓ Conduct invigilation in such a way as to cause minimum disturbance to the candidates.
 - ✓ Make announcements to candidates as necessary.
 - ✓ Adopt correct procedures in case a candidate becomes ill, distressed or behave in a way perceived to be misconduct and liaison with the Examination Control Room, as necessary.
 - ✓ Collect, pack and deliver completed answer scripts and attendance sheets to the Examinations Control Room.
 - ✓ Follow the guidelines in regard to conduct of exams and report to the Center Superintendent.

8. Conduct of CAT-I/CAT-II

- ✚ Model question papers shall be prepared for all the courses to be offered in a particular semester and made available to the students in the beginning of the semester
- ✚ COE publishes the schedule of exams (as per the Academic Calendar) at least one week in advance
- ✚ An Exam Committee (EXCOM) shall be formed by the VC to oversee the matters related to Question paper compilation and printing

- ✚ Normally both question paper setting and valuation of answer scripts shall be carried out by the faculty member(s) who has handled the course. In case of more than one faculty teaching a particular course, a course co-ordinator and/or senior faculty member(s) appointed by the concerned Dean shall be responsible for setting of question paper(s)
- ✚ A Question Paper Moderation Committee (QPMC) consisting of both internal and external experts shall be formed with the approval of the VC
- ✚ QPMC shall ensure that the question paper(s) contain at least 30% questions based on HOT (Higher Order Thinking) that is consistent with the model question paper
- ✚ A senior professor shall be appointed as the Exam Superintendent (ES) by the VC who will be the overall In-charge of the conduction of the CAT-I/CAT-II
- ✚ ES shall recommend the names of Assistant ES(s), Floor In-charge(s) and other officials to the VC for approval (through COE) in consultation with the Deans of the schools
- ✚ VC shall appoint Flying squad members to observe/ensure the fair conduction of exams
- ✚ COE shall prepare the list of invigilators and support staff in consultation with the ES and notifies the faculty members/staff accordingly
- ✚ ES shall oversee the facilities/logistics at the examination control room before the conduct of exams
- ✚ If a student indulges in copying or any malpractice, the case shall be referred to the Academic Integrity Committee constituted by the VC to deal with the matter as per the prevailing guidelines
- ✚ ES shall also ensure that all the answer books match with the attendance sheets and are packed and sealed immediately after the examination and sent to the office of the COE

9. **Evaluation of Answer Scripts of CAT-I/CAT-II**

- ✚ The faculty member who has offered the course is solely responsible for evaluation of the CAT papers. He/she is also responsible for maintaining all the records to justify his/her evaluation scheme and scores thereof
- ✚ After valuation of the answer scripts, they will be handed over to students. Any discrepancy will be corrected then and there by the concerned faculty member(s) and reported to the office of the COE
- ✚ Each student shall be shown his/her CAT score and his/her signature may be obtained as a proof thereof in the final score card to be submitted by the faculty to the office of the COE

10. Conduct of SEE

- ✚ COE publishes the schedule of exams (as per the Academic Calendar) at least two week in advance
- ✚ Model question papers shall be prepared for all the courses to be offered in a particular semester and made available to the students in the beginning of the semester
- ✚ An Exam Committee (EXCOM) is formed by the VC to oversee the matters related to Question paper compilation and printing
- ✚ EXCOM prepares the list of paper setters to be appointed and shall get it approved from the VC, before every SEE
- ✚ EXCOM shall appoint external expert(s) as well as one senior internal faculty member to prepare three sets (preferably two sets from external experts and one set from internal faculty) of question papers
- ✚ A Question Paper Moderation Committee (QPMC) consisting of both internal and external faculty members (not including the question paper setters) shall be formed with the approval of the VC to moderate the question paper(s)
- ✚ QPMC shall ensure that the question paper(s) are in sync with the model question paper(s) and contain at least 30% HOT questions
- ✚ The committee shall hand over the moderated question paper(s) confidentially to the EXCOM for the selection and printing of the final question paper
- ✚ A senior professor shall be appointed as the Exam Superintendent (EC) by the VC who will be the overall In-charge of the conduction of the SEE
- ✚ EC shall recommend the names of Assistant EC(s), Floor In-charge(s) and other officials to the VC for approval (through COE)
- ✚ VC shall appoint Flying squad members to observe/ensure the fair conduction of exams
- ✚ COE shall prepare the list of invigilators and support staff in consultation with the EC and notifies the faculty members/staff accordingly
- ✚ EC shall oversee the facilities/logistics at the examination control room before the conduct of exams
- ✚ If a student indulges in copying or any malpractice, the case shall be referred to the Unfair Means Committee constituted by the VC to deal with the matter as per the prevailing guidelines
- ✚ EC shall also ensure that all the answer books match with the attendance sheets and are packed and sealed immediately after the examination

11. Evaluation of Answer Scripts of SEE

- ✚ Centralized Evaluation policy (CEP) shall be adopted by the university with a view to:

- ✓ Declaring the results in the shortest possible time
- ✓ Increasing the reliability of the results
- ✓ Maintaining uniformity and consistency in the assessment
- ✓ Increasing accuracy and efficiency in declaration of results
- ✓ Creating confidence amongst the students about the assessment system
- ✚ A Head Examiner (preferably external expert) shall be appointed for a course or a group of courses who will perform the following functions:
 - ✓ shall guide, coordinate and supervise the overall evaluation process to ensure that the evaluations take place as per the laid down marking scheme
 - ✓ shall ensure that uniformity in evaluation is maintained.
 - ✓ shall also carry out the post evaluation of at least 10% of the answer scripts

12. General Guidelines

- ✚ Roll list of the students permitted to appear in an examination will be sent along with examination material.
- ✚ Depending on the room size, the number of students per room will be decided by the COE ensuring that there is no scope for cheating/copying and also to ensure that the students are seated comfortably.
- ✚ The enrolment/admission number of the students must be pasted/indicated on the respective allotted seat in the examination hall. A consolidated room-wise seating arrangement will be displayed at prominent places of the university for guiding examinees to respective rooms.
- ✚ In general, the Invigilators must remain in the examination hall for the entire period of the examination. For the purpose of temporary absence, there shall be a provision of reliever invigilators. Further, the invigilators are advised to move around in the examination hall.
- ✚ The invigilator shall ensure that the student has entered all relevant details in the Answer book as well as on the top of the Question Paper.
- ✚ No student shall be allowed to go with the question paper to toilet. Not more than one student from a room should be allowed to leave for toilet at any time unless unavoidable. One can go to toilet at best twice during a sitting of examination. No student will be allowed to go to toilet in the last 30 minutes.
- ✚ Under normal circumstances, no student shall be allowed to enter the examination hall after 30 minutes of commencement of examination. No student shall be allowed to leave the hall before one hour.
- ✚ After the exam is over, all the invigilators shall arrange the answer books serially according to enrolment/admission numbers as appeared in Attendance Sheet(s) and submit to the Exam Control Room.
- ✚ The Center Superintendent must ensure that all the answer books match with the attendance sheets and packed and sealed immediately after the examination.

- ✚ Any dispute that may arise in connection with the interpretation of the rules and guidelines in regard to the conduct of the examinations, the decision of the Vice Chancellor shall be final.

13. Declaration of the Final Result

- ✚ After the completion of evaluation/re-checking of all the answer scripts, the VC shall constitute a Result Moderation Committee to study/analyze/moderate the results
- ✚ The conduct of examinations and declaration of results is one of the important activities of the university. The Centralized Evaluation policy (CEP) shall be adopted by the university with a view to:
 - ✓ Declaring the results in the shortest possible time
 - ✓ Increasing the reliability of the results
 - ✓ Maintaining uniformity and consistency in the assessment
 - ✓ Increasing accuracy and efficiency in declaration of results
 - ✓ Creating confidence amongst the students about the assessment system
- ✚ However, based on quantum of answer papers, nature and type of paper, the Vice Chancellor may allow the assessment of answer scripts of a particular subject by an examiner at his/her place of choice.
- ✚ A Head Examiner (preferably external expert) shall be appointed for a course or a group of courses who will perform the following functions:
 - ✓ shall guide, coordinate and supervise the overall evaluation process to ensure that the evaluations take place as per the laid down marking scheme
 - ✓ shall ensure that uniformity in evaluation is maintained.
 - ✓ shall also carry out the post evaluation of the answer scripts at least up to 10%.
- ✚ COE shall declare the result once approved by the VC

14. Absence from a CAT Exam

- ✚ If a student fails to write any CAT exam, the student will lose the 15% weightage given to the CAT exam. No re-CAT will be conducted again to compensate the loss.

15. Copying/Malpractice in Exams

- ✚ If a student indulges in copying or any malpractice in CAT or SEE, the case shall be referred to the Unfair Means Committee to deal with the matter as per the prevailing guidelines.

16. Perusal/Revaluation of Evaluated Answer Scripts

- ✚ After valuation of CAT answer scripts, they will be handed over to students. Any discrepancy will be corrected then and there by the concerned faculty member(s) and reported to the office of the COE.

- ✚ Students desirous of seeing their SEE answer scripts have to apply to COE for the same within the time frame as declared by the COE by paying the prescribed fee.
- ✚ There is no provision for revaluation in case of Lab/Practical exams, Student Project viva-voce exam or Seminar/Design/Mini-project courses.
- ✚ The final grades awarded to each subject shall be announced by the COE and the same will be made available to students through the website/notice boards.

17. Grading System

- ✚ A student is declared to have passed in a Course (theory/lab embedded), only if he/she meets the following two conditions:
 - ✓ Should have secured a minimum of 20 marks out of 50 in the SEE, and
 - ✓ Should have secured a minimum of 50 marks in aggregate (CAT I + CAT II +Quizzes+ Assignment +SEE)
- ✚ The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as displayed in Table-A

TABLE-A

Letter Grade	Grade Point	Remarks
S	10	Pass in the course
A	9	Pass in the course
B	8	Pass in the course
C	7	Pass in the course
D	6	Pass in the course
E	5	Pass in the course
F	Zero	Failed in the course by not securing the minimum marks required
DE	Zero	Debarred from writing the SEE due to lack of attendance
WH	Zero	Acts of indiscipline till the decision is arrived
AB	Zero	Absent in SEE

a) General guidelines for award of Grades are:

- ✚ Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- ✚ The marks of different components viz., internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades in 10 point scale.

- ✚ A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- ✚ Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in Semester End examination.
- ✚ In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- ✚ Relative grading is applied to all theory courses (the class of more than 30 students). For courses having no theory/tutorials but only lab, or for courses like Seminar/Mini-project, absolute grading method will be adopted. Relative grading will be adopted in lab embedded for the courses.
- ✚ If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- ✚ The minimum percentage of marks for award of an S grade will not be less than 90%.
- ✚ For award of E grade, the minimum percentage of marks shall not be less than 50%. The highest score for Grade E should not be more than 54%.
- ✚ The results shall be submitted before a duly constituted Results Moderation Committee who may recommend moderation, if required, for approval of the Vice Chancellor.
- ✚ The procedure for evaluation and award of grades for Project/Training/Seminar/Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies.

b) Conversion of numerical marks into letter grades

- ✚ In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated as per the prescribed guidelines.
- ✚ If the marks obtained by a student of a class of more than 30 students are not close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

Table - B

Relative Grading formula	Letter Grade
Total Marks > (Mean + 1.5σ) with a minimum of 90% total marks	S
Total Marks > (Mean + 0.5σ) and Total Marks ≤ (Mean + 1.5σ)	A
Total Marks > (Mean - 0.5σ) and Total Marks ≤ (Mean + 0.5σ)	B
Total Marks > (Mean - 1.0σ) and Total Marks ≤ (Mean - 0.5σ)	C
Total Marks > (Mean - 1.5σ) and Total Marks ≤ (Mean - 1.0σ)	D
Total Marks > (Mean - 2.0σ) and Total Marks ≤ (Mean - 1.5σ)	E
Total Marks ≤ (Mean - 2.0σ)	F

The mean (\bar{x}) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and standard deviation as per Table B.

- In a class of student up to 30 or in case of practical subjects, the minimum cut off for various grades shall be assessed as given in Table C.

TABLE-C

Grade	Qualitative Value of Grade	Minimum Percentage of marks for letter Grade for PG & UG Programmes
S	Outstanding	Above 95
A	Excellent	85 - 94
B	Very Good	75 - 84
C	Good	65 - 74
D	Above Average	55 - 64
E	Average	50 - 54
F	Fail	Less than or equal to 49

- In the case of Non-credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded "SC" (successfully completed) Grade for satisfactory performance and "NC" (not completed) Grade for unsatisfactory performance.
- The Semester performance of a student will be indicated as "Semester Grade Point Average (SGPA)". The semester performance of the student is indicated as SGPA at the end of every semester. SGPA is the weighted average of Grade Points of all letter grades secured by a student for all the course units in the semester. The formula for computing SGPA is as under:

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

where

C_i = Course Credit of the course of a semester

P_i = grade Point earned by student

$i = 1, 2, 3, \dots, n$, represents the number of courses passed in the semester.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The CGPA is used to describe overall performance in all courses in letter grades which a student has obtained. It is weighted average of grade points obtained by him/her in all semester.

$$CGPA = \frac{\sum C_i P_i}{\sum C_i}$$

where

C_i = Course Credit of the course of a semester

P_i = grade Point earned by student

$i = 1, 2, 3, \dots, m$, represents the number of courses passed till that semester.

An example of these calculations is given below:

I Semester

Course code	Associated Course Unit Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	4	E	4	5	20
CSL 102	4	E	4	5	20
PHP 103	4	A	4	9	36
PHL 104	3	B	3	8	24
MEL 105	4	F	0	0	00
AML 106	4	E	4	5	20
Total	23		19		120

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) = 19

Points secured in this semester (total of column 6) = 120

$$SGPA = \frac{\text{Points secured in the semester (120)}}{\text{Credit Units in Courses appeared (23)}} = 5.22$$

* CGPA is not applicable in first semester

II Semester

Course code	Associated Course Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	S	5	10	50
EEL 202	5	C	5	7	35
CYL 203	5	E	5	5	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	8	32
AML 206	5	C	5	7	35
HUL 207	3	F	0	0	00
Total	31		28	44	208

Associated Credit Units in the semester (total of column 2) = 31

Earned Units in the semester (total of column 4) = 28

Cumulative points secured (total of points secured in 1st semester 120 and in II semester 208) = 328

$$SGPA = \frac{\text{Points secured in II semester (208)}}{\text{Credit Units of courses appeared in II semester (31)}} = 6.71$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I \& II Semester (328)}}{\text{Cumulative Associated Credit Units in I \& II semesters (54)}} \\ = 6.07$$

- ✚ In the case of Trimester or Annual system of evaluation of students performance, trimester grade point average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- ✚ In final Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as above and shall be based only on Grade Points obtained in courses for which units have been earned.
- ✚ Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- ✚ In the case of those students who appear / re-appear / repeat course units with the next batch of students or in supplementary examination, the conversion of numerical marks into grades shall be done with reference to the histogram/ guidelines prepared for their original examination and not with reference to the histogram / guidelines prepared for the students of next batch.

c) Minimum Academic Requirements:

- ✚ The student must score a minimum Grade 'E' in each course unit.
- ✚ The minimum passing SGPA/AGPA for each semester is 5.0 for all Programmes.
- ✚ The successful candidates shall be placed in Divisions as below:

CGPA

8.5 and above

6.5 but less than 8.5

5.0 but less than 6.5

EQUIVALENT DIVISION

First class with Distinction

First Division

Second Division