

**ORDINANCE**  
**CHOICE BASED CREDIT SYSTEM**  
**for**  
**Courses of Studies in the University Teaching Departments**



**CH. BANSI LAL UNIVERSITY,  
BHIWANI - (HARYANA)  
2015-2016**

**ORDINANCE**

**CHOICE BASED CREDIT SYSTEM**

**for**

**Courses of Studies in the University Teaching Departments**

**(w.e.f. 2015-16)**

- 1.1 This Ordinance applies to all the regular PG programmes (other than Ph.D.) in the University Teaching Departments. The duration for various programmes for which the Ordinance is applicable is given in the Appendix-I. Each year shall be divided into two semesters. Each semester shall be of 21 weeks approximately inclusive of admissions and examinations etc.
- 1.2 The prominent features of the Choice Based Credit System (CBCS) are continuous evaluation of a student's performance, and flexibility for students to progress as per one's ability or convenience, subject to fulfilling minimum requirements for continuation. Each academic programme (degree/ diploma) has a certain number of credits. A student's performance is evaluated by the number of credits that he/she has completed satisfactorily.
- 1.3 Every course / paper\* is coordinated by a member of the teaching staff of the Department offering the course/ paper in a given semester. This faculty member shall be called the Course Coordinator. Different faculty members will be made in-charges to have the responsibility for conducting the course/ paper, holding the minor tests, assignments, seminars and internal assessment, etc. For any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.4 Each course/ paper has a certain number of credits, which reflects its weightage. Credits of a course / paper are determined as under:-
  - (a) For all lecture courses, one credit per lecture (one hour duration) per week per semester will generally be adopted. The course scheme for each programme will clearly indicate the credits assigned to each course/ paper.
  - (b) One laboratory hour per week per semester will be assigned half credit. Courses with odd numbers of laboratory hours having fractional credits will be taken into account.
- 1.5 Every candidate shall be examined in the course (s)/ paper (s) as laid down in the syllabus approved by the Academic Council from time to time. The credits for each paper and the contact hours per week will be specified in the course / paper scheme.

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\*The terms course and paper are used interchangeably.

- 1.6 Each theory paper will have Maximum Marks 100 (in term of percentage) in the ratio of 80% external and 20% internal, irrespective of the credits assigned to it. The marks obtained by a student out of 100 will be treated as notional marks.
- 1.7 The grade awarded to a student in any particular course / paper will be based on performance of the student in minor test(s), attendance and other curricular activities (assignment, viva-voce, lab. work, seminar, workshop, presentations, group discussions, quiz, etc.) and external major test (Semester end examination) conducted at the end of semester. The distribution of the weightage of marks will be as under:-

**A) Distribution of 100 marks Paper is as under:-**

Minor Tests	10 marks
Seminar/ Assignment/ Presentation	05 marks
Attendance*	05 marks
Major Test/Semester end exams.	80 marks

\*Attendance = 5 marks

Classification:

(a) 65 to less than 70	=	2 marks
(b) 70 to less than 75	=	3 marks
(c) 75 to less than 80	=	4 marks
(d) 80 onwards	=	5 marks

**B) Distribution of 75 marks Paper is as under:-**

Minor Tests	07 marks
Seminar/ Assignment/ Presentation	04 marks
Attendance**	04 marks
Major Test/Semester end exams.	60 marks

\*\*Attendance = 4 marks

Classification:

(a) 65 to less than 70	=	1 marks
(b) 70 to less than 75	=	2 marks
(c) 75 to less than 80	=	3 marks
(d) 80 onwards	=	4 marks

**C) Distribution of 50 marks Paper is as under:-**

Minor Tests	05 marks
Seminar/ Assignment/ Presentation	02 marks
Attendance***	03 marks
Major Test/Semester end exams.	40 marks

***Attendance	=	03 marks
Classification:		
(a) 65 to less than 70	=	01 marks
(b) 70 to less than 75	=	02 marks
(c) 75 onwards	=	03 marks

1.8(a) The tentative schedule for holding Semester end Examinations (Major Tests) and Minor Tests is as under:

**Odd Semester**

Minor Test	October/November
Semester end examinations (Major Tests)	December

**Even Semester**

Minor Test	March/April
Semester end examinations (Major Tests)	May

Provided further that if a candidate remains absent in the Minor Test, he/she will have to apply within 10 days from the date of conduct of the test to the Head of the concerned Department and if found genuine, the Head of Department will allow the candidate to appear in the minor test. However, the candidate will then be required to deposit an examination fee of Rs. 1000/-. The date of the test will be fixed by the office of Controller of Examinations. No, further chance will be given in any circumstances.

- 1.8(b) The re-appear Semester end examinations for odd semester will be held along with the odd Semester regular Semester end examinations and for Even Semester re-appear semester end examinations along with Even Semester regular Semester end examinations.
- 1.8(c) The exact date and time for holding minor test will be finalized by the Course Co-ordinator concerned in consultation with the Chairperson/Head of the Department atleast one week before schedule of minor test 1.8(a) of odd and even examinations.
- 1.8(d) For odd and even semester end examinations (Major Tests), the Controller of Examinations of the University will formally announce the date sheet at least one week before the commencement of the examinations.
- 1.8(e) For minor tests, the syllabus for examination will be what has been covered in a particular term.
- 1.8(f) The semester end examinations (Major Tests) will be based on the entire syllabus.

- 1.8(g) The rules for revaluation of papers in theory course(s)/ paper(s) shall be applicable for semester end examinations (Major Tests) only.
- 1.8(i) The rules for improvement of marks in theory course(s)/Paper(s) shall be applicable for semester end examinations (Major Tests) only.
- 1.8(j) If a candidate fails to improve his/her marks; the marks already obtained by him/her shall be maintained.
- 1.8(k) For deciding the topper/gold medalist, the percentage of marks will be taken as the base. In case of tie, the student senior in age will be declared topper.
- 1.09 The marks/ awards of minor tests including co-curricular activities shall be shown to the students by Course Co-ordinator/ teacher concerned before submitting to the Chairperson/Head of the Department. The Department shall forward these marks to the Controller of Examinations at least one week before the commencement of the semester end examinations (Major Tests).
- 1.10. The Unfair means cases reported in the semester end examinations (Major Tests) shall be referred to Controller of Examinations of the University and these would be decided by the Standing Committee on Unfair means Cases.
- 1.11 (a) The evaluation of practical component of each course/ paper will be 100% external. Final Practical and viva voce examination wherever applicable will be conducted by a team of two examiners (one internal and the other external) except otherwise mentioned in scheme of examination of a particular programme. In case, the external examiner does not come for the purpose at the appointed time, the Chairperson/Head of the University Teaching Department may appoint an examiner in his/her place from the University Teaching Department(s)/Institution itself.
- 1.11 (b) For the External examination of courses/ papers, each Board of Studies will recommend a panel of at least four to six paper-setters (which may include not more than two from the same University). Out of these one will set the question paper. While appointing paper setters, it will be ensured that not more than 50% papers are set internally. Paper setters may also evaluate the answer books, if the number of candidates is upto 250. In case of more than 250 candidates, more than one evaluators may be appointed.
- 1.12 Semester end examinations (Major Tests) shall be open to a regular student who:
- i) Has been on the rolls of the Department/Institution during the semester ; and
  - ii) Has completed at least 75% of the lectures in aggregate of each paper, seminar, case discussion, field trips, tutorials, etc. and not less than 50% in any one of these papers. The Head will take care of this condition at the time of allowing

candidates to appear in minor tests as well. A deficiency upto 10% may be condoned by the Head.

**NOTE:**

- (i) If student is detained due to shortage of attendance, he/she will be allowed admission to the next semester. However, he/she will be allowed to clear the deficient semester after the completion of the course, subject to the fulfillment of requirement of attendance.

Example:-

- I. Suppose a student seeks admission to M.A. 1<sup>st</sup> semester in July 15 and is detained, he/she will attend M.A. 1<sup>st</sup> semester classes in July 2017.
- II. Suppose a student is detained in 2<sup>nd</sup> semester December 15, he/she will attend M.A. 2<sup>nd</sup> semester in December 2017.

Provided further that:

- I. Such students will be required to pay fees and other dues fixed for that semester.
  - II. He/she will study and clear the exam as per the latest syllabus.
  - III. He/she also will clear the minor tests and other conditions applicable at that time.
- (ii) If a student is detained on account of shortage of attendance for two consecutive semesters, he/she will not be allowed admission to the next semester.

1.13 The Dean of Faculty shall ensure that total credits in similar type of Academic Programmes do not vary significantly. Likewise all M.Sc./M.A./MBA/M.Pharmacy programmes, etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity.

1.14 The medium of instruction and examination shall ordinarily be English except otherwise decided by the Board of Studies.

1.15(a) Under Choice Based Credit System, there will be no condition of passing papers for promotion to higher semester/ year in any academic programme. The candidates will have to complete the degree within the maximum period allowed under the Ordinance.

1.15(b) If a candidate has, after attending the course of studies in the University Teaching Departments either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, pursue his/her studies for the next semester and appear in the examination (s) for the same along with the examination for the lower semester(s).

- 1.16(a) The subject/ topic of Project/Dissertation, wherever applicable will be approved by the Departmental Research Committee. The Departmental Research Committee comprising of 3 senior teachers including guide will be constituted by the respective Dean on the recommendation of the Head of Department.
- 1.16(b) The candidate shall be required to submit one copy of his/her project report with simple tape binding.
- 1.16 (c) Project Report/ Dissertation/ Portfolio /Self study paper etc. are considered as separate paper and will be evaluated by the external as well as internal examiner in the manner as approved by the respective Board of Studies.
- 1.17 The candidate shall be required to undergo practical training/ internship wherever required/ provided in the scheme of examination, normally in the summer vacation. He/ She shall be required to submit a comprehensive report before the commencement of the next semester examination for the Programme but not later than 30<sup>th</sup> June of the year concerned. Training Report will be completed under the supervision of the officer of the Company/ Institution where the training was completed by the candidate at that institute/ organizations/ company. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.

In case of late submission i.e. after 30<sup>th</sup> June, the Controller of Examinations/ Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/ dissertation/ project report, for an examination, other than Ph.D. as under :-

Duration	Powers vested in	Late fee as prescribed from time to time (Rupees)
Up to one month	Controller of Examinations	Rs. 100/-
Beyond one month and upto two months.	-do-	Rs. 500/-
Beyond two months and upto three months.	Vice-Chancellor	Rs. 1000/-

Late Fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation etc. even during the extended period of three months i.e. 30<sup>th</sup> September, he/she will be considered to have absented in the dissertation etc. paper and his/her result will be declared accordingly after due permission as per rule given below.

Beyond three months and upto twelve months.	Vice-Chancellor	Rs. 2000/-
Beyond twelve months onwards upto to the end of duration of course.	Vice-Chancellor	Rs. 3000/-

- 1.18. A candidate who has passed the final examinations of this University and is desirous of improving his/her performance, will be allowed to appear in the semester end examinations only as an ex-student in even/ odd semester examinations, as and when held, twice within the maximum period permissible. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/ she would like to improve his/her marks. He /She will then appear in the concerned paper(s) at the respective semester examinations as and when held. If he/she does not improve his./her marks, he/she shall be eligible to do so in the following examinations which would be treated as second chance. The candidate shall appear in examinations as per current syllabus, provided for students of that academic session. If any paper has been deleted altogether from the course/ paper, the question paper will be supplied according to the syllabus of the last examination held by the University in that paper. The candidate can appear for improvement examination within maximum permissible period (Appendix-I) for the programme concerned after passing the final examination.
- 1.19 The students who have failed in Internal Assessment/ Minor Tests as well as in aggregate will have the option to improve their score in the Minor Test by giving a special chance to such students. A student who has already secured pass marks in Internal assessment based on minor tests, attendance and curricular activities etc. will not be allowed to improve his/her score of internal assessment.
- 1.20 The Controller of Examinations shall publish the result within fifteen days after receipt of complete awards.
- 1.21 A candidate who has passed the theory papers and practical of semesters I & II examinations, and has worked for dissertation in semesters III & IV shall submit the dissertation not later than 30<sup>th</sup> June of the year concerned.
- 1.22 A candidate who does not submit Dissertation / Project report etc. or who fails in Dissertation/ Project etc. shall be allowed to revise and resubmit the same during the maximum duration of that particular programme (Refer to Appendix `I'). If a candidate is not able to pass Dissertation/ Project etc. even during the maximum duration of the programme, he/she shall be deemed to have failed in the whole examination.
- 1.23 Notwithstanding the integrated nature of the programme wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University from amending the



Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

## 2 The Grading System

### 2.1 Definitions & Types of Courses

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
3. **Course:** Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight/credit. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
5. **Credit Point:** It is the product of grade point and number of credits for a course.
6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
7. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
8. **Grade Point:** It is a numerical weight/credit allotted to each letter grade on a 10-point scale.
9. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C+, P and F.
10. **Programme:** An educational programme leading to award of a Degree, diploma or certificate.

11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
12. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
13. **Transcript or Grade Card or Certificate:** Based on the grades/marks earned, a grade certificate/marksheet shall be issued to all the registered students after every semester. The grade certificate/marksheet will display the course details (code, title, number of credits, grade/marks secured) along with SGPA of that semester and CGPA earned till that semester.

### **Types of Courses:**

Courses in a programme may be of three kinds: Core, Elective and Foundation.

#### **1. Core Course:-**

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

#### **2. Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

Supportive to the discipline of study

Providing an expanded scope

Enabling an exposure to some other discipline/domain

Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

#### **3. Foundation Course:-**

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education

#### **4. Interdisciplinary Course:**

Interdisciplinary course is the combination of two or more academic discipline into one activity. It is about creating something new by crossing boundaries and thinking across them.

## 5. Complementary Course:

Complementary Course is that chosen from discipline other than those in a student's specialization.

### 2.2 Letter Grades and Grade Points:

The Letter Grades will be determined on the basis of overall percentage of marks as per the following table:

Marks (%)	Letter Grade	Grade Point
95 to 100	O	10
90 to less than 95	A+	09
80 to less than 90	A	08
70 to less than 80	B+	07
60 to less than 70	B	06
50 to less than 60	C+	05
40 to less than 50	P	04

Note: A candidate securing 90% and above marks will be awarded A+ grade with **“Distinction”**.

The academic performance of a candidate will be determined on the basis of Letter Grades and will be displayed in final DMC, as under:

Letter Grades	Academic Performance	Grade Point
O	Outstanding	10
A+	Excellent	09
A	Very Good	08
B+	Good	07
B	Above Average	06
C+	Below Average	05
P	Pass	04
F	Fail	00

Note: i) P and higher grades are the pass grades.  
ii) F are Fail grades.

### 2.3 Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

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

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

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

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### Illustration of Computation of SGPA and CGPA

Computation of SGPA and CGPA

*Illustration for SGPA*

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus,  $\text{SGPA} = 139/20 = 6.95$

*Illustration for CGPA*

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20 SGPA:6.9	Credit : 22 SGPA:7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA:6.0

Semester 5	Semester 6		
Credit : 26 SGPA:6.3	Credit : 25 SGPA: 8.0		

Thus,  $\text{CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144}$

= 6.73

### **Continuous Absence**

If a student is absent from the classes continuously for fifteen days without intimating to the Head of the Department, his/her name shall be removed from the roll of Department's. He/she may be allowed re-admission by the Chairperson / Director-Principal on payment of a fee of Rs. 500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the Major Tests. For the students detained for entire semester/ session, the prescribed full fee will be charged in addition to re-admission fees.

### **GENERAL:**

- i) The Department / Institution will notify at the start of each semester the names of course Co-ordinators and other incharges for each course. The course Co-ordinators will ensure the implementation of the course / paper programme as per provisions of this Ordinance.
- ii) The preparation of question papers, evaluation of answer books, and maintenance of records of minor tests will be the responsibility of the teacher concerned till the declaration of result of the concerned semester. Result of every minor test will ordinarily be declared within three days of the holding of examination. Evaluated answer books are also to be shown to the candidates. The conduct/ evaluation etc. of semester end examinations will be the responsibility of Examination Branch of the University.
- iii) The Examination Branch of the University will supply the blank Answer Sheets of 12 pages each for minor tests.
- iv) The University rules for grace marks, re-evaluation and mercy chance are reproduced at APPENDIX-II.

## APPENDIX-I

### NORMAL AND MAXIMUM DURATION FOR ALL THE PROGRAMES OFFERED BY THE UNIVERSITY TEACHING DEPARTMENTS/ INSTITUTIONS.

<u>Programmes</u>	<u>Normal duration (In Years)</u>	<u>Maximum duration (In Years)</u>
Master of Sciences (M.Sc.)	Two	Four
Master of Arts (M.A.)	Two	Four
Master of Business Administration (MBA)	Two	Four
Master of Commerce (M.Com.)	Two	Four
Master of Pharmacy (M.Pharm.)	Two	Four

## APPENDIX-II

### RE-EVALUATION RULES

**1. GENERAL** 1.1 These rules may be known as the Ch. Bansi Lal University Re-Evaluation Rules.

**2. SCOPE** 2.1 Re-evaluation will be permitted only for the external theory examinations [Major Test] conducted by this University.

2.2 No re-evaluation is allowed for examination in practical/ Viva-Voce/ Training Report/ Project Report/Minor Tests etc. or any other paper wherein there is a joint evaluation by two examiners.

### 3. Application Form

3.1(i) A candidate of University Teaching Departments may apply for re-evaluation of answer-books(s) in theory papers only on the prescribed form in an examination taken by him/her within 30 days of the date of declaration of the result or the dispatch of D.M.C. from the University along with fee as prescribed for re-evaluation.

(ii) The Vice-Chancellor in exceptional cases, may permit, with a late fee of Rs.1000/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the dispatch of DMC.

No re-evaluation form will be accepted thereafter under any circumstances.

3.2 The re-evaluation form will be free of cost. Its format will be available on the university website.

3.3 University will not be responsible for postal delay in receipt of the form from the candidate.

3.4 Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.

### 4. FEE (Deposit & Refund)

4.1 A) The re-evaluation fee is Rs.500/- per answer book.  
B) It should be deposited with the University Cashier or through Bank Draft drawn in favour of the Registrar, Ch. Bansi Lal University, Bhiwani & payable at State Bank of India, Ch. Bansi Lal University, Bhiwani.

4.2 **Refund** of fee will be admissible only in the following cases:-

- i) 50% of the fee paid in case the application form is rejected/ inadmissible being time barred under clause 3.3.
- ii) 100% when re-evaluation is not possible due to some administrative technical reason.
- iii) 100% in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation.

## 5. Identification of Answer-book

- 5.1 On a written request a candidate may be permitted to see his/her re-evaluated answer-book for identification purpose only.
- 5.2 Such request should be submitted, alongwith a fee of Rs.100/- per answer book within 15 days of the communication of re-evaluated result.

### Award of Re-Evaluation Marks/ Score:

## 6. Re-evaluated Result

6.1 When Increase/ Decrease is upto 15% of the Maximum Marks of the paper concerned.	Average of the score given by Original Examiner & Re-Evaluator to be given.
6.2 When Increase/ Decrease is more than 15% of the Maximum Marks of the Paper concerned.	Answer Book to be sent to the second Re-Evaluator and Average of two highest scores out of the original Examiner and both the re-evaluators, to be given.

- 6.3 The final result of re-evaluation, favourable or not, will be binding upon the candidate and subject to above provisions; it will supersede, suo moto, the original score/ result.

## 7. Re-Appeal Exams/ Supplementary Exam.

- 7.1 In case the re-evaluation result has not been declared and the next supplementary/ re-appear examinations are to be held, candidates should apply for such re-appear examination without waiting for the re-evaluation result.
- 7.2 On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and he/she will be given the benefit of the best score out of the re-appear/supplementary exam and the 're-evaluated score'.
- 7.3 In case of re-appear/ fail candidates if the answer-books is lost/ spoiled/ damaged or not available for re-evaluation, he/she may be



given a chance to appear in that paper in the next re-appear examination without paying any examination fee.

OR

The candidate may be given the option for refund of the re-evaluation fee in full.

- 7.4 In case of already pass candidate, he/she may be given a chance for improvement in that paper or he/she may be given the option for refund of Re-Evaluation Fee in full.

**8. Remuneration to the Re-evaluator (s)**

The re-evaluator will be paid a Remuneration Rs.10/- per answer book, subject to a minimum Rs.100/- per subject/ paper.

**9. General Instructions**

- 9.1 Ignorance of the titles/ codes of any paper shall not be accepted as a plea for wrong entry in the application form.
- 9.2 Incomplete application forms, forms deficient in fee shall be rejected and no fee refund is permissible under such situation.
- 9.3 In case of any clarification/ ambiguity the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
- 9.4 The candidates should plan their future programme of taking examinations/ admissions in accordance with their original result already communicated by the University till it is actually superseded by the re-evaluation result. The University does not take any responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed or some mistake/ discrepancy is found in the original evaluation/ re-evaluation of the answer-book.
- 9.5 The Academic Performance & Letter Grades will be determined on the basis of Letter Grades & overall percentage of marks will be displayed in final DMC as per the following table:

Letter Grades	Academic Performance	Grade Point
O	Outstanding	10
A+	Excellent	09
A	Very Good	08
B+	Good	07
B	Above Average	06
C+	Below Average	05
P	Pass	04
F	Fail	00

Note: i) P and higher grades are the pass grades.  
ii) F are Fail grades

**Note:** A candidate securing 90% and above marks will be awarded A+ grade with “**Distinction**”. P and higher grades are the pass grades.

10 The overall percentage of marks obtained will be determined by multiplying the SGPA or CGPA, as the case may be, by 10.

11 All disputes are subject to the jurisdiction at Bhiwani.

## **AWARD OF GRACE MARKS**

### **A. For Passing:**

1. A candidate, who fails in one or more paper(s)/ Subject (s) and/or in the aggregate, shall be given grace marks upto 1% of the aggregate, marks of that semester examination excluding sessional marks provided that by addition of these marks he/she passes the examination or is placed under compartment or earns exemption. This condition will not apply to re-appear/improvement cases.
2. The grace marks shall first be added to the paper(s)/subject (s). The remaining grace marks to the extent still necessary shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate secured the lowest percentage of marks.
3. While awarding grace marks, fraction upto 0.5 or above shall be rounded to the whole number and fraction below 0.5 shall be ignored.

### **B. For Improvement of Division**

For a candidate who appears or re-appears in the following examinations in one or more Paper (s)/ Practical (s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be:-

Bachelor's and Master's Degree in Faculties.

Grace marks upto 1% of the total marks of the Previous and final year exams. excluding sessional marks, provided that with these marks he/she improves his/her division from III to II or II to I, or the result from 54.5 to 55% marks. Provided that rules of improvement from 54.5 to 55 shall be applicable for Master's degree only.