

Guru Kashi University

Examination Manual



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Each academic year consists of two semesters. However, the students who do not complete their programme within the stated period, are given the maximum time to complete the programme as given below

Programme Duration	Maximum time to complete the degree
Five years	Eight Years
Four years	Six years
Three Years	Five Years
Two years	Four years
One year	Two years

Schedule of Semesters

There shall be two semesters in an academic year, each semester will be of 15 working weeks – including examinations. The schedule of examinations for even and odd semesters shall be announced by the Controller of Examinations, Guru Kashi University.

Class Attendance

1. A student must have attended at least 75% of the classes held in a course to get the marks allocated for attendance
2. In case the student remains absent from the class for seven consecutive days his/her name will be struck off from the rolls.
3. Students having less than 75% class attendance in a particular course will be required to repeat the course in the same semester next year.

Programme Evaluation

The students will be evaluated on the basis of three examinations, i.e Mid Semester Test, and End Semester Examinations, and three continuous assessment scores. CA1 shall consist of three surprise tests, out of which two best shall be counted as CA1 of 10 marks. CA2 shall consist of class/ Home assignments carrying 10 marks and CA3 shall consist of term paper carrying 5 marks.

Scheme of Examination

In order to enhance the quality of education and to bring about transparency in the system of evaluation, Guru Kashi University has introduced in its curricula a Choice-Based credit system through Continuous Evaluation and Grading. The continuous assessment will be different for theory courses, practical courses, training/internship, and seminars/workshops.

The distribution of marks has been given in below:

Table 1: Distribution of Marks for Theory Subjects

S. No.	Academic Activities	The pattern of Question Paper	Time Allotted	Marks
1	Continuation assessment (CA-I)	Surprise Tests (Two best out of three)	30 Min	10
2	Continuation assessment (CA-II)	Class / Home Assignment	-	10
3	Continuation assessment (CA-III)	Portfolio	One week	05
4	Mid-Semester Test (MST)	Unit 1 and Unit 2 Section A consist of 10 very short answer type questions (10 marks); Section B consists of 4 short answer type compulsory questions (3 marks each) and Section C: Attempt one long answer type question (8 marks)	1 hour	30
5	Attendance	Minimum 75% Up to 90% Above 90%	3 Marks 4 Marks 5 Marks	
6	End Term Examination	Unit 3 and Unit 4 Section A consist of 14 very short answer type questions (14 marks); Section B consists of 6 short answer type compulsory questions (3 marks each) and Section C consists of one long question (8 marks)	1.30 hour	40
Grand Total		100		

Table 2: Distribution of Marks for Practical Subjects

S. No.	Activity	Marks
1	Performance of each practical	10
2	Report	05
3	Practical Viva	05
Grand Total		20 (Each Practical)

Table 3: Distribution of Marks for Training/Internship/Survey Camp etc.

S. No.	Academic Activities	Marks
1	Each Report – Weekly/Monthly	25
Grand Total		25

The students are required to get 40% marks of the total marks. It is mandatory to appear in the end-semester examination.

In case of failure in the theory examination, the Continuous Assessment earned by the candidate as a regular student shall be carried forward to the subsequent reappear examination. The reappear examination shall consist of all units together.

Evaluation System

The dean/ teachers will be responsible for evaluating student work and assigning marks for Sessional and Mid Semester Examinations. The controller of the Examination will be responsible for conducting the Final Examination at the end of each semester. Teachers will be responsible for submitting marks for sessional work and Mid Semester Examinations to the Controller of Examinations on the specified scheduled date after showing the exam sheets to the respective student. The Controller of Examination will be responsible for preparing and announcing semester results and for issuing Final Transcripts and Degrees.

1. The course teacher is responsible for the evaluation of the students in his class
2. The scripts of each activity, i.e., Mid Semester Examination, homework, quiz etc. will be shown to the students by the concerned teachers on the scheduled date in time as announced by the Controller of Examination.
3. In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she, may make a written complaint to Dean within one week of the end of the Mid Semester Examinations week.
4. The faculty will maintain the Records of C.A1, C.A2, and C.A 3(Total Marks 25) in the attendance registers and upload the marks on the ERP portal at the end of the semester in one go.

5. The attendance marks (5 Marks) are also to be uploaded at the end of the semester.
6. The Practical/ Training/Workshop/seminar marks are to be uploaded at the end semester in one go however the faculty will maintain the record in the attendance register as per the mentioned in Table 2 and Table 3.
7. The duration of the examinations will be as follows:
 - a. Mid-Semester Examination : One hour
 - b. Final Semester Examination : One and Half hour
 - c. Practical Examination (where applicable) : 2 hours / 4 hours as applicable

Course Credits

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study, and/or self-study. Generally, each course shall have an integer number of credits reflecting its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:

Lectures/Tutorials: One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit. Theory courses shall be generally two to four credits (preferably three credits), and tutorials one credit each. For determining the credits of a theory course, lectures and tutorials shall be added.

Practical's: Two laboratory hours per week shall be assigned one credit. Courses other a Lectures/Tutorials shall be treated as practical courses.

The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture-based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminars, dissertations, projects, etc. under the practical component.

PROMOTION TO NEXT SEMESTER

- i. A student will be eligible for promotion from Semester II to III, Semester- IV to V, Semester VI to VII, and Semester VIII to IX provided he/she has earned at least 50% of the total credits for all the courses offered in the previous semesters i.e theory or practical's etc.
- ii. A student who has to reappear in a course will appear in the corresponding odd and even semester. However, the final year / passed-out students may appear in any semester examination.

Grading System

The following grade conversion scale shall be applicable for awarding grades and making a qualitative assessment. Absolute grading would be used where the marks obtained are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges / Campuses shall use the following UGC-recommended 10-point grading system:

Marks (%)	Letter Grades	Grade Points (G)
≥ 90-100	O (Outstanding)	10
≥ 80 to < 90	A+ (Excellent)	9
≥ 70 to < 80	A (Very Good)	8
≥60 to < 70	B+ (Good)	7
≥50 to < 60	B (Above Average)	6
≥45 to < 50	C (Average)	5
≥40 to < 45	P (Pass)	4
0 to < 40	F (Fail)	0
---	AB (Absent)	0

The following formula is used for calculating the Semester Grade Point Average (SGPA) for a semester.

$$SGPA = \frac{TCP}{TCH} = \frac{G_1C_1+G_2C_2+G_3C_3+\dots}{C_1+C_2+C_3+\dots}$$

Where G1, G2 etc. stand for the Grade Point obtained in specified subjects and C1, C2 etc. stand for Credit Hours of the respective subjects.

TCP stands for Total Credit Points

TCH stands for Total Credit Hours

SGPA stands for Semester Grade Point Average and will be calculated up to 2nd place of decimal

The CGPA (Cumulative Grade Point Average) for the whole program shall be calculated on the basis of the Total Credit Hours Allotted to each semester as indicated below:

$$CGPA = \frac{TCP_1+TCP_2+ TCP_3+ \dots}{TCH_1+TCH_2+ TCH_3+\dots}$$

Where, TCP1, TCP2 etc. stand for Total Credit Points for respective semesters and TCH1+TCH2 etc. stand for Total Credit Hours for those semesters.

Along with the GPA, the Cumulative Grade Point Average (CGPA) will also be shown on the Grade Card for the final semester of the program.

Passing Criterion

The minimum Grade /Grade Point required to pass each paper in a semester examination under CBCS shall be Grade P / Grade Point 4 in each theory paper/ Practical/Project (wherever applicable) in the total examination i.e Continuous Assessments, Mid Semester examination, End semester Examination, and Attendance.

Guidelines for RE-EVALUATION of Theory Papers

To ensure a fair, transparent, and accountable evaluation process, every student is entitled to scrutinize his/her evaluated answer sheet after every Mid-semester test (MTT)/End semester Test (EST), In case any student feels dissatisfied with the evaluation, s/he can apply for re-evaluation of the answer booklet.

After the declaration of marks scored by the student in different courses, Examination Division shall publish an online notification through ERP informing students about procedures and deadlines to apply for re-evaluation of answer booklet(s). The University allows a time window of 15 days after the declaration of results during which the students must apply and pay the requisite fee for re-evaluation of course (s) in which he/she feels dissatisfied with the evaluation. Re-evaluation of the answer booklet is permissible in all theory courses. The timelines shall be strictly according to the academic calendar and re-evaluation requests received post-deadline shall not be entertained. No refund of the fee shall be admissible after the deposit of the fee for re-evaluation.

The Examination division shall request the concerned Faculty to provide the names of two course experts for re-evaluating the answer sheets. Under no circumstances the evaluators impanelled for re- evaluation can be the same as the ones who had earlier evaluated the same answer sheet. This process will ensure that the re-evaluators are not influenced by previous evaluations. Before handing over the answer sheets to re-evaluators, the registration number and any other student detail that may compromise the integrity of re-evaluation may also be concealed. Details like registration number should be replaced by secret code. The re-evaluation process shall be done in a completely confidential manner i.e. out of a team of two re-evaluators the Examination shall invite-only one evaluator at a time to re-evaluate answer sheets. Thus, re-evaluator 1 and re-evaluator 2 must remain anonymous to each other.

The re-evaluators should not mark anything except for awarding marks on the space provided on the answer sheet. Once inside the venue for re-evaluation, the re-evaluator cannot leave the venue unless all the marks have been awarded on the format provided for all answer sheets presented for re- evaluation. Decorum must be observed inside the venue and discussions of any sort are strictly prohibited. However, re-evaluators may seek the help of on-duty support staff only in case they have procedural ambiguities. The nearest average marks awarded

originally and after re-evaluation shall be considered as final marks scored by the student. For example, the student had originally scored 40 marks but is later awarded 55 and 65 marks by re-evaluator 1 and 2 respectively. In this case nearest two marks of three evaluations i.e. 55 are considered while marks awarded by re-evaluator 2 are rejected. Further, the average of two nearest marks determines the provisional outcome of re-evaluation.

If the difference between marks scored after re-evaluation and original marks is more than 10% of original marks, then the marks obtained after re-evaluation are considered as final. If the difference between marks scored after re-evaluation and original marks is less than 10% of original marks, then the original marks obtained by the student shall be considered as final unless a change of marks leads to change in grade. If the marks obtained by the student during re-evaluation are less than the original marks, then in all such cases, the original marks awarded shall be treated as final. The score of re-evaluations shall supersede the original score and student cannot challenge the same and no further evaluation of the answer booklet is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly.