

Appendix-XI

DETAILS OF EXAMINATION SYSTEM

SEMESTER SYSTEM & SEMESTER RULES

Introduction

Semester System of instructions has been adopted in the University instead of annual system. Academic Year consists of two semesters and each semester is spread over twenty one weeks. Instead of centralized examination after a year continuous assessment system has been adopted. The continuous assessment system comprises of short tests, quizzes, library assignments, Examination I, Examination II and End of Semester Examination. The students are evaluated continuously in different formats and results are prepared after addition of performance at various stages Board of Examiners are constituted by respective Deans alongwith concerned Head of Department for setting the question papers for various subjects and evaluation of the answersheets. The students have free access to the answersheets and can check the evaluation in various examinations.

1. Academic Year and Semester Calendar

Instead of adopting Annual System of imparting instructions and evaluation in terms of marks, Semester System and evaluation in terms of grades/credit points has been adopted.

The Academic Year shall ordinarily be from July to June. It shall be divided into two semesters of 21 weeks each (minimum 90 working days). There will be no summer session. The Semester Calendar for each academic session shall be issued by the Registrar's Office during the 2nd Semester of the previous year.

2. Admission and Registration

Admission to all the programmes will be made in the first semester of Academic Year as per eligibility criteria laid down by the respective Regulatory Bodies. Admission through Lateral Entry will be made in third semester of the programme as per eligibility criteria laid down by the respective Regulatory Bodies. Admission of the candidates will be confirmed and notified by the office of the Registrar after receipt of full fee and other required documents. The admitted students will get themselves registered for first/third semester as per Academic Calendar circulated by the office of Registrar. The registration for subsequent semesters will be done after fulfilling the necessary requirements as laid down by the University.

A student can register for the minimum of 12 credits and maximum of 24 credits in a semester for undergraduate programme.

3. Credit System

The credit system has been followed for evaluating the performance of the student at the end of semester. Each subject has been assigned Credits and Contact Hours depending upon the nature of the mode used for coverage of the subject i.e. lectures, tutorials, assignments, quizzes etc. The credit values for the different academic activities have been adopted as per Table 1:

Table 1: Credit Representation

Lectures (L) (hrs/wk/Sem.)	Tutorials (T) (hrs/wk/Sem.)	Practical Work (P) (hrs/wk/Sem.)	Credits (L: T: P)	Contact hrs(L:T:P)	Total Credits	Total contact hrs.
3	0	0	3:0:0	3:0:0	3	3
2	1	0	2:0.5:0	2:1:0	2.5	3
2	1	2	2:0.5:1	2:1:2	3.5	5
2	2	0	2:1:0	2:2:0	3	4
2	0	2	2:0:1	2:0:2	3	4
2	2	2	2:1:1	2:2:2	4	6
2	1	2	2:0.5:1	2:1:2	5	5
0	0	6	0:0:3	0:0:6	3	6

Course Load

The total load for each course depending upon the mode of delivery used for coverage of syllabus lectures, tutorials and practicals alongwith total credit load as well as contact load in a semester is as given below:

Table 2: Typical Course Load in a Semester

<i>Course Load per Semester</i>						
S. No	No. of Courses	<i>Nature</i>	<i>Cr./course L:T:P</i>	<i>Contact hrs./cours e. (L.T.P.)</i>	<i>Total Credit s</i>	<i>Total Contact hrs.</i>
1	1	Course having 3 lectures only	3:0:0	3:0:0	3	3
2	2	Each course having 3 lectures only	3:0:0	3:0:0	6	6
3	1	Course having 2 lectures and one tutorial	2:0.5:0	2:1:0	2.5	3
4.	2	Each course having 2 lectures and one tutorial	2:0.5:0	2:1:0	5	6
5.	1	Course having 2 lectures and one Lab. Class.	2:0:1	2:0:2	3	4
6.	2	Each course having 2 lectures and one Lab. Class	2:0:1	2:0:2	6	8
7.	1	Course having 2 lectures, one tutorial and one Lab. Class	2:0.5:1	2:1:2	3.5	5
8.	2	Each course having two lectures, one tutorial and one Lab. Class.	2:0.5:1	2:1:2	7	10
9.	1	Course having one Lab. Class only	0:0:1	0:0:2	1	2
10.	2	Each course having 2 Lab. Classes only	0:0:2	0:0:4	4	8
11.	1	Mandatory Course having 3 lectures only	Non-credit	3:0:0	NC	3
Total	16		27:3:11	21:4:14	41	58

3.1 Credit Point Average (CPA)

The cumulative sum of the marks secured by the student in various examinations, assignments, seminars, quizzes etc. out of 100 will be divided by 10 indicating the Credit Points Average (CPA) secured by the student for that particular subject. The multiplication of the credit points average earned by the candidate and the credits allocated to that particular subject will indicate the total credit points earned by the student for the subject.

3.2 Semester Credit Point Average (SCPA)

The total credit points earned by the student in a particular semester will be sum up of the credit points earned for all the subjects registered during the semester. The Credit Point Average for the semester will be the total credit points earned divided by total credits for which the student has registered.

3.3 Cumulative Credit Point Average (CCPA)

Cumulative Credit Point Average earned by the student at the end of any semester will be obtained by dividing the total credit points earned by the student by total credits of the subjects for which the student has registered till that particular semester.

3.4 Overall Credit Point Average (OCPA)

The total Credit points earned by the student during the whole programme, divided by the total credits assigned for the programme indicates Overall Credit Point Average of the student.

4. Course Numbering Scheme

The course numbering scheme for the different programmes is as under:

Course Numbering Scheme

S No.	Programme	Number Range
1.	Certificate Course	010 – 050
2.	Diploma Course	051 – 100
3.	Degree Courses	101 – 490
4.	Undergraduate Seminar	491
5.	Undergraduate Special Problem	492
6.	Undergraduate Project	500
7.	Post Graduate Courses	501-590
8.	Post Graduate Seminars	591
9.	Post Graduate Special Problem	592
10.	P.G. Research	600
11.	Ph.D. Courses	601 – 690
12.	Ph.D Seminar	691
13.	Ph.D Special problem	692
14.	Ph.D. Research	700

The course numbering will start with three alphabets indicating the discipline to which the course pertains. This will be followed by three digits. The first digit indicates the year of programme i.e. 1st year, 2nd year 3rd year and so on whereas the last digit indicates the semester of the offering whether it is odd or even. For all odd semesters, the 3rd digit will be odd, whereas for even semesters the 3rd digit will be even.

5. Subject Code Scheme

The subject code scheme for various programmes is as under:

University Institute of Engineering & Technology

Sr. No.	Programme	Subject Code
i.	Agricultural Engineering	AEG
ii.	Civil Engineering	CEG
iii.	Computer Science and Engineering	CSE
iv.	Electronics and Communication Engineering	ECE
v.	Electrical Engineering	EEG
vi.	Mechanical Engineering	MEG

University Institute of Computer Applications & Information Sciences

Sr. No.	Programme	Subject Code
i.	Computer Applications	CAP
ii.	Library & Information Sciences	LI S

University Institute of Commerce & Management

Sr. No.	Programme	Subject Code
i.	Management	MGT
ii.	Commerce	COM

University Institute of Sciences & Humanities

Sr. No.	Programme	Subject Code
i.	Physics	PHY
ii.	Chemistry	CHM
iii.	Biochemistry	BCH
iv.	Botany	BOT
v.	Zoology	ZOO
vi.	Punjabi History and culture of Punjab	PBI
vii.	English	ENG
viii.	Mathematics	MAT
ix.	Social Sciences	SOS
x.	Physical Training	PTG
xi.	General Proficiency	GPR
xii.	Environment	EVS
xiii.	Medical Lab. Science	MLS
xiv.	Agriculture	AGR

University Institute of Education

Sr. No.	Programme	Subject Code
i.	Education	EDU
ii.	Physical Education	PED

6. Lecture Schedule and Scheme of Examination

6.1 Lecture Schedule

Every instructor will prepare detailed lecture schedule indicating proposed subject contents to be covered lecture wise for the whole semester. Apart from detailed lecture schedule, scheme of examination should also be included for onward transmission to the concerned Dean through the HoD. The scheme of examination must include two examinations; make up examination and End of Semester examination.

It is desired that students attend cent percent classes. However, the student is to fulfill the minimum attendance requirement of 75% or that of the Regulatory Body whichever is higher in each subject to qualify for appearing in the End of Semester Examination.

The student not fulfilling the minimum attendance criteria is detained in the particular subject and shall not be allowed to appear in End of Semester Examination.

6.2 Examination-I

First examination will be conducted in 8th week after commencement of the semester. The evaluated answer sheets will be shown to the student within one week of conduct of the examination.

6.3 Examination-II

Second examination will be conducted in 15th week after commencement of the semester. The answer sheets will be shown to the student within one week of conduct of the examination.

6.4 Examination-III

Examination-III will be a make up examination for those students who could not appear in Examination-I/Examination-II due to compelling reasons.

6.5 End Of Semester Examination

The End of Semester Examination will be conducted in the 19th week after commencement of the semester.

6.6 Setting Of Question Papers and Evaluation Of Answer Sheets

On the recommendations of Head of Department, Dean of the Concerned Institute shall constitute Board of Examiners for setting the Question Paper for each subject and evaluation of the Answer Sheets.

7. Conduct of Examination*

7.1 Controller of Examination

Deans of the Constituent Institutes will be Controllers of Examinations for the respective Institutes. The Dean shall constitute the committee headed by the Co-ordinator and other members derived from the various departments of the Institute.

7.2 Unfair Means in the Examination*

The Dean of the institute in which the student has registered shall be responsible for dealing with all the cases of use of unfair means in the examination. Invigilator/ Supervisor shall report cases of unfair means to the Concerned Dean through Coordinator and Head of the Department within two working days of occurrence of such cases with full details of evidence and statement of the student. The Dean shall take appropriate action after inquiry as under:

- 7.2.1 Student found in possession of copying material or found using unfair means during Examination I/Examination II shall be awarded zero marks in all the subjects registered during the semester.
- 7.2.2 Student found in possession of copying material or found using unfair means during End of Semester Examination shall be deemed to have failed in all the subjects registered during the semester and placed on conduct probation for one academic year.
- 7.2.3 Student found in possession of copying material or found using unfair means for the second time in any of the examinations shall be deemed to have failed in all the subjects registered during the semester and shall stand debarred from registration for the subsequent semester and shall be placed on conduct probation for the subsequent semester.

7.3 Impersonation In Examination*

- 7.3.1 The student who is impersonated shall be deemed to have failed in all the subjects registered during the semester, debarred from registration for subsequent semester and placed on conduct probation for the subsequent semester.
- 7.3.2 If a person who impersonates a student in any examination happens to be a student of any Constituent Institute of the University, the student shall be deemed to have failed in all subjects registered in the semester, debarred from registration for the subsequent semester and placed on conduct probation for the subsequent semester
- 7.3.3 If a person who impersonates is not a student of any Constituent Institute of the University, the case may be registered with the police.

8. Evaluation System

The student will be evaluated for any subject out of 100 marks. The evaluation will consist of continuous assessment during the semester comprising of Short Tests, Quizes, Library assignments, Examination I, Examination II and End of Semester Examination. The sub headings for theory subjects and practical subjects and weightage thereof will be as under:

8.1 Theory Subjects

The students will be evaluated for any subject based on continuous performance in various tests, quizzes, library assignments, seminars, special problem etc. The mode for evaluation during the semester and End of Semester examination is as under:

8.1.1 Evaluation during Semester

Weightage to assessment during semester will be 50 per cent and of 50 marks which will be distributed in various sub heads as per Table 3

Table 3: Distribution of Weightage for Evaluation of Theory Subjects During Semester

Sub-heading	Percentage	Absolute marks
Examination I	36	18
Examination II	36	18
Examination III For Make up / improvement		-
Class work & library assignments	28	14
Total	100	50

* The process will be centralized till all the Institutes are fully established.

8.1.2 End of Semester Evaluation

End of Semester Examination will be of 50 per cent weightage and having 50 marks as per Table 4

Table 4: Distribution of Weightage for Evaluation of Theory Subjects at End of Semester Evaluation

Examination	Percentage	Absolute marks
End of Semester	50	50

Total of evaluation during Semester and End of Semester Examination will be of 100 marks.

8.2 Practical Subjects

Evaluation of the student for practical subjects will be based on continuous assessment during the semester and End of Semester Examination. The weightage for continuous assessment during the semester will be sixty per cent and that for End of Semester examination will be forty per cent.

8.2.1 Evaluation During Semester

The student will be evaluated for practical subjects based on continuous assessment of the performance of the student in the form of conduct of experiments, performance, presentation, viva voce and examinations during the semester. The weightage to the continuous assessment during the semester will be 60 per cent and distribution will be as per Table 5:

Table 5: Distribution of Weightage for Evaluation of Practical Subjects During Semester

Sub-heading	Percentage	Absolute marks
Continuous assessment	50	30
Examination I	15	9
Examination II	15	9
Attendance	5	3
Practical File	15	9
Total	100	60

8.2.2 End of Semester Evaluation

The student will be evaluated for practical subjects in the End of Semester Examination based on performance, written examination and viva voce examination as per details given below.

The weightage to the End of Semester examination will be forty per cent and the distribution will be as per Table 6:

Table 6: Distribution of Weightage for Evaluation of Practical Subjects at End of Semester Evaluation

Sub-heading	Percentage	Absolute marks
Performance	40	16
Written Examination	30	12
Viva-voce Examination	30	12
Total	100	40

Total of evaluation during the semester and End of Semester evaluation will be of 100 marks.

9. Award of Credit Points and Grades

At the end of each semester the instructor in each course shall, in consultation with the Head of the Department grade the students on the basis of cumulative results of different kinds of tests, examinations, performance in the laboratory, library assignments, special problems, seminars and other type of exercises.

The sum of the marks awarded to each student in a particular subject out of 100 shall be rounded off to one decimal point and divided by ten to obtain Credit Point Average (CPA) upto two decimal digits. The equivalence between some of Percentage of marks and Credit Point Average is as given in Table 7:

Table 7: Conversion of Marks to Credit Point Average (CPA)

Marks Obtained (A)	Credit Point Average (CPA) (A/10)
100.00	10.00
99.50	9.95
99.00	9.90
98.40	9.84
98.00	9.8
97.60	9.76
96.00	9.60
95.90	9.59

From credit points earned for different courses taken by a student in a semester the credit point average of the semester (SCPA) shall be calculated taking into consideration the credits of different courses. Similarly, the CCPA of the student shall be calculated taking into account the accumulated credits and the accumulated credit points earned. Details regarding computing Grade/Credit Point for Theory and Practical subjects have been given in Table 9 and Table 10 respectively. Further, a detail regarding compilation of result has been given in Table 11

10. Submission of Results

The grades/credit points earned by the student and compilation of result prepared by the Instructor/HoD will be sent to the concerned Dean within fifteen days after conduct of End of Semester Examination. The Dean concerned shall discuss the credit points with the Head of the Department concerned and finalize the result. It shall be the responsibility of the Dean concerned to send the credit points sheets to the Registrar within twenty days after conduct of End of Semester Examination.

The credit points sheet shall be kept as permanent record of the teacher, office of Head of the department and office of the Dean of the respective institute.

11. Significance of Grades

In addition to the credit points significance of the various grades shall be as follows:

F	=	Failed
I	=	Incomplete
S	=	Satisfactory
US	=	Unsatisfactory
NC	=	Non-Credit

12. Conversion of Overall Credit Point Average (OCPA) to Percentage Score

The conversion of Overall Credit Point Average (OCPA) to Percent Score will be carried out by multiplication of respective OCPA by a factor of 10. The equivalence between some of OCPA values and percentages in absolute marks is as given in Table 8:

Table 8: Conversion of Overall Credit Point Average to Percent Score

Overall Credit Point Average	Percent Score
4.00	40.00
4.59	45.90
5.00	50.00
5.55	55.50
6.00	60.00
6.58	65.80
7.00	70.00
7.50	75.00
8.00	80.00
8.45	84.50
8.50	85.00
9.00	90.00
9.50	95.00
9.78	97.80
9.85	98.50

13. Requirement for Passing a Subject

The minimum Credit Point Average to be earned by the student for passing any particular subject is 4.00 for Undergraduate programmes. Any student earning Credit Point Average less than 4.00, will be deemed to have failed in the said subject and will be awarded 'F' grade. For passing that particular subject, the student can appear in reappear for End of Semester Examination alongwith other regular students.

Alternatively, the student can get registered for the subject and repeat the same.

The minimum Credit Point Average to be earned by the student for passing any particular subject is 5.00 for Postgraduate programmes and Ph.D. programmes Any student earning Credit Point Average less than 5.00 , will be deemed to have failed in the said subject and will be awarded 'F' grade. For passing that particular subject, the student can appear in reappear for End of Semester Examination alongwith other regular students.

Alternatively, the student can get registered for the subject and repeat the same.

14. Minimum Requirement of OCPA at the end of 2nd and 4th Semesters

14.1 End of Second Semester

Minimum requirement of maintaining OCPA at the end of second semester for Undergraduate Programmes is 4.0. Any student who is unable to maintain OCPA of 4.0 at the end of second semester will be advised to register for backlog subjects first and shall be placed on scholastic conduct probation.

Minimum requirement of maintaining OCPA at the end of second semester for Postgraduate and Ph.D Programmes is 5.0. Any student who is unable to maintain OCPA of 5.0 at the end of second semester will be advised to register for backlog subjects first and shall be placed on scholastic conduct probation.

14.2 End of Fourth Semester

Minimum requirement of maintaining CCPA at the end of fourth semester for Undergraduate Programmes is 4.5. Any student who is unable to maintain CCPA of 4.5 at the end of fourth semester will be advised to register for backlog subjects first and shall be placed on scholastic conduct probation.

Minimum requirement of maintaining CCPA at the end of fourth semester for Postgraduate (Duration more than two years) and Ph.D Programmes is 5.5. Any student who is unable to maintain CCPA of 5.5 at the end of fourth semester will be advised to register for backlog subjects first and shall be placed on scholastic conduct probation.

15. Requirement for Completion of Programme

For successful completion of any Undergraduate programme, the minimum credit point average requirement is 5.00 and fulfillment of all the other requirements of passing all subjects/credits assigned for that programme.

For successful completion of any Postgraduate programme and Ph.D. programme, the minimum credit point average requirement is 6.00 and fulfillment of all the other requirements of passing all subjects/credits assigned for that programme.

16. Award of Division/Distinction

16.1 Second Division

A student earning OCPA ≥ 5.00 and < 6.00 will be deemed to have secured second division in Undergraduate Programmes.

A student earning OCPA ≥ 6.00 and < 6.50 will be deemed to have secured second division in Post Graduate Programmes.

16.2 First Division

A student earning OCPA of 6.00 and above will be deemed to have secured first division in Undergraduate Programmes.

A student earning OCPA 6.5 and above will be deemed to have secured first division in Post Graduate Programmes.

16.3 Distinction

A student earning OCPA of 7.5 for undergraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects were cleared in first attempt only and without any 'F' grade.

A student earning OCPA of 8.00 and above for Postgraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects were cleared in first attempt only and without any 'F' grade.

17. Duration for Completion of a Programme

17.1 Minimum Duration

Minimum duration for completion of a programme will be the duration prescribed for the programme by the respective Regulatory Body.

17.2 Maximum Duration

Maximum duration for completion of a programme will be the duration prescribed for the programme by the respective Regulatory Body.

18. Role of Various Offices

18.1 Role of Office of Head of the Department

The Head of the Department will ensure that classes for all the subjects are being engaged regularly. Further for ensuring that full syllabus has been covered before conduct of End of Semester Examination, a certificate to this effect will be furnished by the Instructor to the concerned HoD. The HoD will send the report to the concerned Dean that he/she has satisfied himself/herself about it. Further, HoD will ensure that Question Papers are set properly, examinations are conducted smoothly, proper evaluation has been done and results are prepared and compiled accordingly and sent to the Dean and Registrar within fifteen days after conduct of end of Semester Examination.

18.2 Role of Office of Dean

The Dean is responsible for academic matters of the institute. He/she will ensure proper conduct of classes, complete coverage of syllabi, proper setting of question papers, conduct of examination and preparation of the results and compilation of the same. The results compiled by the Heads of the Departments and received in his/her office will be needed to be sent to the Registrar within 20 days after conduct of end of semester examination.

Further, he/she will be responsible for keeping record of the results prepared/compiled by the instructors/Heads of the Departments.

18.3 Role of Office of Registrar

The Registrar will be custodian of all the records of the students. He/She will declare the results within one and half month after conduct of End of Semester Examination and issue the semester reports. He/She will also issue Detailed Marks Cards (DMC's) to the students. The Registrar will keep a record of the courses completed to ensure that requirement for the award of a degree has been completed.