

Appendix - 9

DETAILS OF EXAMINATION SYSTEM

SEMESTER SYSTEM

Academic Year and Semester

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 20 weeks each, including examinations during semester and end semester (minimum 90 working days). The Semester Calendar for each academic session shall be issued by the Registrar's Office during the 2nd Semester of the previous year.

COURSE NUMBERING AND SUBJECT CODE SCHEME

The course numbering scheme and subject code scheme for the different programmes / courses is as under:

COURSE NUMBERING SCHEME

S No.	Programme	Number Range
1	Certificate Courses	001 – 099
2	Undergraduate Courses (UG)	101 – 499
3	Post Graduate Courses (PG)	501– 799
4	P G Research/ M. Phil	801– 899
5	Ph.D. (Courses, Seminar, special problem etc.)	901 – 999

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 the programme i.e. 1st year, 2nd year, 3rd year and so on whereas the last digit indicates the semester offered (odd or even). For all odd semesters, the 3rd digit will be odd whereas for even semesters the 3rd digit will be even.

SUBJECT CODE SCHEME

The subject code scheme for various programmes will be as under:

University Institute of Engineering & Technology

Sr. No.	Programme	Subject Code
i.	Agricultural Engineering	AGE
ii.	Civil Engineering	CE
iii.	Computer Science and Engineering	CSE
iv.	Electronics and Communication Engineering	ECE
v.	Electrical Engineering	EE
vi.	Mechanical Engineering	ME

University Institute of Computer Applications & Information Sciences

Sr. No.	Programme	Subject Code
i.	Computer Applications	CSA
ii.	Library & Information Sciences	LIS

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/HCP
vii.	English	ENG
viii.	Mathematics	MAT
ix.	Social Sciences	SSE
x.	Physical Training	PT
xi.	General Proficiency	GPR
xii.	Environment Science	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

Note: In the subject codes there should not be gap in between the alphabets and numbers.

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, practical, etc. The credit values for the different academic activities have been adopted as:

Credit Representation

Lectures (L) (hrs/wk/Sem.)	Tutorials (T) (hrs/wk/Sem.)	Practical Work (P) (hrs/wk/Sem.)	Contact hrs (L:T:P)	Credits (L: T: P)	Total contact hrs.	Total Credits
4	0	0	4:0:0	4:0:0	4	4
3	1	0	3:1:0	3:0.5:0	4	3.5
0	0	2	0:0:2	0:0:1	2	1
4	1	0	4:1:0	4:0.5:0	5	4.5
2	0	0	2:0:0	0:0:0	2	*NC
0	0	1	0:0:2	0:0:0	2	*NC

*NC = Non-Credit course

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 hours in a semester.

EXAMINATION SYSTEM

Scheme of Examination

The scheme of examination includes two examinations; make up/improvement examination and End of Semester examination.

Examination-I

First examination will be conducted in 8th week after commencement of the semester. The answer sheets will be shown to the student within one week from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

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 from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

Examination-III

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

End of Semester Examination

The End of Semester Examination will be conducted in the 18th week after commencement of the semester. End of Semester evaluation will be of 50 marks.

Setting of Question Papers and Evaluation of Answer Sheets:

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

Format for setting question paper in Examination-I, Examination-II and Examination-III

Question	Marks	Description
Q.1	05 (5*1)	Will consist of five sub parts, each of One mark. (minimum one word or one line)
Q. 2 – Q.5	15 (3*5)	Three questions out of Four, each of five marks (ranging from 300 to 400 words).
Q.6 – Q.7	10 (1*10)	One question out of Two, of Ten marks (ranging from 600 to 800 words).

Format for setting question paper in End of Semester Examination

Question	Marks	Description
Q.1	10 (10*1)	Will consist of ten sub parts each of One mark. (minimum one word or one line)
Q. 2 – Q.6	20 (4*5)	Four questions out of Five each of Five marks. (ranging from 300 to 400 words)
Q.7 - Q.9	20 (2*10)	Two questions out of Three, each of Ten marks. (ranging from 600 to 800 words)

EVALUATION SYSTEM

The university is following continuous evaluation system. The student will be evaluated for any subject out of 100 marks. The evaluation system will have the components consisting of continuous assessment during the semester, examinations during semester and End of Semester examination. Two methods -relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades/ credits based on pre-determined class intervals. SBBS University has adopted absolute grading system. The sub headings for theory subjects and practical subjects and weightage thereof will be as under:

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 (consisting of Examination-I, Examination-II and assignments, etc.) and End of Semester examination is as under:

Evaluation during Semester & End of Semester:-

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). The weightage of assessment during semester will be of 50 marks, which is fifty percent of the total absolute marks. The End of Semester Examination will also be of 50 marks, which is fifty percent of the total absolute marks. The distribution of 100 marks is as follows:-

Distribution of weightage for evaluation of theory subjects during semester end of semester

Sub-heading	Percentage	Absolute marks
Examination I	15	15
Examination II	15	15
Examination III For Makeup / improvement		-
Assignments, etc.	20	20
End of Semester	50	50
Total	100	100

Practical Subjects

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). 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.

a) Evaluation During and End of Semester Evaluation

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 and viva voce during the semester. The weightage to the continuous assessment, attendance and record keeping during the semester will be 60 marks, which is sixty percentages of total absolute marks. The student will be evaluated for practical subjects in the End of Semester Practical Examination based on performance, written examination and viva voce examination. The weightage to the End of Semester examination will be forty per cent. The distribution of marks with percentage is as follows:-

Distribution of weightage for evaluation of practical subjects during and end semester

Sub-heading	Percentage	Absolute marks	Detail
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Continuous assessment	40	40	During Semester (60 Marks)
Attendance	10	10	
Practical File	10	10	
Performance	15	15	End of Semester (40 marks)
Written Examination	10	10	
Viva-voce Examination	15	15	
Total	100	100	

Credit Point Average (CPA)

The university has adopted 10-point scale credit system of evaluation as recommended by UGC. 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.

Semester Credit Point Average (SCPA)

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

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 credit of the subjects for which the student has registered till that particular semester.

Overall Credit Point Average (OCPA)

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

Minimum 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. He/she will be allowed to appear in reappear examination, as per reappear policy of SBBS University.

The minimum Credit Point Average to be earned by the student for passing any particular subject is 5.00 for Postgraduate 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. He/she will be allowed to appear in reappear examination, as per reappear policy of SBBS University

Minimum Requirement For Completion Of Programme

For successful completion of Undergraduate programme, the minimum credit point average requirement is 5.00.

For successful completion of any Postgraduate and Ph.D. programme, the minimum credit point average requirement is 6.00.

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.

First Division

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

A student earning OCPA ≥ 6.50 will be deemed to have secured first division in Post Graduate Programmes.

Distinction

A student earning OCPA of ≥ 8.00 for undergraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non credits) were cleared in first attempt only (without any 'F' grade).

A student earning OCPA of ≥ 8.50 for Postgraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non credits) were cleared in first attempt only (without any 'F' grade).

Award of Grades/Credit Points

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 below:

Conversion of Marks to Credit Point Average (CPA)

Marks Obtain	(A)	Credit Point Average (CPA) (A/10)
100.0		10.00
99.5		9.95
99.0		9.90
98.4		9.84
98.0		9.80
97.6		9.76
96.0		9.60
95.9		9.59

From credit points earned for different courses taken by a student in a semester the credit point average of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credits and the accumulated credit points earned.

Submission of Grades/Credit Points

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.

The credit points sheet shall be kept as permanent record of the teacher of the department and of the institute for future record.

Abbreviation used in result

In addition to the credit points following abbreviations are also used for the evaluation:-

F	=	Failed
I	=	Incomplete
A	=	Absent
D	=	Detained
RL	=	Result Late
S	=	Satisfactory
US	=	Unsatisfactory

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.

$$\text{Formula for Equivalent Percentage} = \text{OCPA} \times 10$$
