

ORDINANCE 27: CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL MASTER'S DEGREES FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

APPLICABILITY : This ordinance shall apply to all programmes leading to all Master's degrees following the Annual System of Examination {other than programmes for which a separate Ordinance is notified}.

1. DEFINITIONS:

- a. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Master's degree.
 - b. **An Academic Year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations, and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
 - c. **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
 - d. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 - e. **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 - f. **Student** shall mean a person admitted to the Schools of the University and/or its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.
 - g. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the academic council and as it may notify from time to time for awarding Master's Bachelor's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
3. Examinations of the University shall be open to regular students i.e., candidates who have undergone a regular course of study in the University or an institution/college affiliated to the University, for a period specified for that course of study in the Scheme of Teaching & Examination, and Syllabi.

Provided further that a student may be debarred from appearing in the examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Master's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n academic year(s), shall be $(n + 2)$ academic years. All the programme requirements shall have to be completed in $(n + 2)$ academic years.
- (d)
 - (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s) nor these shall be considered for the purpose of declaration of results.

5. ACADEMIC YEAR

- (a) An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.

The Academic Calendar shall be notified by the University each year, before the start of academic year.

- (b) The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/ or laboratory work (including class tests)	-	Two terms of about 20 weeks each, with a break of about 2 weeks between the terms. Total = about 42 weeks
Preparatory Leave	-	02 Weeks
Annual examination, including practical/ Laboratory examination	-	03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School, and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (ii) In the case of affiliated institutions, all full time qualified recognised teachers involved in the teaching of the concerned Master's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- (a) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University, or by the Director/Principal of the concerned affiliated institution.
- (b) The Academic Programme Committee shall meet as and when required but atleast once in every Academic Year. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEE

The Registrar shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination.

The Vice-Chancellor may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in an Academic year, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the Annual examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+2) academic years as mentioned in clause 4(c).

Dean of the School/ Director / Principal shall announce the names of all such students who are not eligible to appear in the Annual examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

(a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

(a) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

(i) Evaluation through an annual examination.

(ii) Continuous evaluation by the teacher(s) of the course.

(c) The distribution of weightage for various components of evaluation shall be as below:

• THEORY COURSES

(i)	Annual examination	-	60%
(ii)	Continuous evaluation by teachers	-	40%

- PRACTICAL/LABORATORY COURSES

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|------|-----------------------------------|---|-----|
| (i) | Annual examination | - | 60% |
| (ii) | Continuous evaluation by teachers | - | 40% |
- For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice-Chancellor.

(d) Conduct of annual examinations

- (i) All annual examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of annual examinations.
- (iii) For theory as well as practical examinations and project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that, the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean, before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(e) Teacher's Continuous Evaluation:

- (i) Theory Courses : The teacher's continuous evaluations shall be based on the following:

- Two class tests - Each test shall be of 15 marks
- Assignment/Group Discussion/Viva Voce/
Additional Test/Quizzes etc. - 10 Marks

The two class tests shall ordinarily be held after about 12 weeks of teaching in each term in accordance with the University Academic Calendar.

- (ii) Laboratory/Practical Courses

The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, viva-voce, quizzes etc. The assessment shall be given at three nearly equi-spaced intervals out of 15, 15, and 10 marks.

- (f). The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

- (a) Annual practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

- (b) For any other type of examination, not covered by sub-clauses (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

- (c) The results of an academic year (including both the annual examination and teacher's continuous evaluation) shall be declared by the Controller of Examination. However,

after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.

- (d) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the result.

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the annual examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.

(ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as marks-sheet of the concerned annual examination.

- (b)(i) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester end examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of (n+4) semesters as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the student will request for such improvement in the beginning of the said semester to the Dean / Director of the School / Institute and the improved internal marks, if received from the school/institution concerned at least 7 days before the commencement of semester end-term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the two class tests performance with the next batch of students, the marks obtained in two class tests will be proportionately increased to include the component of assignment / group discussion / viva voce/additional test/quizzes etc.**

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a Annual examination in terms of clause 11(b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claimed that there are major

modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/ Chairman/Co-ordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) **A student will be promoted to the next academic year only if such student has obtained at least,**
- **50%, (accurate upto two decimal digits) of the total credits of the ensuing academic year from which the promotion to next academic year is being sought, and**
 - **90%, (accurate upto two decimal digits & rounding of thereafter to full digits) of the total credits of all previous years excluding the credits of the ensuing academic year from which the promotion to next academic year is being sought.**

All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year.

Only two academic breaks are permissible for a student for the completion of the academic programme/course. In no situation a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/programme. A student who has exhausted two academic breaks and a further occasion arises for him or her to take academic break because of non promotion or detention, in such cases the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arise.

(c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning & Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been done by the GGS Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-

10% more than such minimum specified credits subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

Further, the successful candidates shall be placed in Divisions as below:

- (i) Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
- (ii) First Division : A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
- (iii) First Division with Distinction : A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
- (iv) Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

12(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b). STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.

- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

14. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in an academic year and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the marksheet, the maximum credits earned by the candidate shall also be reflected.

- 15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

All the above ordinances 2 to 27 have come into force with effect from the dates of approval by the Board of Management.

BOM Resolution – 25th meeting dated 23.12.2004

Gazette Notification No. F.2(29)/Ord/IPU/DRP/2005/2431 dated 10.03.2005

BOM resolution : 41.03 dated 29.06.2009

Gazette Notification No. F.2(29)/Ord./IPU/ADRP/2009/11727 dated 20.10.2009

[Partial amendment in Clause 11 (b)(i), 11(b)(iii) and 11 (c)]