

Academic Regulations

(to be effective from academic session 2020-21)



**ABHILASHI UNIVERSITY,
CHAILCHOWK, TEHSIL CHACHYOT,
DISTRICT MANDI, H.P. 175028**

2020

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

CHAPTER - 9

Examination System

9.1. In assessing the students' in studies, the system of continuous assessment is adopted by the University. In conformity with this practice, following modes of assessment will be followed:

- i. The examination system will comprise of Class Tests, Assignments/Quizzes, Ist Term, IInd Term, End Term Examinations, Practical, Project Work, Seminar etc.
- ii. In all there will be two class tests, two assignments/quizzes in a semester (except BAMS programme where annual system is followed, two house tests will be conducted). These will be of one hour each within the class period. Students will be given three days for submission of assignment and the same be returned after checking and evaluation to the students within three days of submission.
- iii. Ist Term and IInd Term Examinations will be conducted by the Deans of the Faculties in consultation with COE for stationery and use of examination facilities of his/her branch for secrecy point of view. The Deans of Faculties will submit the award lists to COE after evaluation.
- iv. End Term Examination will be conducted completely by the Controller of Examination (paper setting, preparation of date sheet, preparation of duty chart and evaluation etc.)
- v. Students who fail in a particular paper/ practical will re-appear only in the corresponding odd/even semester.

9.2. Evaluation / Assessment of Performance

There will be continuous assessment of student's performance throughout the semester on the following basis:

- i. In case of theoretical subjects, the evaluation will be based on attendance, quizzes, assignments, term examinations. For End Term Examination it is External/ Internal system.
- ii. For Laboratory/ Design / Drawings / Studio/ Workshop/Seminars etc. the evaluation will be on the basis of attendance, assessment of the task assigned and end semester test/viva voce etc. The system will be internal.
- iii. The evaluation of the project work will be based on work assigned by the supervisor, project report and project evaluation committee (to be constituted by Dean of Faculty).
- iv. The breakup of marks for assessment of performance of a student will be:

a) Class Tests, Attitude & discussion, Quizzes.	5%+3%+3% = 11%
b) Assignment	4%
c) First Mid Term Examination	10%
d) Second Mid Term Examination	10%
e) Attendance	5%
f) End Term Theory Examination	60%

The evaluation of Practical/ Laboratory work will be based on the following.

- Day to day Practicals 15%
- Assignments 5%
- Attendance 5%
- Attitude & Discussion 5%
- Note Book 10%
- Viva voce Examination 10%
- Practical End Term examination 50%

The examination will be External/Internal.

9.3. Pass percentage and result declaration of courses.

The pass percentage in theory as well as in practical is given below: -

- Pass percentage in theory is 40%
Pass percentage in practical is 50%.
- Result declaration
 - Less than 40% Course Incomplete
 - 40% and above Course Complete
 - System of SGPA, CGPA will be followed in the MARKS SHEET.

9.4. CCIM Examination pattern for BAMS Course

For BAMS Course the CCIM Examination pattern will be followed in which the pass percentage is 50% in theory & practical separately in each paper. For Diploma in Pharmacy and Master of Pharmacy courses the PCI Examination pattern will be followed.

9.5. PCI examination pattern

Examination pattern for B. Pharmacy and other courses in the School of Pharmacy will be in-accordance with the PHARMACY COUNCIL OF INDIA guidelines/directions.

9.6. Attendance Eligibility for Examination: -

A student who has attended 75 % or more of the lectures and practicals delivered in a semester becomes eligible for appearing in the end semester examinations.

A relaxation of up to 15% by **Vice Chancellor** on the recommendation of Dean of Faculty and Dean of Studies on the following grounds:

- Any serious illness up to one week by Dean of Faculty / two weeks by Dean of Studies / four weeks by Vice Chancellor supported by a proper medical certificate.

- ii. The student being deputed to represent the University with the prior approval of the Dean of Faculty/Dean Students Welfare.
 - iii. Any special genuine reason such (a) Demise of close blood relation (b) Natural calamity at home/ village /town supported by documentary proof (c) Own marriage (d) Maternity case.
- The attendance relaxation by the Vice Chancellor is subject to the condition that student has to submit four assignments up to the satisfaction of the course instructor. There will be no relaxation of attendance to students with less than 60%.

9.7. Evaluation of Projects (major/minor) or Industrial Training

Students are required to register for the minor/major projects or industrial training as per the approved curriculum. The following evaluation scheme shall be followed for awarding marks:

Sr. No.	Items	Marks
i	Day to day work	35 % awarded by Instructor
ii	Mid-Term Seminars at least for 20 minutes	15% awarded by Panel of three members Committee Constituted by Dean Faculty
iii	Project Report	15 % awarded by Instructor
iv	Final Viva-Voce on Project Report/Industrial training.	35% awarded by a panel of three teachers including Instructor appointed by Dean Faculty.

The project will be evaluated by external/internal examiner.

9.8. End-Term Examination

The end semester examination shall be conducted by Controller of Examination in consultation with Dean of Faculty. The Dean of Faculty shall recommend the names of External/Internal examiners along with their addresses and phone number to Controller of Examinations for paper setting and evaluation. COE will submit the names of paper setter for the approval of Vice Chancellor. The evaluation of answer sheets shall be done by the external/internal examiners on the spot in the University.

The setting of question papers and their evaluation for Class Tests and Mid Term Examinations will be Internal. The results of all the examinations will be submitted to the Controller of Examinations

9.9. Examination Schedule

The schedule for End Term Examination shall be prepared by the Controller of Examinations in consultation with Dean of Faculty concerned. The date sheet and Invigilation duty chart will be notified by Controller of Examinations after getting the approval from Vice Chancellor at least 20 days before the commencement of End Term Examination. However, if the conditions so warrant, the Controller of Examinations may change the date of examination on short notice after getting the approval from Hon'ble Vice Chancellor.

The dates for End Term Examinations will be announced in the Academic Calendar and the Controller of Examination will fix the examination during that period.

9.10. Conduct of End Term Examination

For the conduct of End Term and Annual Examinations a Centre Superintendent and invigilators will be appointed by the Controller of Examination after the approval of the Vice-Chancellor for conducting the Examination. The Controller of Examinations will get the papers set and printed for each course from the list of examiners as approved by Vice Chancellor. Strict secrecy shall be maintained in the receiving, printing and supply of question papers by Controller of Examination. Evaluation of answer books will be External / Internal The final result will be compiled and finalized in the office of Controller of Examination.

A. Question Papers:

Opening of the question paper – envelopes

The envelope containing question papers shall be opened at least 30 minutes before the commencement of the examination by the Centre Superintendent in the presence of at least two invigilators and clerk on duty after carefully examining the conditions and joints of envelope and seals and verifying the subject by a reference to the date sheet. Centre Superintendent should confirm before distributing them that it is the right question paper as per the date-sheet.

If a wrong paper is found in the envelope it should be sealed immediately without reading the question paper. The Controller of Examinations should be approached immediately for further instruction.

Insufficient copies of Question Papers

In case insufficient copies of question papers are supplied by the Controller of Examinations, Centre Superintendent either dictates the question paper or gets the photocopies of the question paper. The candidates shall be given extra time equal to the time spent in dictation/Photostat. The matter be brought into the notice of Controller of Examinations.

Seating Arrangement

One day before the commencement of the examination, the Centre Superintendent shall make satisfactory arrangements of seats according to the roll numbers supplied by the Controller of Examinations. The candidates should keep reasonable distance between the vertical and horizontal rows so that all communications between the candidates are impossible. The Centre Superintendent shall get plans of seating arrangement typed showing the order of seats allotted to candidates and the directions

they face. It should be pasted on a right place outside the on hall/room at least one hour before the commencement of examination.

Admission on Production of Roll Number Slip

- a) The students shall be issued roll numbers by the Controller of Examinations through his office at least 15 days before the commencement of examination who fulfills minimum requirements for appearing in the examination.
- b) Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
- c) Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Centre Superintendent may allow the student to appear in the examination with a penalty decided from time to time by Academic Council .
- d) If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examinations, the Centre Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

Discrepancy in the Subject Offered

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

Late Arrival

No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 20 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.

Attendance Sheets

- a) Examinees present shall sign the attendance sheet against their roll numbers.
- b) Centre Superintendent shall compare it with the cut list supplied by Controller of Examinations. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room and the matter should be informed to the Controller of Examinations for rectification.

Appointment of Amanuensis

- a) An amanuensis will be appointed for the examinee under the following cases:
 - Blind candidate (permanently)
 - Candidate completely disabled from writing with his own hand
 - Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above-mentioned conditions, medical certificate from the University Doctor/CMO of the district hospital has to be submitted by the examinee.

- b). Controller of Examinations will appoint an amanuensis and inform the Centre Superintendent
- The appointment of amanuensis should be the student of lower class.
 - Controller of Examinations can also authorize Centre Superintendent for appointment of amanuensis.

B. Disciplinary Control of Examination Centre

A candidate shall be under the disciplinary control of Centre Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be expelled from the examination of that session.

C. Use of Unfair Means

Any use of unfair material etc. is not allowed in any examination. Any student found using any kind of unfair means will be punished as per the recommendation of the committee constituted for the purpose.

D. Medium of Examination

The medium of examination is English in all the courses for all kinds of examination unless specified by any regulatory body.

E. Tabulation of Result and Issue of Transcript

All the results will be finally tabulated by the Office of the Controller of Examinations for individual student and copy of this transcript will be sent to the Registrar.

F. Course Credit System

A course is a part of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one-hour lecture in theory or two hours practical in laboratory/ field during a week and extended to the period of the semester. A student will attend classes in a course and earn credit for it, only if he/she has registered for that course.

G. Registration of Courses

Following is the procedure for Registration of courses:

- i. The Dean of Faculty should notify the courses to be offered in the ensuing semester along with the teachers' name.

- ii. The Dean of Faculty should constitute a team of teachers for guidance of registration procedure to the students.
- iii. The faculty must ensure that the registration is done by the student within a stipulated period. After the due date, as notified by Registrar, registration is allowed with fine as decided by University from time to time
- iv. Any student who has not been registered for the course should not be allowed to sit in the class. Only registered students be permitted. Teachers should prepare the list of students as they register the course.
- v. Each course will have periodical examinations consisting of 1st Term, IInd Term, Practical and End Term etc. The course shall also have Quiz / Class Tests/ Assignment(s). Evaluation will be done for each of these components and marks so obtained will be added and converted to percentage of marks for further conversion to 10.0 scale system proportionally

H. Grading System and Grade Point Average

- i. Grade point in a course shall be on a ten-point scale. The grade point in a course multiplied by credit hours of that course of the student shall be the credit point of the course. Total marks and marks obtained in each paper and maximum marks will be put on the detailed marks card.
- ii. The cumulative credit points by a student in all the courses during a semester divided by total credit hours of those courses shall be credit point average in a semester and should be expressed to two decimal places. It is known as Semester Grade Point Average (SGPA).
- iii. The cumulative credit point average in all the courses for all the semesters divided by cumulative credit hours in those courses studied shall be Cumulative Grade Point Average (CGPA) and should be expressed up to two decimal places. No rounding off shall be done.
- iv. Letter grading system of UGC, New Delhi Shall be followed.

Grading System

A student is required to complete the academic requirement as per the curriculum components.

A student is awarded with Grade points and Credit points in each course registered indicating the performance of that course. The grade point structure with corresponding grade is as shown in table below:

Grade Point	10	9	8	7	6	5	0
Awards percentage	=100 & ≥90	<90 & ≥80	<80 & ≥70	<70 & ≥60	<60 & ≥50	<50 & ≥40	<40

The SGPA (Semester Grade Point Average) is an indicator of the overall academic performance of a student in the semester registered. For example, if the grade points awarded to a student are G₁, G₂..., G_m in courses (say, 1, 2,...m) with corresponding credits C₁, C₂,..., C_m, the SGPA is given by

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

Similarly, the CGPA (Cumulative Grade Point Average) indicates the overall academic performance of a student in all the courses registered up to and including

the latest completed semester/supplementary term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

The non credit courses of respective semester is not accounted for SGPA or CGPA conversion and marked either satisfactory or Un satisfactory.

Promotion and Progression:

A student is required to complete all prescribed courses successfully in scheme & syllabi of concerned programme and attain a minimum SGPA/CGPA of 5.0. An undergraduate student securing a grade point less than 5.0 shall be declared Lack of Success (LS) in that course. A student with LS in a course is permitted to reappear in the end semester examination of that course offered next. The minimum pass requirement thus obtained after reappearance is represented with symbol □ along with grade point in the score card. The score card would be issued to student only after scoring the minimum pass requirement in all the prescribed courses of that respective semester.

Significance of Letters,		
S -Satisfactory	W-Withdrawn	LS-Lack of Success
US-Unsatisfactory	I -Incomplete	IG- incomplete Grade
NC - Non-Credit Course	R -Repeat	
Overall grades ,CGPA points and CLASS		
10	O	Outstanding
9	A+	Excellent
8	A	Very Good
7	B+	Good
6	B	Above Average
5	C	Average
0	F	Fail
0	Ab	Absent

I. Rechecking of End Term Examination

- i. Teachers to show the answer sheets of Class Tests, First and Second Mid Term Examinations conducted by them to the students and to make corrections, if any, to the satisfaction of the students. Rechecking will be only for End Term Examination of the students on payment decided by the University time to time.
- ii. In case a candidate feels that in End Term Examination, one or more of the answer(s) in his answer sheet has/ have not been evaluated or that there is an error in totaling the marks awarded to him by the examiner, he within 21 days of the issue of detailed semester mark sheet/ semester report, will apply along with the fee of Rs. 500/-per paper to the Controller of Examinations for rechecking of his/her answer sheets. If on rechecking an error is discovered,

the same shall be rectified. The rechecking fee once deposited with the university will not be refunded.

J. Announcement of results

Result will be declared in marks obtained while on the backside of DMC towards the lower part the CGPA will be placed. The DMC will give the details of the minimum and maximum marks and the marks obtained by the candidate for each subject/ paper. The result of the candidate will be displayed towards the lower part of DMC.

Distinction (75%) CGPA 7.5 or above

First Class (60% to 75%) CGPA 6.0 to 7.5

Second Class (50% to 60%) CGPA 5.0 to 6.0

K. Unfair Means Cases (UMC)

The UMC cases found during the Examinations will be forwarded to the UMC committee set up by the Hon'ble Vice-Chancellor of the university. The Committee will fix a date for hearing the part of the student and will take a decision as per the UMC policy. The decision of the committee will be communicated to students after the approval of the Vice Chancellor.

L. Special Examination:

The Vice-Chancellor of the University will have a discretion for directing the COE with the approval of the Chancellor of the University to conduct Special Examination for the students who apply for the same in certain circumstances which may be affecting their carrier or future growth. The said may be held in Sept/Oct.

M. Grace Marks Policy:

The student can be awarded grace marks as per the policy of the University in case the students are failing in the class or remaining short for securing 1st or 2nd division.

N. Improvement in Division /class

Keeping the interests of students who have completed their Bachelor's / Master's Degree programme, but falling short of for securing 1st and 2nd Division, the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the students will have to apply for improvement of their performance on the prescribed format to the Controller of Examination within 2 years of their completion of course.

O. Nomenclature of Degree/Diploma

The nomenclature of degree/diploma will be in accordance with Gazette of India notification of July 05-11, 2014 for specification of degrees and amended from time to time.

9.11 Record of Examination

After the conduct of End Term and Annual Examinations the record of the Examinations conducted will be preserved for the period as per the under stated policy and will be destroyed afterward with the prior sanction of the competent authority by the COE office under the supervision of a responsible officer of the level of AR/DR either by burning or auctioning the same.

- 1) Attendance sheets: After one year of completion of examination.
- 2) Award lists of theory /Internal/External: After two year of examination.
- 3) Answer sheets: After 1 year of completion of examination except for BAMS Course where it will be 1 year of completion of Internship by the students.