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BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)
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NOTIFICATION

The Board of management of the University in its 36th meeting held on 29.05.2009 has approved the revised/modified existing First Academic Ordinances, Chapter- XV, XVI & XVII and Examination Rules. A Copy of the approved provisions of Examination Reforms (and Admission Rules) 2009 of the University is enclosed.

Encl: As above

REGISTRAR

Copy to: -

1. PS to Vice Chancellor
2. Deans / Heads of all School / Departments
3. AR (Estt.) for information and necessary action.
4. Guard File

REGISTRAR

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

Post-Graduate Examination Reforms (and Admission Rules) 2009

1. The Context

Currently, the Post-graduate programs of the University has Semester System with one time end-Semester examination that determines the career of students. There is no provision of sessional components (like assignments, term paper, tests, etc.) to provide feedback to the students to improve their performance. Externals have a significant role in setting question paper and evaluation of script which generally causes inordinate delays in declaration of results. There is no scope for interdisciplinarity in the programs.

The UGC and National Knowledge Commission strongly recommend introduction of internal evaluation system and choice-based system at the post-graduate level of study. This is also a standard global practice today which is followed at the post-graduate level. Moreover, a Committee which reviewed the functioning of the university last year also suggested introduction of internal evaluation and choice-based system to ensure implementation of the semester system in its real spirit.

2. Main Features

So the University will modify the existing examination system, and also the procedure of registration, to some extent, for admission to the post-graduate program.

2.1 The university will introduce **internal evaluation** and choice-based system from the academic session 2009-10. The semester system will continue, but sessionals (i.e. continuous internal assessment) will be introduced in addition to the end-semester examination. Moreover, evaluation will be internal, except in case of certain papers/components of papers, if required. The system of

continuous internal assessment will provide periodic feedback to the stude to improve their performance and achieve excellence in their areas of study.

2.2 University's academic set up will be a flexible program that will encour interdisciplinary orientation at the post-graduate level through the introduct of **choice-based system**. Students doing post-graduate in a particu discipline will be allowed to choose certain courses form other disciplir Moreover, efforts will be made to develop and introduce some courses at School level to enhance interdisciplinarity.

2.3 The courses in the post-graduate programs will continue to be organized **semester pattern**. The academic year will consist, as existing now, of semesters of sixteen to eighteen weeks each.

3. Continuous Internal Assessment

3.1 The examination system of the University will be designed (as elabora below) to test systematically and regularly the student's progress in cl laboratory and fieldwork/ field-based activities through continuous evalua in place of the conventional 'make or mar' performance in a single examinat

3.2 Two main components of a semester will be sessionals and end-seme examination. Sessionals given to the students will have minimum components which may include quizzes, periodic tests (short answer ty term paper/home assignment, seminar, tutorials, book review etc., as dec by the course teacher and the Department concerned. Then there is the examination, called end-semester examination held at the end of semester.

3.3 The final result in each course will be calculated on the basi performance of continuous assessment of sessional components performance in the end-semester examination.

4. Attendance and Progress of Work

Students are required to attend at least 75% of the classes actually held in each course and at least 50% in the repeat course and participate, to the satisfaction of the Department/School, in sessionals and practicals as may be prescribed. Absence from classes continuously for 10 days and more, without genuine reasons (in such cases the student must inform the Head of Deptt.), will make the student's name liable to be removed from the rolls of the University.

5. Definitions

5.1 "Course" means a semester course.

5.2 "**Credit**" **(c)** in the weightage assigned to a course in terms of contact hours. [1 Credit is equal to 10 to 12 contact hours in a course.]

5.3 "**Grade**" means a letter grade (e.g. 'A', 'B', ...) assigned to a student on the basis of evaluation of a course on the 10 point scale.

5.4 "**Grade point**" **(g)** means the numerical equivalent of a letter grade assigned to a student in the 10 point scale.

5.5 "Cumulative Grade Point Average" (**CGPA**) means a cumulative index grade point average of a students calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \ldots\ldots\ldots\ldots}{\text{Total number of credits offered by the student up to and including the semester for which cumulative index is required}}$$

[Note: g1= Grade point obtained in course 1;
g2= Grade point obtained in course 2;
c1= Credit load (weightage of course 1;
c2= Credit load (weightage) of course 2]

5.6 "Semester Grade Point Average" **(SGPA)** is the index of grade point average of a student in the courses offered in a particular semester.

5.7 "Final Grade Point Average" **(FGPA)** is the final index of a student at the time of award of a degree.

5.8 Final grade is the letter equivalent assigned to a student on the basis of her/his final grade point at the time of the award of the degree.

6. Eligibility for Admission to the course

6.1 A candidate shall be eligible for admission if she/he has passed the undergraduate examination (10+2+3) [10+2+3+3 or 10+2+5 for LLM courses] of a recognized board of a Secondary Education or an examination recognized by the University as its equivalent.

7. Admission Procedure

The detailed procedure for admission to the course leading to the master's degree shall be laid down from time to time by the University as laid down by the University Statute. But certain provisions to streamline Registration of students to the post-graduate program are included here.

8. Faculty Advisor and Registration

8.1 The department through which a student seeks admission shall appoint an Advisor for each student from amongst the members of the faculty concerned. A faculty member can be Advisor to a group of students as assigned by the Head of Dept. The Advisor shall advise the student about the courses to be taken. But the student shall finally choose which course she/he would like to offer and record them in his/her Course Registration Card.

8.2 The Course Registration Card shall carry such entries (name of the school, name of the Dept., Semester, Course numbers and course title, category of course – compulsory or optional, course-wise credit load, signatures of student, course teacher and head of Dept.) as may be specified by Regulations. There will be three copies of a Registration

Card, marked Student copy, Dept. copy, and School copy. As marked, one copy of the completed Registration Card shall be kept by the student, and the other two copies deposited by the student with the Dept., and the School copy shall be sent by the Deptt. to the Dean Office of the School.

8.3 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the courses unless he/she has been formally registered for the course by the scheduled date to be announced by the University.

8.4 Late registration will be allowed up to a maximum of two weeks after the beginning of a semester on payment of late registration fee of Rs. 200/ (rupees two hundred) only.

8.5 No student shall be allowed to add a course of substitute a course for another course later than four weeks from the date of commencement of the semester. A student wishing to drop a course must do so as early as possible in no case later than four weeks from the date of commencement of the semester. No student shall be permitted to drop a course after the four-week period.

Provided that a student may take more optional courses than prescribed in the program, in which case in the calculation of Final Grade Point Average (FGPA) only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if a program has 12 compulsory courses and 4 optional courses and student credits 6 optional courses, his/her Final Grade Point Average shall be calculated on the basis of 12 compulsory courses and the first four optional courses, when all the six are ranked according to descending order of grades obtained by

him/her. However, no student shall be permitted to register in a semester only to take an additional optional course.

9. Duration of the Course

9.1 The curricular work leading to the award of 2-year Master's Degree shall be spread over a minimum of 4 semesters – 2 Monson semester and 2 Winter Semester, and for those admitted to 3-year Master's Degree it will be a minimum of 6 semesters – 3 Monsoon and 3 Winter semesters.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic program during that period due to illness or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the program in case of such a student.

9.2 The Monson and Winter semesters shall commence from and end on a date to be fixed by the Academic Council.

Provided that each semester will ordinarily have 90 working days, excluding the examination days.

10. Courses and Credit requirements

10.1 There shall be two categories of courses (core and optional):

i) **'A' category** courses which will be Core (compulsory) and ordinarily given in the first two semester in a 2-year Master's program and first three semesters in a 3-year Master's Program.

ii) **'B' category** courses which will be Optional/Elective and ordinarily given in the third, fourth, fifth and sixth semesters as decided by the Deptt./BPGS concerned.

10.2 The credit load (weightage) of a course shall be 4 credits or 2 credits. The core courses shall normally be of 4 credits. The optional courses will be generally of 4 credits, but may also be of 2 credits as decided by the Deptt./BPGS concerned.

10.3 The actual credits requirement in the case of a student for 2-year Master's Degree shall be 64 and for a 3-year Course 96. Generally, courses of a minimum of 16 credits will be taken by a student in a semester.

10.4 Ordinarily a 4-Credit course shall be given 3 to 4 **contact hours** a week.

10.5 **Choice-based system**: A Student can choose courses from other disciplines (other than her/his parent Deptt.) up to a maximum of 25% of the total credits requirement of the discipline/program she/he is enrolled.

11. Evaluation

11.1 There are two major units of evaluation: continuous sessionals and end-semester examination.

11.2 The pattern (and schedule) of continuous sessional assessment (components and weightages) for courses of a semester shall be suggested by the course teachers concerned, modified, if needed, by the Deptt. and approved by the Board of the school, and shall be made

known to the students by the course teacher at the commencement of each semester.

11.3 Sessional will have a minimum of 2 components in a course. No component of sessional assessment will carry more than 25% weightage of total marks in a course.

11.4 The weightage of Sessionals and End-semester examination will be in the ratio of 30:70 respectively.

11.5 Evaluation of sessionals and end-semester examination will be internal. But in case of papers such as dissertation, project report, laboratory course/ practical, and field-based components of a course, the evaluation maybe done by both external and internal examiners (average of the two to be taken as the grade/marks awarded), as decided by the department/school concerned.

11.6 The students shall be graded in each course on a 10 point scale, i.e.

Grade	Grade point	FGPA	Range of % marks	Division/Class
A+	9	8.5 and above	85-100	High First Class
A	8	7.5 and above but less than 8.5	75-85	Middle First Class
A-	7	6.5 and above but less than 7.5	65-75	Lower First Class
B+	6	5.5 and above but less than 6.5	55-65	High Second Class
B	5	4.5 and above but less than 5.5	45-55	Middle second Class
B-	4	4.0 and above but less than 4.5	40-45	Lower Second class
F	Less than 4.0	Less than 4.0	Less than 40	Fail

i) Grade 'A+' shall be awarded only in exceptional cases and shall not exceed 5% of the students in a class of a particular discipline in each semester.

ii) Grade 'A' shall not be awarded to more than 15% students in a class of a particular discipline in each semester.

iii) There shall be no rounding off of SGPA (Semester Grade Point Average)/CGPA/FGPA.

iv) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

11.7 The **SGPA, CGPA, and Final Grade Point Average (FGPA)** of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^{n} c_i \times g_i}{\sum_{i=1}^{n} c_i}$$

[Note: g = Grade point obtained in 'i'th paper;

i = Number of paper (e.g. 1st, 2nd, 3rd, ...)

c = Credit (weightage) of the 'i'th paper]

11.8 Both letter-grade and percentage of marks obtained by a candidate will be given on her/his the grade/mark-sheet.

11.9 The answer scripts of the end-semester examinations shall not be returned to the candidates but may be shown by the teacher at the specific request of the student concerned at a fee of Rs. 200/ each paper. The result of the continuous sessional assessment of the students will, however, be communicated by the course teacher to the students immediately after the assessment and scripts shown/returned to them with feedback for further improvements in their performance.

11.10 In each course, the course teacher concerned will take anonymous Feedback from the students on the course taught. A one to two page form for written feedback shall be prepared by the Departments and compiled an finalized by a committee headed by the Dean of School of which all Head of Departments will be members. The form may include issues relating to the syllabus, method of teaching (lecture, use of teaching aids, etc), sessional, overall effectiveness of the course. The students will complete the form by ticking. They are not required to mention their name or roll number. The teacher concerned can also take an Oral feedback on the course in the same session, if she/he so desires. The teacher may modify and update the course, if needed.

12. Grade Point Requirement/Minimum Standard

A student in order to be eligible for the award of the Master's Degree of the University must have fulfilled the following requirements:

(i) She/he has taken and passed all the prescribed courses laid down.

(ii) After completion of first semester, a student will be automatically promoted to the second semester of the program.

(iii) He/she has CGPA of not less than 4.00 in the core (compulsory) courses at the end of second semester and thereafter in a 4 semester program, and at the end of third semester and thereafter in a six semester program;

(iv) He/she has obtained a FGPA of not less than 4.00 at the end of program.

13. Repeating Course and Grade Improvement

13.1 A student clears a course only if he/she has participated in the sessional work and appeared in the end-semester examination (for course having end-semester examination) and secured a weighted grade higher than 'F' in that course or has participated in the sessional work

and has secured an overall grade higher than 'F' in that course (for courses having no end-semester examination).

13.2 A student who fails in a course either by being not eligible to appear in the end-semester examination or by failing to secure a weighted grade higher than 'F' (for course having end-semester examination) or by not participating in the sessional work and thereby securing an overall grade 'F' (for courses having no end-semester examination) shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.

13.3 A student has to clear the 'F' grades by repeating the course which will be allowed only once in a particular course. They have to complete the post-graduate program within one year after the end of the usual duration of the program. Appearance at such examination shall be allowed only once. For the award of the degree, a student has to clear all F grades.

13.4 A student who secures a grade higher than 'F' in a course may be permitted by the Department, keeping in view its academic constraints, to improve his/her grade by repeating that course only once.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Manson Semester courses and by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she has repeated the course/courses.

14. Grievance Redressal Mechanism

14.1 If a student has complaints with grades awarded, she/he shall first approach the course teacher concerned. It not satisfied with the course teacher, she/he shall make complaints to the Head of Deptt. in writing. If not satisfied at the Deptt. level, she/he may make a complaint to the Dean of School in writing. The student can be allowed to make complaint regarding her/his grades upto one week, at each level, after the declaration of result of a particular component of assessment in a course.

14.2 Every Department shall constitute a Grievance Redressal committee (GRC) consisting of 3 or 4 teachers (Head as Chairperson and on Professor, one Reader and one Lecturer according to seniority on rotation as members; tenure of all members other than Head will be of two years) to examine the complaints received from the students of the deptt. regarding their assessment. At School level, there will be a GRC comprising of three members - Dean as Chairperson, Head of Deptt. concerned, and one subject expert from outside the University, nominated by the Vice-Chancellor from a panel of three names (subject experts) submitted by the Dean of School concerned. The decision of School GRC will be final in all matters relating to complaints of reconsideration of grades awarded to student.

15. Grade Screening, Moderation, Submission, and Results

15.1 Each course teacher will do evaluation of all the weighted components of a course, including end-semester examination, taught by her/him. She/he will submit grades of all the components to the Head of the Department within a week after the completion of the end-semester examination. In the following week, the grades of the end-semester examination will be moderated, if required, and approved in the faculty

meeting of the Department convened and chaired by the Head. Grades of the sessional components, as awarded by the course teacher, will be considered final except in the cases of complaints made by the students to the Head of Deptt./Dean of School, and yet to be redressed by the Grievance Redressal Committee(s).

15.2 The end-semester results shall be placed before the Dean of School for approval. If needed, the Dean may constitute a Grade Screening Committee consisting of Head of the Deptt. and not more than three faculty members of the Deptt. concerned for further screening and moderation to ensure some level of uniformity in grading at the School level.

After screening and moderation the course-wise grades of all students will be sent by the Head of Department to the Dean within fifteen days after the completion of end-semester examination in each semester, which will be complied and results prepared by the Dean's Office.

15.3 The Final results at the end of the fourth and sixth semester, as the case may be of Master's Degree would be considered and approved by a committee of the School consisting of the Dean of School as Chairman and Heads of the Deptts. as members.

15.4 The Dean will send the grades of all programs of the School to the Controller of Examinations, and the results will be declared after approval by the Vice-Chancellor. Transcript (Marks Sheet) and Degree will be prepared by the Controller of Examinations.

16. Conduct of Examinations

Sessional tests shall be conducted under the direction of the course teacher and Head of Department. The end-semester examinations shall be conducted under the overall guidance/direction of the Dean of the School as per the dates

specified by the University. The Head of the Department shall report the award list in respect of all courses to the Dean's office.

Answer scripts for all examinations, i.e. both sessionals and end-semester, will be provided to the Departments (for sessionals) and Dean office (for end-semester) by the Controller of Examinations. Question papers shall be set by the course teachers, both for sessionals and end-semester examinations, except in case of involvement of external examiner, if any, in the laboratory/field-based components of examination.

17. Removal of the Name of a Student from Program

17.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University:

a) Those students who fail to fulfill the CGPA requirements as specified under clause 12(iii)

b) Those students who have already exhausted the maximum period of six semesters for a 2-year Programme and eight semester for a 3-year program.

17.2 The Board of the School, on the recommendations of the department/centre, may remove the name of a student form a programme of study if:

a) A student fails to clear at least 50% of the prescribed core courses at the end of the second semester.

b) A student has still to clear courses which cannot possiblly be cleared in the remaining period of study even if he/she is allowed to register in the normal load for the remaining period plus 50% of the normal load.

17.3 Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the

recommendations of the Department and Board of the School as well, on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA and FGPA requirements.

17.4 No candidate shall be eligible to register for the programme/courses if he/she is already registered for any full-time programme of study in this university or in any other university/institution.