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**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector – 16C, Dwarka, New Delhi – 110078**

NOTIFICATION

Delhi, the March, 2015

No.IPU/JR(C)/Ord.11/BM60/Rev./2015/-

In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998), the Board of Management of Guru Gobind Singh Indraprastha University in its 60th meeting held on 23rd February 2015 vide agenda item 60.11(AC- 38.05) has revised Ordinance 11- 'Conduct and Evaluation of examinations for programmes leading to all Bachelor's/ Master's Degrees and Under-Graduate /Post-Graduate Diplomas following Semester System' notified vide No. F.2 (29/Ord/IPU/DRP/2005/2431 dated 10.03.2005 as detailed below:

Applicability: This ordinance shall apply to all programmes leading to all Bachelor's/ Master's Degrees and Under-Graduate/ Post-Graduate Diplomas following Semester system (other than programmes for which a separate Ordinance is notified).

1. Definitions:

- 1.1 Academic Programme/ Programme** shall mean a programme of courses and /or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
- 1.2 An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations
- 1.3 Semester System** – a programme wherein each academic year is apportioned into two semesters.
- 1.4 Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
- 1.5 Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- 1.6 External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.

1.7 Student shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.

1.8 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 Bachelor's/Master's degrees or Under Graduate/Post Graduate diplomas, as per the prescribed Syllabi and Scheme of Teaching and Examination 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 Syllabi and Scheme of Teaching and Examination.

Provided that the Academic Council may allow any other category of candidates to take the University Examinations for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

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

4. Programmes Content and Duration

- 4.1 A Bachelor's / Master's degrees and Under-graduate/ Post-graduate diploma programme shall comprise of a number of courses and/ or other components as specified in the Syllabi and Scheme of Teaching and Examination of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- 4.2 The minimum period required for completion of a programme shall be the programme duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme.
- 4.3 The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be $n+4$ semesters. All the programme requirements shall have to be completed in $n+4$ semesters except Bachelor of Education (B.Ed.) and Master of Education (M.Ed.) programmes, for which the maximum permissible period for completing the programme requirements shall be $n+2$ semesters only.

- 4.4(i) A student may be allowed to “audit” a course(s) not included in the Syllabi and Scheme of Teaching and Examination, or one of the elective course(s) in the Syllabi and Scheme of Teaching and Examination, 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.
- (ii) 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 purposes of declaration of results.

5. Semester

5.1 An academic year shall be apportioned into two semesters. Each of the two terms shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

5.2 The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or
laboratory work

(including class tests)	- 17 Weeks
Preparatory Leave	- 01 Week

Semester term end examination, including
Practical/ Laboratory examination - 03 Weeks

Practical/Laboratory examination

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

6. Academic Programme Committee

6.1 There shall be an Academic Programme Committee in each University School, and programme-wise Academic Programme Committee(s) in affiliated institutions.

6.2 Constitution of Academic Programme Committee

(i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall continue 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 University recognized teachers involved in the teaching of a Bachelor's/ Master's degree and Under-graduate/ Post-graduate diploma 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 utilization of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

6.3 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.

6.4 The Academic Programme Committee shall meet as and when required but at least once in every semester. The Chairman of the Committee will convene the meetings.

7. Programme Coordination Committee

7.1 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.

7.2 The Committee shall coordinate the implementation of the academic programme to include timely coverage of the 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 Fees

8.1 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 prior to the 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

9.1 For programmes other than Bachelor of Education (B.Ed.) and Master of Education (M.Ed.):

A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together in a semester, 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 a semester shall be allowed to appear in the semester term end examination.

For B.Ed. and M.Ed. programmes:

- The minimum attendance of **B.Ed.** students shall be 80% for all Course work and Practicum, and 90% for school internship.
- The minimum attendance of **M.Ed.** students shall be 80% for Theory Courses and Practicum, and 90% for field attachment.

9.2 Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/ she will be required to take re-admission and repeat all courses of the said semester 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+4 semesters as mentioned in clause 4.3.

Dean of the School/ Director/ Principal shall announce the names of all such students who are not eligible to appear in the semester term end examination,

at least 5 calendar days before the start of the semester term end examination and simultaneously intimate the same to the Controller of Examinations.

9.3 In case any detained student appears in the semester/supplementary term end examination, his / her result shall be treated as null and void.

10. Evaluation and Examination

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

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

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

(ii) Evaluation through a semester term end examination.

10.3 The distribution of weightage for various components of evaluation shall be as below:

	Bachelor's Degree/ under- Graduate dip.	Master's Degree/ Post-Graduate dip.
a. Theory Courses		
(i) Continuous evaluation by teacher(s)	25%	40%
(ii) Semester term end examination	75%	60%
b. Practical / Laboratory Courses		
(i) Continuous evaluation by teacher(s)	40%	40%
(ii) Semester term end examination	60%	60%
c. Dissertation / Thesis		
(i) Assessment by Internal Examiner	-	40%
(ii) Assessment by External Examiner	-	60%
d. 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.		

10.4 Conduct of Continuous Evaluation by Teachers

	Bachelor's Degree/ Under-Graduate Diploma	Master's Degree / Post- Graduate Diploma
(i) Theory Courses:		
• Two Class Tests	10 Marks for each Test	15 Marks for each Test
• Assignment/ Group Discussion/ Viva-Voce/Additional Test/ Quizzes, etc	05 Marks	10 Marks
The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with the University Academic Calendar.		
(ii) Practical Laboratory Courses:		
The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises/ assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals.	15, 15 and 10 Marks	15, 15 and 10 Marks
(iii) 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).		

10.5 Conduct of semester term end examinations

- i. All semester term end 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 semester term end examination.
- iii. For theory as well as practical examinations and dissertation/ thesis/ 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.
- iv. 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 Chairman. 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.

- v. The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studies / Programme Coordination Committee/ authorized Dean, before the list is submitted to the Vice-Chancellor for approval.
- vi. The paper setter appointed by the Controller of Examinations, out of the approved panel for setting the Question paper shall set the Question paper, using the question papers from the previous year(s), wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.
- vii. 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 Examinations with the approval of Vice-Chancellor. Controller of Examinations shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

10.6 Dissertation/ Thesis:

For dissertation/ thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40%, and the external examiner(s) out of 60%. The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested as specified in clause 10.5(iii) of this Ordinance.

10.7 Semester term end practical examination 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.

- 10.8 For any other type of examinations, not covered by clause 10.3 above, the mode of conduct of examination shall be as specifically provided in the Syllabi and Scheme of Teaching and 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.
- 10.9 The results of a semester (including both the teacher's continuous evaluation and semester term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations 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.

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 semester, after the declaration of the result.

11. Criteria for Passing Courses, Marks, Promotion and Divisions

11.1 A minimum of 50% marks in aggregate in each course inclusive of both the teacher's continuous evaluation and semester/supplementary term end examination 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.

11.2 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 totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as mark-sheet of the concerned semester/supplementary term end examination.

11.3A student obtaining less than 50% of maximum marks (including teacher's continuous evaluation and semester term end examination) assigned to a course and failing in the course shall be allowed to re-appear in a semester term 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 4.3.

11.4 A student who has to re-appear in a semester term end examination in terms of clause 11(3) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the student's joining the concerned programme, the examination may be held in accordance with the old syllabus. Students who are eligible to re-appear in an examination shall have to apply to the Controller of Examinations through the School/ Institution concerned and pay the fees prescribed by the University to be allowed to re-appear in an examination.

11.5 Students who are eligible to re-appear in an annual / supplementary term end examination shall have to apply to the Controller of Examinations through the School / Institution concerned and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination.

11.6 The re-appearing students who secured less than 50% marks in the teachers' continuous evaluation also have the option to repeat and improve the two class tests performance with the next batch of students. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Dean/ Director of the School/ Institute. The revised marks, received from the School / Institution concerned at least 7 days before the commencement of annual term end examinations shall be considered, otherwise the previous marks, already obtained by the student shall be taken into account without any modification. In such cases where the students opts 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 for repeating the teacher's continuous evaluation.

11.7 Promotion Policy to Next Academic Year

A student will be promoted to the next academic year only if such student has obtained at least,

- A. 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought, and
- B. 90% (rounding to full digits) of the total credits of the previous year, excluding the credits of the existing academic year from which the promotion to next academic year is being sought.

The supplementary term end examination shall be conducted for those students who could not obtain a minimum of 90% credits in the preceding year but have obtained 50% credits in the existing academic year from which promotion to the next year is being sought. This will be applicable in the following manner depending upon the duration of the course---

1. **Applicable for programmes of 3 years duration** – Students will be required to clear their back papers to the extent of 90% credits of the preceding year at the end of the 2nd year through supplementary examinations to be held at the end of the 2nd year, and any relaxation in the credits for qualifying the Degree programme will be considered only at the end of the last year of the programme.
2. **Applicable for programmes of 4 years duration** – Students will be required to clear their back papers to the extent of 90% credits of the preceding year at the end of the 2nd year or 4th semester, 3rd year or 6th semester through supplementary examinations to be held at the end of 2nd year and 3rd year respectively and any relaxation in the credits for qualifying the Degree programme will be considered only at the end of the last year of the programme.
3. **Applicable for programmes of 5 years duration** – Students will be required to clear their back papers to the extent of 90% credits of the preceding year at the end of the 2nd year or 4th semester, 3rd year or 6th semester, 4th year or 8th semester through supplementary examinations to be held at the end of 2nd year, 3rd year and 4th year respectively and any relaxation in the credits for qualifying the Degree programme will be considered only at the end of the last year of the programme.
4. The supplementary examinations shall not be held for programmes with duration of 01 or 02 years.
5. All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being

detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

Academic break shall be applicable only to students-

- i. Who do not attend any class in a particular year of the programme as per norms of the University.
- ii. Who are detained due to shortage of attendance.
- iii. Who do not attain the required credits for promotion.

Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. 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.

11.8 Final Year Supplementary Term End Examination

A supplementary examination shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year courses. That is, supplementary term end examination to be held only for the courses of the final year for the regular students who have failed only in courses of the final year.

11.9 Credit Requirements / Transfer of Credits

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning and 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 Guru Gobind Singh Indraprastha University, shall be declared to have passed the programme and shall be eligible for the award of the relevant degree or diploma. The Syllabi and Scheme of Teaching and Examination shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits

included in the Syllabi and Scheme of Teaching and Examination 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.

11.10 Cumulative Performance Index (CPI) / Divisions

The successful candidates as per clause 11.8 shall be placed in Divisions as below:

- **Cumulative Performance Index (CPI)** shall be calculated only on the fulfilments of the credits requirements for the award of degree for the programme as specified in the concerned Syllabi and Scheme of Teaching and Examination. CPI shall be calculated as (clause 14.0) and shall be based only on marks obtained in courses for which credits have been earned. The Cumulative Performance Index (CPI) of the student may be treated as the percentage obtained in the programmes of study for the purpose of equivalence to percentage of marks.
- **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.
- **First Division:** A candidate obtaining a CPI at the end of the programme of 60 and above shall be placed in the First Division.
- **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.

12. Unfair Means / Students' Grievance Committee

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 entire programme of studies in any one of the University’s Schools of Studies/ affiliated institute including one semester/ semesters for which prescribed equivalent credits have been got transferred by another University located in India or abroad and with which Guru Gobind Singh Indraprastha University has signed an MOU. In case, the programme of studies is more than one semester in other University, a joint degree approach may be worked out on the basis of credit transfer.
- (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:

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

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/ diplomas, 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 if necessary 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.

By Order,
Sh. Rajiv Kale, Registrar