

Criteria for Passing Courses, Marks, Promotion and Divisions

- 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.
- **Passing Marks & Courses:** The maximum marks in a course shall be 100 irrespective of the credits assigned to the course. The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as the percentage of total marks (sum of both the Internal Assessment and External Assessment) and shall not be less than 40 percent. To pass / qualify in a course, the student must appear in all components of the course. If a student is declared pass in the course then the student will acquire / earn the full credits of that course else no credit is earned by the student.
- **Re-checking:** A student may apply (on duly filled prescribed format), 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 the result as well as marksheet of the concerned term end examinations.
- **Re-appear:** A student obtaining less than the passing marks assigned to a course and failing in the course, shall be allowed to re-appear in term end examination of the course in a subsequent years when the course is offered, subject to maximum permissible period. The student who has to re-appear in a term end examinations 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 students joining the concerned programme, the examination may be held in accordance with the old syllabus.
- **Re-appear Fee:** Students who are eligible to re-appear in a 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.
- **Re-appearing in Internal Examination:** The re-appearing student who secured less than marks equal to passing percentage of maximum marks of internal assessment also have the option to repeat and improve the mid-term / class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Director of the Institute. If such students do not re-appear in the term end examinations, the improvement in internal assessment shall not be taken into account for result declaration. No extra fee shall be charged from the students for repeating the internal assessment.

- **Promotion Policy to the Next Academic Year:**
 - A student will be promoted to the next academic year only if such student has obtained at least 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.
 - All such students who fail to get promoted to next academic year due to deficiency in required credits or 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 or has been detained, 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 passed.
 - On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be Scheme as offered to the students of the regular batch.
 - Academic break shall be applicable only to students (i) Who are detained due to shortage of attendance, (ii) Who do not attain the required credits for promotion, and/or (iii) Those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply through the Institute for readmission. This break shall be deemed as an academic break.
 - 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 / her to take academic break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time, the admission of such students shall automatically stand cancelled. If such students, whose admission have been canceled as per this clause, and the student appears for examinations, the result of such students shall be declared null and void.

- **Final Year Supplementary Term End Examinations:** A supplementary examinations 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 examinations 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. The teacher's continuous evaluation components shall not change in these cases. The supplementary term end examinations shall be held for programmes of studies whose Syllabi and Scheme of Teaching and Examination specify this examination.

- **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 Director of the Institution, the same shall be considered by the Students Grievance Committee of GGSIPU. 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.

- **Grading System:** After adding the teaching continuous evaluation marks to the term end examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Point
90 – 100	O	10
75 – 89	A+	9
65 – 74	A	8
55 – 64	B+	7
50 – 54	B	6
45 – 49	C	5
40 – 44	P	4
Less than 40 or Absent	F	0

Grade P (Grade Point 4) shall be the course passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the programme. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

- **Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**
 - Performance in a semester will be expressed as SGPA whereas Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as CGPA. The formula for calculation of SGPA and CGPA is given below:

$$\text{SGPA} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{CGPA} = \frac{\sum \sum C_{ni} G_{ni}}{\sum \sum C_{ni}}$$

Where,

C_i – number of credits for the i^{th} course.

G_i – grade point obtained in the i^{th} course.

C_{ni} – number of credits of the i^{th} course of the n^{th} semester.

M_{ni} – marks of the i^{th} course of the n^{th} semester.

G_{ni} – grade points of the i^{th} course of the n^{th} semester.

- Audit papers shall not be accounted for in the calculation of SGPA and CGPA.
- The successful candidates having an overall CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree, shall be awarded the degree and shall be placed in Divisions as below:

- **CGPA of 4.00 – 4.99** shall be placed in the Third Division.
- **CGPA of 5.00 – 6.49** shall be placed in the Second Division.
- **CGPA of 6.50 or above** shall be placed in the First Division.
- **CGPA of 10** shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.
- **Conversion of CGPA into Percentage of Marks:** The **CGPA x 10** shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.
- **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; and
 - iv) He/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.
- **Regulation for Grace Marks in the University Examinations** (*Notified by GGSIPU vide letter no. IPU/EXAM/Registrar/2013-14 dated: 19.12.13*):
 - The grace marks may be awarded (maximum up to six marks) only to the regular semester / annual examinations. However, in programme(s) governed by a National Statutory Body, the norms, if prescribed for grace marks, will be applied.
 - Grace marks in the End Term Examination after n years, n+1 years and n+2 years may be awarded for one or more papers / courses of the regular end term examination, ensuring that the total marks (including the grace marks), for such papers / courses does not exceed the minimum passing marks.
 - a) **After n years:** Six grace marks may be awarded after completion of the normal duration of the course, only if this enables the student to become eligible for the award of degree.
 - b) **After n+1 years:** Nine grace marks to be awarded after n+1 years, only if this enables the student to become eligible for the award of degree.
 - c) **After n+2 years:** Twelve grace marks to be awarded after n+2 years, only if this enables the student to become eligible for the award of degree.
 - If a student appears in a subject, his/her best marks will be retained and made operational only when situation enumerated in the just above point arises.
 - Students intending to seek the benefit accruing from above mentioned clauses (a), (b), and (c) as the case may be, are required to apply on the prescribed application form, to the office of the

Controller of Examinations, GGSIPU. The application form to be duly verified and forwarded by the Director of the Institute in which the student is enrolled.

- The date for the award of degree shall be the date of declaration of the result with grace marks, by the Controller of Examinations.