



## Jamia Hamdard, New Delhi

<b>Policy Title- Examination Policy</b>		
<b>1</b>	<b>Policy Number</b>	JH/IQAC/PD-22
<b>2</b>	<b>Brief Description the Policy</b>	Setting up of Question papers & Moderation Course Assessment and Passing Marks Declaration of Result Promotion Rules Grading System Re-evaluation Unfair means committee
<b>3</b>	<b>Scope/Objectives</b>	Smooth Conduct of University Examinations Measures to curb Malpractices
<b>4</b>	<b>Policy Applies To (please tick)</b>	All Staff and Students
<b>5</b>	<b>Effective Date From</b>	19.2.2014, 06.11.2018, 26.9.2019
<b>6</b>	<b>Approved By</b>	Academic Council
<b>7</b>	<b>Responsible Authority for Implementation and Monitoring</b>	Dean/HOD & Controller of Examinations
<b>8</b>	<b>Superseding Authority</b>	Competent Authority of the University
<b>9</b>	<b>Last Reviewed/Updated</b>	26.9.2019
<b>10</b>	<b>Is the Policy Available in JH Website/Public Domain?</b>	Yes/No
<b>10</b>	<b>References for the policy (please tick)</b>	NAAC accreditation NBA accreditation UGC/Govt. Directive NIRF AISHE Other agency/regulatory council

## University Examinations: General Guidelines

### 1 Objective and Scope:

The conduct of examinations and declaration of results is one of the important activities of examination section of Jamia Hamdard. The Examination Section is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption. This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the Jamia Hamdard. All the Forms/Proforma for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments. This policy applicable to all the students of Jamia Hamdard.

Jamia Hamdard conducts regular odd/even semester examinations for the students undergoing regular course of study and who fulfill the eligibility conditions for appearing in examinations. The examinations conducted at various stages in the form of continuous internal assessment and semester end examinations in a semester shall facilitate in assessing the performance of students in terms of knowledge, skills and aptitude. The CIE is an internal assessment mechanism and shall ensure continuous learning, assessment and timely feedback to students by the course teacher. Annual/End semester examination shall be scheduled after the last working day of the semester as per the academic calendar.

### Key Definitions:

**Academic Year:** The duration of two consecutive one odd and one even semesters constitute one academic year equivalent to 180 teaching days.

**Semester:** Each semester shall consist of 15-18 weeks of academic work equivalent 90 teaching days.

**Programme:** An educational program leading to award of a degree, diploma or certificate

**Course:** It is a component of program. All courses need not carry the same weight. Number courses, title and credits of courses are defined in program bye laws

**Choice Based Credit System:** The CBCS provides choice for students to select from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement, mandatory non CGPA courses)

**Credit:** It determines the number of hours of teaching per week. One credit is equivalent to one hour of teaching or two hours of practical work per week.

**Letter Grade:** It is an index of performance of students in a said course. Letters are grades as prescribed by UGC

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10 point scale as per

UGC Regulations.

**Credit Point:** The numerical value obtained by multiplying the grade point by the number of credits of the respective course.

**Semester Grade Point Average SGPA:** It is a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits during that semester.

**Cumulative Grade Point Average CGPA:** It is a measure of overall cumulative performance of a student over all semesters. It is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.

## **2 Setting of Question Paper and Appointment of Examiner:**

All the question papers in a particular programme of study can be set by an examiner from the panel of examiners which is duly approved by BoS as selected by the competent authority. 50% of all theory papers in each semester are set by the examiners of other universities.

Practical Examinations/Dissertation/Project viva are conducted by one internal examiner from the university and one external examiner from another university as selected by the competent authority from the panel approved by the Board of Studies of the department.

## **3 Moderation of Question Papers:**

Moderation committee or Academic Audit committee composed of the Dean of the concerned School, Head of the Department and the subject expert (if required from outside the university may be formulated with prior approval of the competent authority) will moderate the question paper set by the external examiner. Moderation under no circumstances shall exceed 10% of marks. The same committee may be authorized to proofread the printed papers.

**4. Attendance:** In order to appear in Semester End Examinations, the student has to fulfill a minimum consolidated attendance norm of 75%. The attendance norms shall be further subject to additional requirements of professional and technical programs.

A relaxation of not more than 5% of the attendance shall be extended on valid medical ground on

the production of a medical certificate subject to acceptance by HoD/Principal and approval by the Dean of the school concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are submitted within two weeks of the said illness.

A student deputed by the University to take part in any co-curricular or extra-curricular or sports or like may be given an additional concession of not more than 5% of attendance.

If any student is unable to fulfill the attendance criteria, then he/she has to take the readmission in the same semester by paying the semester fee and repeat the semester along with their juniors.

There shall be Mandatory Non-CGPA Courses in which credits are to be acquired as part of degree requirements and shall be awarded grades but shall not be part of either SGPA or CGPA.

## **5 Course Assessment:**

It consists of Continuous Internal assessment and Semester End Examination as stipulated

for maximum marks for internal assessment and end semester examinations as per byelaws of the programme.

The Internal assessment and Semester End Examination to carry 25% and 75% weightage for each Course e.g. 100 marks (25+75). The absence from these evaluations or seminar presentations or late submissions of assignments or attendance, shall result in loss of marks. There will be three internal Assessments and best two performances out of the three unit Tests of internal assessments will be counted unless there is a mandate of the regulatory council. For Programmes governed by regulatory council, council regulations shall be applicable.

**Semester End Examination (SEE):** The semester end/Annual examination cover the entire Course Syllabi. For this purpose, Syllabi should correspond to credit hour requirements. The questions to be comprehensive emphasizing analysis, synthesis, problem solving and numerical analysis in accordance with the prescribed syllabi. In order to have holistic assessment of students in SEE which will be conducted by the Department/School Level under supervision of Dean with the coordination of office of controller of examinations.

At the end of the Semester, the University Examination shall be held as prescribed in the respective schemes of examination as per byelaws as per declared Date Sheet/Time Table.

The University shall conduct odd and even semester examinations as per the Academic Calendar. The students appearing for backlog/improvement shall have to appear in the concerned odd/even semester examinations. There shall be supplementary examinations after odd/even semester examinations.

## **6. Passing Marks:**

A student shall be deemed to have passed the semester end examinations of any subject, if he / she secures the minimum 40% marks (50% marks in case of courses governed by council or as per regulations of councils) both internal assessment marks and end semester examination put together. If a student fails to secure the minimum marks in any subjects/course/paper of odd and even semester/annual examinations then he/she shall reappear only in the failed subjects/courses (backlog courses/papers ) in the concerned odd/even semester/annual examination unless there is regulation from the council for programmes regulated by councils.

## **7 Grace Marks/Moderation:**

No Grace marks are allowed for any subject unless there is any regulation for the programmes under

the regulatory council. However Jamia Hamdard adopted moderation of result. Moderation of marks is allowed up to maximum of 1% of the total marks of that semester without changing the obtained total marks. Moderation of marks is allowed only for the subjects appeared in regular examination and not for backlog examinations.

## **8. Supplementary/Improvement Examinations:**

There will be supplementary/improvement examination after each semester/annual examination. A student can have a choice to appear in the backlog papers in the supplementary

examination or in the subsequent regular semester/annual examination unless there is a mandate of the regulatory body concerned.

### **9. Rules for Promotion:**

The promotion is semester wise. A student will be promoted from one semester to another semester if clears 40% of total papers of that semesters. Where ever courses governed by regulatory councils, promotion criteria is as per regulatory body/council regulations. In case of programmes governed by councils, regulations of concerned councils shall be applicable.

### **10. Processing of Result:**

The internal marks award sheets should be sent to office of controller of examination before commencement of semester end/annual examination. The award sheets of end semester/annual examinations shall sent to examination section with two weeks of the date of last examinations by each school/department and results will be notified by office of controller of examinations within a fortnight after submission of award rolls by the departments.

### **11. Evaluation & Grading System:**

The UGC 10-point grading system is adopted for all UG and PG programs under CBCS in Jamia Hamdard. The University adopts the absolute method of grading whereby marks are converted to grades based on pre-determined class intervals. The Table Below provides the details of Letter Grade, Grade Point, Pre-determined class intervals (Range of Marks %); SGPA range and the conventional equivalent in terms of divisions. All calculations of SGPA and CGPA shall be rounded off to two decimal places. Two separate grading system is adopted by Jamia Hamdard as per UGC guidelines on for 40% marks and second one is for 50% marks.

**Table for pass marks 40**

<b>Letter Grade*</b>	<b>Grade Point**</b>
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8
B+(Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

**Table for pass marks 50**

<b>Letter Grade*</b>	<b>Grade Point**</b>
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8

B+(Good)	7
B (Above Average)	6
C (Average)/ P (Pass)	5
F (Fail)	0
Ab (Absent)	0

**\*Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters viz, O, A+, A, B+, B, C, P and F

**\*\*Grade Point:** It is numerical weight allotted to each letter grade on a 10- point scale.

**Table for pass marks 40**

Letter Grade	Grade Point	Range of Percentage of Marks
O (Outstanding)	10	90 and above to 100 (90-100)
A+(Excellent)	9	80 and above and Less than 90 (80<90)
A (Very Good)	8	70 and above and Less than 80 (70<80)
B+(Good)	7	65 and above and Less than 70 (65<70)
B (Above Average)	6	55 and above and Less than 65 (55<65)
C (Average)	5	50 and above and Less than 55 (50<55)
P (Pass)	4	40 and above and Less than 50 (40<50)
F (Fail)	0	00 and above and Less than 40 (00<40)
Ab (Absent)	0	--

**Table for pass marks 50**

Letter Grade	Grade Point	Range of Percentage of Marks
O (Outstanding)	10	90 and above to 100 (90-100)
A+(Excellent)	9	80 and above and Less than 90 (80<90)
A (Very Good)	8	70 and above and Less than 80 (70<80)
B+(Good)	7	65 and above and Less than 70 (65<70)
B (Above Average)	6	55 and above and Less than 65 (55<65)
C (Average)/ P (Pass)	5	50 and above and Less than 55 (50<55)
F (Fail)	0	00 and above and Less than 50 (00<50)
Ab (Absent)	0	--

- i. A student obtaining Grade 'F' shall be considered failed and will be required to reappear in the examinations.
- ii. Jamia Hamdard can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory/ professional councils such as MCI, AICTE, PCI, INC etc.

## Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all courses taken by a student and the number of credits of all the courses undergone by a student.

$$\text{SGPA (S}_i\text{)} = \frac{\sum (C_i \times G_i)}{\sum C_i} \text{ where } C_i \text{ is the number of credits of the } i\text{th course and } G_i \text{ is the Grade point scored by the student in the } i\text{th course.}$$

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  $\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.
- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

## Classification of Results

Table for pass marks 40

Range of CGPA	Division/Class
CGPA of 7.5 and above and upto 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	I Division
CGPA of 5.00 and above and less than 6.00	II Division
CGPA of 4.00 and above and less than 5.00	III Division

Table for pass marks 50

Range of CGPA	Division/Class
CGPA of 7.5 and above and upto 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	I Division
CGPA of 5.00 and above and less than 6.00	II Division

## 12. Conversion Formula:

### Formula for Conversion of CGPA into percentage of Marks.

The Percentage equivalent to the CGPA shall be obtained by using the following formula:

$$\text{Equivalent percentage of CGPA} = \text{CGPA} \times 10$$

## 13. Re-evaluation:

All students are allowed to seek re-evaluation of his/her answer book by submitting a written application along with necessary fee within one week after declaration of results. Re totalling of marks for MBBS examination will be allowed within one week of declaration of results.

**14. Provision of showing the answer book:**

Upon written request the answer books of students can be shown to them within one week after declaration of results. Students will also be allowed to compare his/her marks with the highest scorer by making a written request along with necessary fee.

**15. Flying Squad:**

To smooth conduct of examinations, University deputed flying squad team comprises of three members Professor, Associate Professor and assistant professor to make surprise visits to examination centres during the examination. The team is empowered to find out lapses if any during examination process and unfair means cases if any brought to the notice of controller of examinations.

**16. Unfair means Committee:**

University level unfair means committee is constituted to discuss the reported unfair means cases and award punishments as per Examination Unfair means Regulations-2019.

**17. Span Period:** The student has to complete the programme within the span period as mentioned in bye laws. In exceptional cases, competent authority may extend span period as per ugc regulations and byelaws of jamia Hamdard.

**18. Gold Medals:** Gold Medal will be awarded to the highest scorer of all semester/annual marks put together and passed in first attempt with minimum of 60% marks. Two Gold Medals will be awarded in each school one for undergraduate programme and second one for post graduate programme.