



Examination Regulations

The objective of the examination regulations is to streamline the process of conducting examinations in a systematic manner with proper grading and marking system.

1. Registration:

Every student has to register for all the prescribed courses in each semester. The Registration process will ensure clarity on the courses he/she needs to do and each student will get his/her Registration Card after payment of the semester fees. The student should submit the duly signed Registration Card along with the fee payment receipt to the Dean-Academics.

2. Evaluation Scheme:

The evaluation scheme at Joy University is as follows:

Evaluation Component*	Weightage	Exam Mode
Test - I (1 Hr)	15%	Closed Book
Test - II (1 Hr)	15%	Open Book
Assignments	10%	Open Book
Attendance	5%	Continuous
Quiz (Surprise)	5%	Open / Closed Book
Mid Semester Examination (2 Hrs)	20%	Closed Book
Comprehensive Examination (3 Hrs)	30%	Open Book

***Projects (Major)** 20% can be included as one of the evaluation components in place of Test - II and Assignments.

***Projects (Minor)** 15% weightage can be included as one of the evaluation components in place of quiz and Assignments.

1. On the first day of classwork the faculty should issue a Course Hand-Out which contains (i) the operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests/examinations (announced or unannounced, open book or closed book), regularity of attendance, etc., (iii) the frequency, duration, tentative schedule, relative weightage etc. of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid-semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average, etc.).

2. The different components of evaluation are evenly spread out in the semester so that the student will be able to apply the knowledge, concepts and attempt to answer the questions in a cognitive manner.
3. The comprehensive examination will cover the whole course and will be held at the end of the semester. The mid semester examination will be conducted as per schedule during the middle of the semester.
4. At least 20% of the evaluation component should be open book for the UG degree course and 40% for the PG degree course.
5. It is the responsibility of the student to have 75% of attendance in all classes including labs so as to be eligible to write quizzes, tests and other evaluation components as per the Hand-Out.
6. Any student who misses any component of evaluation must immediately approach the Faculty in-charge, so that alternative makeup examination shall be conducted.
7. The decision of the CoE is final and binding in all matters of examinations.
8. Just as evaluation is done in a continuous manner, feedback should also be available in a continuous manner. Thus the answer scripts must be promptly evaluated, shown to the students for them to obtain any clarification on their own performance and returned to the students whenever practicable.
9. The performance of the students in the examination should be discussed in the class giving as much detail as possible like the highest, lowest and average performances.
10. At the conclusion of the semester a student is awarded a grade in each of the courses He/she has taken during the semester. The grade awarded to a student in a course will depend on his/her total performance in all the components of evaluation as designed by the faculty-in-charge.
11. The CoE is responsible for holding the examinations and obtaining the final grades from all faculty and generate the grade reports for the approval of the Vice Chancellor.
12. The CoE will issue Roll Numbers to each student as per the following legend; the Roll Number shall have 11 digits in which the first 4 digits are the year of joining followed by 2 digits for UG / PG / Ph.D followed by 2 digits of program discipline followed by 3 digits of numeric number. For example,

Roll Number:

2	0	2	2	B	T	C	S	o	o	1
---	---	---	---	---	---	---	---	---	---	---

3. Minimum Academic Requirements:

Subject to fulfilling the Academic Regulations of Joy University, the student will be issued a grade sheet at the end of each semester, a Transcript and a Provisional Certificate followed by the Final Degree Certificate at the end of the UG / PG / Ph.D programme.

The minimum academic requirements for successful completion of our PG programmes require that a student obtains a minimum **CGPA of 5.50 and no F grade** in any course.

For UG Programmes, the student should obtain a minimum **CGPA of 4.50 and no F grade** in any course.

No student can register in any other course of his/her degree along with Dissertation in PG or Project work in UG.

Failure to meet the minimum academic requirements will bring the student under the purview of Joy University Academic Monitoring Board (JUAMB), which will prescribe a suitable course package for the student and monitor his/her progress and academic performance closely.

4. Continuous Internal Evaluation:

At Joy University, we follow continuous system of internal evaluation and letter grades **A+, A, B+, B, C+, C, D+, D, E+, E, F** carrying grade points **10, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0** respectively are awarded for all courses other than Dissertation/Project Work for which only non-letter grades namely **Excellent, Good, Fair, Poor** are awarded. If a student does not offer adequate opportunity for evaluation in a course, reports such as **NC** (Not cleared) may be awarded.

The list of Letter and Non-Letter Grades, their applicability and connotation are given below:

(a) Letter Grades

Where Applicable	Letter	Qualitative meaning	Grade Point attached
(For All the courses other than those specified in (b) below)	A+	Outstanding	10
	A	Excellent	9
	B+	Very Good	8
	B	Good	7
	C+	Above Average	6
	C	Fair	5
	D+	Average	4
	D	Below Average	3
	E+	Poor	2
	E	Exposed	1
	F	Fail	0

- (i) Two methods -relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the

students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.

(b) Non Letter Grades

Seminar / Viva Voce / Internship / Ph.D Seminar	Outstanding / Very Good / Good / Average / Poor
Interim semester grade for Ph.D. Thesis	Satisfactory / Unsatisfactory
Final grade for Ph.D. Thesis	Commendable / Acceptable / Unacceptable

The various reports listed as below are elaborated in the subsequent clauses as specified below:

- (i) **Incomplete (I)** as described as If the faculty in-charge finds a student who have not fulfilled all the requirements and completed all evaluations of a course in a semester, the incomplete ‘I’ grade is given. In such a case the student should contact the Dean Academics and submit a request for converting the (I) grade to letter grade. The Dean Academics in consultation with the faculty concerned will take a decision to re-conduct missing evaluations and the faculty will submit the final grade to the CoE.
- (ii) **Grade Awaited (GA)** described as due to operational and practical difficulties may cause a delay in submitting the grade to CoE. In the following cases like : (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending; The Dean Academics will take a decision and will advise the faculty concerned to report “GA”.
 - (a) where a Ph.D. Thesis has been submitted and the final evaluation is pending.
 - (b) For evaluation of Dissertation course in the final semester for 20 credits, the Dissertation course is offered in split form of 10 credits in a semester and the next 10 credits in the subsequent semester. In such a case the Dean Academics will take a decision to permit AC grade (Allowed to continue) if the faculty feels that the student can continue the dissertation work in the next semester.
 - (c) If the student has not done any progress in the dissertation the award of NC (Not Cleared) will continue to remain.
 - (d) Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be acted upon by Dean Academics on the recommendation of the Vice Chancellor
- (iii) **Registration Cancelled (RC)** described as where a student's registration for a course has to be cancelled this fact will be reported in his/her grade sheet as RC (Registration Cancelled);
- (iv) **Required to Register Again (RRA)** described as If it is clearly known that the student will be required to register again in the same course it will be reported as RRA (Required to Register Again).

- (v) If the RC amounts to discontinuation from the programme or the programme option it will be reported as DP (Discontinued from the programme)
- (vi) **Not Cleared (NC)** described as where a student continued to remain registered in a course but gave the faculty inadequate opportunity to evaluate him by absenting himself from quizzes/ tests/ examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book) this event will be reported as NC (Not Cleared).
 - (a) Whenever a student gets an NC grade in a course which is in the compulsory package of his/her programme He/she is required to again register in the same course and get a valid grade therein.
 - (b) If a student has an NC grade in a course taken as elective, He/she can either repeat the course to get a valid grade or ignore it to chose another course. However, a student must get valid grades in atleast the prescribed number of electives in his/her programme.
 - (c) Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his/her programme anymore; and He/she can graduate with this NC.
 - (d) If a student is reported NC in Thesis or Seminar or Dissertation, He/she will be required to register in the same for one more semester.
 - (e) If a student is reported NC in a project course, it will be administratively converted to RC by Dean Academics and future registration in project courses will be done only if the Dean Academics is satisfied with the genuineness of the student interest in the course.
- (vii) Thesis Grade Awaited (TGA) described as Where a Ph.D. Thesis has been submitted and the final evaluation is pending, the Dean ARD/Dean WILP will report TGA.
- (viii) Allowed to Continue (AC) described as For evaluation of Dissertation course, in case the Dissertation course is offered in split form in more than one semester, with the prior approval of the concerned Dean, student may be given, in semesters other than the final

5. Grading Process

At the end of each semester, the performance of each student in a course, is specified as a LETTER GRADE (namely A+, A, B+, B, C+, C, D or E) which is obtained through a Relative Grading procedure, which is described below.

- (i) Relative grading system will be used if the number of students registered for the course is at least 30. For a class of smaller size, an absolute grading scheme may be used. The statistical method will be used with adjustments to calculate the mean (M), median (Md) and standard deviation (SD) of the total marks (TM) obtained by the students

registered for the course. If the mean and median coincide, the mean may be used for further computations, otherwise the median may be used. If suppose the mean is used, then the letter grades may be awarded based on the ranges specified in table below:

Letter Grade	Range
A+	$TM \geq M + 1.75 SD$
A	$M + 1.25 SD \leq TM < M + 1.75 SD$
B+	$M + 0.75 SD \leq TM < M + 1.25 SD$
B	$M + 0.25 SD \leq TM < M + 0.75 SD$
C+	$M - 0.25 SD \leq TM < M + 0.25 SD$
C	$M - 0.75 SD \leq TM < M - 0.25 SD$
D+	$M - 1.25 SD \leq TM < M - 0.75 SD$
D	$M - 1.75 SD \leq TM < M - 1.25 SD$
E+	$M - 2 SD \leq TM < M - 1.75 SD$
E	$M - 2.25 SD \leq TM < M - 2 SD$
F	$M - 2.25 SD > TM$

The final grading in each course is done by tabulating in descending order (equivalently a histogram) the total marks obtained by all students in that particular course. The performance of the course will be analyzed in terms of average, highest and lowest marks and the dividing lines between various clusters. Gaps between clusters and the nature of clusters will guide drawing the dividing lines between various grades. In a normal class of large size, the C-band will usually include the average mark. This is not a hard and fast rule and exceptions may arise in cases of small classes or a skewed histogram etc.

6. Cumulative Grade Point Average (CGPA):

The **CGPA** (calculated on a 10 point scale) will be used to describe the overall performance of a student (from the semester of admission till the point of reckoning) in all courses for which **LETTER GRADES** are awarded.

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which He/she is awarded letter grades in a semester. It is the weighted average of the grade points of all the letter grades received by the student from his/her entry into the University and is computed as follows:

$$CGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 \dots\dots}{C_1 + C_2 + C_3 \dots\dots}$$

where $C_1, C_2, C_3, \dots\dots$ denotes **Credits** associated with the courses taken by the student and $G_1, G_2, G_3 \dots\dots$ denotes **Grade points** of the **Letter Grades** awarded in the respective courses.

Note: Non- Letter Grades do not go into computation of CGPA.

7. Dissertation / Project Work:

The students enrolled in UG programmes will have to register for a full semester Project work / Dissertation (Student - Choice) in their final semester for 20 credits. The students of PG programmes will be required to register for a full semester Dissertation in their final semester.

Each student should complete all prescribed coursework of the programme and fulfil the minimum academic requirements before he/she can register for Project Work or Dissertation in his/her final semester of the programme. If the academic performance of the student falls below the minimum requirements, he/she will be required to register in some courses again in a subsequent semester to improve his/her CGPA, before he/she can register for Project Work/Dissertation.

8. Procedure for Declaration of Results

The following procedure would be followed for declaration of results and timeline would be as per Academic Calendar.

1. Evaluation scheme to be displayed by faculty in the Course Handout at the start of a semester.
2. Display of answer sheets and all scores by faculty after examinations.
3. Finalization of grades by faculty.
4. Recommendation of grades by the Head of the Department after scrutiny of grades by a Grade Evaluation Committee.
5. Display of grades by Faculty
6. Grade correction, if any, within 48 hours of display of grades after approval of the Head of the Department.
7. Approval of Grades by the Dean (UG/PG) to be submitted to CoE.
8. Finalization of results by the Dean (UG/PG) to be submitted to CoE.
9. Consolidation of all Grades to be submitted to Vice Chancellor for kind approval by CoE. Approval of the results by the Vice Chancellor.
10. Results once approved cannot be changed under any circumstance. In exceptional cases, the student may appeal to the CoE for reconsideration, with formal justification.

9. Make Up Policy

A student who has missed minor(s) or the major examination due to genuine reasons like illness etc. may be permitted to write a make-up examination for the missed components. The student should make an application to the Faculty concerned within 10 days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained. The permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness. A student needs to produce the necessary document subject to one of the following categories:

- ❖ Students residing in the Hostels should produce a Medical Certificate issued by the Medical Officer of the Institute that he/she was admitted to the Hospital during the period of the missed quiz/exam.
- ❖ Students residing in the Hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer of the Institute Hospital before they proceed for such consultation.
- ❖ Students residing in the hostels but taking medical consultation with outside Doctors are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the University Hospital.
- ❖ A student staying outside the Campus permanently / temporarily must produce a medical certificate from the Registered Medical Practitioner and the same should be duly endorsed by the parent/guardian.

A slot-wise make-up examination for major will be held during the makeup / supplementary week as per Academic Calendar of the subsequent semester for those who are permitted to take the make-up examination. A student who misses this make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination in consultation with the Controller of Examinations may permit the student to appear for make-up examination any day before the end of the first week of the next semester. Under no circumstances, prorating can be done for the missed examinations or attendance.

10. Academic Malpractice / Plagiarism

Any academic malpractices are severely dealt with at Joy University. In the case of malpractice during any of the valuations like assignments, quizzes, tests, and examinations, the Faculty can award a fail grade in the course immediately on occurrence and report the matter to the Controller of Examinations. If the Controller of Examinations finds that the offence is serious enough, s/he may further refer the matter to the Student Disciplinary Action Committee.

Students should note that carrying cell phones to the exam hall is strictly prohibited.

In every other respect also, students are expected to do their academic work with integrity, with proper acknowledgement if material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and will be penalized as such. If there is any doubt about what constitutes plagiarism, students should consult their Faculty to ensure the maintenance of academic honesty in their work. Any case of cheating will be dealt with strictly by the Joy University.
