

Annexure - 15


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MANGALAYATAN UNIVERSITY

Aligarh

RULES AND REGULATIONS


FOR

MARKS & CGPA SYSTEM

EFFECTIVE FROM SESSION 2023-24



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- A. This policy will transition examination result declaration process from the existing letter grading & CGPA system to marks & CGPA system at Mangalayatan University, Aligarh. The change is aimed at enhancing transparency, accuracy, and consistency in the evaluation process, benefiting the students and all other stakeholders.

B. Examination Scheme:

Components of Evaluation:

The components of evaluation for each type of course (i.e. theory courses and laboratory courses) can be summarized as follows:

1. Theory Courses:

a. Minor Exams (30%)

- This component includes various activities conducted throughout the course such as class tests, quizzes, assignments, projects, presentations etc.
- Students' performance in the minor exam and course work will contribute 30% towards their overall marks in the course.

b. End-Semester Examination

- The end semester examination is a written examination conducted at the end of the semester, typically three hours duration.
- The performance of the student in the examination will contribute 70% towards their overall marks in course/subject.
- The end-semester exam shall be 70 marks, with very short type question of 10 marks, short answer type question of 20 marks, long answer-type question of 30 marks and very long answer type question of 10 marks.

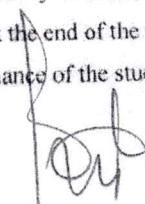
2. Laboratory courses including the Seminar, Projects etc.

a. Continuous Evaluation (30%)

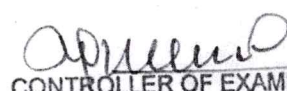
- In laboratory courses, continuous evaluation includes various activities conducted throughout the courses such as lab work, project progress, seminar presentation, minor exams, etc.
- Student's performance in continuous evaluation will contribute 30% towards their overall marks in the laboratory course.

b. End semester Examination (70%)

- Similar to theory courses, the end-semester examination for laboratory courses is conducted at the end of the courses, typically of three hours duration.
- The performance of the student in this examination will contribute 70% towards their


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overall marks in the laboratory courses.

- The major exam shall be of 70 marks, wherein practical exercise shall be for 50 marks, viva for 10 marks and laboratory records of 10 marks.
- It is important to note that the weight assigned to each component may vary depending on the University specific policies and individual courses requirements.

C. Rules for passing:

- To pass a course the student has to earn Minimum of 40% marks in each course.
- To pass a theory Course a student has to earn minimum of 35% marks in End-Semester Examination.

D. Awards of Grades and their Significance:

- To earn credits of a course student must pass the course with minimum passing marks.
- A student who has earned total Credits required at the end of semester, without having F/Dt./UFM/Ab grade, in any course, shall be promoted to the next semester.
- If a student fails to achieve total Credits required at the end of semester, he/she will be promoted to the next semester but will be required to earn the balance credits for successful completion of program.
- The following abbreviations shall be used to denote special circumstances:

F- Fail
UFM-Unfair means
S- Satisfactory

Dt.- Detained
Ab.- Absent
U- Unsatisfactory

(S and U will be used for non-credit courses and this will not be counted for computation of SGPA/CGPA)

E. Calculation of SGPA and CGPA:

- A numerical grading system having grade value 0 to 10 is followed for evaluation.
- The Total marks obtained in each course at the end of the semester (including internal and external parts) are converted into percentage and divided by 10 to obtain the Grade value for that course.
- Each course has a numerical weightage known as credit (C). The Grade value when multiplied by course credit, gives the Grade Points of that course.
- Semester Grade Point Average (SGPA) is average of the grade points for a semester. The Cumulative Grade Point Average (CGPA) is the average of the grade points of all courses up to the current semester.

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$SGPA = S/C$; where S is total grade points (sum of grade points) for a semester and C is total number of credits for that semester.

$CGPA = S_{total}/C_{total}$; where S_{total} is the sum of the grade points of all semesters, and C_{total} is Sum of the credits of all semesters completed till then.

- Letter Grade: Letter grade shall be awarded for each course based on grade number as specified below:

Grade Value (10 Point Scale)	Grade	Description
9.0 -10.0	O	Outstanding
8.0 - <9.0	A+	Excellent
7.0 - <8.0	A	Very Good
6.0 - <7.0	B+	Good
5.0 - <6.0	B	Above Average
4.0 - <5.0	C	Average
<4.0	F	Fail
---	S	Satisfactory
---	U	Unsatisfactory
---	Dt.	Detained
---	UFM	Unfair means
---	Ab	Absent

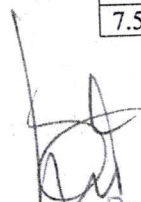
F. Rules for re-examination:

- A student having failed in any course (s) in the even semester examination can appear in its carry over paper in the next even semester and having failed in any course (s) in the odd semester can appear in its carry over paper in the next odd semester. The In-Semester exam marks (minor) marks shall remain as it is.
- Students can only apply for the revaluation of courses (s) taken in the End-Semester exam as per already existing policy.

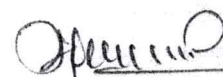
G. Award of Division: Based on the performance of the student in the semester examinations, the University will declare the results and issue the mark sheets.

A Division shall be awarded to a student after successful completion of the program as per given Table:

CGPA	Division
5.00-5.99	II
6.00-7.49	I
7.50 and above	I-with Distinction


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H. Conversion of CGPA into percentage of marks:

$$\text{Percentage of marks} = \text{CGPA} \times 10$$

I. Exceptions to the Policy:

This policy shall be applicable to all the programs of the University except the programs where a regulatory agency, like BCI/ PCI/ NCIMS/ NCTE/ INC/ State Medical Faculty etc., has laid down separate rules for the examination and results process.

J. Maximum Period for Completion of Program

A student must complete the programme of study within a period of N+2 years; N stands for normal/minimum duration prescribed for completion of the. In exceptional circumstance a further extension of one year may be granted (not more than 1 year) by the Vice Chancellor and during such period student shall be considered as a private and not eligible for ranking.

K. Re-evaluation of End- Semester Answer Scripts

The Controller of Examination will issue a notice asking the interested students to apply for re-evaluation of end-semester examination answer scripts on a prescribed form which will be available at the COE Office within 10 days of declaration of result.

The candidates are required to pay Rs.1000/- as a fee to apply for re-evaluation per paper and Rs.500/ as a fee for scrutiny per paper. If any change of marks results on account of re-evaluation, the fee paid by the candidate will be refunded

Re-evaluation will be generally done by the concerned teacher by showing the answer sheets to the student.

L. Handling of Cases of Malpractice During Examinations

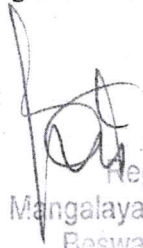
I. Acts of Malpractice

The following acts on the part of students during examination will be considered as acts of malpractice:

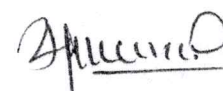
(a) Minor Acts of Malpractice (Category I offences)

(i) Having in his possession or having access to any paper, books or notes or chits with content related to subject of examination.

(ii) Found receiving assistance from others or giving assistance to others.


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- (iii) Copying from any paper, book or notes.
 - (iv) Allowing any other candidate to copy from his answer book or found trying to copy from someone
 - (v) Disclosing identity by making peculiar marks in the answer books.
 - (vi) Found having any written matter on the person (palm, leg, clothes, etc.). or on any item in his/ her possession (e.g. calculator, scale, handkerchief etc.).
 - (vii) Scribble the points on the question paper and/or pass on the same to some other examinee.
 - (viii) Write any appeal on the answer book for more marks etc.
 - (ix) Carrying mobile phones in the examination hall.
- (b) Serious Acts of Malpractice (Category II offences)**
- (i) Use of obscene or abusive language during the examination.
 - (ii) Trying to cause disturbance to the fellow examinees and/or proceedings of examination.
 - (iii) Tearing off or spoiling the sheets of answer book.
 - (iv) Destroying any evidence of malpractice.
 - (v) Second instance of minor act of malpractice by a student.


(c) Very Serious Acts of Malpractice (Category III offences)

- (i) Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
- (ii) Impersonation
- (iii) Third instance of category I Act of malpractice by a student.
- (iv) Second instance of category II Act of malpractice by a student.

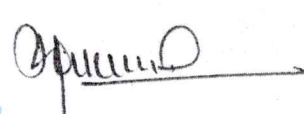
II Procedure to be followed

When a student is found indulging in an act of malpractice, the following procedure will be followed:

- (a) The Room Superintendent of the examination hall where the student is found indulging in malpractice will expel the student from the exam hall. That paper of the concerned student will stand cancelled.
- (b) Candidate will be allowed to appear in the remaining papers of that examination provisionally. Chief Superintendent may however bar the candidate from appearing in


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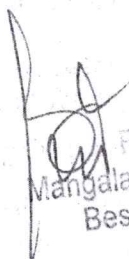
remaining papers of that examination, if he considers the presence of the candidate on remaining days to be detrimental to the smooth conduct of examination.

- (c) The case along with all documents & evidence will be handed over by the Room Superintendent/Chief Superintendent to Controller of Examinations, who in consultation with VC, will order a malpractice committee to go in to the details of the case and recommend a suitable punishment as per guidelines.
- (d) The recommendation of the Committee will be discussed By Controller of Examinations with HOI and forwarded to the VC for confirmation of the recommended punishment.
- (e) On confirmation of punishment by VC, the punishment will be communicated to the students and all others concerned. The result of the student for the concerned examination will then be finalized based on the punishment awarded.
- (f) In case of class tests/sessional examinations, the cases of malpractice will be reported to the Dean concerned, who will conduct enquiry and recommend punishment to be awarded to the student. The Director will confirm the punishment and the same will be communicated to the students and others concerned.

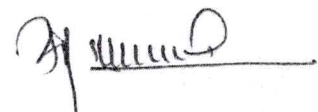
III Guidelines for the award of punishment

(a) Class tests/Sessionals

- (i) Punishment for any student indulging in any offence of category, shall be at least scrapping the paper in which the student is found indulging in malpractice and at the most scrapping of all papers of that sessional examination.
- (ii) Category II – At least scrapping all his/her papers of that sessional examination and may extend to scrapping of marks for other components of in- semester assessment.
- (iii) Category III - Second instance of Category II or Category III offence shall invite the punishment of at least scrapping of all the papers of all the sessional examinations for the in-semester assessment and may even lead to suspension for one year or rustication of the student depending upon gravity of offence.


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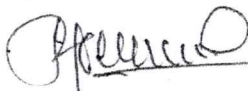
(b) End Semester Examinations


- (i) A candidate indulging in any offence of category shall be punishable by at least scrapping of that paper and at the most scrapping of all the papers appeared in that examination.
- (ii) Category II offence shall attract the punishment of minimum scrapping of all paper appeared in that examination and maximum up to suspension for one year.
- (iii) For an instance of category III the punishment will be with suspension for minimum one year and may be up to rustication from the University.

IV Walking out from the Examination

If students walk-out from the examination, no re-examination will be carried out under any circumstances. Students will be awarded zero makes and will be required to clear the resultant back paper in the next examination whenever held.


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Ref. MU/ACD/MoM-Gen/2025-26/July/01

Dated: July 23, 2025

Minutes of the Meeting (General)

A meeting was convened on 23rd July 2025 by the Dean (Academics) from 02:30 PM to 5:00 PM at the VC Conference Hall to deliberate on implementation of the agenda item no. 6 of the Academic Council meeting held on 21st May 2025. In that meeting, a modification had been approved, introducing Continuous Assessment into the evaluation system for assessing the academic performance of students in alignment with NEP-2020, effective from the academic session 2025-26. However, in accordance with the direction issued by the Government of Uttar Pradesh, Higher Education (Email No. 1058/Session-1-2023-16(11)/2014 T.C.-II), the contents of the Continuous Assessment required certain structural adjustments. The following members were present:

1. Prof. Rajeev Sharma, Dean-Academics
2. Prof. Dinesh Sharma, COE
3. Prof. Abdul Wadood Siddiqui, Principal-SoP+MIPER
4. Prof. Sidharth Jain, Head-IBMC
5. Prof. Dinesh Pandey, Head-DOA
6. Prof. Anurag Shakya, Director- CDOE
7. Prof. Fowad Khurshid, Principal-DoP
8. Prof. Manisha Sharma, Head-IAS.
9. Prof. Kishan Pal Singh, Head-DME
10. Prof. Ashok Kumar Upadhyay, Head-DLIS and Arts
11. Dr. Rajesh Kumar Upadhyay, Director-IQAC & Head-DEEE
12. Dr. Deepshikha Saxena, Head-IER
13. Dr. Haider Ali, Head-ILSR
14. Dr. Poonam Rani, Head-DVPA
15. Prof. R.K. Sharma, Head- DBTLS
16. Dr. Javed Wasim, Head-DCEA
17. Dr. Meenakshi Bhist, Head – PIVE
18. Dr. Pramod Kumar, Head- AGRICULTURE
19. Mr. Raj Kiran, DCE
20. Ms. Manisha Upadhyay, DJMC
21. Mr. Kalpesh Bag, AR-Academics-A
22. Mr. Avatar Kuntal, AR-Academics-B

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The following Item was taken up and decision was made:

Agenda Item	Discussion/Decision	Action By
<p>1.To review current internal evaluation practices and design a standardized framework for Continuous Internal Evaluation (CIE).</p>	<p>The Dean (Academics) referred to and presented the directive issued by the Government of Uttar Pradesh, Higher Education (Email No. 1058/Session-1-2023-16(11)/2014 T.C.-II) and highlighted the need for appropriate structural adjustments in the contents of Continuous Assessment in alignment with NEP-2020. Accordingly, a proposal was submitted to implement these adjustments across all University programs, except regulatory programs where evaluation schemes are prescribed by the respective regulatory bodies. Following careful consideration, the HAU's consented to the implementation of the proposal.</p> <p>Current Evaluation System (2023-24 & onwards): Continuous Assessment (30 Marks): Theory: One Mid-Term Exam: 15 Marks Assignments (Min. 2): 5 Marks Class Tests, Quizzes, Seminar, Case Studies (Minimum 2 Categories): 5 Marks Attendance: 5 Marks End Semester Examination (70 Marks): End Semester Examination: 70 Marks Practical: One Mid Term Practical Exam: 15 Marks Practical Record: 10 Marks Attendance: 5 Marks End Semester Examination (70 Marks): End Semester Examination: 70 Marks</p> <p>Recommended Evaluation System In line with NEP 2020 and as per the direction of the Uttar Pradesh Higher Education Department (Email No. 1058/Session-1-2023-16(11)/2014 T.C.-II):</p> <p>For 2023-24 & onwards batches: Continuous Assessment(30 Marks): Theory: Continuous Assessment-I: 10 Marks (Class Test, Seminar, Quizzes) Continuous Assessment-II: 15 Marks</p>	<p>HAU's</p>

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(Assignments, Group Presentation, Case Studies, Project.)	
Continuous Assessment- III: (Class Attendance)	5 Marks
End Semester Examination (70 Marks):	
End Semester Examination:	70 Marks
Practical:	
Continuous Assessment- I: (Test/Demonstration)	15 Marks
Continuous Assessment-II: (Practical Record)	10 Marks
Continuous Assessment- III (Attendance)	5 Marks
End Semester Examination (70 Marks):	
End Semester Examination:	70 Marks
For the older batches (before 2023-24):	
Continuous Assessment (50 Marks):	
Theory:	
Continuous Assessment- I (Class Test, Seminar, Quizzes)	20 Marks
Continuous Assessment-II (Assignments, Case Studies, Group Presentation, Project)	20 Marks
Continuous Assessment- III: (Class Attendance)	10 Marks
End Semester Examination (50 Marks):	
End Semester Examination:	50 Marks
Practical:	
Continuous Assessment- I: (Test/Demonstration)	20 Marks
Continuous Assessment-II: (Practical Record)	20 Marks
Continuous Assessment- III: (Attendance)	10 Marks
End Semester Examination (50 Marks):	
End Semester Examination:	50 Marks

The implementation of Continuous Assessment, incorporating the structural adjustments in line with NEP-2020 and the directive of the Government of Uttar Pradesh, Higher Education (Email No. 1058/Session-1-2023-16(11)/2014 T.C.-II), was agreed upon by the HAUs and forwarded to the Hon'ble Vice Chancellor for approval from the academic session 2025-26 and onwards.

In order to implement the provisions of NEP 2020, the proposed modifications are approved

*22/11/23
23/07/25*

Sd/-
(Prof. Rajeev Sharma)
Dean-Academics

[Signature]
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