

**Guidelines for
Examinations and Grading
under NEP 2020
Himachal Pradesh University, Shimla
For Undergraduate (UG) degree programmes**

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Abbreviations

CCE	Continuous Comprehensive Evaluation
ESE	End Semester Examination
CDOE	Centre for Distance and Online Education
DEB	Distance Education Board
DSC	Discipline Specific Core
DSE	Discipline Specific Elective
MC	Minor Course
MDC	Multidisciplinary Course
VAC	Value Addition Course
I/A/P/C	Internship/ Apprenticeship/ Project / Community Outreach
SEC	Skill Enhancement Course
AEC	Ability Enhancement Course
TMA	Tutor Marked Assignment
MOOCS	Massive Open Online Courses
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average

Examination & Grading

1. Registration of Students

Every eligible student admitted to the affiliated colleges/institutions or through correspondence course shall be required to get registered with the University. Affiliated colleges/institutions/Centre for Distance and Online Education (CDOE) shall be responsible for ensuring that all their students get registered with the University through university registration portal. The registration process of students will be as per the University Ordinance or Notification issued from time to time. The Principal of an affiliated College of the University or of an institution, Chairman of the Department, Director, CDOE as the case may be shall ensure completion of the process of registration within one month after the admission. No student shall be permitted to appear in the exam in the private capacity. Students shall be eligible for degree either through regular mode or through distance education mode.

It will be mandatory to create ABC id prior to registration with the University.

2. Examinations

Every student after fulfilling the requisite conditions shall be allowed to fill in the examination form, which will be duly verified by the concerned college/institution.

2.1. Filling up of Examination Form

University shall notify the schedule to fill in the examination form by giving atleast fifteen (15) days prior to commencement of examinations. The Head of the Institution/ Principal of the college/Director of CDOE shall be responsible for ensuring that all their admitted students have filled in the examination forms and also verified by the Principal/Head/Director of the college/institutions/CDOE for their correctness and eligibility. After the prescribed date, University shall allow to fill in the examination form with late fee as per the University Norms.

2.2. Eligibility for appearing in Examinations

- i. A student having less than 75% attendance will not be eligible to appear in the End-Semester Examination (ESE). Deficiency in attendance may be relaxed as per Himachal Pradesh University Ordinance.
- ii. If a student does not take admission and fills online examination form, he/she shall not be permitted to appear in the ESE examination and the online examination form if filled by such a student will be rejected/ cancelled. The examination fee submitted will not be adjusted/ refunded in any case.
- iii. A student who does not pass the examination (ESE) in any course(s) or due to some reason is not able to appear in the ESE, other conditions being fulfilled i.e. CCE uploaded online, is considered as “Fail” and shall be permitted to re-appear in such failed course(s) in the following October or April, as per the Odd and Even semester examination schedule till the completion of time period for the degree.
- iv. No candidate shall be allowed to appear in the examination without admit card, however, in exceptional circumstances candidate may be considered to appear in one paper as per the University Ordinance.

- v. While appearing in the examination within the stipulated time, student with re-appear may be exempted from appearing in paper(s) and /or the practicals in which student has already obtained the required pass marks.
- vi. In order to change division and or secure first class/distinction /exemplary, the candidate shall be allowed to take the examination twice i.e. only two chances will be allowed for improvement in ESE. However, these examinations will be conducted after the completion of the degree and within the total duration of the programme. The new marks, however, shall be taken into account and a new CMC (with Improvement) will be issued only if the division changes or the student achieves First class/distinction/exemplary. Division will be calculated on the basis of CGPA.

2.3. Date Sheet

The date-sheet shall be prepared and displayed in the H.P.University website at least fifteen (15) days before the commencement of examinations. The period of conducting examination shall not be more than a month including theory and practical exams.

2.4. Conduct of Examinations

All affiliated colleges/institutions shall conduct examinations for their students by providing all requisite facilities as per the University norms.

- i. Centre Superintendent/Deputy Superintendent shall be appointed by the affiliating university preferably from another college/institution.
- ii. Appointment of all invigilator and supporting staff in the examination centres will be made as per the University norms by the Senior Superintendent.
- iii. Senior Superintendent/Superintendent of the examination centre shall ensure requisite facilities for Persons with Disability (PWD) students.
- iv. To conduct the examinations smoothly, flying squad shall be constituted by the University to inspect examination centres.
- v. Any college/institutions failing to ensure fair conduct of examinations in accordance with the University norms, University may cancel the examination centre and may take strict action for irregularities.
- vi. Any candidate found indulging in unfair means usage during examination shall be subject to disciplinary action as per University Ordinance as well as exam conducting institution/college head/principal shall be held responsible for such mischief.
- vii. Any grievances related to questions may be addressed to Assistant Registrar (Secrecy) through Senior Superintendent of that examination centre.

3. Evaluation

Evaluation shall be based on **Continuous and Comprehensive Evaluation (CCE), End-Semester Examination (ESE) and Practical/Dissertation/Viva-Voce etc.**, which will contribute to the final grade. ESE will consist of written examination at the end of the semester which will be conducted by the University.

3.1. Continuous and Comprehensive Evaluation

- i. CCE will consist of Attendance, Mid Term Test/class test, Assignments/ presentation/ Seminar etc.

- ii. CCE marks obtained by students will be uploaded through online mode only. Copy of the original award list of CCE, duly signed by the concerned teacher and verified by the Principal/Head/Director, will be submitted to the University before the result declaration.
- iii. Before entering online CCE marks, the marks list will be displayed on college Notice Board. Students' grievances, if any, may be resolved by the college authority.
- iv. For the Distance Education Courses (through CDOE of HPU), CCE will be entered on the basis of the assignments submitted by students.

Course Credits	Number of TMA (Tutor Marked Assignment)	Marks
4 Credit Courses	2 TMA	30
3 Credit Courses	2 TMA	25
2 Credit Courses	1 TMA	15

3.2. End Semester Examination

- i. Each academic year shall comprise two semesters, viz. Odd and Even semesters. Odd Semesters' examination will be held in October and the Even Semesters' examination will be held in April.
- ii. Only those students will be allowed to appear in the End Semester Examination (ESE) who have successfully cleared the minimum eligibility criteria in CCE.
- iii. If a student is not successful in CCE, he/she will not be allowed to take the ESE of that semester.
- iv. Only those students will be allowed to appear in the examination whose admit card has been generated and roll numbers are appearing in the cut-list.
- v. If a student does not appear in a paper (theory or practical) in an examination, the student will be considered as "Fail" and gets "F" grade and will be considered as re-appear in the fail subject.
- vi. Student may adopt and credit courses from SWAYAM through MOOCS upto 40%, which usually translates to one course per semester as per the University guidelines notified from time to time.

3.3. Evaluation process of End Semester Examination

- i. To ensure timely declaration of results, the Controller of Examinations, in consultation with the Hon'ble Vice Chancellor/Pro Vice Chancellor, may adopt any practice of evaluations such as On Screen Evaluation, by setting up of Cluster Evaluation Centres, in the Colleges or any other practice need based.
- ii. The process of evaluation of the Discipline Specific Core Course (DSC), Discipline Specific Elective (DSE), Minor Course (MC) and Multidisciplinary Course (MDC) shall be decided by the University.
- iii. Evaluation of Value Addition Course (VAC), Skill Enhancement Course (SEC) and Ability Enhancement Course (AEC) shall be done in the concerned college or as per the decision taken by the University from time to time.
- iv. The Rules and Regulations for Cluster Evaluation Centres, Evaluation Centres or any other mode of evaluation will be as per the guidelines issued by the University from time to time.
- v. Evaluation will be arranged by the University for Answer Scripts of ESE only.

- vi. Evaluation of Answer Scripts will be compulsory to all the teachers of affiliating colleges/institutions.
- vii. All the Answer Scripts i.e. DSC, DSE, MC, MDC, SEC, AEC, (I/A/P/C) and VAC will be submitted to the University after the completion of evaluation process, irrespective of the mode of evaluation.
- viii. Any delay in uploading awards of ESE/CCE/ Practical/Dissertation/Viva-Voce etc. from the given schedule may lead to disciplinary action against defaulting evaluator or the principal/head of the college/institution.
- ix. On reporting any discrepancy in the evaluation of Answer Scripts, defaulter evaluator may be reported to the higher authorities.

3.4. Evaluation process of Practical/Dissertation/Viva-Voce etc.

The Principal/Head/Director of the college/Institution/CDOE shall ensure to complete the Practical/Dissertation/Viva-Voce etc., if any, as per the schedule notified by the University. Practical/Dissertation/Viva-Voce etc. marks shall be entered through online mode before the ESE or not later than fifteen (15) days after the commencement of the examinations. Any delay in entering the marks of Practical/Dissertation/Viva-Voce etc. may result to disciplinary action by the University authorities against the defaulters.

4. Course-Wise Credits and Division of Marks

Credits- The term ‘credit’ refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it.

For credit determination, instruction is divided into three components:

Lectures(L)–Classroom lectures.

Tutorials (T)–Special, elaborate instructions on specific topics (from Lectures).

Practicals(P)–Laboratory of field exercises in which the student has to do experiments or other practical work.

Credit (C) = L+ T+ P

Note:

- Credit of Lecture (L) equals one hour of teaching
- Credit of Tutorial (T) equals two hours of teaching
- Credit of Practical (P) equals two hours of teaching

4.1. Subject Credits (subject without Practical/Dissertation/Viva-Voce etc.)

Course Name	Credits	Credit Distribution (L:T:P)	Division of Marks	
			CCE (IA)	ESE
Discipline Specific Core (DSC)	4	4:0:0	30	70
Discipline Specific Elective (DSE)	4	4:0:0	30	70
Minor Course (MC)	4	4:0:0	30	70
Multidisciplinary Course (MDC)	3	3:0:0	25	50
Skill Enhancement Course (SEC)	3	3:0:0	25	50
Ability Enhancement Course (AEC)	2	2:0:0	15	35
Value Addition Course (VAC)	2	2:0:0	15	35

4.2. Subject Credits (subject with Practical/Dissertation/Viva-Voce etc.)

Course Name	Credits	Credit Distribution (L:T:P)	Division of Marks		
			CCE	ESE	Practical
Discipline Specific Core (DSC)	4	3:0:1	30	50	20
Discipline Specific Elective (DSE)	4	3:0:1	30	50	20
Minor Course (MC)	4	3:0:1	30	50	20

4.3. Credits for Music subject (Vocal & Instrumental)/ Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts

Credits	Credit Distribution (L:T:P)	Division of Marks		
		CCE	ESE	Practical
4	(2:0:2)	30	35	35

4.4. Credits for Music subject (Vocal & Instrumental) /Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts where subject is only Practical/ Dissertation/ Viva-Voce etc.

Credits	Credit Distribution (L:T:P)	Division of Marks		
		CCE	ESE	Practical
3	(0:0:3)	25	0	50

5. Pass Criteria

- In order to pass in a course, the following pass criteria must be fulfilled:
 - Pass percentage in ESE : 35%
 - Pass percentage in CCE : 35%
 - Pass percentage in Practical/Dissertation/Viva-Voce etc., if any: 35%
 - Pass percentage in Aggregate : 40%
- If a subject does not have a practical component: The student will have to pass both the components (i.e. CCE and ESE) separately and also in aggregate to become eligible to be declared successful in a subject.
- If a subject has a Practical/Dissertation/Viva-Voce etc. component: Student will have to pass all the components (i.e. CCE and ESE and Practical/Dissertation/Viva-Voce etc.) separately and also in aggregate to become eligible to be declared successful in a subject.
- The passing criteria for UG professional courses (BBA, BCA, BFA, BTMM) will be as per the passing criteria defined in the syllabus of that stream.

5.1 Grace Marks

A student, who appears at an examination, but fails in one or more subject(s) in Under Graduate examinations (ESE, Practical/Dissertation/Viva-Voce etc), and/or in the aggregate (if there is a separate requirement of passing in the aggregate), shall be given grace marks in a subject(s) upto a maximum of one percent of the total aggregate marks allotted to the Subject(s), as the case may be, in which student has appeared to enable the student to pass the said examination. While awarding grace marks the fraction working to half or more will be rounded off to the next whole number.

6. Result Declaration

University shall be endeavour to declare result within 40 days from the day of holding the last examination of a semester.

6.1. Calculation of Grades

The Absolute Grading will be done for the calculation of result. The marks obtained in the CCE, ESE and Practical (if practical subject) will be combined and used for deciding the course grade. The final scores obtained by the students will be graded in an absolute manner on the basis of the percentage of marks obtained by the students as follows:

Percentage	Subject Grade Point/ SGPA/CGPA	Letter Grade(s)	Classification of the Final Result
=and>95%marks	9.50 and above	Letter Grade S+	First Class-Exemplary
90% to less than 95% marks	9.00 to 9.49	Letter Grade S	
85% to less than 90% marks	8.50 to 8.99	Letter Grade O++	First Class-Distinction
80% to less than 85% marks	8.00 to 8.49	Letter Grade O+	
75% to less than 80% marks	7.50 to 7.99	Letter Grade O	
70% to less than 75% marks	7.00 to 7.49	Letter Grade A++	First Class
65% to less than 70% marks	6.50 to 6.99	Letter Grade A+	
60% to less than 65% marks	6.00 to 6.49	Letter Grade A	
55% to less than 60% marks	5.50 to 5.99	Letter Grade B+	Second Class
50% to less than 55% marks	5.00 to 5.49	Letter Grade B	
40% to less than 50% marks	4.00 to 4.99	Letter Grade C	Third Class
Less than 40% Marks	Less than 4.00	Letter Grade F(Fail)	Fail

6.2. Computation of Semester Grade Point Average (SGPA)

The SGPA for a current semester is calculated on the basis of credit points and obtained credits if a student gets passing grades in all the subjects of that semester. The SGPA is the ratio of the sum of the product of the number of credits and grade points scored and the sum of the number of credits of all the courses taken by a student in that semester i.e.

$$\text{SGPA (Si)} = \Sigma(C_i \times G_i) / \Sigma C_i$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

Example for Computation of SGPA

Semester	Course	Credit	Grade point	Letter Grade	Credit Point	Credit Point (Credit x Grade)
I	Paper 1	4	8	O	32	4 X 8 = 32

	Paper 2	4	7.5	A+ +	30	4 X 7.5 = 30
	Paper 3	4	7	A+	28	4 X 7 = 28
	Paper 4	3	6	B+	18	3 X 6 = 18
	Paper 5	3	7	A+	21	3 X 7 = 21
	Paper 6	2	6	B+	12	2 X 6 = 12
		20				141
	SGPA		141/20=7.05			

6.3. Computation of Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is calculated on the basis of semester grade point average and credits obtained in all the completed semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 20 SGPA: 7.05	Credit: 22 SGPA: 6.86	Credit: 22 SGPA: 7.14	Credit: 20 SGPA: 7.35	Credit: 22 SGPA: 6.91	Credit: 20 SGPA: 7.20
CGPA	$(20 \times 7.05 + 22 \times 6.86 + 22 \times 7.14 + 20 \times 7.35 + 22 \times 6.91 + 20 \times 7.20)/126 = 7.08$				

6.4. Re-checking and Re-Evaluation

- If a student feels that either some of the answers in the answer sheet had not been evaluated or there is a mistake in totaling of awarded marks, student may apply for Re-checking of answer sheet by filling the prescribed form and submitting the requisite fee within ten (10) days of the declaration of result prescribed by the Executive Council from time to time to the Controller of Examinations. If, on re-checking a mistake is discovered, the mistake shall be rectified.
- A student may also opt for re-evaluation of the answer sheet by applying in the prescribed format through online and depositing the required fee within ten days (10) days of the declaration of the result.
- However, the student may apply for re-evaluation with a late fee after ten days (10) but before twenty one days (21 days) of the declaration of result.
- The University shall declare the result of re-evaluation within a period of one month and not later than two months.
- The score on re-evaluation shall supersede the original score in case of a candidate securing more marks on original evaluation. If re-evaluation marks are less than the original marks, then re-evaluation marks will supersede the original marks but will not go lower than the minimum passing marks in the paper concerned.
- If the variation between originally evaluated awards and the awards of re-evaluation exceeds 10%, the answer sheet shall be sent for second re-evaluation and the average of the two higher awards shall be the final award. In such a case, the evaluator(s) may be asked to justify the evaluation.

- vii. The fraction of 0.5 or higher will be rounded off to the next whole integer.
- viii. Grace marks in re-evaluation will be allocated as per the grace marks provision mentioned above under Grace Marks point no. 6.1.
- ix. A candidate who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class or the grant of Merit position/Scholarship/award/medal/Gold Medal etc., or eligibility to sit for the Medical College entrance test on the basis of the declaration of the result of re-evaluation.
- x. No further re-assessment shall be allowed after the award/(s) by re-evaluators have been received.

6.5. Determining Merit Positions/Ranking

- i. Merit position of top ten (10) candidates will be generated on the basis of CGPA without re-appear and improvement of division at the end of the degree who have completed the programme of study with in minimum duration of the degree programme. A candidate passing any examination through re-appear examination shall not be entitled for position in the merit list.
- ii. Tentative Merit position will be provided at the time of result declaration of final semester on the basis of CGPA.
- iii. The final Merit List will be generated after completing 30 days of the result declaration.

7. Conversion Formula of CGPA to percentage

The conversion of CGPA to Percent score will be carried out by multiplication of CGPA by a factor of ten (10). Conversion Formula for converting CGPA to Percentage is as follows:

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

Note: The conversion formula for UG professional courses (BBA, BCA, BFA, BTMM) will be as per the notification, if, notified separately.

8. Promotion Rules

- i. A student getting “F” grade in any subject will be treated as having failed in that subject/s. Student will have to re-appear in that failed subject/s and will have to get passing grade in that paper/s within the maximum period of programme to complete the degree for that programme.
- ii. A student who does not complete the programme of study within the minimum specified duration of the course of study or gets “F” grade in any paper/s shall not be eligible for any merit position/medal/ award of the University.
- iii. There shall be no condition for promoting a student from odd to even semester of a given year (from 1st semester to 2nd semester, from 3rd to 4th semester, from 5th to 6th semester and so on) provided that student fulfills all the eligibility criteria and requirements as per the Rules/Ordinance. However, the student shall be promoted from even semester of the previous year to the odd semester of next year (from 2nd semester to 3rd semester from 4th semester to 5th semester, from 6th semester to 7th semester and so on) only, if student has passed at least 50% subjects of all the semesters of the preceding years taken together.
- iv. If a student fails in more than 50% of the subjects at the end of even semester (2nd, 4th, 6th, 8th) of each academic session during all the preceding semesters taken together,

- he/she shall be declared failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree.
- v. The final result of the semester(s) will be available for download only if the student obtains passing grades in all subjects of that semester and gets an SGPA in that semester/s. However, the reappear result will be displayed only for the subject(s) in which the student has reappeared.
 - vi. Relaxation to appear under medical grounds may be given as per the provision in the H.P. University Norms prescribed from time to time.
 - vii. If 50% of the subjects required to pass involve a fraction, the fraction of the subject/course will be treated as a full subject. For example, if in a year there are 13 subjects in two semesters, the student will be required to pass minimum of 7 subjects.
 - viii. Reappear of examination for an odd semester shall be conducted along with the next odd semester, and even semester along with the next even semester and there shall be no special examinations. Students will be allowed to clear reappear examination as per the odd and even exam schedule only. The examination schedule is as follows:
 - First, third, fifth, seventh, ninth semester with odd semester examination schedule (October).
 - Second, fourth, sixth, eighth, tenth with even semester examination schedule (April).

9. Duration of Completion of Degree (UG)

- i. Regular student of affiliated colleges can complete the UG degree programme within the stipulated maximum period of seven years.
- ii. The gap between the semesters should not be more than three years as per academic session, subject to completion of the whole UG programme within the stipulated time period.
- iii. Students of CDOE can complete the degree programme as per the DEB guidelines 2020 (The maximum duration for completion and award of degree at the undergraduate and postgraduate levels or post graduate diploma in Open and Distance Learning mode and Online mode shall be double the minimum duration of the respective programmes) or as applicable from time to time. For e.g. B.A. degree of three years period shall be completed within six years.

10. Multiple Entry and Exit in UG academic programme

The Rules and Regulation for Multiple Entry and Exit are as per the Guidelines for Multiple Entry and Exit in Academic Programmes offered in Himachal Pradesh University. Multiple entry and exit options under three year degree programme with UG certificate/ UG diploma/or degree depending upon the number of credits secured is as follows:

Sr. No	Type of Award	Stage of Exit	Mandatory credits to be secured for the award
1	Undergraduate Certificate in the field of Study/Discipline	After successful completion of Semester- I and Semester - II (1st Year)	44
2	Undergraduate Diploma in the field of Study/Discipline	After successful completion of Semester- I to Semester - IV (2nd year)	86

3	Undergraduate Degree in the field of Study/Discipline	After successful completion of Semester - I to Semester - VI (3rd year)	128
4	Bachelor's Degree (Honours/Research)	After successful completion of Semester - I to Semester - VIII (4th year)	168

10.1. Re-entry into UG degree programme

- i. A student who exits the program shall be permitted to re-enter the UG degree programme within three years and complete the degree programme within the stipulated maximum period of seven years. In any case, the gap between the exit and the re-entry into the UG programme should not be more than three years subject to completion of the whole UG programme within seven years.
- ii. Re-entry may be within the University i.e. between affiliated Colleges of the University (shifting from one college to another depending upon the availability of seats), it may be called as Transfer of Admission (Inter-college migration) by taking No Objection Certificate (consent) from both the colleges and final approval by the University by paying the requisite fee as per the rules of the University. The process of migration will be followed as per the University Ordinance or Notification issued by the University from time to time.
- iii. Re-entry may be from another University to this University or vice versa, it may be considered as Inter University Migration. The process of migration from one University to another University will be followed as per the University Ordinance Rules for Migration or Notification issued by the University from time to time.

11. Massive Open Online Courses (MOOCS)

Student(s) have the option to earn credits by completing Massive Open Online Courses (MOOCS) through SWAYAM portal or any other source duly approved by University. The list of subjects to be opted by the students through SWAYAM portal will be displayed on the University website. The earned credits through SWAYAM are transferable to student's programme. A student failing in MOOCS examination will be allowed to complete the credit requirement by appearing in the examination of the course of Himachal Pradesh University against which MOOCS course was opted for. The examination of such courses will be governed by Himachal Pradesh University regulations/syllabus scheme and UGC guidelines for implementing MOOCS through SWAYAM.