

CENTRAL UNIVERSITY OF ANDHRA PRADESH

ANANTHAPURAMU – 515 002



ACADEMIC REGULATIONS 2021-22

With effect from 2021-22 Academic Year

CONTENTS

S.No.	Contents	Page No.
1	Choice Based Credit System	1
2	Key Words	2
3	General Instructions	4
4	Programmes of Study	4
5	Multiple Types of Courses	4
6	Credits	7
7	Academic Bank of Credits (ABC)	8
8	Duration of the Programme	9
9	Registration	9
10	Attendance	10
11	Assessment and Examination	11
12	Continuous Assessment	12
13	End Semester Examination	12
14	Conduct of End-semester exams	13
15	Malpractices/ Irregularities/ Non-compliance: Disciplinary Action Rules (Offline/Online)	13
16	Evaluation	17
17	Evaluation of Project work	19
18	Consolidation of Marks	19
19	Grading System	19
20	Grade Point Average	20
21	Grades and Grade Points	20
22	Semester Grade Point Average (SGPA)	21
23	Cumulative Grade Point Average (CGPA)	22
24	Grade Sheet	23
25	Provision to appeal	23
26	Grievance Committee	24
27	Awards/ Prizes/Medals	24
28	Transitory Regulations	24
29	Any other rules/regulations/guidelines	24

1. Choice Based Credit System

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of the country. Also, the UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. CUAP has adopted the Action Plan proposed by UGC outlining the enhancement of academic standards and quality in higher education that include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, semester system, Choice Based Credit System (CBCS), Comprehensive Continuous Internal Assessment (CIA) and grading system among others.

The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides a cafeteria type approach and flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The Choice Based Credit System (CBCS) adopts an interdisciplinary approach in learning and enables students to learn at their own pace to complete a programme of study, choose electives from a wide range of courses across departments/ schools, undergo additional courses and acquire more than the required number of credits. The CBCS facilitates transfer of credits earned in different departments/centres of other recognized / accredited universities or institutions of higher education in India and abroad. The CBCS also allows a student to complete a part of programme in the parent university and get enrolled in another recognized university.

Through the Choice Based Credit System a student obtains a degree in a particular programme of study by accumulating the required number of credits prescribed for that degree. Each course is assigned with a fixed number of credits based on the contents to be learned. The number of credits earned by the student reflects the knowledge or skill acquired by him / her. Comprehensive Continuous Internal Assessment reduces the weightage on the semester-end examination so that students enjoy a de-stressed learning environment. The CBCS also provides enhanced learning opportunities, the ability to match the students scholastic needs and aspirations and responds to the educational and occupational aspirations of students. The grade points earned for each course reflect the student's proficiency in that course. The assessment, including projects and examinations, is continuous and internal.

2. Key Words

- 2.1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2.2. **Academic Bank of Credits (ABC):** It is an academic service mechanism as a digital or virtual or online entity established by the University Grants Commission with the approval of the Central Government to facilitate students to become account holders, thereby paving the way for seamless student mobility between or within degree-granting higher educational institutions through a formal system of credit recognition, credit accumulation, credit transfer and credit redemption to promote distributed and flexible teaching-learning.
- 2.3. **Choice Based Credit System (CBCS):** The CBCS provides choices for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- 2.4. **Continuous Internal Assessment (CIA):** Continuous assessment is a form of educational examination that evaluates a student's progress throughout a prescribed course.
- 2.5. **Course:** Usually referred to as a course is a component of a programme or in other words "Course" refers to a subject offered under the degree programme. Each course is identified by a unique course code and course title. All courses need not carry the same weight. The courses should define the learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ fieldwork/ outreach activities / project work / vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study, etc. or a combination of some of these.
- 2.6. **Credit:** Credit defines the quantum of content or syllabus prescribed for the course. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or 1.5 hours of practical work/field work per week.
- 2.7. **Credit Point:** It is the product of grade points and the number of credits for a course.
- 2.8. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of the number of credits to be completed by the students.
- 2.9. **Cumulative Grade Point Average (CGPA):** It is a measure of the overall cumulative performance of a student in all the semesters. The CGPA 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. It is expressed up to two decimal places.

- 2.10. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 2.11. End Semester Examination (ESM):** The examination is to be held at the end of each semester separately for theory and practical part on such dates as the university may determine.
- 2.12. Letter Grade:** It is an index of the performance resulting from the transformation of actual marks obtained by a student in a course. Grades are denoted by letters O, A+, A, B+, B, F, FA, AB and AU.
- 2.13. Programme:** An educational programme leading to award of a degree, diploma or certificate in a discipline.
- 2.14. Redo:** Students failing to secure the minimum pass percentage marks in internals will not be allowed to take the end semester exam of that particular course in that semester. S/he has to Redo the course by attend the classes for a semester to gain the pass percentage in the internal tests in order to take the end semester examinations. Students failing a course due to lack of attendance have to redo the course.
- 2.15. Re-evaluation:** A recheck of an already corrected answer script.
- 2.16. Repeat:** Students failing only in the end semester examination can retain their internal marks and reappear for only the end semester examination, when it is conducted. This would be termed as a “Repeat” course. Students failing a course due their absence in the end semester examination can reappear only for the end semester examination, when it is conducted. It is termed as a “Repeat” course.
- 2.17. Semester:** Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from June/July to November/December, and even semesters from November/ December to April/May.
- 2.18. Semester Grade Point Average (SGPA):** It is a measure of performance of work done 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 taken during that semester. It is expressed up to two decimal places.
- 2.19. Transcript or Grade Card or Certificate:** Based on the grades earned, a certificate is issued to all the registered students after every semester. The grade certificate display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3. General instructions

The students shall follow the instruction a given below:

- 3.1. Every student shall attend the induction programme organized by the University.
- 3.2. Schedule of orientation modules conducted for new students is intimated by the University/ Department/ Centre at the time of commencement of classes.
- 3.3. Each student is assigned to a mentor who is a faculty of the respective department. The mentor advises the student about the academic programmes and counsels on the choice of courses considering the academic background and the student's career objectives.
- 3.4. It is mandatory for every student to register for the courses, in a Registration Form, which s/he plans to do in a semester. The form is prepared in triplicate: student copy, department copy and section copy. The student shall submit the department copy and section copy to their parent department and retain the student copy for their records. The department shall forward the section copy to the administration.
- 3.5. Eligibility, qualifications and admission procedure for each programme of study is as approved by the competent authority and specified in the CUAP Prospectus.

4. Programmes of Study

The list of programmes offered by the University are notified from time to time.

5. Multiple Types of Courses

The courses offered under a programme of study will be:

Types of Courses	Short Form
Core Course	CC
Discipline Specific Elective Course	DSE
Ability Enhancement Compulsory Courses	AEC
Skill Enhancement Courses	SEC
Generic Elective Course	GE
Audit Course	AU
Modular Course	MC
Extension Activity	EA

5.1. Core Course:

- 5.1(i) There is a Core Course in every semester. This is the course which should compulsorily be studied by the student as a core requirement to complete the requirement of a degree in a said programme/ discipline of study. The Core Course cannot be substituted by any other course.
- 5.1(ii) A core course offered in a discipline/subject may be treated as an elective by other students of discipline/subject/vice versa and such electives may also be referred to as Generic Elective.
- 5.1(iii) Dissertation/Project: A core course designed to acquire special/advanced knowledge, such as project work/ dissertation work is carried out by a student under the guidance of a faculty member. The project work/ dissertation work involving the application of knowledge in solving/analyzing/ exploring real life- situation/difficult problems. Credits for the project work will be as decided by the department with the approval of Vice Chancellor.

5.2. Elective Course:-

An Elective course is generally a course that can be chosen from a pool of courses that;

- a very specific or specialized or advanced to the discipline/ subject of study
- a supportive to the discipline/ subject of study
- provides an expanded scope
- enabling an exposure to some other discipline/subject/domain
- nurture the students' proficiency/skill.

An elective course may be

- 5.2 . (i) Discipline Specific Elective (DSE) Course:** Elective courses offered by the main discipline/subject of study is referred to as Discipline Specific Elective.
- 5.2. (ii) Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure/ add to generic proficiency is called a Generic Elective.
- 5.2. (iii) Ability Enhancement Courses (AEC):** Ability Enhancement (AE) Courses may be of two types: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
- 5.2 (iv) Ability Enhancement Compulsory Courses (AECC):** These the courses are based upon the content that leads to knowledge enhancement, such as Environmental Science, English, Other Languages, MIL Communication, Disaster Management etc.

These are mandatory for undergraduate programmes.

5.2 (v) Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and are aimed at providing hands-on-training, competencies, skills, etc.

- The students choose any course offered by a Centre/Department/School under CBCS as Elective Course with the advice of his/her Faculty Mentor and the course instructor.
- In case student fails in a DSE and/or SEC s/he can substitute it with an equivalent course offered by the parent department/centre only.
- In case student fails in a generic elective course s/he can substitute it by anequivalent course offered by the parent or other department within or outside the school with the advice of his/her Faculty Mentor and the course instructor.
- AECC should compulsorily be studied by a student to complete the requirement of a degree in a programme/ discipline of study. AECC cannot be substituted by any other course.

5.3.Modular Course:

These courses are subject/ course specific and are designed by the departments offering the programme. These courses have no separate component of end semester evaluation. Advanced topics in the areas where the student is specializing can be offered as modular courses. Normally these courses are of current interest and cannot be included in the core.

5.4. MOOCs / Online Courses:

A student has the option to earn credits by completing a quality-assured MOOC offered on the SWAYAM portal or any other online educational platform approved by the UGC/CUAP or any other regulatory body from time to time.

5.5. Audit Course:

A student can audit few courses. Grades obtained in such a course is not counted towards the calculation of the grade point average.

5.5 (a).Add-on Course: A student has to do one Add-on course in each semester which are offered in addition to the regular courses.

5.6. Extension Activity

5.6 (i) The student can acquire additional credits by participating in any one of the following programmes for not less than two years (4 semesters) wherever applicable. The extension activities includes NSS, NCC, Sports Club, Eco Club and other community activities in the University at school or department level.

- 5.6 (ii) The above activities are conducted outside the regular working hours of the University.
- 5.6 (iii) All students have to put in a minimum attendance of 40 hours per year in the extension activity which is duly certified by the Head/ Head i/c /Coordinator / Chairperson of the department / activity concerned. If a student lacks 40 hours of attendance in the first year, s/he can compensate for the loss during the subsequent years. Students who complete minimum attendance of 40 hours in One year get *half a credit* and those who complete the attendance of 80 or more hours in two years get *one credit*, which would be the maximum for the Compulsory Extension Activities.
- 5.6 (iii) A student's performance is examined by the faculty in charge of extension activities along with the Head/ Head i/c /Coordinator/ Chairperson of the department / activity concerned and another faculty member outside the department /activity concerned on the basis of following parameters.
- 15% of marks for regularity of attendance.
 - 55% of marks for active participation in classes/camps/games/special camps/programmes in the Department /District/ State/ University activities
 - 10% of marks for exemplary awards/certificates/prizes.
 - 20% of marks for other social components such as blood donations etc.
- 5.6 (iv) The grade obtained by the student shall be incorporated in the grade sheet to be issued at the end of each semester.
- 5.6 (v) Differently-abled students who are unable to participate in any of the above activities are required to take a test in the theoretical aspects of any one of the above activities and are graded and certified accordingly

6. Credits

- 6.1. Credit defines the quantum of content/syllabus prescribed for the course and determines the number of hours of instruction required per week. Thus, in each course credits are assigned based on the number of hours required per week for lectures/tutorials/lab work/field work to complete the course in a semester.
- 1 credit = 1 hour of direct teaching (including tutorials) per week
- 1 credit = 1.5 hours of lab work/field work/project work per week
- 6.2. A course of study may have a lecture (L) component or practical/practice (P) component or a combination of any two or all the three components. The third being Tutorial (T) component.
- 6.3. The total credits earned by a student at the end of the semester upon completing the course is L+T+P.

6.4. **Course Components (LTP)**

Each level of certification for a given duration has a typical structure of courses of study with a well-defined title for each course/paper, instruction hours per week translated into credits, marks for comprehensive continuous internal assessment (CIA) and end semester examinations as a percentage of total marks/grades.

6.4 (i) A course offered is delivered through three components of the teaching learning process:

Lecture Session-L

Tutorial Session-T

Practical/Practice Session/Field Study-P

A Tutorial Session consists of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any other novel method that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.

A Practical/Practice session consists of hands-on experience/ laboratory experiments/ field studies/case studies that equip students with much-required skill component.

6.4 (ii) The credit pattern of a course is indicated as L: T: P format.

6.4 (iii) The Board of Studies concerned chooses the convenient credit pattern for every course based on the requirement.

6.4 (iv) A Project includes submission of a written Project Report and a Viva-voce.

6.4 (vi) A candidate who has completed all the Core Courses and Project Work, if any, and accumulated not less than the minimum number of Credits prescribed is eligible to receive the Degree.

7. Academic Bank of Credits (ABC)

As prescribed by UGC, the Academic Bank of Credits (ABC) is a national-level facility, promotes flexibility of the curriculum framework and interdisciplinary/multidisciplinary academic mobility of students across the HEIs in the country with appropriate “credit transfer” mechanism. It is a mechanism to facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning. ABC enables the integration of multiple disciplines of higher learning leading to the desired learning outcomes including increased creativity, innovation, higher order thinking skills and critical analysis. ABC provides significant autonomy to the students by providing an extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines/ institutions.

The multiple entry and exit options for students is facilitated at both the undergraduate and post graduate levels. It promotes credit accumulation through the facility created by the ABC scheme in the “Academic Bank Account” opened for students across the country to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs. The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credit requirements for the award of certificate/diploma/degree by the authorized HEIs. Upon collecting a certificate, diploma or degree, all the credits earned till then, in respect of that certificate, diploma or degree, stand debited and are deleted from the account concerned. HEIs offering programmes with the multiple entry and exit system register in the ABC to enable acceptance of multidisciplinary courses, credit transfer, and credit acceptance.

8. Duration of the Programmes

- 8.1. The minimum duration for completion of any PG Programme is 4 semesters (2 academic years) and the maximum duration is 8 semesters (4 academic years). The minimum duration for completion of any U.G Programme is 6 semesters (3 academic years) and the maximum duration is 12 semesters (6 academic years). In other words, for completion of any programme, the maximum duration is double the duration of the programme concerned or as per amendments made by the regulatory bodies from time to time.
- 8.2. In respect of a candidate who has discontinued their programme for a valid reason (with the permission of competent authority) and are readmitted to the programme by the School, the period for which such a candidate has discontinued is not counted while calculating the maximum period prescribed in **clause 8.1**.
- 8.3. A semester may be declared a zero semester in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship or any other valid reason accepted by the Vice-Chancellor subject to the fulfilment of requirements as laid down by the relevant rules. Such zero a semester is not be counted for calculation of the duration of the programme in the case of such a student.

9. Registration

- 9.1. Each student, on admission is assigned to a mentor who is a faculty member of the respective department. The faculty mentor shall advises the student about the academic

programmes and counsels him/her on the choice of courses considering the academic background and career objectives of the student's.

- 9.2. With the advice of the faculty mentor the student registers for a set of courses he/she plans to take up for the Semester.
- 9.3. The student has to seek the consent of each teacher offering the courses (other than core course) in a Registration Form. The student should meet the criteria prescribed for an admission to a course.
- 9.4. If a student finds that he/she has registered for more courses than possible to study in a semester, he/she can drop one or more of the courses before the end of third week of the semester.
- 9.5. Students shall have to register for the courses for the semester within the deadline as mentioned in the academic calendar.
- 9.6. The information on the courses offered in every department is made available in the University website.
- 9.7. Students shall refer to the course handout provided by the respective departments on the university website before registering for the courses.
- 9.8. In a department, preference for registration shall be given to those students of that department for whom the course is a core course.
- 9.9. An on-campus elective course is offered only if a minimum of ten or 40% of the students registered, whichever is higher, exercise their option for that course.

10. Attendance

- 10.1. The student attend at least 75% of the classes, seminars, practicals in each course of study.
- 10.2. Students who are absent from classes without valid reasons continuously for 10 days and more are liable to have their name removed from the rolls of the University without valid reasons. Absence on medical reasons should be supported by a certificate which has to be submitted within 5 working days after recovery/ re-joining the programme.
(P.S: All medical certificates obtained from physicians outside CUAP should be validated by the medical officer or equivalent of CUAP. The validated medical certificate(s) submitted after 5 working dates will not considered by CUAP)
- 10.3. Students who opt to audit a course within the Programme or outside, provided s/he satisfies the prerequisites, are also required to put in 75% attendance.

- 10.4. A student who has less than 75% attendance in any course is permitted to attend the End-Semester Examination and s/he is given a grade of FA, failure due to lack of attendance.
- 10.5. Condonation for shortage of attendance upto a maximum of 10% (i.e. the student should have put in at least 65% of attendance) may be considered by the Vice Chancellor on valid medical and other reasons such as calamities on case-to-case basis. Students falling short of 65% of attendance redo the course by enrolling for it whenever the course is offered.
- 10.6. Question papers set for such a redo/repeat examination follow the regulations and syllabus at the time of examination.

11. Assessment and Examination

Continuous Internal Assessment (CIA) and End Semester Examination form the basis for evaluating / grading the student's performance in each course.

The break-up of Continuous Internal Assessment / End Semester Examination

- 11.1. All theory courses in UG and PG programmes carry a Continuous Internal Assessment (CIA) component of a maximum of 40 marks and End Semester component for a maximum of 60 marks.
- 11.2. The student is given a minimum of three units of assessment per semester in each course from which the best two performances are considered for the purpose of calculating the result of CIA. A record of the continuous assessment is maintained by the Academic Unit. The three internal tests are conducted for 15 marks each, out of which the best two test scores are considered for 30 marks. Out of the remaining 10 marks, 5 marks are awarded for assignments, class presentations and class participation of the student and the remaining 5 marks are awarded for punctuality and attendance of the student.

Marks for attendance will be considered as follows:

S.No.	Attendance (in percentage)	Marks
1.	95% or more	5 Marks
2.	90-94%	4 Marks
3.	85-89%	3 Marks
4.	80-84%	2 Marks
5.	75-79%	1 Mark

11.2. In case of the Core Laboratory course, CIA is the only component. Appropriate distribution of marks for practical record/ report/ observation, attendance, experiment proficiency, Viva, if any, is recommended by the BoS concerned.

12. Continuous Internal Assessment

- 12.1. Continuous Internal Assessment is done by the faculty member responsible for the course(s).
- 12.2. The internal tests shall be spread throughout the duration of the semester.
- 12.3. At least 50% weight shall be on the written form of tests.
- 12.4. The schedule of Internal Assessment Tests is prepared at the beginning of the semester.
- 12.5. The students participate in Internal Assessment Tests and in various course-work related activities for the award of internal marks.
- 12.6. The result of the continuous assessment of the students is communicated to students after the assessment.
- 12.7. In case a student fails to appear in the ESE but secures a pass mark in CIA of the course, marks of CIA of the student remain valid for that course until s/he obtains a pass mark in the ESE.
- 12.8. A record of Internal Assessment will be maintained by the department and is kept open to students for clarification. Students may appeal to the Department Head / Dean in case he or s/he is not satisfied with marks awarded.
- 12.9. The final result in each semester is calculated on the basis of CIA and performance in the end semester examination.

13. End Semester Examination

- 13.1. An End Semester Examination is conducted for each of the courses offered in the department. The duration of the end semester examination is decided by the competent authority. A schedule of ESE is prepared and displayed by the Controller of Examinations (CoE) / Section Concerned.

- 13.2. Each teacher prepares a model question paper and a panel of external subject experts for the courses s/he offers and submits them to CoE through the Department End Semester Examinations Committee (DESEC). The question paper covers all the units in the syllabus.
- 13.3. The ESE tests the students' knowledge, understanding skills, application and higher order thinking skills.

14. Conduct of End-Semester Examinations

- 14.1. End Semester Examinations for all programmes are conducted by the Controller of Examination by inviting Question papers from the respective teachers in coordination with the Department End Semester Examinations Committee (DESEC).
- 14.2. The Question paper setter shall prepares a detailed **scheme of evaluation**.
- 14.3. The Examinations section with coordination of the respective Schools/Departments will conducts the examinations, arranges evaluation and notifies the final results.

15. Malpractices/Irregularities/ Non-compliance: Disciplinary Action Rules (Offline/Online)

15.1 Disciplinary Action for Malpractices/ Irregularities/ Non-compliance in Examinations

S.No.	Nature of Malpractices/ Misconduct	Disciplinary action
15.1(i)	The candidate possesses or arranges access in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material (in any form) concerned with or related to the subject of the examination (theory or practical) for which s/he is appearing but has not made use of the material (material includes diagrams, clues, tables	Expulsion from the examination hall and cancellation of the performance in that subject.

	and any writing on the person which can be used as an aid in the subject of examination).	
15.1(ii)	The candidate gives assistance or guidance or receives it from any other candidate orally or by any body language methods or communicates through any means with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that paper of the candidates involved. In case of an outsider, s/he is handed over to the police and a case is registered against him/her.
15.1(iii)	The candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) for which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examination and project work. The student is not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is liable to be cancelled.
15.1(iv)	The candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated is expelled from the examination hall. The performance of the registered candidate who has been impersonated is cancelled in all examinations (including practical and project work) that s/he already appeared and is not be allowed to appear for the remaining examinations of that semester. The candidate is also debarred from registering for two consecutive semesters. The continuation of the programme by the candidate is subject to the decision of the competent authority. If the imposter is an outsider, he is handed over

		to the police and a case is registered against him/her.
15.1(v)	The candidate carries the Answer Book or Additional Sheet in to the examination hall or takes out/arranges to send out the question paper or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work. The candidate is not permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate is also debarred from registering for two consecutive semesters.
15.1(vi)	The candidate uses objectionable, abusive or offensive language in the answer paper, or in letters to the examiners or communicates with the examiner in any form requesting her/him to award pass marks or makes any other request.	Cancellation of the performance in that examination.
15.1(vii)	The candidate leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof in and outside of the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other papers the candidate has already appeared including practical examinations and project work. The candidate is not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate is also debarred from registering for two consecutive semesters.
15.1(viii)	Student who is not a candidate for the particular examination or any person not connected with the University indulges in any	a) Student of the University: expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including

	malpractice or improper conduct.	practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the admission. b) Not a student of the University: Person(s) who does not belong to the University will be handed over to the police and a police case will be lodged against them.
15.1(ix)	Copying detected on the basis of internal evidence, during evaluation or special scrutiny as may be undertaken by the University.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that Semester.
15.1(x)	Any malpractice / misbehaviour detected which is not covered in the above clauses 17.1(i) to 17.1 (ix).	University authorities shall take appropriate decision.

Note: No supplementary examination is permitted for those students who are caught in cases of malpractice.

15.2. Distribution of roles and responsibilities in the examination hall:

S.No.	Students	Responsibilities	
		Invigilator	Administration
15.2(i)	Shall not carry any material, phones except instruments to write, scale, pencil, scientific calculator. Only admit card and stationery are permitted	The invigilator shall ensure that no student carry articles prohibited.	Shall frisk the students before s/he enters the examination hall.
15.2(ii)	Shall not talk, Communicate in any	The invigilator shall invigilate carefully.	Shall provide water etc. so that movement of the student

	manner with anyone except the invigilator.		is restricted during the examination.
15.2(iii)	Shall not go out during the first half-hour and not more than once during the examination.	The invigilator shall ensure that not more than one student goes out of the hall at any given time.	

Mode of Implementation: If a student is found indulging in malpractice/irregularities/non-compliance during examination, s/he is handed over to the Dean concerned. The Dean concerned shall identify the nature of malpractice/improper conduct as indicated in S.No. 1 to 9 of Table 15.1. The Dean concerned forwards all such cases to the Office of the Controller of Examination. The Office of the Controller of Examinations processes the complaints and take appropriate disciplinary action as per the recommendations given in Table 15.1.

16. Evaluation

- 16.1. The performance of the student enrolled for a programme is assessed at the end of each semester. Evaluation of the student enrolled in all programmes is done under the Grading System.
- 16.2. The final result in each course will be determined based on CIA and performance in the End Semester Examination.
- 16.3. The answers scripts of End Semester Examination shall be evaluated by the examiner(s) immediately after the completion of the examination.
- 16.4. Students pursuing Undergraduate and Postgraduate programmes should pass separately in both the internal and external examinations, i.e. the students should secure 16 (40% of 40) out of 40 marks in the CIA and 24 (40% of 60) out of 60 marks in the End Semester Examinations for theory courses.
- 16.5. In case of a core Laboratory course, the CIA is the only component. Appropriate distribution of marks for practical record/ report/ observation, Attendance, experiment proficiency, Viva, if any, as decided by the BoS concerned.
- 16.6. For practical courses, the assessment is through either only CIA or only End Semester Examination, or both as decided by BoS concerned.
- 16.7. For courses involving field activity, dissertation/project report, there is no End Semester Examination.

- 16.8. Students failing to secure the minimum pass percentage (40%) marks in CIA are not allowed to take the end semester exam of that course. S/he has to **redo** the course by attending special classes to gain the pass percentage in the internal tests in order to take the end semester examinations. However, the freshly secured internal marks only will be considered for computing the final marks.
- 16.9. Students failing a course due to lack of attendance have to **redo** the course.
- 16.10. 'Unsatisfactory' will be mentioned against the audit course in which the student lacks attendance. However, s/he can redo the course, when it is offered, to get the minimum attendance and obtain 'Satisfactory' grade. One Audit course cannot be replaced by any other equivalent course.
- 16.11. Students failing only in the end semester examination can retain their internal marks and reappear for only the end semester examination, when it is conducted. This is called "Repeat" course.
- 16.12. Students failing a course due to their absence in the End Semester Examination can reappear only for the end semester examination, when it is conducted. This is called "Repeat" course.
- 16.13. A student failing in a course can register for that course only when it is offered by the Faculty/Department concerned.
- 16.14. The answer scripts of the semester examinations shall not be returned to the candidates. The result of the continuous assessment of the students will, however, be communicated to students after the assessment.
- 16.15. At the end of semester examinations, wherever required, the teacher concerned along with the Dean / Programme Coordinator/ and the chairperson, DESEC, may moderate the evaluation.
- 16.16. Students who obtain 'F'/'FA'/'AE' Grade or 'Unsatisfactory' in any course may be permitted to take the Repeat / Redo course depending upon their attendance and marks obtained in CIA.
- 16.17. Re-evaluation is applicable only for theory papers and is not be entertained for other components such as Practical / Dissertation, etc.
- 16.19. Separate application for every course to be re-evaluated should be submitted by the candidate in the prescribed form along with the prescribed fee to be received by the Controller of Examinations within 15 working days from the day of publishing the results.
- 16.20. The application for revaluation shall be submitted to the Controller of Examinations

through the Department concerned and Academic Unit Level Grievance Committee (AULGC) gets it re-evaluated by any two faculty other than the first examiner. If the student is not satisfied with the reevaluation, s/he can challenge the award by paying a fee of Rs.500 per course. The Controller of Examination sends it to an external examiner, whose decision is final.

17. Evaluation of Project Work

- 17.1. The method of evaluation of a project report of all UG/PG programmes is decided by the BoS concerned and the relevant records are maintained by the department.
- 17.2. The qualifying grade for the Dissertation/Project report/Monograph/research paper in all programmes is 'C'. Students who obtain less than the said grade for dissertation/project report may rewrite and resubmit it within a maximum of 60 days.

18. Consolidation of Marks

- 18.1. The results/ statement of marks after moderation, if any, shall be submitted by examiner(s) to the chairperson, DESEC, in a sealed cover.
- 18.2. If there are more than one examiner for reasons whatsoever, then the statement of marks shall be prepared by taking the average of the marks given by the examiners.
- 18.3. The Chairperson, DESEC will consolidate all statements of marks of that semester and forwards the same to the o/o The Controller of Examinations through the Dean / Programme Co-ordinator concerned.

19. Grading System

- 19.1. Grading system is followed by Central University of Andhra Pradesh. Grading constitutes the core of CBCS, as it reduces the subjective element in Assessment/Evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.
- 19.2. The DESEC shall prepare two Copies of the results, one with marks sends the o/o the CoE another for the Department.
- 19.3. A grade shall be awarded in a meeting of the Departmental Committee (DC) to be held not later than 15 days after the last day of the end semester examinations, as indicated below.

- 19.4. A student in order to be eligible for the award of Degree in a programmes must obtain a minimum of 'C' grade in every course.
- 19.5. The results of successful candidates are classified on the basis of the **Cumulative Grade Point Average (CGPA)** as indicated below:
- | | |
|------------------------------|--|
| First Class with Distinction | CGPA of 8.00 and above and up to 10.00 |
| First Class | CGPA of 6.50 and above and up to 7.99 |
| Second Class | CGPA of 5.50 and above and up to 6.49 |
| Pass Class | CGPA of 5.00 and above and up to 5.49 |
- 19.7. To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. No student with F/ FA/ EA grade(s) on record is eligible for award of the degree.
- 19.8. The division obtained by a student is entered in his/her provisional, consolidated marks sheet and the degree certificate

20. Grade Point Average (GPA)

A grade point average is a number representing the average value of the accumulated final grades earned in courses over time. More commonly called a GPA, a student's grade point average is calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded.

21. Grades and Grade Points

The marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions are rounded off to the nearest integer. The performances of students in each course is expressed in terms of marks as well as in Letter Grades

The grades are awarded as given in the following **Table 21.1**

Table 21.1: For All UG and PG Programmes

Range of Marks in %	Letter Grade	Grade Point	Description
90 to 100	O	10	Outstanding
80 to 89	A+	9	Excellent
70 to 79	A	8	Good
60 to 69	B+	7	Above Average
50 to 59	B	6	Average
40 to 49	C	5	Pass
< 40	F	0	Fail
	FA	0	Failure due to lack of attendance
	AB	0	Absent
	AU	NA	Audit Course

The Controller of Examinations will publish the provisional grades within 15 days from the date of declaration of result. Re-evaluation of marks, on the request of the student is done as per the regulations.

Note: For audit courses ‘Satisfactory’ or ‘Unsatisfactory’ is indicated instead of the letter grade and is not counted for the computation of SGPA/CGPA.

22. Semester Grade Point Average (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

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.

22.1 Illustration for SGPA:

Course Title	Course Type	Credits assigned	Marks obtained by student	Letter Grade	Grade Point	Credits assigned X (GP) = Credit Point
Course 1	Core	4	78	A	8	32
Course 2	Core	4	67	B+	7	28
Course 3	Core	4	77	A	8	32
Course 4	Core	4	96	O	10	40
Course 5	Elective	3	86	A+	9	27
Course 6	Elective	2	66	B+	7	14
Course 7	Core (Lab)	2	50	B	6	12
		23				185

$$SGPA = 185/23 = 8.04$$

23. Cumulative Grade Point Average (CGPA)

CGPA is obtained by dividing the total number of credit points earned in all semesters by the total number of credits in all semesters of a programme, i.e.,

$$CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$$

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

The SGPA and CGPA is rounded up to 2 decimal points and is reported in the Grade card/ sheet or transcript.

23.1 Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Credits: 22 SGPA: 6.9	Credits: 22 SGPA: 7.8	Credits: 23 SGPA: 5.6	Credits: 23 SGPA: 6.0	Credits: 23 SGPA: 6.3
Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Credits: 23 SGPA: 8.0	Credits: 23 SGPA: 7.0	Credits: 23 SGPA: 7.2	Credits: 23 SGPA: 6.8	Credits: 25 SGPA: 7.0

Thus, $CGPA$

$$= \frac{(22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0)}{22 + 22 + 23 + 23 + 23 + 23 + 23 + 23 + 23 + 25}$$

$$= \frac{1577.1}{230} = 6.86$$

24. Grade Sheet

The CoE issues Grade Sheet to the students, which containing the marks and grades obtained by the student in the previous semester and the Semester Grade Point Average (SGPA).

The grade sheet contains:

- the title of the courses taken by the student
- the credits associated with the course
- type of Course
- the marks and grades secured by the student
- the total credits earned by the student in that semester
- the SGPA of the student

25. Provision to appeal

25.1. There is a provision for the candidate to appeal after the results are announced if s/he is dissatisfied with the marks/ Grade s/he has been awarded.

25.2. The appeal may be made regarding the End of Semester Examination. Such appeals are be referred to an Appeals Committee whose decision is final.

25.3. End Semester Examination

25.3(i) The Student shall approach the Grievance Cell with a written submission **within 7 working days** of the publication of the end semester examinations results.

25.3(ii) Appeal for each paper should be made separately.

25.3(iii) Fee as prescribed by the University for each course under appeal should be paid.

25.3 (iv) The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

26. Grievance Committee

- 26.1. Every School shall constitute a Grievance Committee every semester to examine the complaints received from the students regarding their internal assessment and End-Semester Examinations.
- 26.2. The committee shall consist of 3 or 4 faculty members from the school with representation from every department of the school.
- 26.3. The requests for review from the students concerned should reach the Dean of the School concerned through the Head of the Department/Centre within 15 days of the announcement of the results of that assessment.
- 26.5. If a student is not satisfied with the decision of Academic Unit Level Grievance Committee on his/ her grievance, the Dean of the School, on a request from the student, may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation is final. The fees for external evaluation in all such cases is decided by the University.

27. Awards/Prizes/Medals

- 27.1. The University will accept donations/endowments from individuals and institutions for instituting awards/prizes/medals/citations etc. However, each proposal must be considered and recommended by Academic Council for approval of the Executive Council.

28. Transitory Regulations

Wherever there are changes in the syllabus, examinations based on the earlier syllabus are conducted for three consecutive times after implementation of the new syllabus in order to enable the students to clear the arrears. Beyond that period the students can take their examinations in similar courses, as per the new syllabus, on the recommendations of the Head of the Department concerned.

29. Any other rules/regulations/guidelines amended/issued from time to time by the University coming to effect immediately.
30. In case of any regulation is not interpreted, Vice Chancellor's decision will be final.



28.10.21