

Central University of Andhra Pradesh

TEACHING AND EVALUATION REGULATIONS

Special features

The special features of the University's academic set up include a flexible academic programme that encourages interdisciplinary courses. The assessment of examinations of the Undergraduate and Postgraduate courses is continuous and internal.

Semester system

The courses are organised on the semester pattern. The academic year consists of two semesters of 16 to 18 weeks each. July – December is the Monsoon and January – June is the winter semester.

Continuous internal assessment

The examination system of the University is designed to test systematically the student's progress in class, laboratory and field work through continuous evaluation in place of the usual "make or mar" performance in a single examination. Students are given periodical tests, short quizzes, home assignments, seminars, tutorials, term papers in addition to the examination at the end of each semester. A minimum of three such assignments/tests are administered as part of the internal assessment process

Attendance and progress of work

A minimum attendance requirement of 75% of the classes actually held in each course (at least 60% if the same course is repeated for writing the end-semester examinations, and for visually challenged students) and participate, to the satisfaction of the Academic Unit, in seminars, sessional and practical's as may be prescribed, mandatory. The progress of work of the research scholars and their attendance is regularly monitored by their supervisors. **Absence from classes continuously for 10 days shall make the student liable to have his/her name removed from the rolls of the University.** Absence on medical grounds should be supported by a certificate which has to be submitted soon after recovery to the respective Academic Unit. Coordinator can condone the requirement of Minimum attendance upto 5% only for regular or repeat courses.

Evaluation regulations

1. The performance of each student enrolled in a course will be assessed at the end of each semester. Evaluation of all U.G/ P.G is done under the Grading System. There will be 7 letter grades; A+, A, B+, B, C, D and F on a 10 point scale which carries 10,9,8,7,6,5,0 grade points respectively.

2. The final result in each course will be determined on the basis of continuous assessment and performance in the end semester examination which will be in the ratio of **40:60** in case of **theory** courses and **60:40** in **laboratory** courses (practicals).
3. The mode of continuous assessment will be decided by the University. The students will be given a minimum of three units of assessment per semester in each course from which the best two performances will be considered for the purpose of calculating the result of continuous assessment. The record of the continuous assessment will be maintained by the Academic Unit.
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 the theory courses.
5. 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.
6. At the end of the semester examination, the answer scripts shall be evaluated and the grades scored by each student shall be communicated to the Coordinator, for onward transmission to the Office of the Controller of Examinations. Wherever required, the faculty/ Coordinator may moderate the evaluation.
7. (a) Students should obtain a minimum of 'D' grade in each course in order to pass in the Undergraduate/ Postgraduate. Students who obtain less than 'D' Grade in any course, may be permitted to take the supplementary examination in the course/s concerned usually within a week after the commencement of the teaching of the next semester or in accordance with the schedule notified. Appearance at such examinations shall be allowed only once. Those students who get less than 'D' grade in the supplementary examination also shall have to repeat the course concerned or take an equivalent available course with the approval of the Coordinator. Such approval should be obtained at the beginning of the semester concerned.

(b) In order to be eligible for award of medals/prizes and ranks etc., the students should complete the course within the prescribed duration **without availing supplementary or repeat** examinations. Further, Grade value obtained in the **supplementary/ repeat/ improvement** examination **shall not be taken into account for the said purpose**. Candidates attempting in Supplementary/Improvement exams are also not eligible for medals.

(c) Medals are awarded to only those who have passed/completed the course in that current academic year only.

8. (a) A student of UG/ PG, is expected to clear more than 50 % of the courses offered in that semester in order to be promoted to the next semester A student may have a maximum of two backlogs where the number of the courses in a semester are four and a maximum of three backlogs where the number of courses in a semester are more than four at any given point of time including the backlogs of the previous semester, if any.
9. Students who are permitted to appear in supplementary examinations in course/s in accordance with clauses 5(a) above will be required to apply to write the examination concerned in the prescribed form and pay the prescribed examination fee by the date prescribed for the purpose.
10. (a) A student in order to be eligible for the award of BA/BSc/M.A/ B.Voc Courses must obtain a minimum of 'D' grade in each course. The results of successful candidates will be classified as indicated below on the basis of the CGPA:
CGPA of 8.0 and above and up to 10.0 I Division with Distinction
CGPA of 6.5 and above and < 8.0 I Division
CGPA of 5.5 and above and < 6.5 II Division
CGPA of 6.0 II Division with 55%
CGPA of 5.0 and above and < 5.5 III Division
- (b) To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. There should not be any 'F' grades on records of any student for making himself/herself eligible for award of the degree.

The division obtained by a student will be entered in his/her provisional cum consolidated grade sheet and in the Degree certificate.

11. No student shall be permitted to take a supplementary examination for the second time of the same course except in the case of one repeating the entire course.
12. Students who are not found eligible to take semester examinations and also those who are not promoted to the next semester of the course may be considered for **readmission** to the concerned semester of the immediately following academic year. Such students should seek **readmission** before the commencement of the classes for the concerned semester or within a week of the commencement of the concerned semester if they are appearing in the supplementary examinations. Such students are given an option either to undergo instruction for all the courses of the semester concerned or to undergo instruction in only such courses in which they have failed on the condition that the option once exercised will be binding on the student concerned.

13. At the specific written request of the student concerned, answer scripts of the semester examinations may be shown to him/her, but not returned to the candidates. The result of the continuous assessment of the students will, however, be communicated to students immediately after the assessment.
14. In the case of a request for re-evaluation of end-semester examination answer books, the Academic Unit shall constitute a **Grievance Committee** consisting of 3 or 4 teachers to examine the complaints received from the students of the School regarding their assessment. Such requests from the students should reach the Coordinator, within 15 days of the announcement of the results.

Note: If a student is not satisfied with the evaluation by the Academic Unit level Grievance Committees, the Coordinator, 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 will be final. The fees for external evaluation in all such cases shall be Rs. 500/- per paper which shall be paid by the student concerned.

15. (a) Students absenting themselves after payment of fees from a regular semester examination are permitted to appear in the supplementary examination subject to fulfilling the attendance requirement. The application for the supplementary examination in the prescribed form along with the prescribed fee should reach the office of the Controller of Examinations through the Coordinator by the date prescribed.

(b) Students may opt an audit/Extra course within the Academic Unit or outside, provided he/she fulfils 75% of attendance requirement and the regular internal assessments for an audit/Extra course for including it in the additional grade sheet.

(c) Option once exercised for audit/extra courses shall be final.

Improvement examination

- i) The facility for improvement shall be open to all students securing 'D' grade and above and who want to improve their grade irrespective of the CGPA obtained by them. However, one should clear all courses of a particular semester in which he/she intends to take an improvement examination. Appearance at such examination in the course will be allowed only once. One can improve a maximum of four courses of their respective programmes as detailed below: One course at the end of the first semester, two courses at the end of the second semester, three courses (to be taken from 1st & 3rd semesters) at the end of the third semester and four courses at the end of the fourth semester. No further chance will be given under any circumstances.

- ii) The improvement examinations will be conducted along with the supplementary examinations within a week of the commencement of the teaching of the next semester or as per the schedule prescribed.
- iii) For the purpose of determining the Division, the better of the two performances in the examinations will be taken into consideration.
- iv) The grade sheet of a student will indicate full information of the examinations taken by him/her. Both the Grades obtained in the 1st and 2nd attempts will be shown in the grade sheets.
- v) The Application for improvement examination in the prescribed form along with the prescribed Examination Fee should reach the office of the Controller of Examinations within a week of the commencement of the teaching of the next semester through the Academic Unit by the prescribed date.
- vi) Students who have completed the course without availing the improvement facility in accordance with the schedule prescribed by the University are allowed to avail the un-availed chances within a maximum period of six months after completion of the course. Such exams are to be taken when the regular or supplementary/improvement exams are held.

Special Supplementary Examinations: The UG/PG Students who after completion of the prescribed duration of the course are left with backlogs are eligible to appear for special supplementary exams subject to a maximum of two courses where number of courses in a semester are four and a maximum of three courses where the number of courses in a semester are more than four. Appearance in such exams shall be allowed only once. Special supplementary exams are to be conducted when the regular supplementary/ improvement exams are held.

Note: Supplementary and Special Supplementary examinations cannot be written in same semester.