



GLA
UNIVERSITY
MATHURA
Recognised by UGC Under Section 2(f)

IMPORTANT PROVISIONS FOR UG / PG STUDENTS

(Effective from Session 2015-16)

IMPORTANT PROVISIONS FOR UG / PG STUDENTS (From 2015-16)

1. (a) The University follows the semester pattern in all the courses of study except MBA where it is a trimester pattern and Diploma in Pharmacy where it is an Annual Pattern. In addition, there is a summer term for clearing repeat courses.
(b) The University also follows the credit system in all programmes except Diploma in Pharmacy and Bachelor of Education.
2. The medium of Instruction and Examination is English. Except B.Ed. where examination can be written in Hindi as well.
3. The maximum period allowed for completion of 1-year, 2-year, 3-year, and 4-year degree / diploma programmes is two, four, five, and seven years, respectively.
4. (a) The **Academic Calendar** prepared in the beginning of the term (Semester / Trimester/ Summer) contains the scheduled dates of all the important events including registration and examinations.
(b) The **Academic Load** is defined in the curriculum of the programme for the term. If a student desires to add any subject to the current load, he/she must contact the Dean Academic Affairs (DAA)/ Head of the Department (HOD).

5. **REGISTRATION:** All the students are required to register in each term for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar.

The sole responsibility for the registration during the time period, as specified in the academic calendar in a term, is of the student concerned.

The Students shall have to fulfill all the requirements of the Registration Process as specified by the Dean, Academic Affairs / concerned Heads of Departments / Directors of the Institutes.

Total number of courses allowed in the summer term will be such that the total credits for them do not exceed 16 (sixteen) and only courses wherein the student has obtained grade C or lower can be repeated, provided the CPI is below 5.25 for Diploma and 5.75 for Degree programmes.

Cancellation of Registration: The students remaining absent for a period of three/ two or more weeks at a stretch during a semester/ trimester or summer term, respectively, will get automatic cancellation of their registration from all the courses in that term.

6. **EVALUATION OF PERFORMANCE IN REGULAR SEMESTERS/TRIMESTERS**

- (a) **Courses:** The evaluation of performance of the students in a course is a continuous process.

- (i) **Theory Courses in Semester System**

For a course based on Semester System, the evaluation is done at present through two mid-semester examinations and one end-semester examination. This is in addition to quizzes, assignments, attendance, etc.

Presently, each mid-semester examination is of 20% marks, and the end-semester examination is of 40% marks. *The remaining 20% marks are awarded on the basis of the attendance (FIVE per cent marks) and the performance in quizzes, assignments, etc. (FIFTEEN per cent marks).*

- (ii) **Theory Courses in Trimester System**

In the trimester system, there is one mid-trimester examination and one end-trimester examination at present.

Presently, the mid-trimester examination is of 30% marks while the end-trimester examination is of 50% marks. The remaining 20% marks are awarded on the basis of the attendance (FIVE per cent marks) and the performance in quizzes, assignments, presentations, etc. (FIFTEEN per cent marks).

- (iii) **Theory Courses in Summer Term**

The process of evaluation for the subjects, where classes are held, normally remains the same as specified for the semester / trimester system, including the criteria for the

attendance. However, for certain subjects/year(s) of study in a programme, where the classes are not held, the process of evaluation will be through an end-term examination of 100 marks only.

- (iv) ***There will be no additional/makeup test /examination in lieu of any mid-/end-term examination missed by any student for any reason.***

The Answer Books of mid- and end-term examinations are shown to the examinees as per schedule notified in advance by the respective Heads of the Departments. The students are advised to see their evaluated answer books of all examinations before they proceed for term-breaks.

- (v) **Laboratory Courses:** Each student has to perform a certain number of experiments (minimum eighty percent) in a laboratory course.

Each practical is assessed by the course teacher based on the work done during the class, submission of the report, and understanding of the work done. An examination is conducted at the end of the term with an additional internal /external examiner.

A student who does not perform the minimum number of the experiment in a laboratory course will not be allowed to appear in the end term examination of that course. He / She may have to re-register for that laboratory course and perform required number of experiments to appear in End-Term Examination.

- (b) **Summer Training, Project, Seminar etc.**

Summer Training, Project, Seminar, and other learning-oriented activities have associated credits as mentioned in the programme details.

- (c) **Attendance requirement**

All the courses are professional in nature. It is, therefore, obligatory on the part of the student to attend each and every Lecture, Tutorial, and Laboratory class. However, on account of late registration or illness or any other contingencies, the attendance requirement will be a minimum of 75% of the classes scheduled / held.

Any student who fails to meet the attendance criteria indicated as above in any course, shall not be allowed to appear in the mid- and end-term examination of that course. In such a case, there is a provision that he / she will be awarded 'F' grade, if detained in end-term examination, irrespective of marks obtained in other components.

Marks for attendance:

Students will get 1-5 marks for attendance above 75% in each subject as follows:

| | | |
|-------------------|---|----------------|
| > 75% to upto 80% | - | 1 mark |
| > 80% to upto 85% | - | 2 marks |
| > 85% to upto 90% | - | 3 marks |
| > 90% to upto 95% | - | 4 marks |
| Above 95% | - | 5 marks |

- (d) **Credits and Grade System**

All the courses, except the non-credit courses, have credits associated with them. The credits of a course are based on its LTP Structure and are determined as follows:

One lecture hour per week per semester/ trimester is assigned one credit.

One tutorial hour or one practical hour per week is assigned half credit.

However, the credits associated with every course will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded off to the next whole number.

Students shall be awarded letter grades 'D' and above provided they have secured at least 30% marks in mid- and end-term examinations besides the work carried out during the term in the form of assignments, presentations, quizzes etc., in regular semesters / trimesters; otherwise, 35% in summer term examination where classes are not held and the End-term Examination is of 100% marks. The letter grades based upon the overall marks obtained in a course shall be as follows:

| S. No. | Marks (out of 100) | Letter Grade | Grade Point |
|--------|--------------------|--------------|-------------|
| 1. | ≥90 | A+ | 10 |
| 2. | 80-89 | A | 9 |
| 3. | 70-79 | B+ | 8 |
| 4. | 60-69 | B | 7 |
| 5. | 50-59 | C+ | 6 |
| 6. | 40-49 | C | 5 |
| 7. | 35-39 | D | 4 |
| 8. | <35 | F | 0 |

The students obtaining 'F' grade are required to repeat the course in the summer term or as and when offered.

The student repeating the course with F grade to pass the subject or with D / C grade to improve CPI will not be awarded grade better than B⁺ in a repeat course.

In addition to the above grades, there are three more letter grades, viz., 'I', 'S' and 'U' which stand for 'Incomplete', 'Satisfactory' and 'Unsatisfactory' grades, respectively.

(e) Credits for General Proficiency

The weightage of the **General Proficiency** for each student for every semester / trimester of the programme is **one credit** for assignment of marks and letter grades jointly by HOD, Chief Proctor, and Club President, based on the general conduct/ behaviour / discipline, regularity in classes, and active participation in the club and extra-curricular activities.

(f) Incomplete Grade 'I'

A student may be awarded 'I' grade in a theory/ laboratory subject if he/she has a minor deficiency to remove for genuine reason convincing enough to the concerned teacher and Head of the Department.

The deficiency due to which 'I' grade is awarded must be removed by the student within one week from the date of declaration of the result, *and end term examination of laboratory subject attended*, for conversion of 'I' grade into an appropriate letter grade. Any outstanding 'I' grade after this date shall be automatically converted into respective letter grade based on marks obtained in other components like mid-semester / mid-trimester examinations; end-semester / end-trimester / end-summer term examinations; some quizzes, assignments laboratory practicals etc.

(g) Change of Grade already awarded

A letter grade once awarded shall not be changed unless a representation is made by the student to the HOD *with justification for correction within TWO weeks of declaration of the result*. All such cases will be considered by the Head of Department & Director who will recommend the change of grade(s), if any, specifying the reasons for the same to the Vice-Chancellor. The VC will consider the recommendations on their merit and take a decision.

A student can also apply for Challenge Evaluation by paying the requisite fee for it.

7. USE OF UNFAIR MEANS AND/OR MISCONDUCT DURING EXAMINATIONS:

The cases, where the students are found to be using unfair means and/ or engaging in misconduct during examinations, will be examined by a Committee constituted for the purpose and will consider the student's intention as well as behavior after giving the student an opportunity to explain his / her behavior and then recommend suitable action which may be from a minimum of declaring the student as having failed in that one particular examination to declaring him / her as having failed in that entire semester / trimester / summer term. The Examination Committee will consider the recommendations on their merit and take a decision.

A student found guilty of using unfair means and/ or engaging himself / herself in misconduct during any examination of a subject will not be awarded grade better than D, whenever he/she is declared as having passed that subject.

8. SEMESTER /TRIMESTER PERFORMANCE INDEX (SPI/TPI):

The SPI / TPI is a weighted average of the grade points earned by a student in all the courses in which he / she registered for in a semester / trimester and describe his / her overall performance in that semester / trimester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_k$ etc. and the corresponding credits are $c_1, c_2, c_3, \dots, c_k$, the SPI/TPI is given by:

$$\text{SPI/TPI} = \frac{c_1g_1 + c_2g_2 + c_3g_3 + \dots + c_kg_k}{c_1 + c_2 + c_3 + \dots + c_k} = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

Where,

k is the number of courses for which the candidate is registered for during the semester / trimester. ***I, S or U grade is not considered in the computation of SPI/TPI.***

9. CUMULATIVE PERFORMANCE INDEX (CPI)

The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester / trimester / summer term. It is computed in the same manner as the SPI/TPI, considering all the courses (say, n), and is given by

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} = \frac{\sum_{j=1}^m \text{TC}_j (\text{SPI}_j/\text{TPI}_j)}{\sum_{j=1}^m \text{TC}_j}$$

Where TC is total credits of m semesters / trimesters, and j is number of semesters / trimesters completed.

Whenever a student is permitted to repeat or substitute a course, the new letter grade obtained, if better (but not higher than B⁺), shall replace the old letter grade in the computation of CPI, except in situation where provisions of clause 7 apply.

10. GRADE REPORT CARD

A copy of the Grade Report Card is issued to each student at the end of each academic year. The duplicate copy, if required, can be obtained on payment of the prescribed fee.

ILLUSTRATIVE EXAMPLE:**Trimester I / Semester I**

| Subject | Credit | Marks obtained | Letter grade | Grade point |
|---------|---------------------|----------------|--------------|---------------------|
| Paper 1 | 4 (c ₁) | 68 | B | 7 (g ₁) |
| Paper 2 | 4 (c ₂) | 72 | B+ | 8 (g ₂) |
| Paper 3 | 4 (c ₃) | 48 | C | 5 (g ₃) |
| Paper 4 | 4 (c ₄) | 38 | D | 4 (g ₄) |
| Paper 5 | 4 (c ₅) | 84 | A | 9 (g ₅) |
| Paper 6 | 2 (c ₆) | 60 | B | 7 (g ₆) |

$$\text{SPI/TPI} = \frac{c_1g_1 + c_2g_2 + c_3g_3 + \dots + c_kg_k}{c_1 + c_2 + c_3 + \dots + c_k}$$

$$\text{SPI/TPI} = \frac{(4 \times 7) + (4 \times 8) + (4 \times 5) + (4 \times 4) + (4 \times 9) + (2 \times 7)}{4 + 4 + 4 + 4 + 4 + 2}$$

$$\text{SPI/TPI} = \frac{146}{22} = 6.63$$

Trimester II / Semester II

| Subject | Credit | Marks obtained | Letter grade | Grade point |
|---------|---------------------|----------------|--------------|---------------------|
| Paper 1 | 4 (c ₁) | 50 | C+ | 6 (g ₁) |
| Paper 2 | 4 (c ₂) | 56 | C+ | 6 (g ₂) |
| Paper 3 | 4 (c ₃) | 76 | B+ | 8 (g ₃) |
| Paper 4 | 2 (c ₄) | 48 | C | 5 (g ₄) |
| Paper 5 | 1 (c ₅) | 67 | B | 7 (g ₅) |

$$\text{SPI/TPI} = \frac{(4 \times 6) + (4 \times 6) + (4 \times 8) + (2 \times 5) + (1 \times 7)}{4 + 4 + 4 + 2 + 1} = \frac{97}{15} = 6.47$$

Hence CPI after II term

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} = \frac{146 + 97}{22 + 15} = 6.57$$

11. WITHHOLDING THE ADMIT CARD FOR EXAMINATIONS/ GRADE REPORT CARD

The Admit Cards for Examinations/Grade Report Card of a student may be withheld if he/she has not paid his/her dues or if there is a case of indiscipline pending against him/her or for any other such reasons.

12. PROMOTION TO SUBSEQUENT YEAR OF STUDY

- (a) A student with **F** Grade has to repeat the relevant course(s) in the summer term or as and when offered to clear them with improvement in his/her CPI to move into next year of study. If it is perceived that it will not be sufficient to attain the desired result/CPI, the student may be allowed to repeat one or more subjects (with C and/or D grades) by the Director of the Institute so that he/she may attain the desired CPI to move into the next year of the study.

Further, all candidates whose CPI is below 5.25 (or 45% marks) for Diploma Programmes and below 5.75 (or 50% marks) for Degree Programmes may also be allowed to register in the summer term if they so desire to improve their CPI. However, the total number of courses to be allowed in summer term will be such that the total credits for them normally do not exceed 16 and only the courses where the candidate has obtained grade C or lower can be repeated. However, Grade better than B⁺ will not be awarded in a repeat course.

- (b) The students of all Degree Programmes must obtain a minimum CPI of 5.75 to move to the next higher year of programme and the students of Diploma Programmes must obtain a minimum CPI of 5.25 to move to the next higher year of programme, **provided the student does not have an 'F' grade in any laboratory subject.**
- (c) If the student is not able to move into subsequent year of study due to non-attainment of requisite minimum CPI, he/she shall have to repeat courses with **F** grade (along with subjects with C and D grades, if required) in semesters of next year in which these are offered so as to clear them with improvement in his/her CPI to move into next year of study.
- (d) A student of first year who has not obtained CPI required for promotion to second year of his / her programme of studies for two consecutive years will be declared unfit for the programme and disqualified from that particular programme.
- (e) A student having backlog in the first year will not be promoted to the third year and a student having backlog in the second year will not be promoted to the fourth year till he/she clears his/her backlogs.

13. AWARD OF DIPLOMA & DEGREES

A student of Diploma programme will be awarded Diploma if he/she obtains a minimum CPI of 5.25 and complete the credit and other requirement of the programme as specified in the programme detail. The student of Diploma Programme obtaining CPI of greater than or equal to (\geq) 5.25, but less than ($<$) 6.75, will be placed in **Second** Division.

A student of Bachelor's or Master's programme will be awarded degree if he/she obtains a minimum CPI of 5.75 and complete the credit and other requirement of the programme as specified in the programme detail. The student obtaining CPI of greater than or equal to (\geq) 5.75, but less than ($<$) 6.75, will be placed in **Second** Division.

If the CPI is greater than or equal to 6.75 but is less than 8.25, the candidate will be placed in **First Division**. If the CPI is greater than or equal to 8.25, the candidate will be awarded the degree in **First Division with Honours, provided he/she has cleared all the subjects in single attempt in normal duration of the course / programme, and that too in regular semesters/ trimesters with fair means and good conduct in all examinations.**

14. CONVOCATION:

- (a) The Convocation of the University shall be held on a date fixed by the Executive Council.
- (b) If a student is unable to attend the Convocation in person to receive his/her degree, he/she may obtain his/her degree in absentia by submitting an application in prescribed format fifteen days prior to the convocation.

15. TRAINING AND PLACEMENT/ INDUSTRIAL VISITS:

A minimum of overall attendance of 75% will be needed for the participation in Industrial Visits. In addition, students qualifying in 2 aptitude tests with a minimum of overall 75% attendance will only be able to participate in Placement activities.

16. PAYMENT OF FEES:

Every student will pay his/ her Fees and Hostel charges as per rules in force from time to time.

NOTES:

- (i) A student must register and participate in any of the Club activities of the University as per announced calendar.
- (ii) Students must read, understand, and follow the conduct rules as described in Ordinance 3 (Circulated separately).
- (iii) Any change in any aforesaid provisions will be duly notified on Notice Boards, as and when effected.

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