

The Assam Royal Global University

The policy related to examinations for the University:

1. Admissions.

- A) Filled up examination forms of all candidates with the complete examination fees shall be forwarded by the **Head of Department (HoD)** so as to reach the designated centre on or before the last date prescribed by the University. It shall be the responsibility of the HoD to see that every candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- B) Controller of Examinations (CoE) of the University or the HoD can detain a student from appearing in an examination if he/she has not paid full dues of the University or has not returned the School/University property and all the articles or if the conduct of the student has been unsatisfactory between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- C) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned HoI/ HoD who will forward it to the designated centre after verification.
- D) The examination fees, if any, approved by the Finance Committee, shall be payable by the students of Departments for various examinations.

2. Programme Evaluation

- A) The Programme structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- B) In addition to end term examinations, student shall be evaluated for his/her academic performance in a Programme through case discussions, presentations, analysis, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each Programme shall be prescribed by the Board of Studies and approved by the Academic Council.
- C) Each Programme shall have a number of credits assigned to it depending upon the academic load of the Programme which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self-study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- D) Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

	Component of Evaluation	Marks	Frequ ency	Code	Weight age (%)
A	Continuous Evaluation				
i	Case Discussion / Presentations / Analysis	Combination of any three from (i) to (v) with 5 marks each	1-3	C	25%
ii	Home Assignment		1-3	H	
iii	Project/Portfolio/ Practical*		1	P	
iv	Seminar		1-2	S	
v	Viva-Voce		1-2	V	

vi	Quiz/Class Test(s)/MSE	MSE shall be of 10 marks	1-3	Q/CT	
vii	Attendance	Attendance shall be of 5 marks	100%	A	5%
B	End – Semester Examination		1	ESE	70%
	Total				100%

3. Attendance

- A. Students are expected to have 100% attendance in all Programme units. However, relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students. A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the SEE.
- B. Under extreme special circumstances, in rarest of cases, the VC may condone up to maximum of 5% attendance (In addition to 25%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HoD/ Dean of the Faculty.

4. Minimum and Maximum Duration of Academic Programmes

- A. The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- B. The maximum permissible period for completing a programme up to three academic years shall be N+2 year (four semesters / six trimesters) and for the programmes of more than three academic years duration, the maximum permissible period shall be N+3 academic years (six semesters / nine trimesters), where “N” represents the minimum duration of the programme.

5. Assessment System

The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in SEE. Minimum aggregate marks of 35% in UG Programmes and 40% in PG Programmes are to be considered ‘PASS’ in each Programme Unit.

5.1 Grading System

- A. The level of students’ academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table-A**.

Table-A.

GRADE	QUALITATIVE MEANING	GRADE POINT ATTACHED
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6

B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0

Note: Letter grade C will not be allotted to any of the students in result. If any student gets C grade than it will be converted to either C+ by allotting grace marks (Maximum up to 5 marks divided maximum up to 3 subjects) or F.

- C. To reach at the letter grades as per table - A, Relative Grading system is followed provided the number of students in a class is more than 30.
- D. However, if number of students in a class is up to 30 than Absolute Grading system is followed with following cut-off for various grades:

Grade	Qualitative Value of Grade	Minimum Percentage of Marks for Letter Grade for PG Programmes	Minimum Percentage of Marks for Letter Grade for UG Programmes
O	Outstanding	80	80
A+	Excellent	75	70
A	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45
C+	Satisfactory	40	35
C	Border Line	35	30
F	Fail	Less than 35	Less than 30

- E. There shall be no provision for appearing in any component of Internal Assessment in subsequent semesters.
- F. Students shall not be allowed for Re-appear/Improvement if a student has got passing letter grades in any of the programme units. However, if a student has got F grade in any of the programme unit than will be allowed to Re-appear for the subject but 'B' capping will be applicable.

5.2 Result

PASSING/PROMOTION CRITERIA											
Passing/ Promotion Year	UG Programmes					PG Programmes					Remarks
	Passing		Promotion		A P	Passing		Promotion		AP	
	SGPA	CGPA	SGPA	CGPA		SGPA	CGPA	SGPA	CGPA		
I to II	4.5	5.0	3.5	4.5	*	5.0	6.0	4.5	5.0	*	1
II to III	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	2
III to IV	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	3
IV to Final	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	4
REMARKS EXPLANATION											

Remarks No.	Remarks Explanation
1	*A student who does not fulfill the Passing/ Promotion criteria may be promoted to II Year on the recommendation of HoI and placed on Academic Probation (AP) provided he/she has cleared at least 60% of number of Credit units earned.
2	A student will be promoted from II to III Year only, if he/she has secured the Passing Criteria of SGPA and CGPA in both semesters of I Year (i.e. qualified in I Year) and minimum SGPA and CGPA of Promotion Criteria in the II Year.
3	Similarly, a student shall be promoted from III Year to IV Year, if he/she has secured minimum qualifying SGPA and CGPA (Passing Criteria) for the previous semesters upto II Year and minimum SGPA and CGPA of promotion criteria in the III Year.
4	A student shall be promoted to the final year, if he/she has secured qualifying minimum SGPA and CGPA (Passing Criteria) for the previous semesters upto III Year and minimum SGPA and CGPA of promotion criteria in the Pre-final Year.

5.3 Re-Appearing/ Improvement of Score

A. A student who fails to secure minimum C+ Grade in a Programme unit shall be eligible to re-appear/ repeat the examination of such Programme units with a view to secure minimum qualifying score. However, 'B' capping will be applicable.

B. A student who has failed to secure the required passing SGPA, in order to secure a passing SGPA, apart from fulfilling the requirements of Passing Criteria mentioned above, has the option to repeat the end term examinations also of the concerned semester in which he/she desires to improve his/her performance, when these examinations are held on normal schedule.

C. A student who has already been awarded a Degree/ Diploma by the University shall not be eligible to re-appear/ repeat Programme Unit examinations with a view to improve the overall CGPA.

D. In case a student re-appears/repeats the examination, the higher of the old and new scores will be considered.

5.4 A successful candidate shall be awarded CLASS/ Divisions as given below:

CGPA	EQUIVALENT CLASS/ DIVISION
8.5 and above	First class/division with Distinction
6.5 but less than 8.5	First class/division
5.0 but less than 6.5 for UG programmes	Second class/division
6.0 but less than 6.5 for PG programmes	Second class/division

Sd/-
Controller of Examinations