

Anant National University

Examination Policy

1.0 Philosophy

The policy is aimed at establishing uniform evaluation standards across the University, while ensuring decentralization in the evaluation processes. Each programme and the faculty members delivering the courses within the programme have the autonomy in deciding how a student enrolled within the programme progresses and completes the degree requirement. This will ensure establishment of a regime of trust and responsibility in delivering the courses as well as carrying out an evaluation mechanism that is fair and apt to the objectives and anticipated learning outcomes of the programme in general and course in particular. The Examination Committee and Academic Council of the University will ensure that the academic standards of the University are maintained at all times, by gathering information on the approved programme structure, course outline, course-wise evaluation scheme and record on the performance of students enrolled for each course. Majority of the courses at Anant U are adopting a continuous evaluation system as it provides the flexibility of achieving the desired learning out come with maximum student involvement throughout the course duration.

2.0 The Office of Controller of Examinations at Anant U

The Office of Controller of Examination (OCE) at Anant U is the central place where the following information shall be gathered and stored for the use of the University:

1. Policies, rules and regulations regarding the evaluation of students
2. Details of the evaluation processes adopted by each programme of the University, including the approved programme structure, course outline, course-wise evaluation scheme as announced by the course faculty whenever the course is offered
3. Grading criteria for each course
4. Details of the courses offered by the respective programme in each semester and the students who have opted for the respective courses
5. Complete records of the student performance in each component of evaluation that may be applicable to the respective students
6. Copies of the reports of the examination audit carried out by the programme office/University

The above mentioned information shall have to be provided in a prescribed format given by the OCE. However, the OCE will not have any role in

1. Deciding the programme structure and syllabus
2. Course outline
3. Defining the evaluation scheme of any course offered by any faculty at the University

Dedicated administrative staff and infrastructure at the University will support the OCE in performing its role.

3.0 Controller of Examination and Examination Committee Members

The Controller of Examination and the Examination Committee (EC) members at the University are the faculty members from various schools of the University. The committee is formed by the academic council and has a tenure of three years. The role of the Committee includes

1. Preparation of university-wide examination and evaluation guidelines to ensure that examinations and evaluation processes are carried out with integrity, and in a fair and honest manner
2. Providing guidance / support required from the University authority in finding solutions to any issues regarding evaluation faced at programme level
3. Overlooking the evaluation processes carried out at various programmes
4. Overlooking information gathering, and analysis of evaluation processes as well as performance of students
5. Helping in creating a centralized examination schedule to ensure optimal use of resources
6. Draw attention of the Dean of respective schools and Academic Council if any irregularities are observed
7. Formation of guidelines for any malpractices observed in the evaluation process at the programme level
8. Being a strategic think tank as far as evaluation and examination processes are concerned
9. Any other examination and evaluation matter at the University level

The administrative staff and infrastructure at the OCE will assist the Controller of Examination and the Examination Committee in performing their role.

Members of Examination committee

Full Name	Designation
Snehal Nagarsheth	Dean - School of Architecture
Sandeep Vasant	Registrar
Anshuman Bhuchar	Associate Dean - Academic Affairs
Jasmine Gohil	Controller of Examination and Professor
Anubha Kakroo	Professor - School of Design
Chaitali Sheth	Vice Principal and Assistant Professor - SOD
Suhas Toshniwal	Assistant Professor - SOA
Yesha Gajjar	Assistant Professor - SOD
Wakif Hussain	Academic Associate

4.0 Eligibility Criteria to Appear in Examinations/juries

1. The eligibility criteria to appear in end-semester examinations/juries shall be specified by the respective programme and the faculty member/s offering a specific course.
2. The course faculty may also prescribe additional eligibility norms to be able to complete the other evaluation components.
3. A combination of minimum attendance and satisfactory completion of specified components of continuous evaluation, over the duration of the course, could be laid out as the eligibility criteria to appear in end-semester examinations/juries by academic council

5.0 Conduct of Examinations & Evaluation Mechanism at School Level

Examination / Evaluation schedule

1. The university-wide academic calendar provides time for mid-semester and end-semester examinations. This helps in minimizing loss of teaching days and ensures optimal utilization of infrastructure as well as human resources.
2. The Dean of respective schools should form an examination committee which may be referred to as SLEC (School level Examination Committee) comprising of regular (Core) faculty members. SLEC shall overlook scheduling of the examinations at the School level. It will also ensure that the timing of examinations remain the same as those of lectures for a specific programme. This is to facilitate optimal sharing of infrastructure.
3. The other evaluation components shall be arranged as per the requirement and instructions of the course faculty.

6.0 Conduct of examinations and evaluation components

1. The SLEC and supporting administrative staff shall ensure that examinations and evaluation at the programme level are conducted as per the schedule and that sanctity of the examination and evaluation process is maintained all throughout.
2. In case of external jury as end semester evaluation the SLEC should be notified at least 15 days in prior about the identified expert as external juror member. Three names of external jurors should be shared with SLEC. SLEC will confirm the name of the external juror out of the three and send him/her the invitation letter.
3. The number of external jurors to be called for juries depending on the numbers of students should be decided by the faculty member and get approved by the dean of respective school
4. External component weightage should be specified at the time of commencement of the course and informed to the student and OCE by the SLEc
5. In case of written exam as end semester evaluation following protocols have to be followed
 - It is the responsibility of the course faculty / course coordinator to submit the question papers in time, at least 24 hours before the scheduled examination.
 - The administrative staff, in consultation with the course faculty will ensure that sufficient copies are made by the authorized staff and sealed packets containing question papers are stored in a safe place at least 24 hours before the examination is due.

- Disbursement of sealed envelopes to the examination hall is also by authorized staff and the envelopes are to be opened only in the examination hall.
 - In case of computer based examination, the set of questions should be uploaded and secured with password that may be known only to the authorized persons. The students should be able to answer the questions only within the prescribed time frame.
 - In case if the examination is held in the computer laboratory and is a closed book examination, cyber security system should be in place to ensure that students cannot refer to any online material that could help them in answering the examination.
 - In case if the question paper is leaked, the respective examination shall be cancelled by the Dean and the course faculty, and a new question paper shall be drawn by the respective course faculty. The new examination may be held at the same time as the original examination or at a future date, depending on the case. The University EC should be reported on this within 24 hours.
 - The timings of the scheduled examination and evaluation processes should be followed diligently.
 - The Programme Handbook shall specify if late comers are allowed to appear in the examination and evaluation process, and the maximum time limit for late entry of students as well as earliest exit time from the examination hall.
 - Late coming students should not be allowed to enter the examination hall, beyond a specified limit. As a matter of principle, late comers may be allowed for up to ten minutes after the exam has started.
 - Students should not be allowed to hand over the answer book and leave the examination hall until half an hour of the examination is over and also during the last fifteen minutes before the exam gets over.
 - Attendance record of the students appearing for the examination should be maintained, in the form of prescribed attendance sheets and invigilator's reports.
 - Any kind of breaks should not be allowed in examinations of up to three hours duration. In case of an emergency, the students should have taken a prior permission from the invigilator.
 - It is expected that the students maintain strict discipline during the examination time, inside and outside the examination hall. Any indiscipline / malpractice must be dealt with exemplary actions.
6. The course faculty may change the mode of the examination / evaluation component under exceptional circumstances. The students, Dean and the University EC should be informed about these changes well in advance.

7. In case of components other than mid-semester and end-semester examinations, the course faculty will decide the schedule in such a manner that other lectures and academic activities are not disturbed. The administrative staff of the Dean office shall assist the faculty in this. It is advisable that components like quiz and presentations are held during the lecture hours.

7.0 Assessment process

- The SLEC shall ensure that the examination answer books are assessed and the results are turned in by the concerned examiners in time. Assessment of the answer books should be given priority over all other activities.
- Assessment of students enrolled for a particular course is the responsibility of the course faculty / course coordinator. The course faculty / course coordinator will decide the evaluation components of the respective course and inform the students about the same through the course catalogue in the beginning of the semester.
- Course-wise results need to be prepared by the course faculty / course coordinator. The course faculty / course coordinator, along with the other examiners, who are generally the coinstructors and/or the teaching associates involved with the respective course, can decide the assessment policy for the specific course.
- In case of courses where more than one faculty are teaching the same course to different groups of students it is desired that for fair evaluation all the faculty should follow the same evaluation components and marks weightage and share the common mark scheme with OCE ,in such courses before submitting the final evaluation with OCE ,SLEC should also review the grading and if major disparity in terms of grading by different faculty is found bring this to the notice of the course faculty and submit the normalised grades.
- The assessment could be absolute or relative. It is prescribed that the programmes gradually adopt relative and normalized assessment mechanism. The University EC shall assist all programmes in this process, as and when required

8.0 Grading

For Anant U batches of 2016-17 and 2017-18 following grading structure is being followed.

Grade Points: A 10 point grading system with corresponding letter grades and percentage of marks, as given below, is followed: -

Letter Grade	Grade Point	Percentage of Marks
A+	10	91-100
A	9	81-90
B+	8	71-80
B	7	61-70
C+	6	56-60
C	5	50-55
G(Grace)	5	As per University norms
F	0	00-49(<50)
AB	0	AB

Computation of SGPA and CGPA

The following procedure is used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of 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:

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

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.

The CGPA is calculated in the same manner taking into account all the courses taken by student over all the semester of a programme:

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

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 shall be rounded off to 2 decimal places and reported in the transcripts.

Conversion of Grades into Percentage

Formula for the conversion of CGPA into Percentage is: Percentage of marks scored = CGPA earned $\times 10$

50% is the passing criteria in each subject.

Grading System for 2018-19 batches onwards

Continuous evaluation: Anant U has a continuous evaluation process, by which student development is evaluated continuously throughout the semester. This enables the instructors to test the students on concepts, learning and growth regularly. Throughout the semester, the instructor gives the students written and practical assignments to test their understanding of concepts and ideas.

To support the continuous evaluation, all instructors are provided with a roster to track student evaluation based on criteria decided by the individual instructor.

1. Assessment strategy for a course will be informed to students by the course instructor over the course of instruction.
2. Final course marks are converted to a 100 numeric grade, which is converted to a letter grade, which is then converted to a grade point based on a 4-point scale.

For example, refer to the table below:

		Course 1				Course 2				Course 3			
SGPA	Total Credits Enrol	Credit	Mark	Grade	Grade Points	Credit	Mark	Grade	Grade Points	Credit	Mark	Grade	Grade Points
2.90	4.5	1.5	81	B	3.00	1.5	79	B-	2.70	1.5	82	B	3.00

Minimum requirements for passing a course are a) overall letter grade of D, and b) 80% minimum attendance.

Marks	Letter Grade	Grade Point
96-100	A	4.0
91-95	A-	3.7
86-90	B+	3.3
81-85	B	3.0
76-80	B-	2.7
71-75	C+	2.3
66-70	C	2.0
61-65	C-	1.7
56-60	D+	1.3
50-55	D	1.0
Below 50	F	0.0

Students that plagiarise will receive an “F” grade.

A student that may have an academic grievance may refer to the [academic grievance policy](#) for more information.

GPA: The grade point average (GPA) is determined by grades. A high GPA indicates strong student performance. A low GPA reflects weak performance. Low grades and “F” grades bring down the GPA.

Calculating Semester GPA (SGPA):

1. The grade points earned in each course are multiplied by the number of credits of that course.
2. Add up these values.
3. Divide the resulting sum by the total number of enrolled credits from all courses that are not pass/fail courses.

Calculating Cumulative GPA (CGPA):

1. Add the SGPA's of all semesters completed to date.
2. Divide that sum by the number of semesters completed.

$SGPA = \Sigma(\text{Course}_1 \text{ grade points} \times \text{Course}_1 \text{ credits earned}), (\text{Course}_2 \text{ grade points} \times \text{Course}_2 \text{ credits earned})...$

Total credits enrolled

$CGPA = \Sigma(SGPA_{1st \text{ Semester}}, SGPA_{2nd \text{ Semester}}, SGPA_{3rd \text{ Semester}}, SGPA_{4th \text{ Semester}}, ...)$

Total credits completed

Understanding GPA	
Honors	$GPA \geq 3.5$
High satisfactory	$3.5 > GPA \geq 3.0$
Satisfactory	$3.0 > GPA \geq 2.5$
Low satisfactory	$2.5 > GPA \geq 2.0$
Poor	$GPA < 2.0$

The GPA can be converted into a percentage by using the simple unitary method:

$$\text{Percentage} = (\text{GPA}/4) * 100$$

Illustrative examples:

GPA	Percentage conversion
3.3	82.5%
2.8	70%
2.0	50%
1.2	30%

*Enrolled credits will be not be counted more than once.

9.0 Course-wise grading

- The faculty member/s delivering a particular course shall have the freedom and responsibility to decide the evaluation criteria, and weights of each evaluation component for the course delivered by them and to be sent to the OCE within a week of commencement of course
- Faculty member/s delivering a particular course shall also compile the final result for the students, and decide to re-evaluate any component before submitting the result to the SLEC for further processing.

10.0 Evaluation components

- The faculty members delivering the course should adopt an evaluation scheme that is relevant to the course objectives and learning outcomes.
- There is no restriction on the components and combinations of the evaluation criteria, duration of the mid- and end-semester examinations or any other components for evaluation.
- Examinations may be open book or closed book, but this should be well specified in the Programme Handbook and the question paper.
- For studio based courses the end semester external jury component and weightage should be specified in the course plan and should be shared with the office of COE at the beginning of the semester.
- For studio based courses where the external jurors are invited for evaluation, three names of the jurors should be shared with the SLEC and the SLEC can finalize on the name of the external juror and send an invitation letter to the juror.
- No plagiarism shall be tolerated in any coursework and evaluation components. The course faculty / course coordinator shall decide the process to ensure that plagiarism checks are performed by the students enrolled for a course before the submission of assignments / essays / research papers / open book examinations as components of evaluation. Any student failing to meet the plagiarism norms shall be given a zero for that component and will also face any other punitive action as per the policy of the University. The student may have to retake the evaluation component, if it is continuous evaluation component during the semester time, or repeat the course, if it is the final evaluation component.

- Cases, articles or any other published material that is used as a part of the question paper, must be used with due permissions from the original author / publisher and appropriate credits must be given, to ensure that there is no breach of copyright / trade mark / IPR.
- The paper setter/s must take sufficient care while drawing and proof-reading the question papers to make them errorless. However, if any error is found in the question paper once the examination has started, necessary corrections can be made in the examination hall well in time. The responsibility of any such corrections will be that of the course faculty / course coordinator and the co-instructors. The issue should be solved in such a manner that the students attempting the erroneous question do not suffer any loss. The course faculty / course coordinator should put a remark on the answer book and maintain appropriate record of any addition to marks that may be required in such cases. The University EC should be reported about this within one working weeks' time from when the error is noticed and due action on its rectification is taken.
- The Dean shall maintain records of evaluation components and their details as circulated by the course faculty.
- Courses and credits transferred from the other institutes / universities, which are mentioned in the grade sheet, shall be considered for the fulfilment of the degree requirement but shall not be included in calculating the GPA / CGPA of degree programmes offered by Anant U.
- Results are a sensitive and personal information relating to each student, and should be treated with high degree of confidentiality. Result of individual students should be sent to the respective student, and in no case, the entire result sheet should be made publicly available. Individual or collective results of any student or a group of students should not be made available to any person, except for the University's internal academic purposes, such as analysis of results and performance of students for various courses, individual guidance and counselling for improvement of the student's performance.

The minimum CGPA requirement for granting a degree shall be for 2018 onwards batches 2.00 on a scale of 4.00 points. And 5 .00 on a scale of 10.00 points for 2016 and 2017 batches. This condition implies the following:

1. Minimum credit requirements, as specified by each programme, are fulfilled by the student during the course of study at the programme offered by the University.
2. These credits should have been obtained by the student within a specified time limit. The minimum and maximum duration for which a student can be enrolled for a programme and complete the credit requirements shall be specified by each programme.
3. Evaluation for the courses, which contribute towards the minimum credit requirement, was completed successfully without an 'F' Grade
4. If the student received an 'F' grade in such courses, they would have been repeated and passed eventually.
5. In case of a student who has taken a transfer from another university or completed some courses at another institution / university either as a regular student or through summer / winter schools, the grade obtained outside Anant U will not be considered for the calculation of GPA / CGPA. However, the credits obtained outside the University will be considered towards the total credit requirement for granting the degree. The SLEC shall approve the courses taken by students external to the Anant U programme, maximum number of credits obtained through such courses and minimum grade requirement for credits to be granted for the respective degree programme.

The stage clearance if specified by the BOS and academic council of a particular programme and Council of Architecture in case of B.Arch will be applicable and SLEC will have to send those students

list who do not clear the stage. Following are some important points decided by the examination committee

- For foundation year, maximum backlog that can be carried forward is 6 credits.
- Architecture programme will follow the COA norms for stage clearance.
- A student can take maximum 6 credits in summer semester.
- For spring and monsoon semesters, a student can take a maximum of 21 credits.

Provided that the programme has adopted the CBCS system, a time range would be prescribed by each programme, within which a student can complete her/his degree requirements.

11.0 Student Progression

Normal progression cases

These are the students who have completed all course requirements and also passed the evaluation components successfully. Thus, these students have met all the progression criteria in all courses taken by them during a semester. This is regardless of the number of credits opted for by the student. Such a student progresses further to the next level of the degree, takes further courses and continues without any backlog provided that the following conditions are fulfilled:

1. Such a student must have obtained a CGPA, which is within the normal range defined.
2. Such a student should have received the minimum prescribed grades for the courses where such conditions are mentioned for further progression within the programme.
3. Such a student meets the minimum grade requirement that is cited as a prerequisite for taking an advanced level course.

Failure to comply with minimum passing criteria for a course

Students who have completed the course requirements for some or all of the courses during a semester, but have not passed the evaluation, are categorized as those who have failed to comply with the minimum passing criteria for the course. There could also be students who were not allowed to undertake some of the evaluation components as they did not meet the course requirements.

Such students shall have to repeat the courses where they did not meet the evaluation requirements, or did not obtain the minimum prescribed grade either for further progression or for taking further advanced level courses.

Provision for repetition of courses

The courses shall be repeated by the students when such courses are offered by the programme again. In some cases, where due to programme restructuring or unavailability of the faculty member, the same course is not being offered again, the Dean and SLEC shall advise students on taking up alternative courses.

Such alternative course may have more or less credits as compared to the original course. The concerned Dean office and SLEC shall also advise students on how to make up for the credit loss in such cases.

12.0 Issuing academic records to students

- Students shall be given grades for all courses taken by them during a semester at the end of every semester. These grade records shall be made available to the student through Email and shall be in printable format as well as hard copy.
- The final Transcript , mentioning the entire list of courses taken by a student and corresponding grades, shall be issued after all credit requirements for the degree are completed. The Examination office shall be responsible for issuing the final grade sheet, and duplicate copies of the academic records, if the original are lost. The students may also be given the 'provisional degree certificate', which shall be considered valid till the final degree certificate is issued at the subsequent convocation.
- The degree certificate will be issued to the student at the time of convocation after the student has satisfactorily completed all degree requirements. This, and duplicate degree certificate, in case of the loss of the original one, shall be issued by the OCE upon verification of the application and supporting documents submitted by the student.

General guidelines:

1. Grades obtained by each student in every semester should be communicated to the student in a consolidated format, may be via email, with which a printable format could be attached.
2. In case if a student requires record of grades before completion of the degree requirements, for any purpose (e.g., to apply for further studies, for scholarship from external organizations, etc.), a record of grades can be given by the OCE on university letterhead ,A consolidated grade sheet (transcript) listing all courses taken by the students, their respective credits and grades, is to be given when a student completes her/his studies at one programme or leaves the programme to study for another programme, usually, at another university.
3. Total credits of students studying at the same level may be different on the basis of the difference in courses taken by them. This difference shall be visible in the grade sheets of different students.
4. Each grade sheet shall bear the signatures of the Registrar of Anant U and a programme level authorized signatory, who is also responsible for the verification of the information printed on the grade sheet.
5. Only courses that count towards the degree shall be included in the GPA / CGPA calculation.

Students who opt for 'audit courses', * these courses will be mentioned in the grade sheet and 'Audit' will be mentioned against these courses. The grades and credits of these courses will not be included in GPA and CGPA calculation these credits do not add up to total credits taken for. The completion of the degree requirements either.

1. Students who opt for 'qualifying courses', may have to undergo an evaluation process and result will be either pass/fail or successful/unsuccessful or satisfactory/unsatisfactory. Although these courses and credits will not be considered for GPA / CGPA calculation but passing these courses is required for granting the degree.

2. GPA calculation should consider the credits taken by the student in a particular semester.
3. CGPA calculation should consider total credits taken by the student till the point when CGPA is calculated.
4. GPA and CGPA credits may be different for different students at different points in time.
5. For the degree purpose, total credits at the end of the study of a student cannot be less than the minimum credits prescribed by the programme at ANU. For example, minimum credits required for an ANU B.Des degree may be X. Depending on the courses taken by the B.Des students, actual total credits completed by them could be X or more.

* Audit course means a student can take classes but can be graded but the credit for a particular course should not be calculated towards the CGPA calculation . It is usually done for academic exploration and self-enrichment.

References

- CEPT student handbook
- Ahmedabad University examination policy
- SPA examination rules
- UGC guidelines on choice based credit system and grading
- CoA guideline on duration of programme and stages
- International practices on examination