

GENERAL EXAMINATIONS RULES**[Duly Approved: Item 26.2.11 of 26th Meeting of Academic Council]**

The General Examinations Rules are applicable to all regular mode programs of the Maulana Azad National Urdu University (MANUU) and are effective from academic session 2016-17. Until and unless otherwise explicitly stated by the specific regulations of the University, these rules shall apply to all regular mode programs viz. bridge course, certificate, diploma, under graduate and post graduate programs of MANUU.

1. EXAMINATION

1.1. Course Assessment: It consists of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) as the major evaluations prescribed for each Course.

1.1.1. The CIE and SEE to carry 30% and 70% weightage for each Course e.g. 100 marks (30+70) or 50 Marks (15+35) or like irrespective of its Credits. The absence from these evaluations or seminar presentations or late submissions of assignments or attendance, shall result in loss of marks.

1.2. Continuous Internal Evaluation (CIE): Only those students maintaining a minimum standard in CIE (passing marks) are permitted to appear in SEE of the Course. Thus a student failing in the CIE/internal assessment and practical of any course/paper shall not be allowed to appear in SEE/semester end examinations of that course/paper and she/he has to repeat both CIE/practical & SEE in the concerned odd/even semester

1.3. The Award of Continuous Internal Evaluation i.e. internal assessment marks in each semester shall be as follows:

Theory			Practical		MOOCs		Co & Extra Curricular	
Class Test	15	7.5	Practical Test	10	Assignment	25	Activity Report	25
Assignments /Quiz/Seminar	10	5	Comp. Evaluation	15	Presentation /Seminar	20	Presentation /Seminar	20
Attendance	5	2.5	Attendance	5	Attendance	5	Attendance	5
Total (CIE)	30	15	Total (CIE)	30	Total (CIE)	50	Total (CIE)	50

1.3.1. The marks division for attendance as a component of CIE for all programs:

All Programs under CBCS except teacher education				Teacher education programs under CBCS			
S. No.	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]	S. No.	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]
1	≥ 95	5	2.5	1	≥ 95	5	2.5
2	≥ 90 to 94.99	4	2	2	≥ 90 to 94.99	4	2
3	≥ 85 to 89.99	3	1.5	3	≥ 85 to 89.99	3	1.5
4	≥ 80 to 84.99	2	1	4	≥ 80 to 84.99	2	1
5	≥ 75 to 79.99	1	0.5	5	≥ 75 to 79.99	0	0
6	Less than 75	0	0	6	Less than 75	0	0

- 1.3.2. Practical exams must be completed before the commencement of semester end exams. The students failing in practical exams shall not be allowed to appear in theory exams of concerned paper. However, in programs of specific nature the students failing in field work/project viva/internship/teaching practice have to repeat the whole semester.
- 1.3.3. In every semester, there shall be at least two class tests each of one hour duration. The average of two class tests or average of best two, if more than two tests as per the policy of department concerned, shall be considered for the evaluation as part of Continuous Internal Evaluation (CIE) in addition to assignments/Quiz/Slip Test/seminar and Attendance.
- 1.4. In case a student fail to appear in any of the class tests due to Medical emergency requiring hospitalization or attendance at NCC camps / Inter-Collegiate / Inter-University/ Inter-State / International Matches / Debates or such other inter University activities as approved by the University authorities, the student shall be allowed to take only one make up class test in those subjects as per convenience of the respective Department / College / Teacher concerned. The makeup test shall be counted as only one of the tests for the evaluation of CIE. This facility is extended to only those students who personally or through parents inform the HoD/Principal on the day of hospitalization and submit the Medical Certificate within two weeks of said illness or have prior approval for participation in above events and submit the certificate of participation for the same.
- 1.5. **Semester End Examination (SEE):** It shall be conducted at the Department/School level and cover the entire Course Syllabi. In order to have holistic assessment of students in SEE, MANUU has developed Model Question Paper for all programs of study. Model Question Paper is structured into three parts to ensure whole syllabus coverage and examine the factual, descriptive and analytical understanding of students for each course of study. Vide the 25th Meeting of Academic Council (Item: 25.2.07) Model Question Paper for all programs of study offered under regular mode was approved.
- 1.5.1. At the end of the Semester, the University Examination shall be held as prescribed in the respective schemes of examination i.e. Date Sheet/Time Table.
- 1.5.2. The University shall conduct odd and even semester examinations as per the Academic Calendar. The students appearing for backlog/improvement shall have to appear in the concerned odd/even semester examinations. There shall be no supplementary examinations.
- 1.5.3. Only as an exception the student in the final semester of any program shall get a chance to register for the backlog papers of immediately preceding odd semester. For example in a two years program, the students of semester IV shall be given a chance to clear the backlog papers of semester III along with the Semester IV examinations.
- 1.5.4. A student shall be deemed to have fully passed the semester end examinations of any semester, if he / she secure not less than the minimum marks as prescribed below.

Qualifying Marks for Semester End Examinations		Qualifying Marks for Continuous Internal Evaluation	
Each Semester	Minimum Marks	Each Semester	Minimum Marks
Each Theory Subject	40%	Each Theory Subject	40%
Each Practical Subject	50%	Each Practical Subject	50%

- 1.5.5. If a student fails to secure the minimum marks in any subjects/course/paper of odd and even semester examinations then he shall appear only in the failed subjects/courses (backlog courses/papers) in the concerned odd/even semester.

2. ATTENDANCE

- 2.1. In order to appear in SSE, the student must have passed in all CIE /practical/viva-voce as case may be and fulfill minimum consolidated attendance norm of 75%. The attendance norms shall be further subject to additional requirements of professional and technical programs. For example in teacher education programs the minimum consolidated attendance requirement is that of 80%.
- 2.1.1. Further in the case of teaching practice/field work in teacher education (like B Ed and M Ed) and Master of Social Work programs respectively the students must also fulfill the minimum attendance requirement of 90%. The students failing to secure the minimum attendance in practical work of these programs shall not be allowed to appear for the semester end exams and they shall be required to repeat the semester.
- 2.1.2. A relaxation of not more than 10% of the attendance shall be extended on valid medical ground on the production of medical certificate subject to acceptance by HoD/Principal and approval by Dean of school concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are subjected within two weeks of the said illness. A student deputed by the University to take part in any co-curricular or extra-curricular or sports or like may be given an additional concession of not more than 5% of attendance.
- 2.1.3. A student in the Semester I of any program if detained due to shortage of attendance shall be allowed to register as re-admitted candidate in the next year of the same semester provided she/he has secured a minimum of 40% attendance.
- 2.1.4. Semester I students securing less than 40% attendance in the semester shall be detained and the candidate's admission stands cancelled. If they are interested to pursue the program they have to apply afresh as new/fresh candidate and compete in the admission process (merit/entrance test) as per the notification.

3. RULES FOR PROMOTION

- 3.1. The promotion from odd semester to even semester shall be automatic except for those detained due to shortage of attendance.
- 3.2. The student shall be permitted to move from even semester to odd semester i.e. to the next year, if he/she maintains a minimum CGPA of 5.0 at the end of the even semesters in case of CBCS based programs or where in CBCS is applicable or must have passed at least 50% of the total courses/papers at the end of the even semesters in case of non CBCS programs. Otherwise, the student shall remain in the same year as Ex-students till he/she maintains the minimum required CGPA of 5.0 or clears the required number of courses/papers.

No.	Promotion	Condition to be Fulfilled for Promotion
1.	Between odd and even Semesters of a Year	<p>a) Regular course of study of a specified semester in a year having put 75% of Attendance (80% in teacher education programs) and Registered for Semester End Examination and paid the exam fee.</p> <p>In case of teacher education and Master of Social Work programs, the students failing in teaching practice/field work have to repeat the whole semester.</p>
2.	Between the Years	<p>a) Regular course of study of a specified semester in a year having put 75% of Attendance (80% in teacher education program) and Registered for Semester End Examination and paid the exam fee.</p> <p>b) Should have the CGPA of 5.0 at the end of the even semesters in case of CBCS programs.</p> <p>c) Should have passed at least 50% of the total courses/papers at the end of the even semesters in case of non CBCS programs.</p>

- 3.3. A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to re-register as a Regular student and repeat all courses of the said semester with the next batch of students.
- 3.4. A student in the Semester I of any program who is detained due to shortage of attendance shall be allowed to register as re-admitted candidate in the next year of the same semester provided she/he secure a minimum of 40% attendance.
- 3.5. The Semester I students with less than 40% attendance in the semester shall be detained and the candidate's admission stands cancelled. If they are interested to pursue the program, they have to apply afresh as new/fresh candidate and compete in the admission process as per the notification.
- 3.6. A student who fails in theory or practical examination of a course shall have to re-appear both in theory and practical exam of the same course.
- 3.7. A student who fails in CIE/internal assessment of a paper/course shall not be permitted to appear in the semester end examination of the said course/paper. She/he has to appear and pass both the

internal assessment and semester end exam of that course in the following odd/even semester as offered.

- 3.8. A student who could not appear in exams with prior notice after registering for regular examinations on payment of examination fee may be permitted to re-register for the next concerned semester examination without fee.
- 3.9. **Program Span (PS):** The program's maximum time for completion shall be additional two (2) years (4 semesters) irrespective of the duration of the program of study. For any particular course/paper there shall not be more than two additional attempts at examinations for passing the course failing which the student has to quit the program.
- 3.10. Each student is required to be successful in all the mandatory courses as may be prescribed to qualify for the Degree and also earn required minimum credits for non CGPA courses/passing marks in the such courses.

4. IMPROVEMENT EXAM

- 4.1. A Student who wishes to improve his/her grade/division may do so within one academic year immediately after having passed all the examinations of the program, by reappearing in subjects/courses pertaining to the respective semester. Further the students may also be allowed to improve their marks in specific course in a semester and permitted only once for respective course. The improvement shall be allowed in not more than 40% courses/papers of each semester.
- 4.2. A student can also appear for the improvement in courses of the preceding odd/even semesters during the course of study provided she/he has no backlogs. The improvement shall be allowed in not more than 40% courses/papers of each semester.
- 4.3. In case of improvement, the student shall have the benefit of the higher of the two aggregates of marks secured in the specific course. Further the award of Grade / Division rests with the corresponding semester among the better of two performances, provided the student passed the improvement examination fully in all the courses of respective semester. However he/she shall be awarded only up to a maximum of 'A+' Grade as per his/her performance and with respect to his/her earlier Grade/Division. An 'Outstanding' Grade /Distinction cannot be awarded to individuals in an improvement exam.
- 4.4. This facility of improvement shall be open to all those who passed in respective courses to determine the better grade and shall not be for the purpose of award of Distinction, Gold Medal or Prizes or Rank etc.
- 4.5. Application for improvement examination shall be made by the student concerned to the Controller of Examinations in the prescribed form along with the prescribed exam fee as and when notified and as prescribed.

5. TRANSITORY RULES

- 5.1. Whenever the syllabus/scheme of instruction is changed in a particular semester, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Students not appearing in the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations.
- 5.2. By any reason if a student admitted into the course under old scheme of instructions/ regulations is promoted /readmitted after the implementation of revised version shall be permitted to join the corresponding semester in the revised scheme of instructions / regulations.

6. GRADE/DIVISION ASSIGNMENT TABLE

Letter Grade	Merit Remark	Grade Point	Range of Marks (%)	SGPA (CBCS Programs)	Division (Non CBCS Programs)
O	Outstanding	10	90.00 – 100.00	9.00 – 10.00	First Division with Distinction
A+	Excellent	9	75.00 – 89.99	7.50 – 8.99	
A	Very Good	8	60.00 – 74.99	6.00 – 7.49	First Division
B+	Good	7	55.00 – 59.99	5.50 – 5.99	Second Division
B	Above Average	6	50.00 – 54.99	5.00 – 5.49	
C	Average	5	45.00 – 49.99	4.50 – 4.99	Pass
P	Pass	4	40.00 – 44.99	4.00 -4.49	
F	Fail	0	Below 40	< 4.00	Fail
Ab	Absent	0	-	0	

Conversion formula: Percentage of Marks = (CGPA) X 10

7. ACADEMIC COORDINATOR

- 7.1. Every department of studies must designate a faculty member as Academic Coordinator on rotation basis who shall coordinate the offering of courses and guide the students in making choice based credit system interesting and appealing to them.
- 7.2. Academic Coordinators shall ensure to be readily available for the counseling of students.
- 7.3. Academic Coordinator shall guide the students of their department in choosing the courses from their department and also from other departments and for registering for the courses.
- 7.4. Academic Coordinator shall guide the students coming from other departments for opting say generic courses or like.
- 7.5. Academic Coordinator shall coordinate all the works related to attendance, course work, examination and evaluation. The students shall be informed about the Academic Coordinator so that they may contact him/her regarding any problem in the selection of courses or like.
- 7.6. Academic Coordinator shall ensure that attendance should be displayed to the students every month.
- 7.7. Academic Coordinator shall ensure that the consolidated continuous internal evaluation (CIE)/practical marks should be displayed to the students before the beginning of the semester end examinations.
- 7.8. Courses shall be offered by the department concerned as per the schedule given in the relevant curriculum. More choices in elective courses shall be offered depending on the availability of the staff and other facilities and therefore any particular elective course may not be offered even though it may exist in the list of possible elective courses.
- 7.9. All Heads of the Department of Studies shall ensure necessary support and facilitate the Academic Coordinators for better results.
- 7.10. Dean, Academics shall facilitate for any clarification and decision pertaining to CBCS courses and matters therewith.

8. STUDENT REGISTRATION

- 8.1. In case of newly admitted students, all students are required to register for the courses within the first week of the start of academic session.
- 8.2. The students of the consecutive semesters are required to register for the next semester towards the end of continuing semester.
- 8.3. A student who has been detained due to shortage of attendance shall be required to re-register as a Regular student and repeat all courses of the said semester with the next batch of students. Registration to be done within two weeks of the commencement of classes or as notified.
- 8.4. All students are required to register and change courses, if so, only during the prescribed notification period of registration. After the due date no further request for change of courses shall be entertained.
- 8.5. All the Students are advised to consult the Academic Coordinator of their parent department of studies and also of the offering departments for better selection of suitable courses.
- 8.6. Academic Coordinators of the concerned departments shall be the moderator for finalizing the offering of the elective courses in consultation with their HoDs.