

# Student Examinations Handbook

## 1. Examination Schedule, Weightage and Duration

- 1.1 The conduction of Examination and awarding grades in a particular course/result processing at MUJ is fairly decentralized process under the supervision of Controller of Examinations (CoE).
- 1.2 The following evaluation scheme across all programmes (except programmes of Faculty of Design) will be implemented and effective from the Academic Year 2023-24:  
Mid Term Exam (MTE) : 30 marks weightage  
Class Work Sessionals (CWS) : 30 marks weightage  
End Term Exam (ETE) : 40 marks weightage
- 1.3 The duration of MTE examination will be 1 hour and 30 minutes, and the duration for ETE will be of 3 hours (effective from the academic year 2023-24).
- 1.4 MTEs and ETEs are scheduled as per the Annual Academic Calendar notified by the Registrar.
- 1.5 The schedule of examinations for some of the Common Courses and Open Electives Courses offered across the specializations and programmes will be sent by the Office of CoE, while the examinations for the other courses of the concerned departments and the programmes will be scheduled by the respective departments.
- 1.6 The Programme/Course-wise Examination schedule for MTE and ETE will be informed to the students at least one week prior to the commencement of the examinations by the respective department/Office of CoE.

## 2. Mid Term Examination

- 2.1 Single Mid Term Examination will be conducted for each course as per the Annual Academic Calendar.
- 2.2 Re-Mid Term Examination is conducted only for those students who are unable to appear in the Mid Term Examination due to some genuine reason on medical grounds only, provided they have informed the concerned authorities before commencement of examination. Upon recommendations of the Committee constituted by the Head of the Department (HoD), students will be permitted to appear for the Re-Mid Term Examination in a course which he/she has missed.
- 2.3 **Guidelines for Re-Mid Term Examinations**
  - a. Re-Mid Term Examination will cover the syllabus completed till date.
  - b. If a student misses both MTE and Re-Mid Term, s/he will be awarded '0' Marks under MTE component.

## 3. Make-up Examinations

- 3.1 Makeup Examinations are conducted along with the Regular ETE of a semester, only for the courses running in that semester.
- 3.2 Students who obtain F or I grade in ETE, are allowed to take Make-up Exam in the respective courses.
- 3.3 Makeup Examinations in courses of immediate preceding semester will be conducted soon after the regular End Semester Examinations of that semester. That is immediate makeup

examinations in odd semester courses will be conducted soon after the declaration of the odd semester results, while immediate Makeup Examination in the Even Semester courses will be conducted soon after the declaration of the Even Semester results. No Special Makeup Examinations shall be scheduled for the students who miss the opportunity mentioned.

#### 3.4 **Grades Applicable in Makeup Examination**

- a. The grade boundaries for Makeup Examination will be the same as those in the immediately preceding ETE for specific course.
- b. Students who miss the ETE due to genuine reason (on medical ground) in a particular course, his/her application for awarding I (Incomplete) Grade will be considered by the CoE office based on the recommendations of the Head of the Department, and the Dean of the Faculty, only if the approval reaches the office of the CoE before the declaration of results. No request would be entertained after the declaration of results.
- c. All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured as per 3.4(a). However, a student who secures an E grade will retain the same grade.

#### 4. **Summer End Term Examination**

##### **Grades Applicable in the Summer End Term Examination**

- 4.1 The grade boundaries for the Summer End Term Examination will be the same as those in the immediately preceding ETE for the specific course.
- 4.2 All the students who appear in the Summer End Term Examination (except those having I grade in the ETE), will be awarded **one grade lower than what they have secured**. However, a student who secures an E grade will retain the same grade.

#### 5. **Result Declaration**

- 5.1 The Office of CoE will declare the results within 15 days of completion of grade moderation and its due approval from the Dean of the concerned Faculty and Apex Committee.
- 5.2 The result of a student will be put on hold, based on the instructions of the competent authority, if s/he has not paid his/her dues (fee and library) or there is a case of disciplinary action pending against him/her.

#### 6. **Malpractice**

Based on the reports submitted by the Invigilators, Department Exam Coordinators and HOD's, the committee constituted to control the malpractice activities pertaining to the examinations, will recommend a suitable punishment referring to the guidelines framed to control the cases of Malpractice.

## Guidelines to Control the Malpractice/Unfair Means

Level	Types of Malpractice	Mid Term Examination (MTE)	End Term Examination (ETE)	Practical Examination (PRE)
		Punishment		
1	1.1 Possession of mobile phones / smart watch / ear buds / headphones or other electronic gadgets 1.2 In open book examination carrying any material prohibited by the department like solution manual etc. 1.3 Major scribbling on question paper (like solving question or other exam related content) 1.4 Chatting with other students	20% of the maximum marks shall be deducted from the marks obtained by him / her in MTE of this course	20% of the maximum marks shall be deducted from the marks obtained by him / her in ETE of this course	20% of the maximum marks shall be deducted from the marks obtained by him / her in PRE of this course
2	2.1 Found with course related material in mobile phones or on chit or scribbled on parts of body, hall ticket/id card, calculators, etc., but not found using it. 2.2 Refuses to give his/her statement in the malpractice case registration form.	50% of the maximum marks shall be deducted from the marks obtained by him / her in MTE of this course	“0” marks shall be awarded in this course	“0” mark shall be awarded in PRE of this course.
3	3.1 Misbehaving/ Misconduct with Invigilator or any other exam officials. * 3.2 Found copying from course related material in mobile phones or on chit or scribbled on parts of body, hall ticket/id card, calculators, etc., and found using the same. 3.3 Exchange of Answer script/question paper/textbook/notebook etc. with another student 3.4 Taking answer booklet outside examination hall without submitting to the room invigilator * 3.5 Destroying evidence. * 3.6 Carrying of fake identity card (i.e., carrying another student’s id card to take own exam) / non-availability of authentic identification card or exam hall ticket except for temporary id card issued by the department or Directorate of Student Welfare. * 3.7 Found copying from fellow students answer sheets during examination. 3.8 After two warnings in any exam (MTE/ETE) in Current semester if student is caught engaged in malpractice in a semester. 3.9 Repeated offence of activities under level 1 in a semester. 3.10 Leaving examination hall without permission. *	“0” mark shall be awarded in MTE of this course exam.	“0” marks shall be awarded in all the courses exam excluding labs	“0” shall be awarded in this course.
4	Repeated offence of any type of malpractice in the same semester (other than level 1)	“0” mark shall be awarded in all the courses of current mid term	“0” marks shall be awarded in all the courses including labs (if lab carries separate credits) of the current semester	
5	Student found taking photo of question paper/ circulating photo of question paper/showing question paper to students standing outside exam hall or found aiding in leaking of question paper	“0” mark shall be awarded in all the theory courses of current mid term	0” marks shall be awarded in all the courses including labs (if lab carries separate credits) of the current semester and shall be debarred from subsequent semester	
6	Impersonation, Severe Misconduct/ Threatening exam officials or fellow students, destroying answer booklet, disrupting examination.	Shall be debarred for one year (current semester and following regular semester)		

\*Cases shall be forwarded to the Directorate of Student Welfare for necessary disciplinary action.

Deputed committee may recommend suitable punishments for the case of indulgence in activities listed/not listed in above mentioned guidelines.

## 7. EVALUATION PROCEDURE

### 7.1 Grading

The Relative grading system is followed when the number of students in a course is more than 25 and absolute grading otherwise. Grades are calculated based on the mean ( $m$ ) and standard deviation ( $\sigma$ ) of the total marks secured by the students in each course. Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

<b>F</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>	<b>A+</b>
$m-1.5\sigma$	$m-\sigma$	$m-0.4\sigma$	$m+0.4\sigma$	$m+\sigma$	$m+1.5\sigma$	

### 7.2 Letter Grading System

➤ Letter Grades and Grade points are as shown below:

Letter Grade	A+	A	B	C	D	E	F/I/DT/S/U
Grade Point	10	9	8	7	6	5	0

- A student who earns a minimum of 5-grade points (E grade) in a course and 'S' (satisfactory) grade in the mandatory learning courses is declared to have successfully completed the course and earned the credits assigned to it.
- The UG students must secure minimum 35% marks in the End Term Examination and overall, to obtain a passing grade in any theory of the courses. While the PG students must secure 40% of marks in the End Term Examination and overall to obtain a passing grade in any theory of the courses.
- A student who is eligible for, but fails to appear in, the end-semester examination, will be awarded 'F' Grade. However, if s/he fails to appear in the End Semester Examination due to valid reasons, (including medical, non-payment of dues or other family reasons) s/he will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been given by the Dean of the concerned Faculty before the start of the examinations.
- If a student is not eligible to appear in the End Semester Examination owing to his/her not fulfilling the minimum attendance requirements in any course, s/he will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.

## 8. GRADE POINT AVERAGE (GPA) & CUMULATIVE GRADE POINT AVERAGE (CGPA)

- 8.1 The overall performance of a student will be indicated by two indices: Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA).
- 8.2 GPA is the weighted average of the grades obtained in a semester.
- 8.3 CGPA is the weighted average of the grades up-to and including any semester. The details of the calculation of GPA and CGPA are given below.
- 8.4 After the results are declared, grade cards will be issued to each student, which will contain the list of courses for that semester and grades obtained by the student, GPA of that semester.

**8.5 Calculation of GPA and CGPA:** Each letter grade is converted into grade points as mentioned above. These grade points ( $G_i$ ) are weighted with the number of credits ( $C_i$ ) assigned to the course. The Grade Point Average (GPA) is the weighted average of Grade Points awarded to a student in a semester. The weighted average of GPA of all semesters at any point of time is the Cumulative Grade Point Average (CGPA) at that point of time.

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$$CGPA = \frac{\sum_{j=1}^N GPA_j (\sum_{i=0}^n C_i)_j}{\sum_{j=0}^N (\sum_{i=0}^n C_i)_j}$$

Where

$n$  = Number of courses registered,

$C_i$  = Course credits,

$G_i$  = Grade point,  $N$  = Number of semesters.

**Example of calculation of GPA and CGPA**

Courses	Credits	Letter	Grade	Grade Points $C_i * G_i$
Engg. Mathematics-1	4	A	9	36
Mechanics of Solids	4	A+	10	40
Basic Electronics	4	B	8	32
Mechanical Engg. Science	4	C	7	28
Engineering Physics	4	B	8	32
Comm. Skills in English	3	A	9	27
Basic Workshop Practice	1	A	9	9
Engineering Physics lab	1	B	8	8

Credits =25 GPA = (36+40+32+28+32+27+9+8)/25 = 8.48

Semester	Credits earned	GPA
i	25	8.48
ii	25	8.62
iii	26	8.24
iv	26	8.42

Total credits earned = 102

CGPA =  $8.48 \times 25 + 8.62 \times 25 + 8.24 \times 26 + 8.42 \times 26 = 860.66 / 102 = 8.44$

**Instructions to the students**

- No student will be allowed to enter the examination hall after 10 minutes from the scheduled commencement of the examination under any circumstances. Likewise, no student is allowed to leave the examination hall before half-an-hour from the scheduled end of the examination (both for Mid-Term and End Term Examinations).
- Enter details on the cover page, only at the space provided for the purpose.

- Students should read the question paper and the instructions carefully before writing the answers.
- Students should write the question number clearly in the left margin of the answer book. Rough work done must be crossed out clearly and this will not be read and considered by the examiner.
- Use of washroom will not be allowed except under the emergent circumstances.
- No Supplementary answer-books will be issued, hence; students should write on both the sides of the paper and complete all answers/solutions in one booklet itself.
- Students should not bring any books, notes, slips of papers or any written material to the examination hall, including gadget/device/object like electronic watches with memory, logarithmic/mathematical/statistical/scientific tables, programmable calculators, laptop computers, personal stereo systems, walkie-talkie sets, paging devices, mobile phones etc. of unfair assistance.
- Students must check their pockets, surroundings and ensure that no objectionable materials are present.
- After finishing the exam, student should handover the answer book to the invigilator.
- Students shouldn't look for receiving assistance from other examinees or giving assistance to them (both verbal and non-verbal gestures) in the examination hall on any matter pertaining to the subject of the examination.
- Students shouldn't allow any other student to copy from his/her answer books or attempt to copy from the answer books of other candidates.
- Students shouldn't be writing any matter on the body parts (like palm, hand, legs, clothes etc.) relevant to the examination.
- Students shouldn't be using obscene or abusive language in the answer books or writing any appeal in the answer book for more marks or offering inducements/threats to valuers.