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Office of the Registrar

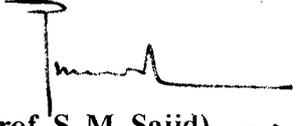
No. JMI/R.O./L&Ord./2012

January 2, 2012

NOTIFICATION

This is to notify for information of all the concerned that the Executive Council in its Meeting held on 28.11.2011 vide its Resolution No.EC-2011 (IX): 3.10 has approved the Ordinance 15-B (Academic) containing Examination/Promotion Rules for B.A. Programme under Semester System of the University on the recommendation of the University's Academic Council vide its meeting held on 31.10.2011 [Resolution No. AC-2011 (VII):3.10].

The Ordinance 15-B (Academic) containing Examination/Promotion Rules for B.A. Programme under Semester System as approved would now read as shown in the Annexure.


(Prof. S. M. Sajid)
Registrar

Copy for information to:-

1. All the Deans of Faculties of JMI
2. The Dean, Students' Welfare, JMI
3. All the Heads of the Departments, JMI
4. The Directors/Hony. Directors of the Centres, JMI
5. The Controller of Examinations, JMI
6. The Chairman, Ordinance Committee, JMI
7. The Hony. Director, FTK Centre for Information Technology, JMI – With the request to incorporate in the appropriate place of the University's Ordinance and also for display on the Jamia's Website.
8. The Finance Officer, JMI
9. The Dy. Registrars (Admn.), JMI
10. The Dy. Registrars (HRD), JMI
11. The OSD (Establishment), JMI
12. The Media Co-ordinator, JMI
13. The Hindi Officer, JMI – With the request to pursue uploading on University's website.
14. The Secretary to the Vice-Chancellor, JMI
15. The Asstt. Registrar (Legal & Ord.), JMI
16. The Asstt. Registrar (A&C), JMI
17. The P.A. to the Pro-Vice-Chancellor, JMI
18. The Asstt. Registrar, Registrar's Secretariat, JMI
19. File /Folder


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Recommended by the Standing Committee for Act, Statutes & Ordinances in the meeting held on 13 st October 2011	
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Ordinance 15-B (XV-B) (academic)

University Examinations in Undergraduate Programmes under Credit-based Semester System

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.
- 1.3. An 'academic year' will consist of two semesters.
- 1.4. 'Course' means a segment of subject matter to be covered in a semester.
- 1.5. 'Compulsory' courses mean such courses that a student has to compulsorily study during the semesters as prescribed by the University.
- 1.6. 'Optional' courses mean such courses that a student can opt for out of various courses as prescribed by the University.
- 1.7. A 'Subject' is the main discipline of a department of study. If there is only one Course in a Subject in any Part, the Course shall be treated as a subject.
- 1.8. 'Part' means the first year/ second year /third year of a three-year programme.
- 1.9. 'Grade' in a course is a letter symbol (A⁺, A, B⁺, B, C⁺, C, F) which indicates the comparative level of performance of a student in a course.
- 1.10. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.11. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.12. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.
- 1.13. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.14. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.15. 'Grade Card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

2. General

- 2.1. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.
- 2.2. The duration of the undergraduate programme shall be three academic years (6 semesters). However, a student will be allowed to complete the programme within the maximum period of six academic years (12 semesters).
- 2.3. For each semester-based undergraduate programme, the Academic Council/ Faculty/Board of Studies/Committee of Studies, as the case may be, shall determine the number of compulsory and optional courses to be offered in each semester, assigning the number of credits to each course.
- 2.4. In the case of 'Theory' and 'Tutorial' courses, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory Course/ Field Work/ Teaching Practice of '2n' hours a week, 'n' credits will be assigned to such component. The latter will also be applicable to any other such academic activities as decided by the Academic Council from time to time. In case 'Project' is a compulsory component of the programme, the concerned Board of Study/ committee of Study may assign six (6) credits for such component.
- 2.5. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.
- 2.6. To be declared successful, a student shall have to secure the minimum of credits as prescribed by the concerned Faculty/Board of Studies/Committee of Studies, which will in no case be less than 120 credits in an undergraduate programme of six semesters.

3. Attendance

The provisions of attendance as prescribed in the academic Ordinance 35 (XXXV) shall be applicable for appearing in the examinations.

4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, project, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council. For various components, the weightage of marks will be as follows:

For Theory Course:

Internal Assessment	25% of allocated marks
End Semester Examination	75% of allocated marks

For Laboratory Course:

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

- 4.2. In case of other components, such as Field Work/ Industrial Training/ Project etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council.

4.3. **Internal Assessment:**

- 4.3.1. The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- 4.3.2. In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- 4.3.5. The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.
- 4.3.6. The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centres. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 4.3.7. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the End-Semester Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para # 7.

4.4. **Semester-End Examination**

The End Semester Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1. All evaluations will be done in marks.
- 5.1.2. The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- 5.1.3. Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)#	Grade Point (G)
A+	$85 \leq M \leq 100$	10
A	$70 \leq M < 85$	9
B+	$60 \leq M < 70$	8
B	$55 \leq M < 60$	7
C+	$50 \leq M < 55$	6
C	$40 \leq M < 50$	5
F	$M < 40$	0

M: marks obtained by a student on the 100-point scale.

5.2. Passing Grade

- 5.2.1. The lowest passing grade in a course and also for awarding a degree will be 'C'. A candidate having obtained the 'F' grade in a course shall be declared as failed in that particular course.
- 5.2.2. The lowest passing grade for Internal Assessment/End-Semester Examination in each theory course/laboratory course/field work etc. shall be 'C', separately for each component.

5.3. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

- 'P_n' is the Credit point for the 'n'th course,
- 'G_n' is the Grade point awarded in the 'n'th course,
- 'Cr_n' is the number of credits assigned to the 'n'th course,
- 'n' is the number of course in which a student is appearing in a semester.

5.4. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{SGPA} = \frac{P_1 + P_2 + \dots + P_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

5.5. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$\text{CGPA} = \frac{(\text{SGPA})_1 S_1 + (\text{SGPA})_2 S_2 + \dots + (\text{SGPA})_n S_n}{S_1 + S_2 + \dots + S_n}$$

where $(\text{SGPA})_n$ is the SGPA of the n^{th} semester and S_n is the total credits taken in the n^{th} semester.

6. Re-admission, Cancellation of Admission, and Eligibility for becoming an Ex-Student

- 6.1. A student of any odd/even semester of the programme, who could not appear in the examination due to shortage of attendance, may be given re-admission in the consecutive concerned odd/even semester in the next academic session.
- 6.2. A student who failed in an odd/even semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear in the concerned next odd/even semester examination as an 'Ex-student'.
- 6.3. In case a student who has been granted re-admission following shortage of attendance in a semester and if he/she again fails to fulfil the requirement of attendance for the second time, his/her admission shall stand cancelled.

7. Promotion of Candidates

7.1. Bachelor of Arts (B.A.) Programme

- 7.1.1. A student will be promoted from the 1st semester to the 2nd semester if he/she has passed in at least 2/3rd of the compulsory courses and 2/3rd of the optional courses of the 1st semester.

- 7.1.2. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least 2/3rd of the compulsory courses and 2/3rd of the optional courses of the 2nd semester.
- 7.1.3. For promotion from the 3rd semester to the 4th semester, a student shall have to clear the remaining compulsory and optional courses of the 1st semester and at least ½ of the optional courses of the 3rd semester.
- 7.1.4. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared all the remaining compulsory and optional courses of the 2nd semester and 3/4th courses of the 4th semester.
- 7.1.5. For promotion from the 5th semester to the 6th semester, a student shall have to clear all the remaining compulsory and optional courses of the 3rd semester and at least 3/4th of the optional courses of the 5th semester.

8. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

CGPA \geq 8.5	First Division with Distinction
$6.5 \leq$ CGPA $<$ 8.5	First Division
$5.5 \leq$ CGPA $<$ 6.5	Second Division
$5.0 \leq$ CGPA $<$ 5.5	Pass without Division

9. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

10. Moderation of Examination Results and Redressal of Grievances

The constitution of the “Examination Results Moderation-cum-Grievance Committee” will be as per the provision laid down in Para 9 of the academic Ordinance 15-A.

11. Improvement Examination

- 10.1. A student may be allowed to improve his/her marks in *any two* of the courses (compulsory/optional) in the concerned next odd/even semester examination only.
- 10.2. Improvement examination shall be held in Theory courses only. However, a candidate will be allowed to appear in the improvement examination in a course only once. No further chance will be given for improvement in the same course under any circumstances.
- 10.3. For the purpose of determining the final division/grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

12. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the CGPA obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded ranking on the basis of the grades obtained by them in theory courses. In case there is still a tie, the students will be awarded the same ranking.

13. Grade Card

At the end of each semester, a student will be given a 'Grade Card' which will contain absolute marks and grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.