



NAVRACHANA UNIVERSITY, VADODARA (NUV)

Academic Regulations For Admission To The University, Eligibility Criteria And Conduct Of Examination w.e.f July-2021.

1. INTRODUCTION

This document contains regulations governing the Undergraduate (UG) and Postgraduate Programs (PG) programs offered at Navrachana University, Vadodara (NUV). The University currently comprises of Five schools namely:

1. School of Business And Law
2. School of Environmental Design And Architecture
3. School of Engineering and Technology
4. School of Liberal Studies And Education
5. School of Science

The regulations stated in this document deal with the pre and post-admission academic activities of the Programs and University. The office of the Provost or Registrar may, from time to time, issue instructions or directions as may be necessary to effectively implement the provisions of these regulations. Provost, as chairman of the Academic Council, may relax/exempt provision(s) of the regulations in exceptional situations and all such cases shall be reported to the Academic Council in the immediate next meeting.

Important terms/expressions used in the document have been defined in the GLOSSARY at the end of this document.

2. ADMISSION

2.1 - Any candidate seeking admission as a student of this University for any academic program is required to pass the qualifying examinations as prescribed for the respective academic program in the University.

2.2 – Last date for seeking admission to this Univeristy for all non regulated academic programs cannot be beyond one month from the date of commencement of the semester.

However, if the Provost accepts the request for delay in seeking admission from the candidate and believes that the candidate would be able to meet the academic requirements an exception can be granted to the candidate for taking admission after the expiry of last date of admission.

2.3- Migration of Students from Other Universities and Transfer of Credits in Program

Students from other University can seek migration to Navrachana University subject to the following conditions:

a) The candidates to be eligible for Migration in any Programme should have scored at least 50% marks in aggregate or Cumulative Grade Point Average (CGPA) of 5.0 on a ten-point scale or its equivalent in the qualifying examinations in their parent University.

b) The curriculum and syllabus of the candidate's parent university Program should be at least 75% equivalent to that of the Navrahcana University's of that respective Program.

c) In case of any deficits, candidates shall have to complete the bridge/additional course(s) as may be prescribed by the Equivalence Committee.

d) The score obtained by the candidates in the BBA Programme as recommended by the Equivalence Committee for credit transfer shall be carried over for calculating the CGPA.

e) Candidates migrating from other universities shall submit the following documents at the time of their admission:

- i) Authentic copy of the detailed syllabus, scheme of teaching, and evaluation of the course of study pursued by him at his parent University.
- ii) Attested copy of the statement of Marks/Grade Card of the courses completed.
- iii) Attested copies of testimonials relating to basic qualifications and experience etc., which were pre-requisite for admission to his parent University.

3. ENROLMENT

Each student admitted for the first time to any academic program of this Univeristy has to apply for the enrolment certificate in the prescribed format and by paying prescribed fee.

4. ELIGIBILITY CERTIFICATE

4.1 – No student from any other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any academic program of this University shall be admitted without an eligibility certificate.

4.2 – Student will apply in the prescribed form to the Registrar of this University for a certificate of Eligibility and shall submit the required documents including migration certificate or transfer certificate from the University or a Board or any examining body he/she intends to leave and shall at the same time pay the fee as prescribed.

4.3 – In case of any delay in getting eligibility certificate from the previous institute, the Registrar of this University may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his own risk and on condition that he obtains a final certificate of eligibility before the closure of the first term / semester in which the student is provisionally admitted to the University.

4.4 – If the Provost of this University is satisfied that the student admitted in a course is not in a position to provide provisional eligibility certificate before admission for no fault of his own he may allow the student to attend the classes for the number of days which the Provost determines and on production of the provisional eligibility certificate direct that the said eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the course concern so that the days on which such student kept attendance before the issuance of the certificate can be taken into account.

4.5 - If the Provost is satisfied for the delay on the part of the student to apply for final eligibility certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for the production of final eligibility certificate.

4.6 - Forms of Provisional Eligibility Certificate and Final Eligibility Certificate are enclosed herewith as Annexure – A and B.

5. MIGRATION CERTIFICATE

A Migration Certificate will be issued by the University, on the submission by the student, a certificate from the concerned Head of the Institution about the cancellation of his admission, no dues and the details about the disciplinary actions, if any, in original, along with the application in the prescribed format and with payment of prescribed fees. A format is enclosed herewith as Annexure – C.

6. EQUIVALENCE OF EXAMINATION

6.1 – The Academic Council shall have the powers on the recommendations of the Committee on Equivalence of examination to grant recognition to examinations of other universities and examining bodies on the merit of each individual case. The Academic Council shall also have the power to declare any examination of any other university or body as equivalent to a corresponding examination of this university.

6.2 - The degrees of all Statutory Universities shall be recognized as equivalent to the degrees

of this university for the purposes of admission to higher courses in this university subject to condition, that the duration of the course and the minimum eligibility criteria for admission to the respective course for respective degree programme is similar to that of this university.

6.3 - In case any examination which is not listed out in the list of equivalent qualifying examinations which are approved by the Academic Council on the recommendation of the equivalence committee then the Head/Dean of the School concerned shall satisfy himself about the merit of the case and recommend to the Provost for considering the said examination equivalent to our corresponding examination and on approval of the Provost, the provisional eligibility certificate shall be issued. Such decision when taken will be reported thereafter to the Academic Council through equivalence committee.

6.4 – The Equivalence Committee shall comprise of the Nominee of Provost, Head of School concerned, Assitant Registrar(Academics) and Assistant Registrar(Examinations). The functions of the committee are to recommend to the Academic Council the examinations of other universities and examining bodies that it considers equivalent to the corresponding examinations of this university.

7. UNIVERSITY TERM

7.1 - The Academic year for each of the course shall be divided into terms / semesters. The semester that begins in July (*July to December*) is known as the *Autumn Semester* and the semester that begins in January (*January to May*) is known as the *Spring Semester*.

7.2 – Both the semesters are of 16-18 weeks. During the summer vacation, i.e. between May-July, there is one additional period of approximately 8 weeks for summer courses known as the *Summer Term*. Few courses may run in summer and are taken by students to clear backlog courses. Internships, industry trainings, etc., wherever applicable, are also conducted during Summer Term.

8. ACADEMIC CALENDAR

Academic activities of the University are regulated by an Academic Calendar which is announced well before the beginning of each academic year (July- June). Academic Calendar gives the schedules for all its activities during the year including the dates of comencment of classes, dates of examination and date for the award of Degrees which will not be later than 180 days by which the students are expected to qualify and become eligible for such degrees. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities.

9. CURRICULUM

Every program has a prescribed course structure which in general terms is known as the Curriculum. It prescribes all the courses, lab sessions, and other requirements for the program

and sets out the semester-wise sequence of the courses. It also provides the syllabus for each course. Course is one of the constituent of the curriculum of a program traditionally termed as "Subject" or "Paper". Each course of the University has a specific ode. The curriculum and the syllabi are duly approved by the Academic Advisory Board of the respective School and Academic Council of the University.

10. COURSE CREDIT STRUCTURE

Courses are assigned credits on the basis of the standard LTPC credit structure. The credits for a course are obtained from the number of contact hours per credit for lectures, tutorials, and practical's.

Academic programs are allowed to distribute contact hours through the semester. Further, a one credit course shall be divided into a credit structure of 9-3-6-15, which indicates that the course has 9 hours of lecture, 3 hour of tutorial, and 6 hours of practical, and the total credit hours for the course equal to 15. A course can be of 1 credit, 2 credits, 3 credits, 4 credits (or higher in case of internship and research thesis) and will be presented accordingly in the semester grade report/transcript.

For weekly scheduling of classes each hour of lecture or tutorial is counted as one credit and each hour of practical is counted as half credit. Same LTPC structure is also used to compute faculty workload per week, e.g. 3-1-2-5 per week indicates 3 hours of lecture, 1 hour of tutorial, 2 hours of practical, and a total of 5 hours of workload per week.

11. REGISTRATION

Each student is required to register for the course or courses at the start of every semester, as required for the program.

11.1 - The registration schedule is announced in the academic calender, and registration is normally carried out within the first two days of each semester as per the announced procedure. Late registration may be permitted for valid reasons on submission of an application to the Registrar's office, and only on payment of the prescribed late registration fee. In any case, registration must be completed before the prescribed last date of registration in the Academic Calendar. Registration is also required to be done for elective courses. An elective course will be functional with a minimum 8 students per elective and maximum enrollment will be of 60. Students will be given a period of 10 days from the date of commencement of classes to request for a change in elective to the Dean/Head of the School.

Students will have to clear all outstanding dues (if any) to the University before registration for the new semester.

11.2 - Eligibility for Course Registration

a) Students are encouraged to have no backlog while registering for a new semester. However, a student can carry forward a backlog of 50% of total credit courses from the

previous semester/s on the condition that the minimum registration of credits equals the semester credits.

- b) The Minimum registration of credits can include both backlog and regular courses.
- c) The Student is free to select the courses of backlogs which he wishes to register for the given semester.
- d) A student has to clear all prerequisite courses before registering for a new course.
- e) A student will not be allowed to register for the next semester/year if she/he was found to be involved in any act of cheating, malpractices, indiscipline or misconduct during the current semester, as reported by the Program Coordinator/Dean.
- f) Student can register for maximum 36 credit which includes fresh courses and backlog. However, pre-requisites courses are mandatory to clear before registering for advance courses.

12. ATTENDANCE

- a) The University expects 100% attendance, but a minimum 80% attendance is mandatory in each course to be eligible to appear for the end-semester examination of the course.
- b) Dean/Head of the School can recommend the attendance upto 15% in the course or courses for representing the university at any regional, national or international competition in the field of academics or sports or due to long duration ill-health or other emergency situations. Provost based on the case submitted by Registrar's Office with recommendation of the Dean/School head will take decision.
- c) For beyond 15% in any genuine cases, the decision to condone the attendance will be taken by the Provost on merits of the case.
- d) Documentary evidence is required to receive excusable absence and should be submitted to the Provost with the recommendation of the Dean/Head of the School.
- e) A student not meeting the attendance requirements in a course will not be allowed to appear for the regular end semester examination and will be awarded 'F' grade in that course. However, she/he may be permitted for re-examination.
- e) A student with very low attendance i.e. less than 65% in all courses during the current semester may not be allowed to appear for regular end semester examination. She/he will have to re-register all courses during the next academic year.
- f) Students playing individual sports or team sports at regional/national/international level with authorized sports body of the respective games will be exempted from attendance during match/competition days as well as during practice session/camps on producing relevant documents.

13. COURSE CONDUCT AND ASSESSMENT

13.1 - For every program, before the beginning of an academic semester, a timetable covering all the courses to be taught in the semester is prepared by the Program Chair in consultation with the concerned faculty members and considering the availability of infrastructure facilities as required. The timetable would be in line with the academic calendar and provide adequate number of sessions to all courses as required. The timetable is communicated to all concerned, including the faculty, students and the academic Registrar's office. It is expected that the

timetable would be adhered to diligently. The Program coordinator may change the time table in order to meet contingencies with prior consent of the concerned faculty members.

13.2 - The University follows a continuous evaluation system consisting of various internal assessment components and end-semester examination. Modes of internal assessment include home assignments, tutorial assignments, laboratory work, group assignments, quizzes, tests/examinations (open or closed book), viva-voce, live projects, class room participation etc. The end-semester examination or any exhaustive project involving external assessors is treated as a component of external assessment.

The distribution* of weightage between internal and external assessment is in proportion 60:40 (60% for internal components and 40% for the end-semester examination). A student is required to obtain a minimum 40% in each component and 40% overall.

*For Bachelor of Architecture, the distribution of weightage between internal and external assessment is in proportion 50:50 (50% for internal components and 50% for the end-semester examination). A B.Arch student is required to obtain a minimum 50% in each component and 50% overall.

13.3 - For end semester examination coverage of the syllabus will be 100 percent as declared by the faculty at the start of the semester.

14. CONDUCT OF EXAMINATION

14.1 - Each course in charge is expected to inform students the schedule and weightage of different components of continuous evaluation through the detailed course outline at the start of the semester. Course In charge is also expected to regularly inform them (students) about their performance in each internal component and help them to assess their progress.

14.2 – The date of end-semester examination is declared through the academic calendar as stated above in clause 8 of this document. The schedule of end-semester examination should be declared by the Examination Committee at least three weeks prior to the commencement of the end-semester examination.

14.3 – The examination committee shall be constituted comprising of members nominated by the Provost, Assistant Registrar as the member secretary of the committee. The committee will be incharge for scheduling and smoothly conducting the end-semester examination.

14.4 – External Examiner

Registrar will nominate the person/s to decide the appointment of the examiner. Criteria of appointment of examiner will be notified by Registrar's office time to time.

14.5 – End Semester Examination through Presentation and VIVA for Projects and Practicals should be conducted through a panel of examiners with at least one external examiner present in the panel.

14.6 - Grading:

- a) The University recommends a 10-point grading structure.
- b) For the every course registered in a semester, a student is awarded a letter grade based on the combined performance in all the assessment components. These letter grades are assigned points on a 10-point scales described in the table below:

Letter Grade	AA	AB	BB	BC	CC	CD	DD	F	I	P	Absent
Corresponding points	10	9	8	7	6	5	4	0			
Interval	90 to 100	80 to 89	71 to 79	61 to 70	56 to 60	50 to 55	40 to 49	<40			
Descriptors	Outstanding Exceeds criteria	Excellent Meets all criteria	Very good Meets most criteria	Good Meets well required criteria	Above Average Meets more than minimum criteria	Average Meets well minimum criteria	Pass Meets minimum criteria	Fail	In-complete	Pass	Absent during Examination

Note: For Programs under SEDA Grade F = Points 0<50.

- c) The grade points are obtained by multiplying the numerical points of a letter grade by the credits.
- d) 'I' grade is awarded in a course if the student is unable to appear for end-semester examination and re-examination due to unforeseen circumstances such as illness, and accident/death in the family. The application of absence must be supported by lawful documented evidence.
- e) 'F' grade is awarded in a course if a student was: i) not allowed to appear for end semester exam due to lack of attendance during the semester, or ii) if the performance and fulfillment of requirements like continuous evaluation and course criteria were not met, or iii) for reasons of academic misconduct like if a case of malpractice in examination or plagiarism is registered against the student.
- f) Students registered for Audit course (like extra murals) will receive a grade of P or F.

14.7 - Audit Course

Each academic program can specify audit courses equivalent to 1,2 or 3 credits. Attendance for an audit course remains compulsory and a student has to successfully complete all requirements of the audit course. Audit courses are exempt from external assessment and students are awarded a grade of Pass or Fail. Though Audit courses are not considered when calculating of SGPA and CGPA, the grade received in these courses is reflected in the Semester Grade Report and Transcript as Audit Courses with appropriate (P/F) grade.

14.8 – Result for the end-semester examination and overall result will be declared to the students as per the scheduled date given in the academic calendar. However, that in case the University is unable to follow the schedule of examinations including declaration of result as

provided in the section, due to reasons and circumstances beyond its control itself, as soon as possible submit a report to the Board of Management incorporating the detailed reasons for making a departure from the published schedule.

14.9 – Verification of Marks (Re-Checking) - After the declaration of result of the end-semester examinations, if any student has any grievance about the marks / grade obtained, he/she may apply in the prescribed Performa to the Assistant Registrar (Examination) of the University within Three working days with the fees prescribed for the verification of marks and the said verification will be completed within Seven working days from the date of the receipt of application and convey the final outcome of the verification to the student concerned.

These verifications includes following:

1. Whether all questions attempted by the candidate has been graded and this grading is included in the overall performance sheet of the candidate for assigning grade.
2. Whether there is a totaling / calculation mistake in marks / grade

(ANNEXURE -1 –Attached)

14.10 – Re-Assessment - After the declaration of result of the end- semester examinations, if any student has any grievance about the marks / grade obtained, he/she may apply in the prescribed Performa to the Assistant Registrar (Examination) of the University within Three working days with the fees prescribed for the Re-Assessment of answer sheet and the said assessment will be completed within Seven working days from the date of the receipt of application and convey the final outcome of the assessment to the student concerned.

These Re-Assessment includes following:

1. All questions attempted by the candidate have been Re-assessed.
2. Third party assessments should be made if required, and the decision for third party assessments should remain with the dean of the school or the program chair whichever is applicable.

(ANNEXURE -2 –Attached)

15. RE-EXAMINATION

A student with Grade 'I' or Grade 'F' in current semester is eligible to appear for re-examination scheduled before the start of new semester

15.1 Re-examination due to Grade I

- a) A Student can appear for reexam in all courses in which she/he has an 'I' grade.
- b) Reexam, after carrying I grade carries 100% weightage for a given course and the grades received during continuous evaluation are not considered in computing the final grade for the course.

- c) The highest grade which can be awarded following a Reexamination due to 'I' Grade is 'AA'.

15.2 Re-examination due to Grade F

- a) **A student can appear for re-examination in only half of the current semester courses or half of the semester credits (whichever is higher).** The Rest of the course with 'F' grade remains unaltered, and she/he must register for ATKT over the next academic year.
- b) The student can apply for her/his choice of courses for re-examination by the date as notified by the Examination Section.
- c) Re-examination carries 100% weight-age for a given course and the grades received during continuous evaluation are not considered in computing the final grade for the course.
- d) The highest grade which can be awarded following a Reexamination is 'DD'.
- g) If a student fails to appear in the re-examination for any reasons(except illness and accident/death in the family. The application of absence must be supported by lawful documented evidence) or is unable to obtain minimum passing marks in the reexamination, the grade 'F' remains unaltered, and s/he must register ATKT over the next academic year.
- e) The rules pertaining to re-examination are applicable to both theory and laboratory courses.

15.3 ATKT(Allowed To Keep the Term)

- a) Student obtaining F grade after Re- examination is Allowed To Keep the Term (ATKT).
- b) Student can reappear in the ATKT examination for the maximum 4 courses which will be conducted in the subsequent academic year. The University charges a flat fee of Rs. 1000 per course for ATKT examination.
- c) Student who has been awarded F grade will be restricted to DD grade in ATKT(except s/he did not appear in regular end semester examination and re-examination as per clause 14.6(d)).

15.4 Re-Registration Courses

Examination of practical based courses such as Studio, Dissertation, Project, Seminar, Khoj and ID or any other courses notify by the School, will be conducted after repeating the course under the faculty member's instruction if they have obtained F grade in Re-examination. However, student is required to Re-register for such courses by paying prescribed fees from Registrar office.

16. MALPRACTICE/ UNFAIR MEANS AT EXAMINATION

16.1 - Invigilator, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the examination control room.

- a) Misconduct including misbehaviour, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc OR

b) Copying or having attempted to copy or using or attempting to use other unfair means at the examination shall be liable of punishment.

16.2 - In cases involving malpractice, the Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material / evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer in Charge will then issue a new answer book and allow the student to continue to write his answers for the remaining period of that examination. The matter shall also be reported to the Assistant Registrar (Examination) with all relevant documents on the same day.

16.3 - The candidate reported as then will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct / malpractice.

16.4 - The Examination Reforms Committee to be appointed by the Provost will determine procedure of inquiry in each case and after necessary investigation and inquiry will submit a detailed report to the Head of the Schools, along with recommended punishment and the concern Head of the Schools will issue the necessary order of punishment. The order of punishment, which amounts to debarring the student for the period of more than one academic year will be issued with the approval of Provost.

17. MINIMUM AND MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAM

17.1 - The minimum period to complete the program is equal to the normal duration of the program.

17.2 - The maximum period to complete the academic program is an extension period of two adjacent academic years, beyond the minimum period of completion.

18. DISMISSAL FROM THE UNIVERSITY

- a) A student who fails to clear courses after re-examination, ATKT or during the extension period of two academic years is required to withdraw from the University and her/his admission will be cancelled.
- b) A student may also be dismissed if she/he is repeatedly found to be involved in any serious act of indiscipline, misconduct or plagiarism as reported by the Program Coordinator.
- c) The transcript of a student who is dismissed or suspended for academic or disciplinary reasons would show "Admission Cancelled" status.

19. WITHDRAWAL FROM A SEMESTER

- a) If a student wishes to withdraw from the academic program prior to registration for a semester, she/he must inform the Program Coordinator/Dean and Registrar's office in a prescribed application. The student will be allowed to withdraw after obtaining a No Objection Certificate (NOC) from all departments (like Academics, Accounts, Library, Canteen, Administration, ITC etc.).
- b) If a student wishes to withdraw from the academic program after registration for the given semester, she/he can do so by applying to the Program Coordinator/Dean with a withdrawal request. Obtaining NOC from all departments will remain a pre-condition. Refund of fees and caution deposit will be subject to admission, cancellation policy as defined by the Registrar's office.
- c) If a student fails to register for a semester by the first two weeks of beginning of classes, her/his status will be deemed to have withdrawn from the semester. She/he will not be allowed to register for the rest of the semester and will be required to repeat the semester next academic year.

20. WITHDRAWAL FROM A PROGRAM

- a) If a student fails to inform non-registration for a semester or fails to apply for withdrawal for the semester, she/he will be deemed to have withdrawn from the Program. From subsequent semester, rolls of the Program/University will not contain the name of such a student. The student must make a fresh application to continue in the Program and will require the approval of the Registrar's office to do so.
- b) Admission is valid for two additional academic years beyond the normal duration of a given academic program. A student who takes longer than this will need to apply for readmission in the Program, and depending on the time taken to return, will either need to start from the beginning or receive credits for the courses previously completed. The program Coordinator/Dean will make the final decision about the education status and receiving course credits.

21. ACADEMIC LEAVE

Under unavoidable circumstances, a student can take a break in education equal to a maximum of 25% or two semesters of program duration whichever is shorter, except for Programs that are of one year duration. This requires the approval of the Program Coordinator/Dean and the Provost.

22. ADDITIONAL ACADEMIC WORK

A student can undertake additional academic work registering in: i) Independent Study courses under faculty guidance and ii) additional courses over and above what is prescribed by the curriculum.

- a) Independent Study Course to develop Academic and Professional Expertise:

- i) An Independent Study course is “credit” course, and a student must be registered in the course must and receive a passing grade for successful completion of the course.
 - ii) An Independent Study course is an open-ended education with focus on research, project-oriented, and library-work.
 - iii) A student must have an Instructor willing to guide an Independent Study course, and the Instructor must be willing to direct the student as a overload situation.
 - iv) A student must drive education in an Independent Study course and an Instructor will facilitate and direct education to fulfill academic goals.
 - v) On any semester, an Instructor can guide a maximum of four Independent Study students if the topics are all different and a maximum of eight students if the topics are identical.
 - vi) An Independent Study course will not substitute a required, core elective or interdisciplinary elective course.
 - vii) A student can register for a maximum of two additional Independent Study courses or a maximum of additional 4 credits whichever is lower in one semester. A faculty member guiding the Independent Study course will determine the credit hour of the course based on the goals and scope of work.
 - viii) An Independent Study course must be proposed for approval of the Dean/Program Coordinator. The Dean/Coordinator has the right to decline approval if the study does not meet the academic objectives of the University.
- b) Additional Course to Earn More Credits and Gain Additional Knowledge:
- i) A student can register for a maximum of two additional courses or a maximum of additional 4 credits whichever is lower in one semester.
 - ii) Registration of additional courses by a student must be proposed for approval of the Program Coordinator/Dean. The Program Coordinator/Dean has the right to decline approval if the student is not found to be capable of pursuing additional work.
 - iii) An additional course may be registered as a “Credit” course or an “Audit” course. However, the student must receive a passing grade for successful completion of the course.

23. PERFORMANCE INDICES

23.1 - performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester, calculated to two decimal places.

23.2 Cumulative Grade Point Average (CGPA):

Assessment regarding overall performance of a student from time of registration for a Program is obtained by calculating the student’s Cumulative Grade Point Average (CGPA). The CGPA is weighted average of the grade points obtained in all the courses registered for credit by the student after entering the University. The CGPA is also calculated to two decimal places.

24. SEMESTER GRADE REPORT AND TRANSCRIPT

- a) A semester grade report, reflecting the academic performance of the student, is prepared at the end of each semester. The grade report is prepared after the end semester examination. The grade report will contain the letter grades based on grading pattern as specified in clause 7.4 (a) of this document.
- b) For the courses in which a student was unable to undertake re-examination (as per clause 8.2 (a) of this document), the letter grade or description will be retained.
- c) For those who were awarded 'I' grade during the end semester exam, the final grade report will be issued after the corresponding re-examination.
- d) The Transcript is a consolidated statement of the academic performance of a student for all the semesters since joining the program and is issued to a student on successful completion of the program along with the degree certificate. Additional/duplicate copies of the transcript can be obtained if needed, on request and upon payment of applicable fees.
- e) The Transcript will indicate Distinction if the student obtains a CGPA of 9.0 or above and First Class if the student obtains a CGPA of 6.5 or above but less than 9.0.

25. AWARD OF DEGREE

The Degree will be conferred on a student after she/he has fulfilled the following requirements:

- a) The student should have registered for all regular semesters of the Program as regular student.
- b) The student should have successfully passed all the foundation, core, elective and audit courses prescribed in the curriculum of the Program, including all prescribed internships, trainings, and degree projects during the normal duration of given academic program.
- c) The student should not have any dues outstanding from any Department of the University (Accounts, Library, Canteen, ICT, Administration, etc.).
- d) The student should have no case of indiscipline or misconduct pending against him/her.

26. GLOSSARY

Audit Course: It is a course for which a student is not graded but obtains a "pass/fail" status. Audit courses are not considered for cumulative grade computation, but are shown in the transcript.

Backlog Course: A course prescribed in the curriculum in which a student has either not registered or failed.

Credit Course: It is a course for which a student is graded through continuous evaluation process and obtains a letter grade.

Course Credit Hours: Weighted sum of number of Lecture hours (L), Tutorial hours (T) and Practical hours (P) associated with the course. The weight for L and T is 1.0, and the weight for P is 0.5.

Course Credit: One course credit is equivalent to 15 credit hours.

Independent Study Course: It is a course of study in the area of special interest to the student and defined by the student in consultation with a faculty guide, and permitted by the program curriculum.

Cumulative Grade Point Average (CGPA): CGPA is the weighted average of the grade points obtained in all the courses registered for credit by the student after entering the University. The CGPA is also calculated to two decimal places.

Grade Points: Product of the credits and points of a letter grade awarded to the course.

Semester: An academic year consists of two regular semesters of approximately 16-18 weeks duration each, the first (Autumn Semester) extending from July to December and the second (Winter Semester) from January to May. The summer term is not a regular but a special semester of approximately eight weeks usually between May and July.

Semester Grade Point Average (SGPA): SGPA is the weighted average of the grade points obtained in all the courses registered by the student during a semester. SGPA is calculated to two decimal places.

Semester Grade Report: Official record of the grades obtained in all the courses registered by a student in a semester.

Transcript: Official record of the grades obtained in all the courses registered by a student and is issued after the successful completion of the degree requirements.

**Navrachana University, Vadodara
July 2021**



NAVRACHANA UNIVERSITY

ANNEXURE -1

Vasna – Bhayali Road, Vadodara – 391410, Gujarat, India

(For Accounts Department Only)

Date _____ Rs. _____ Receipt No. _____ Sign and Stamp. _____

To,
The Registrar,
Navrachana University,
Vadodara – 391410.

Date:- _____

Subject:- Verification of Answer Books for Autumn / Spring _____

Sir,

I, the undersigned desire to apply for **Verification** of answer book(s) of the following subject(s)/Paper(s). The details of the examination are as under.

Name of the Student : _____
(Block Letters)
Contact No. : _____
Student ID No. : _____
Program : _____

To be filled by Student				For Office Use		
Subject Name & Code	Sem.	Marks Obtained End Sem. (Our of 40)	Faculty Name	Marks after Verification	Faculty Sign	School Head/Dean, Program Chair Sign

[Rs. 300/- for Verification per Subject, Maximum subjects allowable= 03]

Total Amount Rs. _____ (Amount In Words _____)

Signature of Student

RULES FOR VERIFICATION OF ANSWER SHEET

1. **Verification** to be applied within Three working days from declaration of result for regular and Ex-students of University.
2. **Verification** in Projects/Submission/Practical Examination is not undertaken.
3. Course/subjects where **Verification** is permissible the Answer books are checked

These verifications includes following:

A. Whether all questions attempted by the candidate has been graded and this grading is included in the overall performance sheet of the candidate for assigning grade.

B. Whether there is a totaling / calculation mistake in marks / grade

4. Fee chargeable for rechecking of the result is Rs.300/- per paper of the Examination taken and should be deposited at University Account Office between 9 A.M. and 5 P.M. on working days.
5. Application for rechecking of result received after due date will not be entertained.
6. The candidate is required to attach photocopy of his/her current Examination Admit card with application form of **Verification**.
7. Outcome/Result of **Verification** would be declared within 7 working days. Students are requested not to enquire before 7 working days & the same will be reflected in their ERP login.

X----X----X




NAVRACHANA UNIVERSITY

ANNEXURE -2

Vasna – Bhayali Road, Vadodara – 391410, Gujarat, India

(For Accounts Department Only)

Date _____ Rs. _____ Receipt No. _____ Sign and Stamp. _____ 

To,
The Registrar,
Navrachana University,
Vadodara – 391410.

Date:- _____

Subject:- Re-assessment of Answer Books for Autumn / Spring _____

Sir,

I, the undersigned desire to apply for **Re-assessment** of answer book(s) of the following subject(s)/Paper(s). The details of the examination are as under.

Name of the Student : _____
(Block Letters)
Contact No. : _____
Student ID No. : _____
Program : _____

To be filled by Student				For Office Use		
Subject Name & Code	Sem.	Marks Obtained End Sem. (Our of 40)	Faculty Name	Marks after Re-assessment	Faculty Sign	School Head/Dean, Program Chair Sign

[Rs. 500/- for Reassessment per Subject, Maximum subjects allowable= 03]

Total Amount Rs. _____ (Amount In Words _____)

Signature of Student



Forwarded through Registrar office with Stamp

RULES FOR REASSESSMENT OF ANSWER SHEET

1. **Reassessment** to be applied within Three working days from declaration of result for regular and Ex-students of University.
2. **Reassessment** in Projects/Submission/Practical Examination is not undertaken.
3. Course/subjects where **Reassessment** is permissible the Answer books are checked

These Re-Assessment includes following:

- A.** All questions attempted by the candidate have been Re-assessed.
 - B.** Third party assessments should be made if required, and the decision for third party assessments should remain with the dean of the school or the program chair whichever is applicable.
4. Fee chargeable for **Reassessment** of the result is Rs.500/- per paper of the Examination taken and should be deposited in at University Account Office between 9.30 A.M. and 4.30 P.M. on working days.
 5. Application for Reassessment of result received after due date will not be entertained.
 6. The candidate is required to attach photocopy of his/her current Examination Admit card with application form of **Reassessment**.
 7. Outcome/Result of **Reassessment** would be declared within 7 working days. Students are requested not to enquire before 7 working days & the same will be reflected in their ERP login.

X-----X-----X