



MGM University, Aurangabad

**REGULATIONS GOVERNING EXAMINATIONS
UNDER CHOICE BASED CREDIT SYSTEM
(CBCS)**

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Definitions of Keywords

The following are the definitions/descriptions that have been followed for the different terms used in the Regulations of programs:

- 1) **Program:** Is an educational program in a particular stream/ branch of Engineering/branch of specialization leading to award of Degree. It involves events/activities, comprising of lectures/ tutorials/ laboratory work/ field work, outreach activities/ project work/ vocational training/ viva/ seminars/ Internship/ assignments/ presentations/ self-study etc., or a combination of some of these.
- 2) **Branch:** Means Specialization or discipline of any Degree Program, like Civil Engineering, Mechanical Engineering, Chemical Engineering, management, journalism, biotech, Arts/Sciences.
- 3) **Semester:** Refers to one of the two sessions of an academic year, each session being of twenty two weeks duration (with working days greater than or equal to ninety).
- 4) **Academic Year:** Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- 5) **Course:** Refers to usually referred to as „papers“ and is a component of a program. All Courses need not carry the same weight. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ vocational training/ viva/ seminars/ term papers/assignments/ presentations/ self-study etc., or a combination of some of these.
- 6) **Credit:** Refer unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture tutorial or two hours of laboratory/practical Courses/ fieldwork per week etc.
- 7) **Choice Based Credit System (CBCS):** Refers to customizing the Course work, through Core, Elective and open elective Courses, to provide necessary support for the students to achieve their goals. It provides choice to the students to select from the prescribed course.
- 8) **Course Registration:** Refers to formal registration for the Courses of a semester (Credits) by every student under the supervision of a Faculty Advisor in each Semester for the Institution to maintain proper record.
- 9) **Course Evaluation:** Means Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to constitute the major evaluations prescribed for each Course. SEE and CIE to carry 60% and 40% marks respectively.
- 10) **Continuous Internal Evaluation (CIE):** Refers to evaluation of students“ achievement in the learning process. CIE shall be by the Course Instructor and includes tests, homework, class performance/attendance solving, group discussion, quiz, mini-project and seminar throughout the Semester, with weight age for the different components being fixed at the institute/college level.
- 11) **Semester end examinations (SEE):** Refers to examination conducted at the University level covering the entire Course Syllabus. For this purpose, Syllabi to be modularized and SEE questions to be set from each module. SEE is also termed as university examination.

- 12) **First Attempt:** Refers to a student who has completed all formalities and has become eligible to attend the SEE and has attended at least one head of passing, such attempt shall be considered as first attempt.
- 13) **Credit Based System (CBS):** Refers to quantification of Course work, after a student completes teaching – learning process, followed by passing in both CIE and SEE. Under CBS, the requirement for awarding degree is prescribed in terms of total number of credits to be earned by the students.
- 14) **Credit Structure:** Refers to Credit Values for different academic activities considered, as per the Table.1. Credits for seminar, project phases, project viva–voce and internship shall be as specified in the Scheme of Teaching and Examination. Credits will be given in the same ratio as given below. The Table below is just for illustration.

Table 1: Credit Values				
Theory/Lectures (L) (hours/week/Semester)	Tutorials (T) (hours/week/Semester)	Laboratory/Practical (P) (hours/week/Semester)	Credits (L:T:P)	Total Credits
4	0	0	4:0:0	4
4	1	0	4:1:0	5
3	0	0	3:0:0	3
2	2	0	2:2:0	4
2	0	2	2:0:1	3
2	2	2	2:2:1	5
0	0	6	0:0:3	3
NOTE: Activities like, practical training, study tour and participation in Guest lectures not to carry Credits.				

- 15) **Letter Grade:** It is an index of the performance of students in a said Course. Grades are denoted by letters O, A++, A+, A, B+, B, C+, C, D & F.
- 16) **Grading:** Grade refers to qualitative measure of achievement of a student in each Course, based on the percentage of marks secured in (CIE plus SEE). Grading is done by Absolute Grading. The rubric attached to letter grades are as follows:
 O – Outstanding, A++ Exceptional A+ – Excellent, A – Very Good, B+ – Good, B – Above Average, C+ -Average C – Below Average, D - Pass and F – Fail, Ab - Absent.
- 17) **Grade Point (GP):** Refers to a numerical weight age allotted to each letter grade on a 10-point scale as under.

Letter Grade and corresponding Grade Points on a typical 10 – Point scale											
Letter Grade	O	A++	A+	A	B+	B	C+	C	D	F	Absent
Grade Point	10	8.99	7.99	6.99	5.99	5.49	4.99	4.49	04	00	00

- 18) **Passing Standards:** Refers to passing a Course only when getting GP greater than or equal to 04 (as per serial number 17).
- 19) **Credit Point:** Is the product of grade point (GP) and number of credits for a Course i.e., **Credit Point (CrP) = GP X Credits for the Course**
- 20) **Semester Grade Point Average (SGPA):** Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various Courses of a semester and the total Course credits taken during that semester.
- 21) **Cumulative Grade Point Average (CGPA):** Is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various Courses in all semesters and the sum of the total credits of all Courses in all the semesters. It is expressed up to two decimal places.
- 22) **Transcript or Grade Card or Certificate:** Refers to a certificate showing the grades earned by a student. A grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the program details (Course code, title, number of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester.
- 23) **University:** MGM University, Aurangabad – 431003 (Maharashtra).

Regulations

MUEx – 1.0 Duration and Credits of the Program of Study

MUEx - 1.1

Academic year will be divided in to two terms i.e. 1st Term (or 1st Sem) and 2nd Term (or 2nd Sem). Each semester is of 22 weeks duration (including registrations, course work (16-17 week), exams and holidays).

MUEx - 1.2

The calendar of events in respect of the program of study shall be notified by the

University in advance. In the calendar, typically two-three weeks will be allotted for theory and one week for practical examinations every semester.

MUEx - 1.3

Minimum credits required to pass a program as given by the university are:

- (a) Minimum number of credits to be completed by students admitted in faculty of Management & Commerce, Social Sciences and Humanities, Faculty of Performing Arts and Faculty of Education & Physical Education.

- i) UG Programs – 120 Credits (17-23 Credits in each Sem.)
- ii) PG Programs – 68 Credits
- iii) UG (Hons) Program - 140
- (b) Faculty of Science & Technology and Basic and Applied Sciences
 - i) UG Programs – 160 Credits
 - ii) PG Programs – 140 Credits

MUEx – 2.0 Offering Elective Subjects and Specializations.

The minimum number of students registered to any Elective and Specializations offered by the Departments shall be not less than ten.

MUEx- 3.0 Evaluation

MUEx – 3.1

Evaluation for every course will be carried out in two parts i.e. Continuous Internal Evaluation, CIE (40% Weightage) and Semester End Examination (SEE). (60% Weightage). Theory, practicals, internship/industrial training, projects and seminars are all individual heads of passing.

MUEx – 3.2

Failing to undergo Internship, Industrial Training/Project Work: Completion of internship is mandatory. If any student fails to undergo /complete the internship, he/she shall be considered as failed in that Course and shall not be permitted to appear for SEE in that Course. However, student shall appear for SEE after satisfying the conditions prescribed for Internship.

MUEx – 4.0 Continuous Internal Evaluations (CIE).

MUEx – 4.1

CIE shall be carried out through organizing tests/practicals/projects/class participation etc as decided by the Dean/Board of Studies for the particular course. The candidates shall write the Internal Assessment Tests and Assignments/Unit- tests/written Quizzes and the evaluation record (marks obtained) shall be preserved by the Principal/ Head of the Department for at least two years after the announcement of University results and shall be made available for verification in case of need.

MUEx – 4.2

If a student remains absent for all the CIE tests conducted, the CIE Marks shall be marked as AB for the Courses against the Permanent Registered Number (PRN) of the student in the marks sheet submitted to the University by the Principal/Director of the College/Institute.

MUEx – 4.3

Improvement of CIE marks shall not be allowed in

- a) Theory Courses and
- b) Laboratory/Workshop/Seminar/Internship/Project.

MUEx – 4.4

The final list, incorporating corrections (if any) of CIE marks awarded to the students in the Theory/Practical/Internship/Project work/ Seminar, shall be displayed on the notice board of the college within one week of the last day of the exam for the students to see and represent to the faculty. Record of the final marks in each head of CIE will be maintained and displayed on the notice board on the day of closure of the semester.

MUEx –4.5

CIE marks shall reach the University (examination branch) before the commencement of SEE as per the notification issued from the office of the CoE from time to time. After the submission of CIE marks to the University, any request for change of CIE marks shall not be considered under any circumstances.

MUEx –4.6

Nature of the course i.e. whether it is an audit/internal/open elective/minor course will be mentioned in the curriculum and in the examination form submitted by the student. The names of these courses will be mentioned in the exam schedule but the papers will be set up by the college and the exam will also be conducted internally by the college/institute. Letter grades of internal/audit courses, open electives/minor/internal courses will be forwarded to the exam branch within 24 hours of the conduct of the exam.

MUEx –5.0 Eligibility for Passing and Award of Degree**MUEx – 5.1**

- (a) Semester End Theory exams (including CIE), practical exams, internships, industrial training, projects and seminars are all individual heads of passing. Passing in theory paper (excluding CIE) is a must.
- (b) A student must obtain minimum of 40% marks (Grade Point ≥ 4) in all heads of passing individually to pass.
- (c) The student must obtain minimum 45% marks (SGPA ≥ 5) to pass a semester.

MUEx – 6.0 Absence from the Exam

The students who do not satisfy the provision and the students who remain absent for the University examinations shall be deemed to have failed in that Course/s. They have to reappear for the University examination in the subsequent examinations. The CIE marks awarded to the student/s at first attempt in the concerned theory Course/s will be carried forward and will not be changed under any circumstances.

MUE_x – 7.0 Computations of SGPA and CGPA

MUE_x – 7.1

- The University adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA) which will be calculated at the end of last semester.
- The grading system with the letter grades and the assigned range of marks under absolute grading system are as given below:

Level	Outstanding	Exceptional	Excellent	Very Good	Good	Fair	Average	Below Average	Pass	Fail	Absent
Letter Grade	O	A++	A+	A	B+	B	C+	C	D	F	Ab
Grade Points	10	8.99	7.99	6.99	5.99	5.49	4.99	4.49	04	0	0
Percentage of Marks Scored in a course	90-100	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	45-49.99	40-44.99	40	00-39.99	00

- A student obtaining Grade „F“ in a Course shall be considered failed and is required to reappear in subsequent SEE.
- A separate grading system will be followed for all programs of Architecture as the pass percentage of these programs as per regulatory body is 50 percent.

MUE_x – 7.2

Computation of SGPA and CGPA (as per UGC Guidelines)

The following procedures shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points secured by a student in all the Courses taken by him/her and the sum of the number of credits of all the Courses undergone by a student, i.e.,

$$i \quad SGPA = \frac{\sum(C_i X G_i)}{\sum C_i}$$

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 also calculated in the same manner taking into account all the Courses undergone by a student over all the semesters of a program, i.e.,

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

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.

Illustration for Computation of SGPA and CGPA Computation of SGPA

Illustration No.1				
Course	Credit	Grade letter	Grade point	Credit Point = (Credit X Grade)
Course 1	4	A+	7.99	$4 \times 7.99 = 31.96$
Course 2	4	B	5.49	$4 \times 5.49 = 21.96$
Course 3	4	A	6.99	$4 \times 6.99 = 27.96$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	D	04	$3 \times 04 = 12$
Course 6	3	B	5.49	$3 \times 5.49 = 16.47$
Course 7	2	A++	8.99	$2 \times 8.99 = 17.98$
Course 8	2	B	5.99	$2 \times 5.99 = 11.98$
Total	25	--	--	170.31

Thus, **SGPA = $170.31/25 = 6.81$**

Illustration No.2				
Course	Credit	Grade letter	Grade point	Credit Point = (Credit X Grade)
Course 1	4	A+	7.99	$4 \times 7.99 = 31.96$
Course 2	4	B	5.49	$4 \times 5.49 = 21.96$
Course 3	4	A	6.99	$4 \times 6.99 = 27.96$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	F	00	$3 \times 00 = 00$
Course 6	3	B	5.49	$3 \times 5.49 = 16.47$
Course 7	2	A++	8.99	$2 \times 8.99 = 17.98$
Course 8	2	B	5.49	$2 \times 5.49 = 10.98$
Total	25	--	--	157.31

In such cases SGPA will not be calculated and the student will be declared as "Fail"

When the student secures letter grade e.g.C during reappearance then the SGPA is calculated as shown below:

Illustration No. 2(a)				
Course	Credit	Grade letter	Grade point	Credit Point = (Credit X Grade)
Course 5	3	C	4.49	$3 \times 4.49 = 13.47$
Total Credit Points = (Credit Points of first Attempt) + Credit Points of subsequent attempt = $157.31 + 13.47 = 170.78$				
Total credits of the semester = 25				
Thus, SGPA = $170.78/25 = 6.83$				

Illustration No.3				
Course	Credit	Grade letter	Grade point	Credit Point = (Credit x Grade)
Course 1	4	A+	7.99	4 x 7.99 = 31.96
Course 2	4	B	5.49	4 x 5.49 = 21.96
Course 3	4	A	6.99	4 x 6.99 = 27.96
Course 4	3	O	10	3 x 10 = 30
Course 5	3	A++	8.99	3 x 8.99 = 26.97
Course 6	3	B	5.49	3 x 5.49 = 16.47
Course 7	2	A++	8.99	2 x 8.99 = 17.98
Course 8	2	B	5.49	2 x 5.49 = 10.98
Total	25	--	--	120.36
Thus, SGPA= 120.36/25=4.81				
CGPA (from Illustration 2 and 3)				$\frac{25 \times 6.83 + 25 \times 4.81}{50} = 4.94$

Illustration No.4: Calculate 1 CGPA from SGPAs								
Semester	I	II	III	IV	V	VI	VII	VIII
Credits of the semester	24	24	27	27	24	24	24	26
SGPA	7.00	8.50	9.20	6.86	8.18	7.73	8.68	9.40

CGPA :

$$24 \times 7.00 + 24 \times 8.50 + 27 \times 9.20 + 27 \times 6.86 + 24 \times 8.18 + 24 \times 7.73 + 24 \times 8.68 + 26 \times 9.40 / 200 = 8.20$$

MUEx – 7.3

Transcript Format: Based on the secured letter grades, grade points, SGPA and CGPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters shall be issued. Format is attached as Appendix A and B respectively.

MUEx – 8.0 Conversions of Grades into Percentage and Declaration of Class

MUEx – 8.1 Conversion CGPA to Percentage

Conversion Formula for the Conversion of CGPA into Percentage Is Given Below Percentage of Marks Secured, P = [CGPA Earned – 0.50]

Illustration for A CGPA of 8.20:

$$P = [CGPA Earned 8.2 - 0.50] * 10 = 77\%$$

MUEx – 8.2

Class Declaration:

After the conversion of final CGPA into percentage of marks (P), a graduating student is declared to have passed in

- First Class with Distinction (FCD) if $P \geq 70\%$
- First Class (FC) if $P \geq 60\%$ but $<70\%$ and
- Second Class (SC) if $P < 60\%$

MUEx – 9.0 Promotions and Eligibility

MUEx – 9.1

- Promotion & Eligibility. Rules for promotion to the next semester and/or the year, are given in the table below:

Sr. No.	Promotion		Conditions of Promotion	Remarks
	From Sem	To Sem		
1	I	II	The student will be promoted irrespective of number of heads of failure in Semester I.	<ul style="list-style-type: none">Practical Exams will be treated as different courses will different course Code Numbers.Student will have to appear & pass in practical exams separately.
2	II	III (2 nd year)	Should have passed 60% credits for which the student is registered in 1 st year.	
3	III	IV	Will be promoted irrespective of number of heads of failure in semester III or earlier semesters.	
4	IV	V (3 rd year)	Should have passed all credits of 1 st year and 60% credits of III & IV Sem.	
5	V	VI	Will be promoted irrespective of number of heads of failures in semester III, IV or V.	
6	VI	VII (4 th year)	Should have passed 100% credits of 1 st and 2 nd year. a) Should have passed 60% credits of V and VI Sem	
7	VII	VIII	Will be promoted irrespective of number of Heads failed in VII Sem.	

8	Passing the program		Should pass all credits of the program.	
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- b) On the result sheet the word promoted to _____ year will be written. Word ATKT will not be used.
- c) A student who is not promoted due to not passing the required credits, will have to pass the required number of credits before he/she is promoted to the next year.

MUEx – 10.0 Completion of a Program

A student shall be declared to have completed the program provided the student has undergone the stipulated Courses as per the curriculum meant for that course and has earned the prescribed number of credits as per the provision having CGPA ≥ 5 with none of the registered courses remaining with „F“ grade.

MUEx – 11.0 Backlog Exams

SSEs of all previous semesters will be conducted as per the examination schedule issued by the university in which all the students with backlogs can appear.

MUEx – 12.0

Supplementary Exam. Supplementary exam of the program offered in the last year will only be conducted after 3 weeks of declaration of the result of final semester.

MUEx – 13.0

Grievances After the declaration of the result

- A student can apply for scrutiny of his/her answer sheet by filling prescribed form and payment of fee of Rs.50/-. He/She will be called for scruting his answer sheet at a given date and time. Students will forgo his/her chance to see his/her answer sheet if he/she fails to turn up at the given time and place.
- If the student finds any totaling mistake, the same will be pointed out to the staff and it will be corrected by the exam branch & fee will be refunded. Same will be the case if some question(s) is (are) not marked. Answer Sheets will be collected from the students after 30 minutes of their scruting.
- After the scruting, in case the student wants to apply for revaluation, the student will submit the revaluation form, pay the fee and submit the form in the office of his/her institute/college for further submission to the exam branch. The college/institute will be intimated the result of the student after revaluation through a notification and new marksheet will be issued after depositing the old marksheet.

- d) Photocopies of answer sheets will not be given to the students.

MUEx – 14.0

Grace Marks.

The examinee shall be given the benefit of grace marks only for passing in only two heads of passing (Theory/Practical):

Total Marks in Head of Passing	Grace Marks up to
Up to 50	2
051 to 100	3
101 to 150	4
151 to 400	5

Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 01 percent of the aggregate marks in that semester examination. Provided, further that the benefit of gracing of marks under this rule shall be applicable only if the candidate passes the entire examination of semester.

Condonation. There will be no condonation for passing and exam/semester/year.

MUEx – 15.0

Moderation.

- The Moderation system shall be applicable to all the faculties for Undergraduate and Postgraduate examinations.
- 100 percent moderation of the answer books shall be carried out in the case of candidate failing by 10 percent of marks of the aggregate marks of that paper.
- In case of all courses, 100% moderation shall be carried out in case of candidate obtaining 70% and above marks.
- The moderation of answer books of at least 5 percent of total number of candidate obtaining marks between minimum passing marks and marks required for first class/distinction shall be carried out on random sample basis.
- Moderation work shall be carried out simultaneously with the central assessment of answer book at CAPs.
- Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

MUEx – 16.0

Improvement of Class at UG/PG Level Programs:

- a) This facility will be available to only these students who have passed their UG/PG from MGMU.
- b) Students can appear in 50% theory papers of their choice prescribed by their course.
- c) The student will have to appear in the currently applicable course in one and the same sitting.
- d) Reappearance will be applicable to theory papers only.
- e) Student will appear as an external candidate by paying Rs.5000/- as fee and apply through the college/institute from where he/she has passed the final year.
- f) These student will not be eligible to any grace marks/medal/prizes etc.

MUEx – 17.0

Additional Semester End Examinations

- a) Eligibility to Appear for Additional Semester End Examination:

A student who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the college/university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized amateur bodies/competent authorities with prior permission of the HoI or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute with the approval of VC is eligible to appear for the additional examination.

- b) A student who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.
- c) The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the course of the Semester End Examination for which he/she was absent or has failed. Learners who are punished under malpractices are not eligible to appear for this additional examination.

MUE_x – 18

a) Exam pattern will typically be as given in the table below. Modifications are permissible to be made by the respective Deans of the faculties under intimation to the examination branch

Sr. No	Level	Course Credit Hours	Theory (Max Marks)			Practical (Max Marks)			Weightage		Sem End Exam Duration	Choice
			Internal	SEE	Total	Internal	SEE	Total	Part I MCQ	Part II Subjective		
1	UG Theory	3-6	40	60	100	--	--	--	20%	80%	2 Hrs	<ul style="list-style-type: none"> • No choice in Part I (MCQs) • Examiners may set approx 30% questions more than the questions required to be attempted for giving choice.
		1-2	20	30	50	--	--	--	20%	80%	1.5 Hrs	
	UG Practical	3-4	--	--	--	40	60	100	--	--	4-6 Hrs	
		1-2	--	--	--	20	30	50	--	--	2 Hrs	
2	PG Theory	3 or >3	40	60	100	--	--	--	--	--	4-8 Hrs	
		1-2	20	30	50	--	--	--	--	--	4 Hrs	
	Practical	3-4	--	--	--	40	60	100	--	--	4-8 Hrs	
		1-2	--	--	--	20	30	50	--	--	4 Hrs	

Internal, audit & open electives will be of 1-2 CHs.

Dr. (Col) Pardeep Kumar
CoE