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Examinations Committee

Composition:

        Chairperson : Head of the Institution
        Convener : Controller of Examinations
        Members : Additional Controller of Examinations
                        Officers in charge of Examinations
                        Online examination incharge.
                        Department examination in charges

Frequency of Meeting: Twice in a semester and when need arises

Functions:

- Subject Registration of Students for University Regular Examinations Semester wise
- Subject Registration of Students for University Supply Examinations Semester wise
- Subject Registration of Students for Regular/Supply Examinations(Autonomous) Semester wise
- Conduction of Internal, External and Practical Examinations as per the Autonomous regulations
- Conduction of Quiz Examinations and uploading Marks dumps to online examination portal of university by Online Examination In charge and coordinators
- Conduction of Internal and External, Practical Examinations as per the University guidelines and schedules
- Uploading the awarded internal marks(both theory & Labs) to the University Examination Portal
- Distribution of internal Marks information to students through the concern Departments
- Description of Encrypted Unversity Question bank and print to conduct external theory examinations .
- Collection of University stationary (Computer printed) for End Practical & Theory Examinations and Submission of Reports/Answer booklets to the University.
- Publication of University released UG/PG Regular/Supply results/Revaluation Results.
- The necessary correspondence with the University regarding discrepancies of Results/HallTickets/Name Correction/ Marks Memos not received etc
- Applying Provisional Certificates/CMMs/Migration/Duplicate Marks Memo/Duplicate (PC/CMM/OD) /Transcripts etc.

- Collection of Original Marks Memos and PC/CMMs of students and handover to concern students after updating of college records.
- Intimation of Curriculum Changes/Rules/Regulations /Academic Calendars/Time tables of Examinations given by the university to the students through the university.
- M. Tech Project Thesis of eligible students uploading to Examination portal to ensure project panels appointment and viva voce examinations conduction as per the University guidelines.
- With the coordination of department office clerks Marks memos distribution/Exam Fee collection/Attendance management etc. are fulfilling under the guidance of HODs.
- Verification of Certificates of Passed out students of this institute for recruitment agencies/Government servants.
- Issue of Transcripts for admission into foreign universities.
- Paper setting examinations conduction , Evaluation and declaration of results for Autonomous students

☞ **bput.ac.in(University Website)**
☞ **exam.bput.ac.in (To check the Result & Exam Schedule)**

Rules and Regulations

Each discipline consists of the following Three types of Subjects:
- Theory Subjects
- Practical Subjects
- Project

SUBJECT-WISE REGISTRATION

- A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.

ELIGIBILITY TO APPEAR AT EXAMINATIONS

- A student shall not be allowed to appear in the Semester examination in those particular theory subjects where he has 75% less in attendance. He will be allowed to appear at the theory examinations in other subjects where he has no shortage in

attendance. The attendance shall be considered from the date of commencement of classes as per academic calendar of the university.

ELIGIBILITY TO APPEAR AT EXAMINATIONS

- A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation.
- The University shall have continuous evaluation system for each theory, practical, design and project papers.

THEORY PAPERS

- (a) A theory paper will have 150 percentage points. The weightage for various tests and the end semester examinations is as follows:

EXAMS	MARKS
Attendance & Class Interaction	05
Assignment	05
Surprise Test	05
Quiz Test	05
Class Test I & II	30
TOTAL INTERNAL EXAMS	50 (Pass Marks in Internal is 50% of total marks i.e. 25)
End Semester Exam	100 (Pass marks in End Semester Exam is 35% of Total Marks i.e. 35)

PRACTICAL / SESSIONAL EVALUATION SCHEME

Pass mark will be 50% which means students have to score 25 out of 50 or 50 out of 100.

Attendance and daily performance -	10/20
Lab Record	-	10/20
Lab Quiz	-	05/10

Final Experiments & Viva   -   25/50

     TOTAL   -   50/100

A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes shall be as described below :

     A Seven Point grading system on base of 10 shall he followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 & above upto 100	10
Excellent	'E'	80 & above but less than 90	9
Very Good	'A'	70 & above but less than 80	8
Good	'B'	60 & above but less than 70	7
Average	'C'	50 & above but less than 60	6
Poor	'D'	37 & above but less than 50	5
Failed	'F(EX)'	Below 37	2
	'F(INT)'	Failed in Internal Exam (Theory / Sessional Examnintion)	
Mall Practice	'M'	No percentage assign	0
Absent	'S'	No percentage assign	0

N.B. - *Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional /Project / Seminar / Viva - Voce.*

SGPA (SEMESTER GRADE POINT AVERAGE)

$$= \Sigma \text{ (Credit x Grade) } / \Sigma \text{ Credit}$$

Eg.➔ SGPA = [(2x9)+(2x9)+(2x8)+(0x10)+(3x6)+ (3x7)+(1x10)+(1x10)+ (1x10)+(1x10)+(2x10) **/** 18] **= 8.39**

CGPA (CUMULATIVE GRADE POINT AVERAGE)

= Σ (SGPA x Credit of Semesters) / Σ Credit of Semesters

Eg.→ CGPA of First Year

$$= [(8.39 \times 18) + (8.91 \times 23) \text{ / } (18+23)] = \mathbf{8.68}$$

Percentage acquired by a student in a course

= (CGPA – 0.5) x 10

Eg. If CGPA = 8.68 then

Percentage = (8.68 – 0.5) x 10 = 81.8

A. **Passed and Promoted (denoted by P)** indicating that
- The candidate has cleared every registered course item of both odd and even semester of the academic year.
- He / She has no backlog from lower levels.
- He / She has secured CGPA of 6.0 or more.
- Eligible for Promotion with backlogs -

B. **For promotion from 1st year to second year:**

A student at the end of the first year (inclusive of first and second semesters) having a CGPA of 4.50 or more is eligible for promotion to second year, regardless of the number of failed subjects. The students has to do the back log registration in next year for all backlog subjects by paying Rs. 200/- per subject.

A student (at the end of first year) with a CGPA of less than 4.50 may start the First Year as FRESH STUDENTS as per the existing regulation.

C. NOT eligible for Promotion (denoted by X) indicating that

A candidate is NOT eligible for promotion to next higher level (semester/year) under the following circumstances:

If he / she had not registered in the subjects at the current semester, or

If he / she had not appeared in the end semester examination in at least 3 (three) theory papers of the regular semester and has not appeared in at least 2(two) lab / practical / sessional items and also not submitted the required medical certificate or may not be approved by University.

A candidate will be eligible for award of B.Tech/MBA/MCA degree if he / she satisfies the following :

1. Should pass in all the recommended semester of the course.

The CGPA (Cumulative Grade Point Average) is 6.0 or more.

NPTEL COURSES FOR MCA 3RD SEM STUDENTS

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

SWAYAM

SWAYAM stands for Study Webs of Active Learning for Young Aspiring Minds. It's an online learning platform from the Government of India that offers free courses and certification exams. The All India Council for Technical Education (AICTE) developed SWAYAM in 2016.

NPTEL COURSES FOR MCA 3RD SEM STUDENTS

In the 3rd semester of the MCA program, students are required to enroll in 3 NPTEL subjects out of the 5 semester subjects. A student will pass the semester if they successfully clear all 5 subjects, including the 3 NPTEL subjects.

ACC FOR B. TECH STUDENTS

ACC stands for Advanced Competency Course, provided by Coursera as an online course under OSDA. It is mandatory for all students admitted in the 2024-25 batch to enroll in one subject under ACC in the 3rd, 4th, and 7th semesters. The examination of these subjects are conducted by University with semester examination in offline mode.