SHARDA UNIVERSITY

32,34 Knowledge Park-III, Greater Noida (UP) India

REGULATIONS ON ATTENDANCE REQUIREMENT, EXAMINATION AND ACADEMIC PROGRESSION RULES APPLICABLE FOR EXISTING AND THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2025-2026

1. Attendance Requirements

1.1 It will be necessary to appear in examination for credit validation. The credits will be incomplete without taking the examination.

1.2 Students are expected to have 100% attendance in all courses. Attendance shall be monitored course-wise.

1.3 A student must have minimum 75% attendance in each course to be eligible to appear in the Assessments as well as the End-Semester Examinations (ESE).

1.4 A relaxation of 25% in attendance in context of the above includes participation in co-curricular and extra-curricular activities, medical reasons, family functions, or other unforeseen circumstances. No medical certificate is required to be submitted, if the percentage of absence is 25% of the total number of classes or less than that.

1.5 Irrespective of whether a student registered late or on time, attendance shall be calculated from the date of commencement of classes (as specified in the academic calendar), not from the date of registration. For new students, attendance shall be calculated from the date of registration. This relief shall be a one-time measure and applies to the semester in which students first register.

1.6 If a student is eligible for the examination on the basis of attendance in a semester, but is not able to appear in the examination due to any reason, then he/she can appear in the examination at the next time. He/she will not need to attend classes again.

A. NON-COUNCIL BASED PROGRAMMES

2. Components of Evaluation

The components of evaluation for theory and laboratory/practical/project courses shall be as under:

2.1 Theory Courses

(a) Continuous Assessment (CA): 25 marks
  (i) Assessments: 15 marks
  (ii) Assignments: 10 marks

(b) End-Semester Examination (ESE): 75 marks

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2.2 Laboratory/Practical/Project Courses

(a) Continuous Assessment (CA): 60 marks
  (i) Practical Records File
  (ii) Performance in conduct of experiments/ results reported during the semester
  (iii) Viva-Voce throughout the semester
(b) End-Semester Examination (ESE): 40 marks

2.3 Guidelines for Continuous Assessment (CA)

2.3.1 Theory Courses

Assessments

1. Every faculty member shall take two Assessments (A-1 & A-2) of a course he/she is teaching during the semester. The assessments will be conducted by the faculty member in his/her theory/tutorial class in the week specified in the Academic Calendar.
2. The weightage of A-1 shall be 10 marks. The Assessments question paper will be set by the concerned faculty member and the maximum marks shall be 20. The 20 marks shall be scaled down to 10 marks.
3. The weightage of A-2 shall be 05 marks. The Assessments question paper will be set by the concerned faculty member and the maximum marks shall be 20. The 20 marks shall be scaled down to 05 marks
4. The A-1 should contain questions from Units 1 and 2 and the A-2 from Units 3 and 4.
5. The format of the Assessment question papers shall be provided by the Office of the Dean of Academic Affairs for courses with 01 credit, courses with 02 credits, and courses with ≥ 03 credits.
6. The answer scripts shall be issued to the faculty members from their respective examination office of the school. The school examination department shall collect the answer scripts from the Office of the Controller of Examinations.

Eligibility for Assessments

1. Students with attendance ≥ 75% in a course shall be eligible for an Assessment of that course.
2. In case, a student with attendance < 75% appears for Assessment, his/her marks shall not be taken into account.
3. Faculty members shall only upload marks for students who have ≥75% attendance. However, names of students who have <75% attendance will not be displayed in the marks uploading portal.

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4. The attendance of each student shall be provided to the Dean/ HOD/ faculty by the Office of Dean Academic Affairs.

Assignments

1. The faculty member shall provide two sets of assignments to students for their courses. Assignment-1 should contain questions from Units 1 & 2, and Assignment-2 from Units 3, 4, and 5.
2. The weightage of assignments will be 10 marks i.e. Assignment-1 and Assignment-2 will be of 05 marks each.
3. To facilitate formative assessment, Assignment-2 could also be taken in the form of a presentation/ seminar/ debate, etc.
4. The questions in Assignments 1&2 should demonstrate the presence of (at least two) critical thinking/ analytical reasoning/ complex problems solving/ communication skills/ coordination and collaboration/ leadership readiness or qualities/ digital or technological/ multicultural competence and inclusive spirit/ value inculcation/ environmental awareness and action/ community engagement and service/ empathy.

2.3.2 Laboratory/ Practical Courses Assessment

1. Laboratory/Practical/Project courses carry a total of 60 marks, divided into:
   (i) Continuous Assessment (CA) – 30 marks
   (ii) Continuous Evaluation (CE) – 30 marks
2. Assessment of Laboratory/ Practical experiments shall be conducted weekly.
3. Each experiment is evaluated in two parts:
   (i) E-1: Execution on the assigned date (5 marks); Marks of best 75% of experiments (based on execution) out of total experiments conducted in a semester inclusive of all Course Outcome (COs) will be considered, contributing up to 30 marks.
   (ii) E-2: Evaluation of Viva-Voce/Record File on the next assigned date (5 marks); Marks of best 75% of experiments (based on performance in viva-voce/file work) out of total experiments conducted in a semester inclusive of all Course Outcome (COs) will be considered, contributing up to 30 marks.

   The final score out of 60 marks will be the sum of CE (E-1) and CA (E-2).

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3. Passing Criteria

3.1 In the qualifying papers, 'Q' grade will be awarded for Qualified and 'NQ' grade will be awarded for Not Qualified (see point 4 for details).

3.2 Each course of major, minor & discipline specific elective (DSE) (theory and/ practical) is a credit course and the pass percentage of all of them will be 33% (as detailed in point 3.6).

3.3 The co-curricular courses/ multidisciplinary course / open electives and the minor project in the final year are qualifying and their pass percentage will be 40% (as detailed in point 3.7).

3.4 The skill development/ vocational courses/ internship/ value added courses/ ability enhancement courses are also credit courses and their passing percentage will also be 40%.

3.5 The skill development/employment-oriented courses will be evaluated out of a total of 100 marks, out of which

i. 60 marks will be of Continuous Assessment and will be conducted similar to the CA of Laboratory courses.

ii. Weightage of ESE will be 40 marks. ESE will be conducted out of maximum 100 marks out of which training/ practical based work will be evaluated out of 60 marks and theory-based work will be evaluated out of 40 marks.

The minimum pass marks in the skill development course will be 40 marks out of the total of 100 marks. There will be no minimum passing marks in training/ theory separately.

3.6 The computation out of 100 marks of each course (theory and practical) of all major/ minor/ core/ co-curricular /minor research courses will be done by adding the marks obtained in continuous assessment (CA) and End-Semester Examination (ESE).

3.7 In order to pass a course (major/ minor/ core), it will be necessary to

(a) score a minimum of 25 marks (33% of 75) out of a maximum of 75 marks for theory course and a minimum of 20 marks (33% of 60) for practical course in the End-Semester Examination (ESE), and

(b) score minimum 33% marks in aggregate in continuous assessment (CA), and End-Semester Examination (ESE) of theory/ practical course.

3.8 In order to pass a course (co-curricular/minor research courses), it will be necessary to

(a) score a minimum of 30 marks (40% of 75) out of a maximum of 75 marks for theory course and a minimum of 24 marks (40% of 60) for practical course in the End-Semester Examination (ESE), and

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(b) score minimum 40% marks in aggregate in continuous assessment (CA), and End-Semester Examination (ESE) of theory/ practical course.

3.9 There is no minimum pass percentage in the continuous assessment (CA) of any course. For example, in a theory course, if a student gets zero marks in continuous assessment and minimum passing marks of 33 out of 75 (in major and minor courses) or 40 out of 75 (in co-curricular/minor research courses) in End-Semester Examination, even then he/ she will pass the course.

3.10 No grace marks of any kind will be given.

4. Grading System

Based on the marks obtained in the courses studied by a student, a letter grade shall be awarded to each course using an absolute or relative grading system. The following letter grades shall be used to assess a student's performance:

Letter Grades	Description	Grade Points	Grade Boundaries	
			Relative Grading	Absolute Grading
			A	B (in %)
O	Outstanding	10	≥ 90 %tile	91 – 100
A^+	Excellent	9	≥ 75 %tile	81 – 90
A	Very Good	8	≥ 50 %tile	71 – 80
B^+	Good	7	≥ 30 %tile	61 – 70
B	Above Average	6	≥ 15 %tile	51 – 60
C	Average	5	≥ 05 %tile	41 – 50
P	Pass	4	≥ 33 %	33 – 40
F	Fail	0	< 33 %	< 33
AB	Absent	0	Absent	Absent
Q	Qualified	-	-	-
NQ	Not Qualified	-	-	-

Guidelines for choice of columns:

(a) For the calculation of relative grades, fail students are not taken into account.

(b) Column B (absolute grading) shall be used for all practical courses. An absolute grading for theory courses shall be applied when the number of students is less than 30.

(c) For relative grading, a student must achieve 80% marks (CA + ESE) to get grade O and at least 70% marks to get grade A^+.

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5. Calculation of CGPA

5.1 The semester grade point average (SGPA) and cumulative grade point average (CGPA) shall be calculated from the following formulas:

For j^{th} semester

$$\mathbf{SGPA}(S_j) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Here,

C_i = number of credits of the i^{th} course in j^{th} semester

G_i = grade point scored by the student in the i^{th} course in j^{th} semester.

$$\mathbf{CGPA} = \frac{\sum(C_j \times S_j)}{\sum C_j}$$

Here,

S_j = SGPA of the j^{th} semester

C_j = total number of credits in the j^{th} semester

5.2 The CGPA will be converted into percentage marks as per the following formula:

The Equivalent Percentage of Marks = CGPA × 10

5.3 The following two divisions, as defined below, shall be awarded to the students:

Division	Classification
First Division	CGPA ≥ 6.50 and ≤ 10.00
Second Division	CGPA ≥ 5.00 and < 6.50

5.4 To obtain any Degree and Diploma, a student must pass/qualify all the courses (both theory and practical) and the minimum CGPA must be 5.00.

6. Promotion

6.1 A student will always be promoted from the current Odd semester to the next Even semester, irrespective of the result of the current Odd semester.

6.2 Promotion from the current Even semester to next Odd semester i.e. from current year to the next year shall be subjected to the following conditions:

(a) A student shall have a CGPA of at least 4.00 out of 10.00 in the first year of study to be eligible to register for courses offered in third semester (second year). Student shall maintain a CGPA of at least 5.00 out of 10.00 at the end of second and subsequent years for academic progression.

(b) If a student does not meet the academic progression criteria as stated above (6.2(a)), then he/she must repeat the same year of study to continue in the programme. During repeating the year, the student will have to pay full fee.

7. Debarring from Examination

7.1 A student who has less than 75% attendance will not be able to take the End- Semester Examination (ESE) and such students will be designated as 'debarred' students.

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7.2 A debarred student shall be awarded 'DEB' grade in the End-Semester Examination.

7.3 If a student is debarred from appearing in the End Semester Examination (ESE) due to shortage of attendance:

(i) He/she will be allowed to appear for the examination of Odd (Even) semester courses in the Odd (Even) semesters.

(ii) He/she will not be given another opportunity to improve the Continuous Assessment (CA) components.

(iii) He/she will be evaluated out of 75 marks (ESE). However, the marks obtained, if any, in the Continuous Assessment during the first enrolment shall be carried forward, and the final evaluation will be done out of 100 marks.

7.4 If a student passes a course in the second or subsequent attempt(s), the maximum grade awarded shall be capped at 'A' in that course.

8. Back Paper or Improvement Examination

8.1 The facility of passing the backlog courses (AB, F and NQ graded courses) or improvement (in C and P graded courses) will be available to the student for the courses of Odd (Even) semesters in the Odd (Even) semesters.

8.2 There shall be no re-assessment or improvement examination in the Continuous Assessment (CA). However, the marks obtained, if any, in the Continuous Assessment during the first enrolment shall be carried forward.

8.3 The syllabus of the backlog/improvement course(s) shall be the same as that of the current semester in which student is appearing for the backlog or improvement examination.

9. Time Duration

9.1 The maximum duration for completion of a degree or a diploma programme shall be $N + 2$ years, where N stands for the normal or minimum duration prescribed for completion of any programme; provided that in exceptional circumstance a further extension of one more year may be granted. The Vice-Chancellor may consider allowing extension by one year beyond $N + 2$ years for completion of a degree on case-to-case basis, depending on the merit of each case.

9.2 The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.

9.3 The time taken to improve the score/ grade/ CGPA shall be counted in 'Maximum duration allowed for completion of a programme'.

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10. Make-up Examination

10.1 If necessary, the University may carry out a Make-up Examination on the recommendation of a committee constituted by the Vice-Chancellor.

10.2 If necessary, the committee may examine cases of students who do not promote to the next year after the End-Semester-Examinations of the even semester on a case-by-case basis. The committee will send its recommendation to the Vice-Chancellor for consideration and approval.

10.3 The Vice-Chancellor may ask the Controller of Examination to conduct a Make-up Examination, if necessary.

10.4 A student who fails a theory course can pass the course by taking the End-Semester Examination (ESE) again as a 'Make-up Examination'. The Continuous Assessment (CA) marks will remain the same whatever the student has earned during the semester.

10.5 There will be no Make-up Examination for practical/ laboratory courses. The facility to pass a practical/laboratory course will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.

10.6 The Make-up Examination may be held once per academic-year after one month from the date of declaration of the result of the Even semester. A student can opt for maximum 4 courses or 16 credits in Make-up Examination.

10.7 A student who secures 'F' or 'NQ' grade in a theory course shall be eligible for Make-up Examination.

10.8 A student may apply for any course in which he/she has obtained 'F' or 'NQ' grade. The fee for such an Examination shall be as specified by the University, from time to time for each course.

10.9 A student wishing to appear for a Make-up Examination in a course must fill up a form and submit the same along with the examination fee receipt to the Examination Department of the concerned School within 7 days of notification, if the University decides to conduct a Make-up Examination. The Controller of Examinations shall schedule the Make-up Examination by taking University's convenience into account.

10.10 The grade earned through the Make-up Examination shall be capped at 'A' grade.

10.11 If a student who secures 'NQ' or 'F' grade in a theory course and misses the Make-up Examination, he/she has the opportunity to pass/improve the grades in accordance with point 8.1. The University will not carry out any further examination for this purpose.

11. Ex-studentship

11.1 A student can opt for Ex-studentship provided he/she has obtained minimum 50% marks in the internal assessments in theory/ practical courses. An ex-student only has to appear in End-Semester Examinations (ESE).

11.2 A student opting for 'Ex-studentship' must apply to the concerned School 15 days before the start of new academic session and have to pay only the prescribed examination fee as decided by the University.

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12. Multiple Entry and Multiple Exit

In pursuance of provisions made in NEP-2020, students are given the option of multiple entries and multiple exits. If a student wants to leave the Programme after the end of a particular academic year (even after the first year), then he/she must:

(a) achieve a minimum CGPA equal to or greater than 5.00.
(b) accumulate the minimum prescribed credits for the award of respective certificate/ diploma/ degree.
(c) The University shall follow the guidelines issued by the Uttar Pradesh State Council of Higher Education/University Grants Commission (UGC).

B. COUNCIL BASED PROGRAMMES

For all council-based programmes, the University follows the rules and regulations of its respective councils.

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Associate Dean Academics

(Dr. Pallavi Gupta)
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(Dr. R.C. Singh)
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(Dr. Vinay K. Verma)
Controller of Examinations

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Pro Vice Chancellor

Submitted for the approval of Vice Chancellor.

(Vice Chancellor)