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 (AMENDED IN JANUARY, 2026)

1. Attendance Requirements

1.1 It will be necessary to appear in the End Semester Examination (ESE) for credit validation.

1.2 Attendance shall be monitored course-wise.

1.3 Students are expected to have 100% attendance in all courses.

1.4 A student must have minimum 75% attendance in each course to be eligible to appear in the Mid Semester Examinations (MSE) as well as ESE. Otherwise, student will be Debarred (DEB) from MSE/ESE.

1.5 Students may be given a 5% attendance benefit to participate in pre-approved (by concerned School Dean) co-curricular & extra-curricular activities, and absence due to medical reasons, family functions, or other unforeseen circumstances.

1.6 Irrespective of whether a student registered late or on time, the attendance shall be calculated based on all classes held and not from the date the student was registered, unless otherwise decided by the Registrar in the case of new admissions only.

2. Components of Evaluation

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

2.1 **Theory Courses**

(a) Continuous Assessment (CA): 25 marks

(b) Mid-Semester Examination (MSE): 15 marks

(c) End-Semester Examination (ESE): 60 marks

2.2 **Laboratory/Practical/Project/skill Development/Vocational 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

2.3.1 Theory Courses CA (25 Marks)

Assessments (15 Marks)

2.3.1.1.1 All students shall be eligible to participate in the two assessments (Assessment-1 and Assessment-2) conducted by the faculty for each course.

2.3.1.1.2 Assessment-1 shall carry a weightage of 10 marks, while Assessment-2 shall carry a weightage of 5 marks.

2.3.1.1.3 Assessment-1 shall be of subjective type, covering Units 1 and 2, and shall consist of three questions of the K3 and K4 levels of Bloom's Taxonomy (BTL).

2.3.1.1.4 Assessment-2 shall be of Multiple Choice Question (MCQ) type, covering Units 3 and 4, and shall consist of twenty questions, of which ten questions shall be of the K2 level and the remaining ten at the K3 level.

2.3.1.1.5 Assessments shall cover all course outcomes (COs) from unit 1-4.

Assignments (10 Marks)

2.3.1.1.6 Two assignments shall be taken by the faculty from students for each course.

2.3.1.1.7 Assignment-1 shall cover Units 1 and 2, while Assignment-2 shall cover Units 3, 4, and 5.

2.3.1.1.8 The total weightage of assignments shall be 10 marks, with Assignment-1 and Assignment-2 carrying 5 marks each.

2.3.1.1.9 To support formative assessment, Assignment-2 may be conducted in the form of a presentation, seminar, debate, or a similar academic activity.

2.3.1.1.10 The questions in Assignments-1 and -2 shall be of K4, K5 and K6 level and reflect at least two of the following attributes: critical thinking, analytical reasoning, complex problem-solving, communication skills, coordination and collaboration, leadership readiness, digital or technological competence, multicultural awareness and inclusivity, value inculcation, environmental awareness, community engagement, and empathy.

2.3.2 Laboratory/ Practical Courses Assessment (60 Marks)

2.3.2.1 Laboratory/Practical/Project courses carry a total of 60 marks, divided into:

(i) Continuous Assessment (CA) – 30 marks

(ii) Continuous Evaluation (CE) – 30 marks

2.3.2.2 Assessment of Laboratory/ Practical experiments shall be conducted weekly.

2.3.2.3 Each experiment will be evaluated in two parts:

i. CE: 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. CA: 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.

Guidelines for MSE

2.4.1 There shall be a MSE for each theory-based course, which shall be conducted as per the dates notified in the academic calendar.

2.4.2 The maximum marks for the MSE shall be 50, which shall be scaled down to 15 mark.

2.4.3 The duration of the MSE shall be 90 minutes for courses carrying three or more credits (≥ 3 credits). However, for theory courses carrying less than three credits (< 3 credits), the duration shall be 60 minutes.

2.4 Guidelines for ESE of a theory course

2.5.1 There shall be an ESE for each theory-based course, which shall be conducted at the end of each semester as per the dates notified in the Academic Calendar.

2.5.2 The maximum marks for the ESE shall be 100, which shall be scaled down to 60 marks.

2.5.3 The duration of the ESE shall be 180 minutes for courses carrying three or more credits (≥ 3 credits). However, for theory courses carrying less than three credits (< 3 credits), the duration shall be 120 minutes.

3. Incentive of marks for Attendance

3.1 Students shall be incentivized with a maximum of five marks in the ESE for maintaining good attendance. This provision shall be termed as the "Incentive for Attendance", as outlined below.

Attendance (in %)	Marks Incentive
≥ 85	5
≥75% but <85	3
<75	0

3.2 This shall be applicable for each course of a programme. The maximum marks will not exceed 100 in any case.

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	46 – 50
P	Pass	4	≥ 40 % but < 05 %tile	40 – 45
F	Fail	0	< 40 %	< 40
AB	Absent	0	Absent	Absent
Q	Qualified	-	-	-
NQ	Not Qualified	-	-	-

Guidelines for choice of grading method:

(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 at least 80% marks (CA + MSE + ESE) to get grade O and at least 70% marks to get grade A^+.

5. Pass Percentage

5.1 In order to pass a course, it will be necessary to score minimum 40% marks in aggregate in CA, MSE and ESE of theory course and minimum 40% marks in aggregate in CA and ESE of laboratory/practical course. The minimum marks for passing a course shall also include the marks earned as incentive for attendance.

5.2 In the qualifying papers, 'Q' grade will be awarded for Qualified and 'NQ' grade will be awarded for Not Qualified.

5.3 There is no separate minimum pass percentage in CA/MSE/ESE of any course.

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 academic year to the next academic year shall be subjected to the following conditions:

6.2.1 Promotion from 1st year to 2nd year

6.2.1.1 Students shall always be promoted from 1st year to 2nd year.

6.2.1.2 Personalized tracking of attendance shall be facilitated through ERP and the Dean/HoD/Mentor shall provide early alerts to the students whose attendance falls below the required minimum.

6.2.1.3 Debarred students having attendance ≥ 50% but < 75% in a course(s) and students having fail grade may pass the course(s) by appearing in the Summer Term Examination, which will be conducted during the summer, approximately one month after the declaration of the Even Semester results.

6.2.1.4 Debarred students having attendance below 50% in a course of any even/odd semester may pass that course by repeating all components of assessment and evaluation in the subsequent Even/Odd semester. For such students:

i. classes shall be conducted only on each working Saturdays of the respective Even/Odd semester.

ii. a minimum 75% attendance in each course is mandatory for eligibility to appear in both the MSE and the ESE of that course.

iii. in case of non-fulfilment of the minimum attendance requirement mentioned in (ii), the provisions stated under points 6.2.1.3 and/or 6.2.1.4 shall apply.

iv. marks obtained while repeating the course in the Even/Odd examination cycle shall be considered for the preparation of results.

v. schools will ensure that such students are enrolled timely along with the regular students, classes are properly scheduled and monitored.

vi. maximum credits including credits of regular semester courses and such backlog courses should not exceed 30 in that particular semester.

vii. such grades earned shall be capped at 'A'.

viii. a fee of Rs. 2,000/- per credit, along with a course examination fee of Rs. 2,000/-, shall be applicable.

6.2.2 Promotion from 2nd year to 3rd year

6.2.2.1 To be eligible for progression from 2nd year to 3rd Year, a student must have earned a minimum of 50% of total credits of the programme till 2nd year. For example, if the total programme credits up to the 2nd year are 80, the student must earn a minimum of 40 credits out of 80 to maintain academic progression.

6.2.2.2 Personalized tracking of student's attendance as well as credit completion shall be carried out, and the Dean/HoD/Mentor shall provide early alerts to students from time to time who have short fall of minimum required attendance and credits earned.

6.2.2.3 Points 6.2.1.3 and 6.2.1.4 shall remain applicable for these students also.

6.2.2.4 Students who do not achieve 50% of the credits till 2nd year (including summer term examination) may be re-admitted in the 2nd year.

6.2.2.5 Students satisfying the minimum criteria shall progress to 3rd Year.

6.2.3 Promotion from 3rd year to 4th year

6.2.3.1 To be eligible for progression from 3rd year to 4th year, a student must have earned a minimum of 60% of total credits of the programme till 3rd year. For example, if the total programme credits up to the 3rd year are 120, the student must earn a minimum of 72 credits out of 120 to maintain academic progression.

6.2.3.2 Personalized tracking of student's attendance as well as credit completion shall be carried out, and the Dean/HoD/Mentor shall provide early alerts to students from time to time who have short fall of minimum required attendance and credits earned.

6.2.3.3 Points 6.2.1.3 and 6.2.1.4 shall remain applicable for these students also.

6.2.3.4 Students who do not achieve 60% of the credits till 3rd year (including summer term examination) may be re-admitted in the 3rd year.

6.2.3.5 Students satisfying the minimum criteria shall progress to 4th Year.

6.2.4 Promotion to subsequent years

6.2.4.1 Continue with progression to subsequent years after the 4th year, if requirements of 6.2.3 are met.

6.2.4.2 Otherwise, credit make-up through summer term examination being conducted in summer, odd/even backlog examination cycle.

6.2.4.3 A student may take re-admission in the same year if the promotion criteria are not met.

7. Summer Term Examination

7.1 This examination shall be conducted only once in an academic year after one month from the date of declaration of the result of the Even semester.

7.2 A student who fails in a theory/practical/laboratory course can pass the course by taking ESE again as a 'Summer Term Examination'. The CA and MSE marks will remain the same whatever the student has earned during the regular semester.

7.3 A student who secures 'DEB', 'AB', 'F' or 'NQ' grade in a theory and laboratory course and having attendance ≥ 50% shall be eligible for Summer Term Examination.

7.4 A student may apply for maximum five courses/ 20 credits whichever is favourable to the student. The fee for such Examination is Rs. 2,000 per course.

7.5 A student wishing to appear for Summer Term Examination in a course must fill up a form and submit the same along with the examination fee to the Examination office of the concerned School within 10 days of declaration of even semester result. The Controller of Examinations shall schedule the summer term Examination by taking University's convenience into account.

7.6 The grade earned through the Summer Term Examination shall be capped at 'A' grade.

8. Improvement Examination

8.1 Improvement (in C and P graded courses) will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.

8.2 There shall be no improvement examination in the CA and MSE.

8.3 The syllabus of the course for the student shall be the same as that of the current semester in which he/she is appearing for the back paper or improvement examination. Such students need to enrol for improvement courses along with regular courses in the start of respective semester.

8.4 The grade earned through the improvement examination shall be capped at 'A' grade.

8.5 A student may apply for maximum two courses/ 10 credits whichever is favourable to the student. The fee for such Examination is Rs. 2,000/- per course.

8.6 If the CGPA earned by a student after the completion of programme is less than 6.5 then student can get final chance of improvement examination, if he/she requests for the same within 10 days of declaration of his/her last result. Student can apply for maximum five courses for improvement in which he/she earned C/P grades. The fee for such Examination is Rs. 2,000/- per course.

9. Examination On Demand

9.1 A student who is eligible for summer term examination and desires 'Examination on Demand' (ESE only) should make a written request to the COE (through Dy. COE of the concerned School) along with examination fee of Rs. 2,000/- per credit, along with a course examination fee of Rs. 2,000/-.

9.2 The COE may schedule the examination date by considering University's convenience. These examinations will be held on working Saturdays only.

9.3 The grade earned through the 'Examination on Demand' (based on previously earned CA+ MSE marks + marks in the 'Examination on Demand') shall be capped at 'A' grade.

10. Time Duration

10.1 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 Academic Council 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.

10.2 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.

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

11. Calculation of CGPA

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

For j^{th} semester

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

Here,

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

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

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

Here,

$\mathbf{S_j}$ = SGPA of the j^{th} semester

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

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

The Equivalent Percentage of Marks = CGPA × 10

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

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

11.4 To obtain any Degree and Diploma, a student must pass/qualify all the courses (both theory and practical).

12. Ex-studentship

12.1 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 ESE.

12.2 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.

13. Multiple Entry and Multiple Exit (Applicable to all except Council-based Programmes)

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) accumulate the minimum prescribed credits for the award of respective certificate/ diploma/ degree.

(b) the University shall follow the guidelines issued by the Uttar Pradesh State Council of Higher Education/University Grants Commission (UGC).

14. Exceptions

14.1 For all council-based programmes, the University shall follow the rules and regulations of their respective Councils.

14.2 All above mentioned rules are applicable for MBA programme as well except assessment and evaluation scheme which will be as per the decisions of 31st Academic Council held on December 02, 2025.

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