



UPL UNIVERSITY
OF
SUSTAINABLE TECHNOLOGY

Examination Handbook

(w.e.f from AY: 2021 Onwards)

1.	For the purpose of this Manual, the following definitions shall apply:	
1.1		“ Academic Year ” means a year commencing on such date in August and ending with such date in June of the following year as may be decided by the Academic Council
1.2		“ PROGRAM ” means a set of the required number of semesters leading to the award of a UG or PG degree / diploma of UPL University
1.3		<p>“SEMESTER” means a term consisting of a minimum of 450 contact hours distributed over 90 working days spread over 18 weeks of five-day duration each and five contact hours per day. (18 X 5 X 5= 450)</p> <p>Semesters will be known as either Odd Semester or Even semester. The Semester from July to November will be Semesters I, III, V or VII depending upon the programme duration and similarly the semester from December to April will be Semesters II, IV, VI and VIII.</p>
1.4		“ LETTER GRADE ” is a index of performance of students in the said course. The grades are denoted by letters such as AA, AB, BB, BC, CC, DD, FF, NA (absent)
1.5		“ GRADE POINT ” is an integer indicating the numerical equivalent of the letter grade.
1.6		“ CREDIT POINT, (P) ” is the value obtained by multiplying the grade point (G) by the credit (C): $P = G \times C$.
1.7		“ SEMESTER PERFORMANCE INDEX (SPI) ” is a measure of performance of work done in semester. SPI the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SPI shall be rounded off to two decimal places.
1.8		“ CUMULATIVE PERFORMANCE INDEX (CPI) ” is a cumulative performance of all semesters. CPI is value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, by the total number of credits. CPI indicates the Comprehensive academic performance of a student in a programme. CPI shall be rounded off to two decimal places
1.9		“ GRADE CARD ” is based on grades earned, a grade certificate will be issued to all registred students after every semesters. The Grade certificate will display the course details, Grade, credits, credit points, SPI, CPI
1.10		“ INSTITUTE EXAMINATION COORDINATOR(S) ” is a faculty member who is/are responsible for the entire administration in Examination of concern Programme.
1.11		“ INTERNAL EXAMINER ” is a person who is a faculty member within university who is assigned the task of paper setter/evaluation of respective course.
1.12		“ EXTERNAL EXAMINER ” is a person who is a faculty member outside university who is assigned the task of paper setter/evaluation of respective course.



	1.13	“EXAMINATION FEES” is the total fees chargeable from the students for examination by university from time to time as laid down by the UPL University of Sustainable Technology, Vataria
	1.14	“REPEATER EXAMINATION” is a examination for the students who is/are failure or absence in particular course.
	1.15	“RE-TOTALING” is a Recounting of Marks of all answer(s) evaluated earlier.
	1.16	“RE-ASSESSMENT” is a process in which the answer book of student is to be Re-evaluated.
	1.17	“TRANSCRIPT” is a detailed records of all subjects a student has studied with scores in the from of marks/grades given by the institution of study.
	1.18	“PROVISIONAL DEGREE CERTIFICATE” is a transitional document indicating the qualification of the student. It is valid till the respective upcoming convocation.
2.	PROGRAMME STRUCTURE:	
	2.1	COURSE: A Course is a component (a paper) of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work/ practical training / report writing / Viva voce, etc or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned Suitably.
3	EVALUATION – MARKS:	
	Evaluation will be done on a continuous basis. The Student's performance in a course will be evaluated by assigning a letter grade.	
	3.1	For each course, the weightage for internal and external component shall be as per the examination scheme of particular programme of concerned faculty duly approved by Academic Council.
	3.2	The internal component of the course will be evaluated by the instructor on the basis of assignments, seminars, quizzes, attendance, practical work, viva-voce etc. as announced at the beginning of the course.
	3.3	DECLARATION OF SEMESTER RESULTS The Exam Section will declare the results within 30 days of completion of Examination.



Passing Criteria:

Passing Criteria Theory exams:			
Programs	Internal Examination Marks (Passing / Total)	External Examination Marks (Passing / Total)	Total Marks (Passing / Total)
Diploma Engg/B.E./B.Sc.	11/30	24/70	35/100
M.Sc./M.E.	12/30	28/70	40/100
Passing Criteria Practical exams :			
Diploma Engg/B.E./B.Sc.	7/20	11/30	18/50
M.E.	8/20	12/30	20/50
M.Sc.	24/60	56/140	80/200

4 GRADING SYSTEM & Passing Criteria**Letter Grade For UG & Diplomas**

% Marks Range	Grade	Grade Point
80-100	AA	10
70-79.99	AB	9
60-69.99	BB	8
50-59.99	BC	7
45-49.99	CC	6
40-44.99	CD	5
35-39.99	DD	4
0-34.99	FF	0
	NA(Absent)	0

Letter Grade For PG

% Marks Range	Grade	Grade Point
80-100	AA	10
70-79.99	AB	9
60-69.99	BB	8
50-59.99	BC	7
45-49.99	CC	6
40-44.99	DD	5
0-39.99	FF	0
	NA(Absent)	0



5.	CALCULATION OF SEMESTER PERFORMANCE INDEX(SPI) / CUMULATIVE PERFORMANCE INDEX (CPI)
5.1	Performance in a semester will be expressed as Semester Performance Index (SPI).
5.2	Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Performance Index (CPI). Thus CPI is the real indicators of a student's performance.
5.3	<p>The formula for calculation of SPI and CPI is given below:</p> <p>Suppose in a given semester a student had taken courses having credits C1, C2, C3, C4, C5,..... and the numerical equivalent of grades obtained in those courses are G1, G2, G3, G4, G5.....respectively. The his/her</p> $SPI = \frac{\sum_{i=1}^n C_i G_i(THEORY) + \sum_{i=1}^n C_i G_i(PRACTICAL)}{\sum_{i=1}^n C_i}$ <p>The CPI is the weighted average of the grade points obtained in all the courses taken by student since he/she entered the program. The CGPA is the weighted average of the grade points obtained in all the courses in the last four semesters of the programme.</p>
5.4	<p>Formula for conversation to equivalent percentage of CPI/CGPA</p> <p>Percentage Marks = (CPI/CGPA-0.5)*10</p> <p>CPI/CGPA Equivalent class shall be as follows:</p> <p>Below 5.5 : Pass Class 5.5 & Above : Second class 6.5 & above : First class 7.1 & above : First class with distinction</p>
5.5	For all programs, where the duration is more then 2 years, the degree shall be awarded to the students on the basis of CGPA of last four semesters' performance in the examination.
5.6	For all programs, where the duration is 2 years, the degree shall be awarded to the students on the basis of CPI of all four semesters' performance in the examination.
5.7	It is mandatory to pass non-credit courses for the award of Degree. For non-credit Courses course Grade 'PS' indicated pass & 'F' indicates Fail
6.	AWARD OF DEGREE:
6.1	For all programs, where the duration is more then 2 years, the degree shall be awarded to the students on the basis of CGPA of last four semesters' performance in the examination.



	6.2	For all programs, where the duration is 2 years, the degree shall be awarded to the students on the basis of CPI of all four semesters' performance in the examination.
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