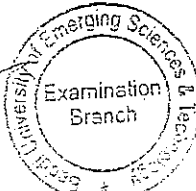


# EXAMINATION ORDINANCE OF BUEST

## 1) DEFINITIONS

- a) "Conduct of exams" means the conduct of Mid-term Tests and End-semester exams of BUEST as per the stipulated Schedule and Scheme of Examination.
- b) "Evaluation" means evaluation of various components of assessment of students as per specified assessment model, which includes, but not limited to: Midterm and End-semester answer sheets, Quiz tests, Lab file, Viva-voce, Project and Thesis etc.
- c) "Secrecy" means confidentiality to be maintained in conduct of exams in terms of selection of Question Paper set, and its photocopying etc.
- d) "Regular Semester" means "Odd" or "Even" regular semester term in an Academic Session.
- e) "Summer-Term" means a short duration term as compared to regular semester, involving Study Mode and Exam Mode for clearing back-log courses (E/F Grade) or for Grade/CGPA improvement. The "Study Mode" of Summer-Term comprises all components of assessment as in Regular semester term.
- f) "Examination Branch" means the central examination wing of BUEST directly under the control of Vice Chancellor of BUEST and administered by Controller of Examinations (COE).
- g) "Section" means a unit of Examination Branch looked after by respective Deputy Controller of Examinations (Dy. COE). Examination Branch to be sectionalized into four mutually coordinating units for smooth functioning:
  - i) Conduct Section
  - ii) Secrecy Section
  - iii) Evaluation Section
  - iv) Result Section
- h) "CPUM" means Committee for Prevention of Unfair Means in BUEST examinations, and is to be headed by Chairman - CPUM.
- i) "CGPA" means Cumulative Grade Point Average.

*Mudavane*

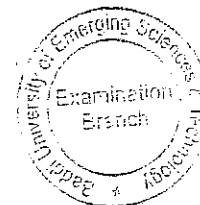


j) "SGPA" means Semester Grade Point Average.

## 2) CONDUCT OF EXAMS

- a) All Mid-term and End-semester exams of regular semesters and Summer-term are to be conducted by Dy.COE (Conduct) under the overall supervision of COE.
- b) Only registered students with no pending dues in a particular semester term/ Summer term will be allowed to appear in the exam.
- c) Authorities may debar a student to appear in the exam if any case of indiscipline/ unfair means/ academic misconduct is pending against him. The decision of Vice Chancellor shall be final and binding in such cases.
- d) In a semester term, two Mid-term tests shall be conducted by Conduct Section, which will be compulsory for all students.
- e) In extraordinary circumstances, if a student fails to appear in any of the two Mid-term tests due to illness or other exigency, he/she may appeal through written application to HOD for appearing in Make-Up Mid-term test. Genuineness of such cases shall be ascertained by respective HODs and Deans of Schools. Vice Chancellor shall be the sole approving authority in such cases.
- f) All BUEST exams shall be conducted as per the applicable Scheme of Examinations and Academic Schedule.
- g) For imparting transparency to the examination process, all Date-sheets shall be shared with various departments and schools of BUEST in time.
- h) CPUM constituted by Vice Chancellor shall function for preventing unfair means in exams and to decide the quantum of punishment to be handed to offender as per laid down rules.
- i) Appeal against punishment, if any, can be made to Vice Chancellor of BUEST, whose decision will be final and binding.

*Mudassar*



### 3) EVALUATION OF EXAMINEE ANSWER SHEETS

- a) Evaluation of examinee answer-sheets shall be carried out at the central place in Examination Block under the supervision of Dy.COE (Evaluation). No sheet shall be allowed to be taken out of the central Evaluation Room for the purpose of evaluation.
- b) A transparent process shall be adopted to show evaluated answer-sheets to students and resolving discrepancy, if any.

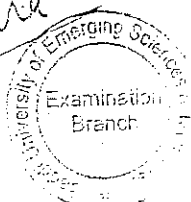
### 4) CONDUCT OF PRACTICALS AND DIVISION OF LAB MARKS

- a) Each lab session will consist of 30 marks, which would further be distributed into three components:
  - i) 10 marks for the conduct of experiment.
  - ii) 10 marks for report writing, and
  - iii) 10 marks for viva-voce.
- b) The lab marks of a course for the entire semester would be scaled down to 30 for calculating grade in that course.
- c) In case a student absents in a particular lab session, he/she will be awarded zero marks in all three evaluation components of that lab session.
- d) No separate end-semester practical exam or viva shall be held for the lab component.

### 5) RESULT PREPARATION

- a) Marks obtained by students in various components shall be provided by individual faculty members to Result Section for preparing grades through their Heads of Departments.
- b) In case of any discrepancy in awards, individual faculty member/ Course Coordinator/ Course Instructor shall be responsible.
- c) BUEST shall follow CGPA-based grading system in which marks out of 100 shall be converted into LETTER GRADES and GRADE POINTS as tabulated:

*Arshad Ali*



University of Emerging Sciences  
Examination  
Branch

Letter Grade	Percentage Marks	Grade Point	Performance
A+	≥ 85%	10	Excellent
A	≥ 80% & < 85%	9	Very Good
B+	≥ 70% & < 80%	8	Good
B	≥ 55% & < 70%	7	Fair
C	≥ 45% & < 55%	6	Average
D	≥ 35% & < 45%	4	Marginal
E	< 35%	2	Exposed
F	Short Attendance	0	Poor

d) **Pass and Fail Grades**

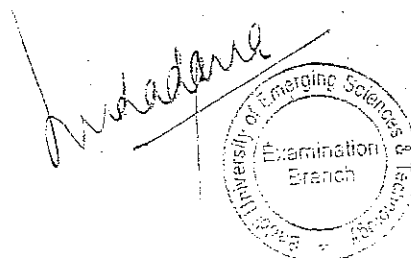
- i) A<sup>+</sup>, A, B<sup>+</sup>, B, C & D are pass grades. E and F are Fail Grades. The course(s) in which a student has earned “E” or “F” grade will be termed as ‘Backlog’ course(s).
- ii) “E” Grade shall be awarded when a student has attended at least 75% of the Lectures, Tutorials & Practicals (as per the teaching load of the course) and fails in the evaluation process.
- iii) “F” Grade shall be awarded as a result of detention(s) on the basis of shortage of attendance or penalty for unfair means. A student who earns “F” grade in a course, will register for that course again when it is offered next.

e) **CGPA and SGPA**

- i) **CGPA** is the weighted average of all the grades awarded to a student since his entry into the University programme, up to and including the latest semester and shall be computed as:

$$\text{CGPA} = (\sum C_i G_i) / (\sum C_i)$$

where  $C_i$  is the number of credits assigned to  $i^{\text{th}}$  course and  $G_i$  is the grade point equivalent to the letter grade obtained by the student in the  $i^{\text{th}}$  course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.



ii) SGPA shall be calculated by above formula for the courses of a particular semester.

f) Sample Calculation for CGPA and SGPA

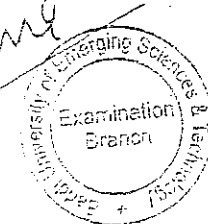
**Semester-I**

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured (Column 2x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5	A	5	9	45
CSXXXM	4	C	4	6	24
PHXXXP	4	A+	4	10	40
PHXXXP	1.5	B+	1.5	8	12
MEXXXN	4	E	0	2	8
AMXXN	4	B	4	7	28

Credits registered in the Semester-I (total of column 2) = 22.5  
 Earned Credits in the Semester-II (total of column 4) = 18.5  
 Points secured in the Semester-I (total of column 6) = 157.0  
 SGPA (Semester-I), = (157.0/22.5) = 6.98  
 CGPA (At the end of Semester-I) = SGPA

**Semester-II**

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured (Column 2x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5	D	5	4	20
EEXXXN	5	F	0	0	00
CYXXN	4	B	4	7	28
CYXXXP	1.5	B+	1.5	8	12
MEXXXN	4	A	4	9	36

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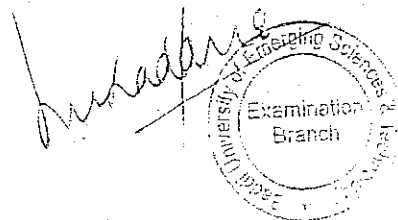
Credits registered in the Semester-II (total of column 2)	= 19.5
Earned Credits in the Semester-II (total of column 4)	= 14.5
Points secured in the Semester-II (total of column 6)	= 96.0
SGPA (Semester-II) = (96.0/19.5)	= 4.92
CGPA (At the end of Year-I) = (157.0+96.0) / (22.5+19.5)	= 6.02

- g) A consolidated draft result will be prepared by Result Section as per the applicable Schemes of Examinations under the supervision of Dy COE (Result) and COE.
- h) Result Section shall strive to declare the results of every examination within 30 days from the last date of the examination for a particular programme, and shall in any case declare the results latest within 45-days from such date.
- i) Draft result shall be shared with the students through the involvement of their departments.
- j) Any discrepancy reported in draft result shall be resolved through the recommendation of HOD, and a proper record of such cases shall be maintained.
- k) Final results of all exams shall be declared through Registrar after obtaining approval from Vice Chancellor.
- l) Once final gazette is notified, any correction thereafter shall only be made with the approval of Vice Chancellor on recommendation of concerned authorities.
- m) The result of any student may be withheld if:
  - i) He/she has not paid the dues.
  - ii) He/she has not submitted requisite documents while taking admission in BUEST.
  - iii) There is a case of indiscipline/ unfair means/ academic misconduct pending against him.
  - iv) For any other reason as deemed fit by the University.

## 6) REQUIREMENTS FOR THE AWARD OF DEGREE

A student shall be deemed to have completed the requirements for an academic programme and eligible for the award of degree if:

- i) He/she has earned all the credits prescribed for the programme of study.
- ii) He/she has earned a CGPA of greater than or equal to 4.50 for undergraduate programmes and CGPA of greater than or equal to 5.0 for post graduate programmes.

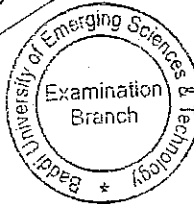


- iii) He/she has satisfied all the applicable rules and regulations.
- iv) He/she has deposited all fees due to him/ her.
- v) There is no case of indiscipline pending against him/her.

7. EXAMINATION REGULATIONS AND PROCEDURES

Detailed regulations and procedures, duly approved by Academic Council, shall be framed for the smooth functioning of BUEST examination system.

*Outadara*



Badli University of Emerging Sciences & Technology  
Examination Branch