

# **EXAMINATION REGULATIONS** **& GUIDELINES**

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**RNB GLOBAL UNIVERSITY**  
**RNB GLOBAL CITY, GANGANAGAR ROAD**  
**BIKANER - 334601**



## Contents

|     |                                                   |       |
|-----|---------------------------------------------------|-------|
| 1.  | Attendance                                        | 2-3   |
| 2.  | Credit System                                     | 3-4   |
| 3.  | Grading System                                    | 4     |
| 4.  | Conversion of Numerical Marks into Letter Grades  | 5     |
| 5.  | Evaluation Scheme                                 | 5     |
| 6.  | Examination and Assessment                        | 5-7   |
| 7.  | Grace Marks                                       | 7     |
| 8.  | Final semester Internship and Research Projects   | 8-10  |
| 9.  | Online Examination and Assessment                 | 10-13 |
| 10. | Result Declaration                                | 13-14 |
| 11. | Re-Sit in Examinations                            | 14-15 |
| 12. | Improvement of Score                              | 15    |
| 13. | Carry Forward of Marks                            | 16    |
| 14. | Passing Criteria                                  | 16    |
| 15. | Promotion from One Academic Year to Next          | 16-17 |
| 16. | Computation of SGPA, CGPA and AGPA                | 17-18 |
| 17. | Illustration of Computation of SGPA, CGPA, AGPA   | 18-19 |
| 18. | Re-Evaluation of Exam Papers/Retotalling of Marks | 19    |
| 19. | Viewing of Answer Sheets                          | 19    |
| 20. | Summer Semester                                   | 20    |
| 21. | Duration of Course                                | 20    |
| 22. | Issue of Grade Sheets                             | 21    |
| 23. | Conversion of CGPA to % Marks                     | 21    |
| 24. | Award of Degree                                   | 21    |
| 25. | Division Criteria                                 | 21    |
| 26. | Frequently Asked Questions                        | 22-23 |



**CONDUCT OF EXAMINATIONS AND SCHEME OF EVALUATION**

**1. Attendance**

- i. Every student shall be required to achieve 100% attendance in all Lectures, Tutorials, Practical's, Class Tests, Assignments, Quizzes, Presentations, etc.; and participate in Seminars arranged in his/ her respective School during the Academic Programme. However, to account for late joining or other contingencies such as prolonged illness, accident, tragedy in family, etc., a relaxation of up to a maximum of 20% can be granted. Thus, the attendance requirement for appearing in Examinations shall be a minimum of 75% of the classes held in each course. Attendance in Seminars, Tutorials, Practical, Class Tests, Assignments, Quizzes, Presentations, etc. is compulsory. In exigencies mentioned above, permission shall be taken by the student for absence. Attendance record of at least 75% is to be maintained individually in all subjects.
- ii. A student with less than 75% of attendance in Lectures, Tutorials, Practical's, Class Tests, Assignments, Quizzes, Presentations, etc. and participation in Seminars, separately in each course in a semester, shall be detained from appearing at the examinations of relevant course. The Honourable President of the University may, however, consider written requests on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Dean of School, before the commencement of the Examinations. Along with this, the Management Committee of the University would have authority for considering genuine grounds as calamity in family, hospitalization due to prolonged in-patient treatment, serious accident or other serious unavoidable circumstance for the condonation of deficiency in attendance up to further 5%. Thus, the University can provide up to 10% (5% President Power and 5% Management Committee) relaxation on attendance based on genuine conditions. The above relaxations are meant only and only for extraordinary conditions. Under no circumstance, a student shall be allowed to sit for Examinations of relevant course if his/her attendance in concerned course is below 70%.
- iii. A student who cannot attend classes for 3 to 7 days because of illness or medical grounds shall inform the Dean concerned in writing at earliest opportunity. Where longer absence is necessary or when absence from Examinations is in question, the student shall submit in writing an Application for Leave of Absence to the Dean concerned together with a certificate signed by a registered medical practitioner.
- iv. A student who, during a semester, desires Leave of Absence for more than 2 full consecutive days for non-medical reasons shall apply to the Dean concerned in



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- writing at the earliest opportunity, stating the reasons for the intended leave of absence.
- v. If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorized for another 15 days after the date of issue of the notice, the name of such a student shall be struck off from the rolls. Such a student may, however, apply for readmission which may be considered by the Dean of School as per prescribed procedure; and only after his permission, the student shall be re-admitted on payment of prescribed re-admission fee, under intimation to the University.
  - vi. A student will be awarded 5 marks for attendance above 75 % in the relevant course, to a maximum of 5 marks.
  - vii. Student not fulfilling the minimum requirement of the attendance and not able to sit in the Semester End Examinations, on written request recommended by Dean concerned, would be placed on Academic Probation.
  - viii. Any applications under clause iii, iv above shall be submitted through official email strictly or through University Campus Management System.

## 2. Credit System

- **Semester System:** A semester system is an academic term. It is division of an academic year, the time during which a university holds classes. Usually a semester system divides the year in two parts.
- **Academic Year:** An academic year consists two semester, Odd Semester (July-Dec) and Even Semester (Jan-June). Duration of Each semester can increase or decrease. Generally each semester has (15-18) weeks of academic works.
- **Credit System:** A unit by which course is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching or 2 hour of practical work per week. A credit system is a systematic way of describing an education programme by attaching credit to its components.

There are different parameters of Credit System.

### Choice Based Credit System (CBCS)

- Choice based credit system is a programme in which student have a choice to choose from the prescribed courses, which are referred as core, elective or minor soft skill courses.



### Credit Based Semester System (CBSS)

- Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by students.

### Credit Point

- It is the product of grade point and number of credits for a course.

### Credit

- A unit by which the course work is measured.
- It determines the number of hours of instructions required per week.
- One credit is equivalent to one hour of teaching or two hours of practical work/filed work per week.

## 3. Grading System

Grading in education is the process of applying standardize measurement of varying levels of achievement in courses. Grades are generally assigned as letters.

### Letter Grade:

It is an index of the performance of students in said course. Grades are denoted by O, A+, A, B+, B, C, P & F.

### Grade Point:

It is a numerical weight allotted to each letter grades on a 10- Point scale.

The level of students' academic performance as an aggregate of Continuous Evaluation and Semester End Examinations; shall be reflected by Letter Grades on a Ten Point Scale according to connotations as per the following table:

**Table: Letter Grades and Grade Points**

| Letter Grade      | Grade Point |
|-------------------|-------------|
| O (Outstanding)   | 10          |
| A+ (Excellent)    | 9           |
| A (Very Good)     | 8           |
| B+ (Good)         | 7           |
| B (Above Average) | 6           |
| C (Average)       | 5           |
| P (Pass)          | 4           |
| F (Fail)          | 0           |
| Ab (Absent)       | 0           |

Other than the above, the following grades may also be allotted:

| Grade | Details                                                                         |
|-------|---------------------------------------------------------------------------------|
| I     | Incomplete                                                                      |
| DT    | Detained/Debarred                                                               |
| S     | Satisfactory (this will be awarded for a Course which doesn't carry any credit) |



#### 4. Conversion of Numerical Marks into Letter Grades

The scores of Internal and External Assessments are added for conversion into a Letter Grade at pre-determined class intervals. The Grades shall be rewarded as per criteria given in below Table.

| Letter Grade      | Grade Point | Marks        |
|-------------------|-------------|--------------|
| O (Outstanding)   | 10          | 90 and above |
| A+(Excellent)     | 9           | 80 - 89      |
| A (Very Good)     | 8           | 70 - 79      |
| B+ (Good)         | 7           | 60 - 69      |
| B (Above Average) | 6           | 50 - 59      |
| C (Average)       | 5           | 45 - 49      |
| P (Pass)          | 4           | 40 - 44      |
| F (Fail)          | 0           | Below 40     |
| Ab (Absent)       | 0           | -----        |

#### 5. Evaluation Scheme

##### THEORY

The evaluation of the theory paper would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks).

##### PRACTICAL

The evaluation of the practical paper would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks)

**Note: There will be no Mid -Semester exam for Practical.**

#### 6. Examinations and Assessment

The Scheme of Examination defines the various components of evaluation and marks attached to each component. They are as follows:

- Internal Assessment will carry 50 marks and External Assessment (Semester End Examinations) will carry 50 marks.
- Student have to secure 40 % of marks in internal assessment as well in external assessment to pass the examination.
- If he/she does not score 40% of marks, he/she should consider as fail.



**Examination Schema: for Subjects without Practical:**

Internal Assessment will carry 50 marks and External Assessment (Semester End Examinations) will carry 50 marks.

The distribution of Internal Assessment Marks is as follows:

| Area of Assessment                                                            | Marking                                         | Maximum Marks |
|-------------------------------------------------------------------------------|-------------------------------------------------|---------------|
| Mid-Term                                                                      | Two Mid Term Sessional of 15 Marks Each (15+15) | 30            |
| Marks Obtained in various Test, Assignment, Presentation, Quiz, Tutorial Etc. | Average Marks Obtained                          | 15            |
| Attendance                                                                    | 75 % +: 5 Marks                                 | 5             |
| <b>TOTAL</b>                                                                  | <b>50</b>                                       |               |

The distribution of External Assessment Marks shall be as follows:

| Area of Assessment        | Marking                               | Maximum Marks |
|---------------------------|---------------------------------------|---------------|
| Semester End Examinations | Marks obtained in Theory Examinations | 50            |
| <b>TOTAL</b>              | <b>50</b>                             |               |

**Examination Schema: For Subjects with Practical:**

Internal Assessment will carry 50 marks and External Assessment (Semester End Examinations) will carry 50 marks.

The distribution of Internal Assessment Marks is as follows:

| Area of Assessment                                                                                                            | Marking                   | Maximum Marks |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|
| Marks obtained in various Tutorials, Practical's, Practical File, Class Tests, Assignments, Quizzes, Presentations, viva etc. | Average of marks obtained | 45            |
| Attendance                                                                                                                    | 75 % +: 5 Marks           | 5             |
| <b>TOTAL</b>                                                                                                                  | <b>50</b>                 |               |



The distribution of External Assessment marks shall be as follows:

| Area of Assessment        | Marking                               | Maximum Marks |
|---------------------------|---------------------------------------|---------------|
| Semester End Examinations | Marks obtained in Theory Examinations | 50            |
| <b>TOTAL</b>              | <b>50</b>                             |               |

**No Mid Semester For:**

There is only one Mid Term for PG Courses and Integrated Law Courses (4<sup>th</sup> & 5<sup>th</sup> Years). Internal Assessment will carry 50 marks and External Assessment (Semester End Examinations) will carry 50 marks.

The distribution of Internal Assessment Marks is as follows:

| Area of Assessment                                                            | Marking                            | Maximum Marks |
|-------------------------------------------------------------------------------|------------------------------------|---------------|
| Mid-Term                                                                      | One Mid Term Sessional of 15 Marks | 15            |
| Marks Obtained in various Test, Assignment, Presentation, Quiz, Tutorial Etc. | Average Marks Obtained             | 30            |
| Attendance                                                                    | 75 % +: 5 Marks                    | 5             |
| <b>TOTAL</b>                                                                  | <b>50</b>                          |               |

The distribution of External Assessment Marks shall be as follows:

| Area of Assessment        | Marking                               | Maximum Marks |
|---------------------------|---------------------------------------|---------------|
| Semester End Examinations | Marks obtained in Theory Examinations | 50            |
| <b>TOTAL</b>              | <b>50</b>                             |               |

It is hoped that the aforementioned scheme will help students study in a planned and structured manner, make them learn effectively and stimulate them intellectually during their education at RNB Global University.

**7. Grace Marks**

- These marks will be applicable to the both internal and external examination.
- Grace Marks can be provided in maximum three subjects.
- Maximum Grace Marks will be 5.
- Grace marks can be awarded maximum of 3 marks in one subject.
- Subject can be internal or external.



## 8. Final semester Internship and Research Projects

### 8.1 B.Sc. AG -VII Semester

#### Rural Agricultural Work Experience and Agro-industrial Attachment (RAWE & AIA)

| Course code | Course Name                                                                     | Marks | Maximum Marks |
|-------------|---------------------------------------------------------------------------------|-------|---------------|
| 1           | <b>Rural Agricultural Work Experience and Agro-industrial Attachment (RAWE)</b> |       | 700           |
|             | A. General orientation & On campus training by different faculties              | 50    |               |
|             | B. Village attachment training programme                                        | 400   |               |
|             | C. Attachment in University/College/KVK/research Station                        | 250   |               |
| 2           | <b>Agro Industrial Attachment</b>                                               |       | 200           |
| 3           | <b>Plant Clinic</b>                                                             |       | 100           |
| 4           | <b>Summer Internship /Agro Industry/Rural Development Program &amp; Report</b>  |       | 300           |
| 5           | <b>Workshops &amp; Seminars</b>                                                 |       | 50            |
| 6           | <b>Human Values &amp; Social Service/NCC/NSS</b>                                |       | 50            |
|             | <b>Total</b>                                                                    |       | 1400          |

### 8.2 B.Tech. -VIII Semester

#### Project Semester and Project Report

| S. No. | Criteria                                                        | Marks                       |
|--------|-----------------------------------------------------------------|-----------------------------|
| 1      | Weekly Reports                                                  | Timely Submission & content |
|        | Joining Report-(Day-1)                                          | 20                          |
|        | Project Proposal (Week-1)                                       | 30                          |
|        | Weekly Progress Report (20 weeks,10 marks/week)                 | 200                         |
| 2      | Certificate of Project Completion                               | 50                          |
| 3      | I-Seminar, Presentation & Viva Voce (I Sessional)               | 100                         |
| 4      | II- Seminar, Presentation & Viva Voce (II Sessional)            | 100                         |
|        | a. Work Done (50)<br>b. Presentation (25)<br>c. Discussion (25) |                             |
| 5      | Timely Submission of Final Project Report                       | 50                          |
| 6      | Project Report (hard copy)                                      |                             |



|   |                                                                                                                                                            |             |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|   | a. Project Report (100)<br>b. Subject Knowledge & explanation (100)<br>c. Development of Prototype/Model (50)<br>d. Usage of Modern Tool/Technology (50)   | 300         |
| 7 | Presentation and Viva Voce<br>a. Subject Knowledge & explanation (100)<br>b. Viva Voce (100)<br>c. Innovative-ness (50)<br>d. Individual Contribution (50) | 300         |
| 8 | Comments/Remarks by Company Supervisor (External)                                                                                                          | 50          |
|   | <b>Total Marks</b>                                                                                                                                         | <b>1200</b> |

The above marking concept is designed keeping in the maximum learning of the student.

### 8.3 BA.LLB/ BBA.LLB - X Semester Internship and Research Project

#### Internship

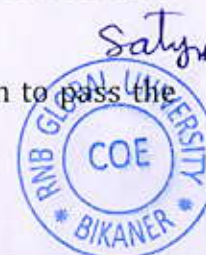
| S. No | Type                                                                                        | Marks       |
|-------|---------------------------------------------------------------------------------------------|-------------|
| 1     | Internship Report                                                                           | 800         |
| 2     | Internship Report, Presentation & Viva (to be held along with the End Semester Examination) | 500         |
|       | <b>Total</b>                                                                                | <b>1500</b> |

#### Project Report

| S. No | Type                                                                                  | Marks       |
|-------|---------------------------------------------------------------------------------------|-------------|
| 1     | Project Report on assigned topic                                                      | 800         |
| 2     | I-Seminars & Presentation (to beheld along with I Sessional)                          | 100         |
| 3     | II-Seminars & Presentation (to beheld along with II Sessional)                        | 100         |
| 4     | Final Report, Presentation & Viva (tobe held along with the End Semester Examination) | 500         |
|       | <b>Total</b>                                                                          | <b>1500</b> |

The Law project and Internship is a partial requirement for successful completion of the degree.

A student has to score 40% of the 3000 marks (minimum 1200 marks) in to pass the project and Internship semester.



#### 8.4 MBA-IV Semester

##### On the job Training and Final Project

| S. No | Type                    | Marks |
|-------|-------------------------|-------|
| 1     | Final Project           | 100   |
| 2     | Finance / HR Project    | 100   |
| 3     | Marketing Project       | 100   |
| 4     | On Job Training Project | 100   |
|       | Total                   | 400   |

#### 9. Online Examination and Assessment

##### 9.1 Step 1: Filling of Examination Form

- The students appearing for the examinations are required to fill examination form. Students are required to fill all basic details given in the examination form.
- On submission of examination form, student will be allowed to be appear in the examination. If any student fails to fill the examination form, his/her email id will be deactivated till the completion of the examination.
- Students who have still not filled the examination form can also download the examination form from the university portal and fill it appropriately. Once the examination form is filled in all respect, send the filled examination form through university mail id at [exams@rnbglobal.edu.in](mailto:exams@rnbglobal.edu.in) or submit it in the University Library.
- Please note that all theoretical paper will be conducted through online mode using Open Book Examination pattern.
- Last date of submission of examination form will be declared by exam cell. However, please note that late fee for the submission of examination form after the stipulated date may be applied after this date.
- Last date of submission of examination form with first late fee of Rs. 500 and with second late fee of Rs. 1000 will also be declared by exam cell. No form will be accepted after these date.
- Examination form will be accepted either through your university Email ID or hard copy submitted in the university Library. Please do not use other Email ID except university ID.

##### 9.2 Step 2: On the Date of Final Open Book Examination

- Students are required to login to the Email at least 30 minutes prior to the start of their examinations.
- Students are required to read the instructions printed on the question paper for which they are appearing.
- Students, on their convenience are required to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required either at his/her home or any suitable printing center on the day of examination.
- In the event any student faces any difficulty in downloading the question paper from the Email sent for the purpose, please request examination department to get the



same on her/his designated official e-mail. On receipt of such request, the examination department will send the question paper directly to the student's e-mail address. However, this option may be exercised only in case of an emergency.

- Students are to advise to attempt only those question papers which are sent to them by the examination cell on-to the portal for the respective subject of which exams are being conducted. If any student is found attempting different question paper, that will be considered as case of UFM and be dealt accordingly.

### 9.3 Step 3: Time Tracking

- There will be only one examination each day in the morning session as per the examination schedule circulated.
- The total duration of the examination shall be of four hours which will include three hours for answering the questions and one additional hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheet and viva voce.
- Once the question paper is downloaded, the students will be allowed to write the answers in A4 size paper sheets in own hand writing within the stipulated time i.e. three hours from the start of the exams and upload the answer sheets after the completion of the exams.

### 9.4 Step 4: Answering the Question Paper

- Students will write the answers to the questions on A-4 size white papers in own handwriting (ruled or plain). The answers are to be written using black or blue pen only.
- Students are required to do numbering in each page and question no. (Example for page number 1/X, 2/ X and so on where X is total number of pages as 1/10, 2/10...)
- Students will write their Name, Program Name, Semester, Enrolment No, Roll Number, Paper Code, Paper Name, Date of Examination and Candidate Signature on the first sheet used for answer. As table given below. (Use Table)

|                     |  |
|---------------------|--|
| Enrolment No        |  |
| Roll No.            |  |
| Student Name        |  |
| Program Name        |  |
| Semester            |  |
| Paper Code          |  |
| Paper Name          |  |
| Date of Examination |  |
| Candidate Signature |  |

- Students can use separate sheets to answer each question. Please note that answer

sheets are to be sent on the email, question wise, to facilitate smooth conduct of evaluation process at the university end.

- Students are required to write roll number on every page.
- Students are required to write on only one side of paper for better scanning.

#### 9.5 Step 5: Sending Answer Sheets

- The students are required to scan the written pages of the answers sheet after completion of the examination.
- Students are required to submit all the answers within single PDF file.
- Following nomenclature will be followed for submission of answer sheet.
  - Student Name Program Name Semester Paper Name Date of Examination (Single File)
  - (Ex. Pradip Yadav MBA II Financial Management\_07 July 2020)
  - StudentName\_ProgramName\_Semester\_PaperName\_DateofExamination\_A1...A N so on (Multiple File) (Where N is Number of file)
  - (Ex. Pradip Yadav MBA II Financial Management\_07 July 2020\_A1)
- Once the answer sheets are sent, no further changes can be made.
- In case by mistake, any student sent a wrong answer sheet, she/he can make corrections within the specified duration of the Open Book Examination i.e. three hours duration.
- However, once the answer sheets are submitted, no change in the uploaded answer sheet/s will be possible and acceptable.
- No submission will be accepted after given stipulated time.
- Students are required to use their university email only for any further communication.
- **Students are required to submit the hard copy of answer sheets to university. Student can submit the answer sheet physically at university campus by visiting or can send through speed post. If students are unable to submit, result will be not declared.**

#### Note:

- Students are required to read all the rules regarding the open book examinations.

#### 9.6 Step 6: ASE, CLD, Practical and Moot Court Examinations

- The practical viva-voce, comprehensive viva and ASE/CLD examination will be conducted through online mode.
- Students are required to install Google Meet on their laptop for presentation in case of ASE examination. Viva will be held through Google Meet.
- The required link will be shared by Examination department on the day of examination or one day before the examination.
- Students are required to be present in their respective timeslot. Time slot will be shared by Examination department on the day of examination or one day before the examination.
- Camera will be ON during the viva.



- Students need to be present in proper attire.
- Students are required to keep the physical practical file with them during the viva to show the invigilator.
- After viva exams, students are required to submit soft copy of practical file through LMS.
- Students are required to give presentation/appear for interviews using Laptop only. Presentation/interview through mobile is not acceptable.
- No group presentation is allowed in ASE examination. Every student has to give presentation individually.
- For Group Discussion topic will be mailed to the students half an hour before commencement of the examination on the day of the examination.
- Marks for discipline will be considered.
- Schedule for dissertation and final project/mini project will be shared later.

#### **10. Result Declaration**

RNB Global University follows a structured and well-defined process for result declaration, ensuring accuracy, timeliness, and transparency. An Examination Committee has been constituted to oversee this process and ensure its smooth execution. The examinations are conducted as per the academic calendar, with the schedule being announced well in advance to give students ample time to prepare.

Procedure to be followed in the Result Declaration (for Both Sessional and End Semester Examination):

##### **10.1 Conduct of Exams:**

- The exams will be Conducted as per the pre-determined academic calendar.
- The examinations will be conducted across all courses under the supervision of the university's examination cell, following strict protocols.

##### **10.2 Evaluation of Answer Sheets:**

- After the completion of exams, answer sheets will be evaluated by assigned examiners.
- Upon evaluating the answer sheets, the examiners will submit the Award List to the examination cell for further processing.

##### **10.3 Tabulation and Consolidation of Marks:**

- The marks submitted by the examiners to be compiled into sheets for further tabulation.
- During this stage, any grace marks or bonus marks (if applicable) shall be added according to university policies (for End semester examination only).
- The Examination Cell will prepare the consolidated results and ensure that all marks are correctly compiled based on the pre-established weightage between Sessional examination, internal assessment, and End semester examinations.

##### **10.4 Uploading Marks to LMS (TCS Ion):**

- Marks will be promptly uploaded to the university's Learning Management System (LMS), TCS Ion.



- This digital system will ensure that the marks are stored securely and can be accessed for further processing.

#### **10.5 Grading System:**

- Appropriate grading will be applied as per university guidelines for converting marks into final grades during preparation of End semester examination result.

#### **10.6 Verification of Marks:**

- A thorough verification process will be carried out by the Examination Cell. This will involve:
- Cross-checking of uploaded marks to ensure there are no discrepancies or data entry errors.
- Verifying that all marks (Sessional examination, internal assessments, projects, and End semester exam) have been accurately recorded.
- Ensure that any errors or inconsistencies will be flagged and corrected during this stage.

#### **10.7 Final Verification by the Examination Committee:**

- After the completion of result verification, the End semester examination results will be reviewed by the Examination Committee.
- This final review is critical to ensure that all marks, calculations, and tabulations are accurate before the official declaration.
- The Examination Committee will be ensuring compliance with all academic and institutional policies during this stage.

#### **10.8 Result Declaration on LMS:**

- After verification, the official results will be declared on the University's LMS (TCS Ion)
- The result to be declared within 15 days after the date of last examination, however in any unforeseen situation, it should be declared within 30 days.
- A circular will be issued by Examination cell to inform the students about the result declaration of examination.
- Students will be able to log in to the system to view their results in a secure and transparent manner.

#### **10.9 Record Keeping and Accessibility:**

- The Examination Cell will be responsible for maintaining secure records of all examination results.
- These records will be archived in both digital and physical formats, ensuring they will be easily accessible for future reference.
- The university places a strong emphasis on data security, ensuring that student results are stored in a way that protects privacy and confidentiality.

Through this systematic process, Examination cell, RNB Global University will be ensuring that all students will receive their results in a timely, accurate, and fair manner.

### **11. Re-Sit in Examinations**

- A student will re-sit his/ her respective Exams according to the Odd and Even Semester followed by the University guidelines.



- The University will provide maximum 2 attempts for Re-sit in a Course. Students are required to pay fee per Course, as approved by the University from time to time for any Re-sit Examination.
- A student, who has to re-sit in a Semester End Examination in terms of provisions made above, shall be examined as per Scheme of Teaching & Examination and Syllabus applicable at the time of taking Semester End Examination. However, if the Dean certifies that there have been major modifications in the current Syllabus of the relevant Course, the examination may be held in accordance with the Syllabus prescribed earlier.
- Students who are eligible to re-sit in an Examination, or are repeating the Course(s), shall have to apply to the Controller of Examinations to be allowed to reappear in an Examination or to re-sit the Course(s), and pay the fees prescribed by the University.
- The maximum marks student can score will be 70 %.

## 12.Improvement of Score

- If a student wishes to improve his/ her score, he/ she shall be provided maximum 2 chances to re-sit the Semester End Examinations of the Course of his/ her choice.
- If a student has poor performance in a number of Courses in a particular Semester, he/ she may, at his option, take an Academic Break for 1 year, and re-register for both the Semesters of that Academic Year in the next Academic Year. Such a student may have the option of re-sit in any or all of the Courses in the semester(s) and retain the Credits already earned by him in other Course(s).
- A student shall be allowed 2 chances to improve his/her Grades by re-sitting the Semester End Examinations in the Course of his choice when these Examinations are held as per normal schedule, or any other schedule as determined by the University. In such case, his/ her Internal Assessments shall be carried forward. He/she can alternatively be allowed to improve Grades by repeating the Course of his/ her choice when they are offered the same. The better of the two scores (i.e. the original score and the one obtained in Re-Sit Course) shall be taken into consideration for calculating the SGPA, AGPA and determining eligibility for award of Degree.
- If a students want to improve his/her score, he/she will be provided maximum 2 chances to appear in re sit examination. For improvement, student must have to pass in that subject. Student can apply in maximum 3 subjects for improvement.
- Fee for improvement will be decided time to time by University. Improvement Examination will be held with Summer Semester examination or re-sit examination. Higher marks between previously obtained and obtained in improvement examination, will be considered. Final SGPA/CGPA is calculated by considering the final marks.



### 13. Carry Forward of Marks

- A student who passes the Internal Examination but fails in the Semester End Examination of the Course shall reappear for the Semester End Examination of that Course. However, his/her marks of the Internal Examination shall be carried over and he/she shall be entitled for Grade obtained by him/her on passing.
- A student, who passes the Semester End Examination but fails in the Internal Assessment of the Course, shall reappear for the Internal Examination of that Course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for Grade obtained by him/her on passing.

### 14. Passing Criteria

- A student has to fulfil following conditions to pass any Academic Programme of the University:
- Each Course shall have two components of evaluation: Continuous Internal Assessment through Assignment/ Presentation/ Class Test /Quiz/ Project Report/ Case Study which will carry weightage of 50%; and External Assessment which will carry weightage of 50%. For successful completion of a Course, a student must score P grade and also a minimum of 40% marks each in Internal as well as External Assessments.
- The student must pass in Summer Internship and Project Dissertation (wherever prescribed), by securing at least P Grade.
- For successful completion of a Programme, a student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.5 at the end of Final Year of a Programme.
- If a student repeats examination for a Course with a view to improve his qualifying score, better of the two scores (i.e. the score in original Exam and the score in the repeat Exam) shall be taken into consideration for calculating the SGPA and CGPA.

### 15. Promotion from One Academic Year to Next

A student is eligible for promotion to next year, irrespective of the number of subject he/she is fail/having backlog , if he/she meets the below mentioned minimum CGPA criteria (by combining odd and even semester).

- For First Year students Required CGPA for UG Courses is 4.0 & for Post Graduate Courses required CGPA is 4.5.
- For Second Year students Required CGPA for UG Courses is 4.5 & for Post Graduate Courses required CGPA is 5.0.



**Meaning:** If for a UG Student, if CGPA is 4 or more than 4 in First Year having any number of backlogs, he/she shall be promoted in next Year.

That it is his/her choice to clear his/her backlog in summer semester or with semester end examination as per ODD backlog in Odd Semester and Even backlog in Even Semester.

If student CGPA is less than 4 having any number of backlogs in First Year and CGPA less than 4.5 in second Year, he/she must be appear in Summer Semester to clear the backlog papers.

- For Promotion to 3<sup>rd</sup> Year, a student, have to clear all his/her backlog of first year to be eligible for promotion to 3<sup>rd</sup> Year.
- For Promotion to 4<sup>th</sup> Year, a student, have to clear all his/her backlog of Second year to be eligible for promotion to 4<sup>th</sup> Year.
- For Promotion to 5<sup>th</sup> Year, a student, have to clear all his/her backlog of Third year to be eligible for promotion to 5<sup>th</sup> Year (In case of Integrated Courses).
- Student cannot carry internal backlog to next year, he/she must clear his/her internal backlog before commencement of next year session. (In this case student has to clear his/her backlog in summer semester for theory paper as well for practical paper).
- Student debarred because of shortage of attendance, compulsory summer semester for the subject in which the student is debarred.
- Number of classes for summer semester will be as per the Credit hours of the Program.

#### 16. Computation of SGPA, CGPA and AGPA

To compute the Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) and Annual Grade Point Average (AGPA), the following procedure shall be followed:

- The SGPA is the ratio of sum of the products of number of Credits and Grade Point scored by a student in each of the Courses taken by a student; and the sum of the number of Credits of all the Courses taken by him/ her, i.e

$$SGPA (S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$$

Where  $C_i$  is the number of Credits of the  $i^{th}$  Course and  $G_i$  is the Grade Point scored by the student in the  $i^{th}$  Course.

- The CGPA is also calculated in the same manner taking into account all courses taken by a student over all semesters of a programme, i.e.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

Where  $S_i$  is the SGPA of the  $i^{th}$  semester and  $C_i$  is the total number of credits in that semester.



- The AGPA for each student is calculated at the end of each academic year (including the summer (Odd) and winter (Even) Terms. AGPA is calculated in the same manner taking into account all the courses in two semesters of the same academic year, i.e.

$$AGPA = (C_o \times S_o) + (C_e \times S_e) / C_o + C_e$$

Where  $S_o$  is SGPA of Odd Semester,  $C_o$  is total number of Credits of Odd Semester,  $S_e$  is SGPA of Even Semester and  $C_e$  is total number of Credits of Even Semester.

- SGPA, CGPA, AGPA would be rounded off to nearest one decimal points.

### 17. Illustration of Computation of SGPA, CGPA, AGPA; and Format for Transcripts

Computation of SGPA, CGPA and AGPA

#### Illustration for SGPA

| Course   | Credit | Grade Letter | Grade Point | Credit Point<br>(Credit x Grade) |
|----------|--------|--------------|-------------|----------------------------------|
| Course 1 | 3      | A            | 8           | $3 \times 8 = 24$                |
| Course 2 | 4      | B+           | 7           | $4 \times 7 = 28$                |
| Course 3 | 3      | B            | 6           | $3 \times 6 = 18$                |
| Course 4 | 3      | O            | 10          | $3 \times 10 = 30$               |
| Course 5 | 3      | C            | 5           | $3 \times 5 = 15$                |
| Course 6 | 4      | B            | 6           | $4 \times 6 = 24$                |
|          | 20     |              |             | 139                              |

Thus,  $SGPA = 139/20 = 6.9$

#### Illustration for CGPA

| Semester 1                | Semester 2                | Semester 3                | Semester 4                | Semester 5                | Semester 6                |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Credit : 20<br>SGPA : 6.9 | Credit : 22<br>SGPA : 7.8 | Credit : 25<br>SGPA : 5.6 | Credit : 26<br>SGPA : 6.0 | Credit : 26<br>SGPA : 6.3 | Credit : 25<br>SGPA : 8.0 |

Thus,  $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{20 + 22 + 25 + 26 + 26 + 25} = 6.7$



### Illustration for AGPA

| Semester 1                | Semester 2                |
|---------------------------|---------------------------|
| Credit : 20<br>SGPA : 6.9 | Credit : 22<br>SGPA : 7.8 |

Thus, **AGPA** =  $(20 \times 6.9) + (22 \times 7.8) / 20 + 22 = 7.3$

- Transcript (Format): Based on aforementioned recommendations on Letter Grades, Grade Points, SGPA and CGPA; the University shall issue a Transcript for each Semester and a Consolidated Transcript indicating the performance in all Semesters.

### 18. Re-evaluation of Exam Papers/Retotalling of Marks

- The University shall provide opportunity to students for re-evaluation of Exam papers and retotalling of marks of Semester End Exams wherever a student feels that there is any error in totalling of marks or checking of his/her paper.
- The Controller of Examinations, after announcement of Semester End Exams results, will notify students giving minimum 5 and maximum 7 days' Notice to submit Application Form for the same along with requisite fee as per University Policy
- The COE, on receipt of Application, will process retotalling of marks/re-evaluation of papers and inform the revised marks to students.
- The COE, with permission of President, may extend/reduce the time limit for review/re-evaluation of papers in special circumstances.

### 19. Viewing of Answer Sheet

- The university will provide opportunity to students for viewing of Exam papers of Mid Term as well as for semester End Examination.
- To view answer sheet for Mid Term, student have to Email to Examination department ([exams@rnbglobal.edu.in](mailto:exams@rnbglobal.edu.in)) to mentioning subject name.
- There are no charges for Viewing of Mid Term Answer sheet.
- Student can also view the external examination answer sheet after declaration of result.
- For Viewing of External answer sheet, student has to pay prescribed fee, after paying fee, student has to Email examination department with the subject name.
- Examination department will schedule a date, student can view their answer sheet on that date.



## 20. Summer Semester

- Student who has been put to Summer Semester under the condition led down in Clause no 11 and 12 would have to attend 'Guided Self Study Course' conducted by the University. During the Guided Self Study Course, concerned Course Faculty Member would be assigned to the students.
- During Summer Semester, students are required to pay prescribed Fee per Course under Summer Semester.
- The attendance requirement during Summer Semester shall be a minimum of 75% of the classes actually held in each Course.
- If a student on Summer Semester fails to achieve the minimum passing marks or minimum attendance criteria, then he/she will repeat the Semester.
- Summer semester will be held after regular examination in summer break.
- The fee for summer semester is Rs. 5000 per subject.
- Internal and external considered as separate subjects.
- Students have to score 75 % attendance to appear in summer semester examination.
- If student has attendance less than 75 % then he/she cannot appear in the summer semester examination.
- Student can score maximum 70 % marks in summer semester examination.

## 21. Duration of Course

Normally, a student is expected to complete his/ her Programme within the stipulated duration. However, if a student, for whatsoever reasons, is unable to complete the Programme within the stipulated period, he/ she may be allowed 2 years beyond the stipulated period to clear the backlog to be qualified for the Degree. The general formula therefore should be:

**Time Span = N+2 years for the completion of Programme**

Where N stands for stipulated period prescribed for the completion of Programme.

### Illustration:

Duration of BBA Programme is 3 years. In case of backlog, Time Span = 3+2 years = 5 years. Duration of MBA Programme is 2 years. In case of backlog, Time Span = 2+2 years = 4.



## 22. Issue of Grade Sheets

- In the Grade Sheets, the marks of Internal Assessment and Semester End Examinations shall be shown separately. The total marks obtained in Internal Assessment and Semester End Examinations of a Course shall be converted into Letter Grades as per Para 4. The Letter Grades so assessed shall also be shown along with their equivalent Grade Points in the Grade Sheets. The SGPA and CGPA shall also be shown.
- Duplicate Grade Sheet shall be issued against payment of fee as may be prescribed.

## 23. Conversion of CGPA to % (Marks)

RNB Global University follows a grading system for students on a 10 point scale. Student are awarded Cumulative Grade Point Average (CGPA) in lieu of marks, according to his/her performance against 10 point grading scale. However, for those students who need percentage conversion in order to apply elsewhere for studies or employment the University advises that the following formula may be used to convert the CGPA to arrive at the nearest approximate percentage-

$$\text{Percentage (\%)} = (\text{CGPA} / 10) * 100$$

## 24. Award of Degree

A student shall be eligible for award of degree where the student has successfully completed an Academic Programme of the University and has satisfied all the requirements for the award. The requirements for awarding degree to a student will be 5.5 or above CGPA along with minimum P Grade in all subjects.

## 25. Division Criteria

A student who fulfils the above mentioned Clause No. 20 shall be awarded Division as per criteria given below:

### CGPA

9 and above  
8.0 But less than 9.0  
6.5 But less than 8  
5.5 But less than 6.5

### EQUIVALENT DIVISION

First Division with Certificate of Merit  
First Division with Distinction  
First Division  
Second Division



## 26. Frequently Asked Questions

### When is the Examination Conducted?

Examinations are conducted twice in a year. Odd Semester End Examination and Even Semester Examination. Odd Semester examination is generally held in November-December and Even Semester Examinations are generally held in April- May.

### How to appear for Regular/Re-appear Examinations?

After display of examination schedule, eligible students are required to fill examination form to be appearing in Regular/Re-appear Examination.

What are procedure to appear in examination if student has loss their admit card /Identity card.

Without Admit card/ID card, students are not allowed to appear in examination. In this case student has to apply for duplicate Admit card/ID card by submitting the prescribed fee.

### What are UFM and their penalties?

UFM refers to unfair means. If student involved in any illegal things during the examination then he/she comes under the UFM cases. The provision of penalties of use of unfair means during examinations includes the following.

- The entire examinations of the candidate in respect of which he/she is found to have committed an act of disorder during conduct of examination be cancelled.
- The examination for the Subject in respect of which a candidate is found to have used unfair means be cancelled.
- The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he/she shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

### What are the Passing Criteria?

Student has to score 40 % marks in internal assessment as well as in external assessment to pass in particular subject.

### What are the criteria for promotion to next year?

For first year student CGPA should be more than 4.00 and for second year student it should 4.50 and so on..

### What percentage of attendance is compulsory to be eligible to sit for the examinations?

100 % Attendance is expected. Max relaxation of 25% in attendance may be allowed for sickness or any other valid reason. Students having less than 75% attendance will be DEBARRED and will not be permitted to appear in END SEMESTER EXAMINATION. *Satish*

### What is the procedure for Re-totalling of Answer Sheets?



The Evaluation is done twice by the Evaluator and Checker. The students can apply for re-totalling of marks through application (*Performa available at University website*) within 7 days of declaration of result by submitting the required fee.

**When will student receive the Grade Card?**

Within one month of the declaration of the results.

**I don't understand my results. Who should I speak to?**

In case of any query / clarification students may approach their concerned COE/Examination Department.

**What is meaning of Debarred?**

Debarred means you will be not allowed to appear in End Semester Examination.

**What is the Summer Semester?**

If student does not full fill the promotion criteria then student must have to appear in summer semester to pass more subject to be eligible for promoted.

**When the Summer Semester is held?**

Summer Semester Generally held in May and June. Examination will be held in July.

**Who can appear in Summer Semester?**

Student who have not eligible for get promoted. Student who is debarred due to shortage of attendance in particular subject and student who want to improve their marks.

**What will be duration of classes?**

Number of classes in summer semester will be per as the credit hours of the program. This can be varying from 7 days to 30 days.

**What will be level of the question paper in the Summer Semester?**

There is no relaxation in question paper. The pattern will be same as End Semester Examination.

**Is it surety of I pass if appear in summer semester?**

No surety that you will be passes in subject if you appear in summer semester.

**Note: Examination Regulation revise time to Time**

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