# Examination Department FAQs

**1.  When are the examinations conducted?**
Examinations are conducted twice in a year, Odd and Even Semester End Term Exams. Odd semester end term examinations are generally held in the month of Nov – Jan and Even Semester end term examinations are generally held in the month of March – May.
Examination date sheet notices are uploaded at student login section on www.amizone.net before conduction of examinations.

**2.  How to apply for Regular / Re-appear Examinations?**
After publication of date sheets, eligible students for regular / re-appear examination can fill up feedback form and subsequently examination form available at student login section on www.amizone.net. Last date of submission of Examination Form is notified through notices published on www.amizone.net.

**3.  What is the procedure to be followed in case of loss of Examination-related documents like Admit Card, Identity Card etc?**
No student is permitted to enter the Examination Room without the Admit Card and Student Identity Card. In case of any last minute loss of Admit Card, students can write an application to concerned HOD/HOI for re-issue of duplicate admit Card.

If the Identity Card is lost, students can seek permission to write the examination with a valid photo identity proof e.g. Passport/Driving License/Voter ID Card/PAN Card. However, immediately after the examinations, students should apply and obtain a new ID card by submitting the appropriate application to the department.

**4.  What stationery should the student bring to appear for the exam?**
Students are allowed to keep following stationary with them during examination period.
  (a) Ball Point Pen only – for writing answers, filling up OMR data sheet.
  (b) Pencil / Eraser – for drawing diagrams if required.
  (c) Calculators.

**5.  What are the consequences of making a mistake in the Answer Sheet (e.g. Enroll. No. or Subject Code wrongly written)?**

Students have to strictly adhere to the guidelines provided in the Question Papers/Answer Sheets. However, the students may forward a written representation about such mistakes committed giving full details. University at its discretion may accept or reject such requests.

6. **What are the penalties of use of unfair means during examinations?**

The provision of penalties of use of unfair means during examinations include 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 session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
- The examination for the session or course unit or the entire examination of a candidate in respect of which he 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.

The Examination Discipline Committee may recommend appropriate penalty based on category of use of unfair means.

7. **What are the Passing Criteria?**

The weightage of End Semester Examination (ESE) to Internal Assessment Evaluation (IAE) is 70% to 30%. The condition for qualifying separately in IAE is waived off.

Passing Criteria for END SEMESTERS / ANNUAL EXAMS
   (a) Continuous Evaluation Marks - No minimum marks pass criteria is applicable for continuous evaluation marks (Except for "Nursing" and "Architecture" institute)
   (b) End Term Examination – Minimum 30% marks are required to pass.
   (c) Student has to secure minimum 35% marks out of total marks(for Undergraduate Programs) and 40% (in case of Postgraduate Programs) to pass a particular subject.
   (d) Passing Criteria for Amity School of Architecture and Planning and Amity college of Nursing is different; students may contact concerned HOD/HOI for the details.

8. **(a) What are the criteria for promotion to next year?**
   A student is promoted to next year on meeting the below mentioned minimum SGPA/AGPA & CGPA Criteria

| Program | SGPA/AGPA | CGPA |
|---|---|---|
| Undergraduate | 3.5 | 4.5 |
| Postgraduate & Integrated Programmes | 4.5 | 5.0 |

**(b) What are the criteria for award of Degree?**

(i)     Students of both UG and PG programmes should pass in each term/ semester separately by securing a minimum Semester Grade Point Average (SGPA) of 4.5 for UG and 5.0 for PG on a 10 point scale.

(ii)    For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of an Under Graduate programme and of 6.0 at the end of final year of Post Graduate Programme/Integrated Programme.

9.    **What are the consequences of not appearing in the Examinations?**

Students are required to clear all the papers of the program.

A student who is not eligible for promotion, will have option to either "REPEAT THE YEAR" or to take an "ACADEMIC BREAK (SEMESTER BREAK / YEAR BREAK)" from the programme for which he/she will apply to the HOD/HOI.

10.    **What is the maximum duration of Academic Programmes?**

The maximum permissible period for completing a programme of any duration is n+2 academic years (four semesters), where 'n' represents the minimum duration of the programme.

11.    **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 which is beyond the control of the students for which written permission of HOD/HOI is mandatory, along with medical certificate by a registered medical practitioner. Students having less than 75% attendance will be DEBARRED and will not be permitted to appear in END SEMESTER EXAMINATION.

Under extreme special circumstances, Vice Chancellor may condone attendance upto 5% below 75% on the recommendation of HoI.

12.    **What is the procedure for Re-totaling of Answer Sheets?**
The Evaluation is done twice by the Evaluator and Checker. The students can apply for re-totaling of marks through application *(Performa available at office of Controller of Examinations)* within 15 days of declaration of result.
The requisite fee for re-totaling of marks per subject is Rs 250/- (Rupees two hundred and fifty only).

13.    **How are the SGPA/TGPA/AGPA/CGPA calculated? How are the grading done?**
Semester Grade Point Average (SGPA)/ Term Grade Point Average (TGPA) / Annual Grade Point Average (AGPA) / Cumulative Grade Point Average (CGPA) are calculated based on formula given below. Normal grading system is followed where class strength for the course is less than or equal to 30 students. Relative grading system is followed for batches with more than 30 numbers of students.

# SCHEME OF EVALUATION & GRADING

1. Evaluation of student performance in each course-unit has two components: (a) internal continuous assessment (course work) and (b) the term-end examinations which are held at the end of Semester/Academic Year.

2. The level of student academic performance as the aggregate of continuous evaluation and end term examination is reflected by letter grades on a ten point scale according to the connotations given below:

| Grade | Qualitative Value | Grade Points |
|-------|-------------------|--------------|
| A+ | Outstanding | 10 |
| A | Excellent | 9 |
| A- | Very Good | 8 |
| B+ | Good | 7 |
| B | Above Average | 6 |

| Grade | Qualitative Value | Grade Points |
|-------|-------------------|--------------|
| B- | Average | 5 |
| C+ | Satisfactory | 4 |
| C | Border Line | 3 |
| F | Fail | 0 |

3. Course credit units are integer numbers indicating the weightage assigned to a course unit, project, research work, summer internship etc. on the basis of contact hours per week on all learning activities.

## MINIMUM ACADEMIC REQUIREMENTS:

(1) The student must score a minimum Grade 'C+' in each course unit.

(2) The minimum passing SGPA for each semester is 4.5 for Under Graduate Programmes and 5.0 for Post Graduate Programmes and Integrated Programmes.

(3) The student should secure a minimum overall Cumulative Grade Point Average (CGPA) of 6 in the case of Post Graduate and Integrated programmes and 5.0 in the case of Under Graduate programmes at the end of final year.

## SEMESTER GRADE POINT AVERAGE

The semester performance of the student is indicated as "Semester Grade Point Average (SGPA)" at the end of every semester. SGPA is the weighted average of Grade Points of all letter grades secured by a student for all the course units in the Semester. The formula for computing SGPA/AGPA is as under:

$$SGPA = \frac{U1G1 + U2\,G2 + U3\,G3 + \ldots}{U1 + U2 + U3 \ldots}$$

Where U1, U2, U3 …denote units associated with the courses taken by the students and G1, G2, G3 … are the Grade points of the letter grades awarded in the respective courses.

## CUMULATIVE GRADE POINT AVERAGE (CGPA)

The CGPA is used to describe overall performance in all courses in letter grades which a student has obtained. It is weighted average of grade points obtained by him/her in all the semesters/years.

$$CGPA = \frac{\text{Cumulative Grade Points Secured in all passed courses}}{\text{Cumulative Units Associated}}$$

i.e. $CGPA = \dfrac{U1G1 + U2\,G2 + U3\,G3 + \ldots}{U1 + U2 + U3 \ldots}$

## CONVERSION OF CGPA TO PERCENTAGE OF MARKS

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by multiplying CGPA with 10.

## DIVISION:

| CGPA | EQUIVALENT DIVISION |
|------|---------------------|
| 8.5 and above | First Division with Distinction |
| 6.5 but less than 8.5 | First Division |
| 6.0 but less than 6.5 | Second Division (in the case of Post Graduate & Integrated programmes) |
| 5.0 but less than 6.5 | Second Division (in the case of Under Graduate programmes) |

14. **When will student receive the Grade Card?**
Within one month of the declaration of the results, the individual Marks Card will be available with the concerned HOD/HOI. Students are advised to collect the same from department without fail.

15. **I don't understand my results. Who should I speak to?**
Scheme of evaluation and grading is printed at the overleaf of grade card/mark sheet. Students are suggested to go through the same.
In case of any query / clarification students may approach their concerned HOD/HOI.

16. **I don't agree with the grade I have been awarded. What should I do?**
Result processing is fully computerized system at Amity University Haryana. All departmental marks (Continuous Evaluation Marks/ Lab Internal & External marks / Term Paper / Project/ All Value added courses marks) are uploaded on www.amizone.net by the faculty directly. End Term examination marks are processed through fully automated OMR scanning machine. All data then compiled through examination result processing software available at www.amizone.net.

The system is fully automated and 100% reliable. In case of doubts left the student may apply for re-totaling through proper channel by paying requisite fees.