

BENGALURU DR B R AMBEDKAR SCHOOL OF ECONOMICS

– A UNITARY UNIVERSITY

EXAMINATION REGULATIONS – JANUARY – JUNE 2020

1. Evaluation

- ❖ The evaluation of student's performance will be made separately for each course.
- ❖ Each 4-credit course will carry a maximum of 100 marks. There will be continuous internal assessment for 50 marks, and an end semester examination for 100 marks, which will be brought down to 50 marks.
- ❖ Each 2-credit course will carry a maximum of 75 marks. There will be continuous internal assessment for 35 marks, and an end semester examination for 80 marks, which will be brought down to 40 marks.
- ❖ Results for each course will be announced as letter grades from A to F, and grade points under ten-point scale. The decision of the course teacher in this regard will be final.

2. Attendance

Attendance in all classes is compulsory.

- ❖ Full class attendance is expected in each course for which a student has registered. A student who fails to attend 80% of the classes conducted in a course (theory and practical put together) will not be permitted to appear for the end semester examination in that course. Of this 10% of condonation may be granted, under exceptional circumstances by the concerned authority. This condonation may permit a student to appear for the end semester examination, though will not entitle them to any marks assigned for attendance.
- ❖ Requests for condonation on medical grounds may only be considered if the students submit their medical certificates, signed by the BASE University doctor within three working days after return from their medical leave.
- ❖ Submission of medical certificate at the end of the semester will not be entertained.
- ❖ Students who have less than 80% attendance will be assigned an I* grade (further explained below) and must register for the course when it is offered again.
- ❖ For calculation of attendance, the number of classes attended during the instructional period will be considered. In case of students admitted late, attendance is calculated from the date of registration.
- ❖ It is the responsibility of students to intimate the relevant course teacher, regarding any planned absence before proceeding on leave. Unplanned absence must be intimated in the earliest.

3. Pattern of Evaluation

a. 4-credit courses

The evaluation for each paper will be for 100 marks: 50% weightage each for continuous internal assessment and end semester examination.

Internal Assessment (50 % Weightage)

Sl. No.	Details	Marks
1	Attendance	5
2	Assignments, projects, presentations, as decided by course teacher	15
3	Interim Examination – 1 (5 th week)	15
4	Interim Examination – 2 (10 th week)	15

End Semester Examination (50 % Weightage)

1	Written Exam	50
	Total	100

b. 2-credit courses:

The final assessment for each paper will be for 75 marks: 35 marks for continuous internal assessment and 40 marks for end semester examination.

Internal Assessment

Sl. No.	Details	Marks
1	Attendance	5
2	Assignments, projects, presentations, as decided by course teacher	10
3	Interim Examination – 1 (5 th week)	10
4	Interim Examination – 2 (10 th week)	10

End Semester Examination

1	Written Exam	40
	Total	75

➤ Marks for attendance will be awarded as follows:

Class attendance in Percentage	Marks Allotted
95.1% to 100 %	5
90.1% to 95.0 %	4
85.1% to 90.0 %	3
80.1% to 85.0 %	2
80.0%	1

- ❖ All written examinations (interim examinations 1 and 2, and end semester examinations) will be conducted for double the number of marks shown in the table above. The marks earned by the students will be brought down to half.
- ❖ The interim examinations and end semester examination will be conducted centrally by the Examination Office.
- ❖ All examination dates will be announced a minimum of one month in advance, and it is compulsory to appear for these tests on the scheduled dates.
- ❖ Class tests, assignment, etc. will be conducted by the instructor.
- ❖ The following procedure is to be followed for announcement of results of all written examinations:
 - a) The evaluated answer scripts will be returned to the students;
 - b) students may point out discrepancies in the evaluation, if any, within the stipulated time fixed by the course instructor;
 - c) after this date, no claims will be entertained.

The answer scripts of all written examinations will be preserved by the Examinations Office for a period of one year. Any grievances may be brought to the notice of the concerned authority.

4. End Semester Examination

- ❖ The duration of end semester examinations is 3 hours for all 2 credit (80 marks examination) and 4 credit (100 marks examination) courses.
- ❖ Register number of the students is to be written in the facing sheet of the answer booklet and all additional sheets taken.
- ❖ Students will not be permitted to enter the examination hall without a valid hall ticket and Institute identity card.
- ❖ Students should carry their own pens, pencils, erasers, etc. and are strictly not permitted to borrow anything from anyone inside the examination hall.
- ❖ Students must be in their assigned seats ten minutes prior to the commencement of the examinations.
- ❖ Students will not be permitted to leave the examination hall during the first 60 minutes.

- ❖ Any cases of malpractice will be considered with utmost seriousness by the Disciplinary Action Committee.
- ❖ No mobile phones or any other electronic gadgets (apart from calculators as permitted by the course teachers) are permitted in the examination hall.

5. Grading system

Based on the performance in the continuous internal assessment through the semester, each student is awarded a final letter grade in each course, following a system of relative grading.

Letter Grade	A+	A	B+	B	C+	C	D	F
Grade Point	10	9	8	7	6	5	4	0

In addition to these letter grades, a student may receive some transitional grades that do not carry any grade points:

- I: Incomplete: This grade is assigned to students who are absent from the end semester examination in case of emergencies. These students are entitled to appear for supplementary examinations.
- I*: Incomplete: This grade is assigned to students who have not been allowed to appear for the end semester examination due to lack of attendance. These students must register afresh for the course when it is offered again.
- F: Fail: This grade is assigned to students who have failed in the end semester examination, and are entitled to appear of the supplementary examinations.
- F*: Fail: This grade is assigned to students who have failed in the internal assessment component, or have failed in two supplementary examinations for that course. These students must register afresh for the course when it is offered again.
- AU: Audited. This grade is assigned to students who audit an elective course. There are no grade points attached with audited courses. Since no grade is assigned other than mentioning AU, it is not considered for computing the semester grade point average (SGPA), cumulative grade point average (CGPA) or overall grade point average (OGPA). Students should satisfy the following conditions for a subject to appear in their marksheet with AU: (i) minimum 80% attendance; (ii) minimum 25 marks out of 50 in internal assessment.

An illustration of the relative grading system follows:

RELATIVE GRADING PATTERN - ILLUSTRATION					
		GRADE POINT	LETTER GRADE	RANGE	
MAXIMUM MARKS OBTAINED BY A STUDENTS IN THAT BATCH	96	4	D	71.0	74.6
MINIMUM MARKS OBTAINED BY A STUDENTS IN THAT BATCH	71	5	C	74.6	78.1
DIFFERENCE	25	6	C+	78.1	81.7
RANGE (COMPUTED AS DIFFERENCE / NUMBER OF GRADE BRACKETS)	3.57	7	B	81.7	85.3
		8	B+	85.3	88.9
		9	A	88.9	92.4
		10	A+	92.4	96.0

In a particular course, if the maximum mark secured by a student is 96 and the minimum is 71, then the grade brackets are computed as

{The difference between the minimum and maximum marks, that is, 25} divided by

{the number of grade brackets needed, that is 7}.

This yields 3.57. While all examination marks are maintained to one decimal place, this bracket is calculated to two decimal places to permit for clean mapping with lower and upper mark limits.

D grade is awarded to students whose total marks for a course are less than 74.6. C grade is awarded to students whose total marks are between 74.7 and 78.1, and so on. These ranges will vary for courses depending on the performance of the students.

Students who appear for a supplementary examination will receive a letter grade based on the brackets prepared during the main examination. No fresh grade brackets will be computed for the students who appear for the supplementary examination.

6. Pass Criteria

- ❖ To be considered as having passed in a course, students must secure a minimum of 40% in each evaluation component: internal assessment and end semester examination.
- ❖ Students are considered to have completed a course successfully and earned credits if they secure any letter grade other than I, I*, F, and F*.

7. Promotion Policy

Only after a student passes all first and second semester courses will they be promoted to the fifth semester. Any backlogs from any semesters will have to be cleared before the end of the sixth semester if the student is to earn their degree on time.

This rule is to ensure that students have gained the minimum required proficiency in the fundamental courses before registering for advanced level courses, including the Research Project.

8. Conduct of Supplementary Examination

- ❖ Students who score less than 20 out of 50 marks in the end semester examination will be declared as 'Failed'. Such students are eligible for supplementary examination.
- ❖ Students who fail in a course have the option of either taking the supplementary examination or registering for the course afresh whenever offered next.
- ❖ Students will have maximum of two attempts to write supplementary examinations to pass a course. If they fail in these two attempts, they must repeat the course.
- ❖ Students who are eligible and opt to register for supplementary examination must pay the prescribed fee for each course.
- ❖ The first supplementary examination will be conducted within one month of declaration of end semester examination results.
- ❖ The second supplementary examination, if needed, will be conducted along with the next end semester examinations.
- ❖ Supplementary examinations for a course carry a maximum of 100 marks with duration of 3 hours. However, the marks earned by the students for attendance/ Internal examination/ class performance as part of the regular course will be carried over for finalizing the grade point.
- ❖ Missing a supplementary examination for any reason counts as one of the two permitted attempts.
- ❖ There is no restriction on the grade to be awarded following a supplementary examination.

9. Repetition of a Course

Students must repeat a course under the following conditions:

- ❖ When they receive an F* grade
- ❖ When they fail to secure 40% of marks in continuous internal evaluation
- ❖ When they fail to pass after two attempts of supplementary examination
- ❖ When they fail in the end semester examination or in the first supplementary attempt, and they wish to repeat the course.

- ❖ When the student desires to repeat a course to improve the grade if they have secured a grade point of 5 or less in it.

When a course is repeated, marks earned previously in that course will no longer be valid.

When a course is repeated, the latest grade obtained will be considered in the computations of the SGPA, CGPA and OGPA.

10. Grade Point Averages Computation

The SGPA is computed for each semester as follows:

$$SGPA = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$$

where, n is the number of courses for which a student has registered that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points earned by the student for the course.

The CGPA gives the cumulative performance of the student from the first semester to the semester to which it refers, and is calculated as follows:

$$CGPA = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$$

where, m is the number of courses the student has registered for up to that semester.

The OGPA gives the overall performance of the student throughout the programme, and is calculated as follows:

$$OGPA = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_t * G_t) / (C_1 + C_2 + C_3 + \dots + C_t)$$

where, t is the total number of courses the student has registered for at the end of the programme.

Whenever a student repeats or substitutes a course, the earlier grade obtained by him/her in the original course will be ignored in the computation of CGPA from that semester onwards.

The grade sheet with the SGPA and the CGPA will be communicated to each student after the end of each semester.

When a student gets the grade I or F for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester will be tentatively calculated ignoring those courses. After conversion of I/I*/F/F* grades to appropriate letter grades, the SGPA and CGPA for that semester will be recalculated.

11. Awarding the degree

An enrolled student in order to earn the BSc (Honours) Economics degree must complete the prescribed credits, with a minimum OGPA of 5.0 out of 10. Students whose OGPA is less than 5.0 have the following options at the end of their third year:


- They may request to appear for supplementary examinations for those courses in which

they secured a grade point of 5 or less, as long as they have not already exhausted their permitted two supplementary attempts for that particular course. In this case, all internal marks earned earlier will be carried forward for grade calculation. This option is available for all subjects studied through previous the six semesters.

- Instead of taking the supplementary examination, they may register afresh for those courses in which they have secured a grade point of 5 or less, and attend classes again, at the time the course is offered. In this case, all internal marks earned earlier will be disregarded. This option is available for all subjects studied through the previous six semesters.

Students who have a CGPA of less than 5.0 at the end of their first year may opt for supplementary examinations in courses, in which they have a grade point of 5 or less.

Students who have a CGPA of less than 5.0 at the end of their second year may opt for supplementary examinations for the subjects studied in second year only in which they have a grade point of 5 or less.


09/Jan/2020
(JN) **Controller of Examination**
Bengaluru Dr. B.R. Ambedkar
School of Economics
Bengaluru-560 056

BENGALURU DR B R AMBEDKAR SCHOOL OF ECONOMICS UNIVERSITY

A Unitary University, Govt. of Karnataka
(Registered under Karnataka Society Registration Act, 1960)



Academic Information and Regulation 2021

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I. INTRODUCTION

1. Scope

The Academic Information and Regulations will be called Bengaluru Dr B R Ambedkar School of Economics University (BASE University) Academic Information and Regulations under Semester System. This booklet gives comprehensive academic information and lists out the rules and regulations regarding the conduct of the programme, credit pattern and requirements for promotion and graduation, pattern of examinations, operational steps in the conduct of examinations, pattern of grading, administrative aspects of examinations, and dealing with cases of malpractice.

No discretionary power is to be exercised in the implementation of the regulations governing examinations. Change of regulations, if any, could be affected with the permission of appropriate authorities. These regulations will come into effect from the academic year 2020-21 onwards.

2. Terms Used

- › Institute: Bengaluru Dr B R Ambedkar School of Economics University
- › Committees: Various committees formed by the authorities of the Institute.
- › Student: A student admitted to any academic programme at this Institute.
- › Teacher/Course Instructor: A faculty member appointed for imparting instruction and research guidance to students at the Institute.
- › Undergraduate: A first-level degree programme offered by the Institute.
- › Postgraduate: A second level degree programme offered by the Institute.
- › Academic Programme: Various degree programmes offered by the Institute.
- › Academic Year: An academic year starts in the month of July each calendar year and ends in the month of June of the next calendar year.
- › Semester: A division of an academic year (July-June), which comprises of two major semesters, odd and even.
- › Odd Semester: A semester normally in July and continuing until December.
- › Even Semester: A semester normally starting in January and continuing until May.
- › Curriculum: A series of courses designed to provide learning opportunities to meet the requirements for awarding a degree.
- › Course: A Course is a unit of instruction or segment of subject matter as specified in the curriculum set for a semester. It has a specified code, title and credits.
- › Credit Hours: A measure of quantity of work done in a course or a semester, as the case may be. One credit represents one hour of lecture or two hours of laboratory or field work per week through a semester.

- > Letter Grade: It is an alphabetical measure of the quality of work done by a student in a course. It is computed using a relative grading system.
- > Grade Points: A measure of quality of work done by a student in a course. It is matched with letter grades and displayed as a whole number between and including 4 and 10. In case a student fails a course, the grade point will be 0.
- > SGPA: The Semester Grade Point Average is a measure of quality of work done by a student in a semester.
- > CGPA: The Cumulative Grade Point Average is the cumulative performance of a student in all the courses taken in all preceding semesters.
- > OGPA: The Overall Grade Point Average is a measure of overall performance of a student on completion of the Integrated MSc Economics degree programme.

II. ACADEMIC INFORMATION

1. Registration

All students are required to register for the prescribed credits in each of the semesters unless they are on authorized leave from the Institute. This registration process, as outlined below must be completed by the students before the commencement of the semesters. The registration will be carried out in two parts – Academic Registration and Administrative Registration. The responsibility for completing both parts of this process rests with the students. Any failure to complete the registration by the stipulated deadline will attract a fine, disciplinary action and/or termination from the programme. The deadline for completion of both types of registration will generally be set at two calendar weeks after the commencement of each semester.

a. Academic Registration

The following categories of students will be required to complete academic registration at the start of the semester as per the schedule given in the academic calendar.

- › All newly admitted students must complete the academic registration process.
- › All new students who for any valid reason arrive later than the stipulated date for registration must obtain prior permission from the authorities. They will be treated as non-reporting students if they fail to do so.
- › All students who have failed to secure minimum marks in the continuous assessment component of the course and students who fail the end semester examination and the supplementary examination must re-register for the course on time, when it is offered again.

b. Administrative Registration

- › Students must pay all dues, including the hostel dues, academic fees, any other dues that the Institute may prescribe from time to time.
- › Students whose ID cards have expired must get them renewed.
- › Students must complete registration for facilities such as laboratories, library, mess, sports facilities, among others.

2. Fee Structure

Students are required to pay the prescribed fee as notified by the Institute from time to time. Fee refund policy for the students who wants to withdraw their admission is as follows:

Sl.No.	Fee Refund	Point of time when notice of withdrawal of admission is received at BASE University administrative office
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	16 to 30 days after the formally notified last date of admission
5	0%	More than 30 days after the formally notified last date of admission

- > In case (1) in the above table, BASE University shall deduct an amount not more than 5% of the fees paid by the student, subject to maximum of Rs.5,000/- as processing charges from the refundable amount.
- > In case (5), only respective refundable deposits paid by the student will be returned.
- > Fee shall be refunded to eligible students within fifteen days from the date of receiving written application in this regard.
- > The above rules are applicable only for newly admitting students. If a student studying in the 2nd, 3rd, 4th or 5th year wants to withdraw their admission, only the refundable deposit will be refunded.
- > In case a student would like to suspend their status as a student for health or other reasons, and continue their education at a later date, a fixed fee will be payable during the period of absence, if and only if the student informs the administrative office of the planned absence a minimum of two weeks before commencement of the classes for the semester. The absence, if being planned, must be for an even number of semesters, or counted in terms of whole years. For instance, a student is not permitted to take a leave of absence for a period of 1 semester only or 3 semesters or 5. Such absence must be within the limits set for completion of the undergraduate and postgraduate portions of the 5-year integrated MSc Economics programme, separately and together. Students considering this option are encouraged to consult with the appropriate authorities and seek any clarification before arriving at a decision.

The fee structure is subject to revision on the basis of the decisions of the Governing Council [SB1] of BASE University and shall be notified as and when needed.

BASE University shall facilitate the scholarship applications of the reserved category and minority students of Karnataka by providing them the required AISHE (All India Survey on Higher Education) Code, which is necessary during online application in the National Scholarship Portal (<https://scholarships.gov.in/>).

The Exim Bank would provide scholarships for 3 meritorious students from the two-year M.Sc. Economics final year. The Exim Bank-BASE University Scholarship will be offered to two meritorious students along with another scholarship for the topper among the reserved category (SC/ST/OBC) students, based on the performance of the students in the first year of the two-year postgraduate programme. Scholarship amount would be 5,000/- per month per student.

3. Academic Calendar

The Academic Calendar lists the schedule of academic activities for an academic year, inclusive of dates for registration, interim examinations and end semester examinations, inter-semester breaks and other dates. This academic calendar will be published on the Institute website and campus notice board.

4. Academic Year and Semesters

An Academic Year starts in the month of July of a calendar year and ends in the month of June of the next calendar year. The academic year (July-June) consists of 2 regular semesters (Odd and Even). Each of the two semesters is of about sixteen weeks duration. Further about two weeks of each semester are used for examinations.

5. Medium of Instruction

The medium of instruction in the Bengaluru Dr B R Ambedkar School of Economics University will be English, except in case of Indian and foreign language classes. All the examinations including the supplementary examinations will be conducted in the same language as the course was taught.

6. Credit Requirement

Every Programme has a curriculum comprising syllabi for the courses approved by the Curriculum Advisory Committee. These details are available in the Curriculum document, which will also list the types of courses, credit requirements and other curricular details.

Teaching of the courses will be reckoned in credits. Credits are assigned to courses based on the following general pattern:

- > One credit for each lecture period of one hour/week/semester.
- > Half a credit for each hour of laboratory or project per week/semester.

Every semester has a prescribed minimum and maximum number of credits, which is specified in the Curriculum document. A student may be allowed to register for additional credits, after obtaining approval from the relevant academic authorities. Students who earn more than the required number of credits will receive an appreciation certificate stating the number of extra credits earned.

7. Categories of Courses

i) Undergraduate portion (3 years) of the Integrated MSc Economics Programme

There are two categories of courses in the undergraduate portion of the Integrated MSc Economics programme.

- a. Core courses: All students must register for these courses.
 - > Economics
 - > Quantitative Techniques
 - > Skill Enhancement
 - > Ability Enhancement

- b. Elective courses: A certain minimum number of credits must be earned during the semesters III, IV, V and VI through elective courses. Electives are divided into two categories:
 - > Discipline specific elective courses
 - > General elective courses

ii) Postgraduate portion (2 years) of the Integrated MSc Economics Programme

There are two categories of courses in the postgraduate portion of the Integrated MSc Economics programme:

- c. Core courses: All students must register for these courses.
 - > Economics courses
 - > Quantitative Techniques courses
 - > Skill Enhancement courses

- d. Elective courses: A certain minimum number of credits must be earned during the semesters IX and X through elective courses. Electives are divided into two categories:
 - > Discipline specific elective courses
 - > General elective courses

- e. **Audit courses:** These courses are optional. There are no grade points attached with audited courses. It is not considered for computing the SGPA, CGPA or the OGPA. Students should satisfy the following conditions for a subject to appear in their marksheet with AU: (i) minimum 80% attendance; (ii) minimum 50% marks in continuous assessment. Students auditing a course are not permitted to appear for the end semester examination.

8. Credit distribution by semester:

- > The number of core and elective courses and corresponding credits per semester is given in the curriculum document.
- > Students wishing to pursue the programme at a slower pace than indicated in the curriculum document may talk to the authorities.

- > Students are not permitted to register for a course more than once and use their credits towards the fulfilment of the requirements of the programme.
- > Students who have audited a course, may not register for it, for credits, in a later semester.
- > A student in any programme may not register for more than 32 (core or elective) credits per semester.

9. Course Codes

Each course is referred to by a course code and title. The code for each course is made of six alpha-numeric characters. The following example explains the meaning of each character.

a. Core courses:

Example: UA1401

The first character, U: for undergraduate courses; P for postgraduate courses

The second character, A: for ability enhancing courses.

Similarly, E is for economics courses.

S is for skill enhancing courses.

Q is for courses imparting quantitative skills

The third character, 1: for the semester during which the course is offered. These numbers will run from 1 to 6 for undergraduate courses, and 1 to 4 for postgraduate courses

The fourth character, 4: for the number of credits assigned to a course. Courses may bear 2, 3 or 4 credits.

The fifth and sixth characters, 01: the sequence number for the course within its category.

So UE3402 would be the second economics core course in Semester III of the undergraduate programme, bearing 4 credits.

UE1401 is Microeconomics i, the 4-credit undergraduate core economics course taught during the first semester.

US1401 is Computer Fundamentals, a 4-credit undergraduate core skill-enhancing course, taught during the first semester.

UQ1401 is Mathematical Economics i, a 4-credit undergraduate core quantitative skills course, taught during the first semester.

b. Elective courses:

Example: UDE101

The first character, U: for undergraduate courses; P for postgraduate courses

The second and third characters, DE: are for discipline specific elective courses.

These characters may also be GE, for generic elective courses.

The fourth character, 1: is for the group number. Group 1 electives are offered in the odd Semesters III, V and IX, and Group 2 electives, in the even Semesters IV, VI and X.

10. Adding or Dropping Courses

- › Adding or dropping of courses is generally possible with elective and audit courses.
- › Students may drop any core or elective course, provided they complete the required number of credits within the stipulated time to earn the degree
- › Students may add courses two calendar weeks from the start of the semester in which the course is being offered.
- › Course add/drop requests need to be accepted by the concerned course teacher.

11. Conduct of Students

Students must follow the rules of the Institute.

The following acts of omission and commission constitute violation of the code of conduct and are liable to invoke disciplinary measures:

- › Ragging
- › Wilful damage or stealthy removal of any property of the Institute/Hostel or of fellow students/citizens
- › Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs
- › Hacking of computer systems (such as entering into another person's or Institute's computing devices without permission, manipulation and/or damage of computing hardware or software, etc.)
- › Plagiarism of any nature.

Commensurate with the gravity of offense, disciplinary action will be taken.

12. Duration of the Programme

Ordinarily a student will complete all the requirements for the undergraduate portion of the programme in six consecutive semesters, i.e. three academic years; but students wishing to pursue the course at a slower pace are permitted to complete the degree in a maximum of 6 years. In case of the 2-year Masters degree, which starts after the completion of BSc (Honours) in Economics, a student wishing to pursue the course at a slower pace may be permitted to complete it in 4 years.

After having completed the undergraduate portion of the programme, a student must complete the postgraduate portion of the programme within four years. If the student takes a break between the undergraduate and postgraduate portions of the programme (or at any other time during the programme), a certain fixed fee will be payable to retain the student's seat in the institute during the absent year/s. this break must be in terms of years, or for a duration of an even number of semesters. As mentioned elsewhere, once a student registers for the five-year integrated programme, the entire programme must be completed within a total of ten years.

III. EXAMINATION REGULATION

1. Evaluation

- › The evaluation of students' performance will be made separately for each course.
- › Each 3 and 4-credit course will carry a maximum of 100 marks. There will be continuous assessment for 50 marks, and an end semester examination for 100 marks, which will be brought down to 50 marks.
- › Each 2-credit course will carry a maximum of 75 marks. There will be continuous internal assessment for 35 marks, and an end semester examination for 80 marks, which will be brought down to 40 marks.
- › The decision of the course teacher in this regard will be final.
- › Results for each course will be announced as letter grades from A to F, and grade points under a ten-point scale.

2. Attendance

- › Attendance in all classes is compulsory.
- › Full class attendance is expected in each course for which a student has registered. A student who fails to attend 80% of the classes conducted in a course (theory and practical put together) will not be permitted to appear for the end semester examination in that course. Of this 80% requirement, 10% condonation may be granted, under exceptional circumstances by the concerned authority (Examinations Dept/Vice Chancellor/Registrar). This condonation may permit a student to appear for the end semester examination, though may not entitle them to any more marks assigned for attendance/class participation.
- › Requests for condonation on medical grounds may only be considered if the students submit their medical certificates, signed by the BASE University doctor within one calendar week after return from their medical leave. Submission of medical certificate at the end of the semester will not be entertained.
- › Students who have less than 80% attendance will be assigned an I* grade and must register for the course when it is offered again.
- › For calculation of attendance, the number of classes attended during the instructional period will be considered. In case of students admitted late, attendance is calculated from the date of registration.
- › It is the responsibility of students to intimate the relevant course teacher, regarding any planned absence before proceeding on leave. Unplanned absence must be intimated in the earliest.

- > In case students are absent from classes for University-related extra-curricular activities, like organisation of fests, placement activities, etc, the student must collect a form from the Examinations Dept, fill in the details of the classes missed, get the signature of the faculty coordinator responsible for those events, and submit the form back to the Examinations Dept within 3 working days of the absence from class. The Examinations Dept may consider granting attendance for a maximum of 10% of the number of classes conducted for each course.

3. Detailed Pattern of Evaluation

a. 3 and 4-credit courses

The evaluation for each paper will be for 100 marks: 50% weightage each for continuous internal assessment and end semester examination.

Continuous Assessment (50% Weightage)

Sl. No.	Details	Marks
1	Attendance / class participation	5
2	Assignments, projects, presentations, as decided by course teacher	15
3	Interim Examinations*	30

End Semester Examination (50% Weightage)

1	Written Exam	50
	Total	100

b. 2-credit courses:

The final assessment for each paper will be for 75 marks: 35 marks for continuous assessment and 40 marks for end semester examination.

Continuous Assessment (50% Weightage)

Sl. No.	Details	Marks
1	Attendance / class participation	5
2	Assignments, projects, presentations, as decided by course teacher	10
3	Interim Examinations*	20

End Semester Examination (50% Weightage)

1	Written Exam	40
	Total	75

* Three Interim Examinations will be conducted through the semester. The best two of three test scores will be considered. No make-up Interim Examinations will be conducted for students who miss them for any reasons.

- › All written examinations (Interim Examinations 1, 2, and 3 and End Semester Examinations) will be conducted for double the number of marks shown in the table. The marks earned by the students will be brought down to half.
- › The Interim Examinations and End Semester Examination will be conducted centrally by the Examination Department. All end semester examination dates will be announced about two weeks in advance. All interim tests dates will be announced about a week in advance.
- › Class tests, assignment, etc. (listed under item number 2 above) will be conducted by the instructor.
- › Procedure to be followed for announcement of results of all written examinations:
 - a) The evaluated answer scripts will be returned to the students;
 - b) Students may point out discrepancies in the evaluation, if any, within the stipulated time fixed by the course instructor;
 - c) After this date, no claims will be entertained.

The answer scripts of all written end semester examinations will be preserved by the Examination Office till the completion of the course. Any grievances may be brought to the notice of the Examinations Department.

4. Evaluation for Practical Courses

a. 2-credit Laboratory Courses

Continuous assessment will be the same as for other 2 credit courses.

End semester examination: Practical examination will be conducted in the laboratory, where students will need to demonstrate their ability to carry out tasks as asked in the question paper. The Examiners will assess the satisfactory completion of each task, and make a comment in their answer scripts – either “executed” or “partial” or “unsatisfactory”, for each question asked. The examiner may ask students to perform additional tasks related with the questions.

b. 2-credit Internship

Marks – 75

To be completed during the semester break after Semester VIII of the postgraduate portion of the degree for a minimum of 2 months. Evaluation will be carried out on the basis of a presentation (30 marks) and report (45 marks) at the end of the internship period.

5. End Semester Examination

- › The duration of end semester examinations is 3 hours for all 2 credit (80 marks examination), 3 and 4 credit (100 marks examination) courses.
- › Students with a disability that causes them to write slower may have up to 20% extra time for all written examinations. The appropriate letter should be submitted to the Examinations Department at the time of admission.
- › Students unable to write examinations due to a temporary or permanent disability may request for a scribe. The scribe will be assigned by the Examinations Department. The appropriate letter should be submitted to the Examinations Department before the examinations commence.
- › Registration number of the students is to be written in the facing sheet of the answer booklet and all additional sheets taken.
- › Students will not be permitted to enter the examination hall without a valid hall ticket and Institute ID card.
- › Students should carry their own pens, pencils, erasers, etc. and are strictly not permitted to borrow anything from anyone inside the examination hall.
- › Students must be in their assigned seats ten minutes prior to the commencement of the examinations.
- › Students will not be permitted to leave the examination hall during the first 60 minutes.
- › Any cases of malpractice will be considered with utmost seriousness by the Disciplinary Action Committee.
- › No mobile phones or any other electronic gadgets (apart from calculators as permitted for a course) are permitted in the examination hall.

6. Grading system

Based on the performance in the continuous internal assessment through the semester, each student is awarded a final letter grade in each course, following a system of relative grading.

Letter Grade	A+	A	B+	B	C+	C	D	F
Grade Point	10	9	8	7	6	5	4	0

In addition to these letter grades, a student may receive some transitional grades that do not carry any grade points:

- I: Incomplete grade is assigned to students who are absent from the end semester examination for any reason. These students are entitled to appear for the supplementary examination.

- I*: Incomplete grade with an asterisk is assigned to students who have not been allowed to appear for the end semester examination due to lack of attendance. These students must register afresh for the course when it is offered again.
- F: Fail grade is assigned to students who have failed in the end semester examination and are entitled to appear of the supplementary examination.
- F*: Fail grade with an asterisk is assigned to students who have failed in the internal assessment component, or have failed in the supplementary examination for that course. These students must register afresh for the course when it is offered again.
- S: Satisfactory grade (S) is assigned to students in mandatory courses that do not carry any credits. Since no grade is assigned, these courses are not considered in computing the SGPA, CGPA or OGPA.

An illustration of the relative grading system follows:

Maximum marks obtained by a student for a course:	96
Minimum marks required to pass a course:	40
Difference:	56
Range, computed as: difference/7:	8

Grade points and corresponding letter grades:

A+	A	B+	B	C+	C	D	F
>88.00	80.00- 87.99	72.00- 79.99	64.00- 71.99	56.00- 63.99	48.00- 55.99	40.00- 47.99	<40.00

These ranges will vary for courses depending on the performance of the students.

Students who appear for a supplementary examination will receive a letter grade based on the brackets already prepared during the main examination: no fresh grade brackets will be computed. In case the marks secured by a student in the supplementary examination is more than 96, that student will receive a letter grade of A+.

7. Pass Criteria

- > To be considered as having passed in a course, students must secure a minimum of 40% in each evaluation component: continuous assessment and end semester examination.
- > Students are considered to have completed a course successfully and earned credits if they secure any letter grade other than the transitional grades I, I*, F, or F*.

8. Promotion Policy

Students must pass in all the courses of the first and second semesters (first year) to be promoted to the fifth semester (third year). The third and fourth semesters (second year) are available for students to clear any backlogs. This rule is to ensure that students have gained the minimum required proficiency in the fundamental courses before registering for advanced level core and elective courses.

Students must pass in all courses of the undergraduate portion of the degree and secure a CGPA of at least 5.00 before they may be promoted to the postgraduate portion of the degree. Students who wish to exit the programme with a BSc (Honours) Economics degree may exit with any CGPA at or above 4.00.

In the 2-year MSc programme, a student will not be permitted to go to the 2nd year if they must repeat 5 or more courses from the first year. Students must pass in all courses in the postgraduate portion of the degree to graduate.

9. Conduct of Supplementary and Grade Improvement Examinations

Supplementary Examination

- › Students who score less than 20 out of 50 marks in the end semester examination will be declared as 'Failed'. Such students are eligible for a supplementary examination.
- › Students who fail in a course have the option of either taking the supplementary examination or registering for the course afresh whenever offered next.
- › Students will have only one supplementary examination attempt to pass a course. If they fail in it, they must repeat the course.
- › Students who are eligible and opt to register for supplementary examination must pay the prescribed fee for each course.
- › The supplementary examination will be conducted within one month of declaration of end semester examination results.
- › Supplementary examinations for a course carry the number of marks determined by the number of credits. However, the marks earned by the students for the continuous assessment component as part of the regular course will be carried over for finalizing the letter grade and grade point.
- › There is no restriction on the grade to be awarded following a supplementary examination.

Grade Improvement Examination

- › Students who have passed in a course but wish to improve their grade may register for a grade improvement examination.
- › This examination will only take the place of the end semester examination. Marks secured as part of the continuous assessment for the course will be carried forward to

- compute the grade point and letter grade for the course.
- > Grade improvement examinations are permitted only for the core economics and quantitative skills courses in each of the ten semesters – not in skill- or ability-enhancing courses, elective courses, project/internship/laboratory courses.
 - > Grade improvement examinations will be conducted together with the supplementary examinations one month after declaration of end semester examination results.
 - > Student appearing for a supplementary examination for any reason will be unable to appear for a grade improvement examination for that course, and are advised to choose other courses (in which they have already secured a passing grade) for grade improvement, if they so choose.
 - > Students will not be permitted to appear for grade improvement examinations for courses from their previous semesters.
 - > A student may wish to repeat a course to improve the grade.
 - > To avoid scheduling conflicts, students who wish to or are required to repeat a course must register for it a minimum of two weeks before commencement of classes. In case a scheduling conflict is unavoidable, the student may have to drop some other courses of their current semester – this may entail a delay in graduation, given the upper limit on the number of credits that a student may register for per semester, and the student's capability to handle higher course load. It may be noted here that a student must clear all first-year papers before being admitted to the third year.
 - > Once a student registers to repeat a course, all previous continuous and end semester examination marks secured in the first attempt will be cancelled.
 - > To complete the registration for a course, a student must pay the applicable fees on time.
 - > If, despite grade improvement examinations, a student is unable to secure the minimum required 5.00 CGPA at the end of the undergraduate portion of the degree, then the student may either register for grade improvement examinations in other courses or register for course repetition. This will mean a delay in graduation to the postgraduate portion of the degree. A student must achieve the minimum 5.00 CPGA and register for the postgraduate portion of the degree within a maximum of two years of completion of the undergraduate portion of the degree, in alignment with the requirement that the postgraduate portion of the degree must be completed within a total of four years.
 - > Opting for grade improvement disqualifies a student from any award or recognition by the institute. Scholarships may still be applicable – depending on who is administering them.

10. Repetition of a Course

Students must repeat a course under the following conditions:

- > When they receive an F* grade – failed continuous assessment component, or failed the supplementary examination
- > When they receive an I* grade, due to attendance shortage
- > When they fail in the end semester examination, and they wish to repeat the course
- > When the student desires to repeat a course to improve the grade
- > When all opportunities for grade improvement examinations are exhausted, and the student is yet to achieve the minimum 5.00 CGPA to be promoted to the postgraduate portion of the degree.

Students who wish to improve their grade are permitted to register for any course in the programme.

Students repeating courses must register for them a minimum of two weeks before the commencement of classes to ensure that the timetable of classes can be prepared appropriately. The prescribed fee must be paid at the time of registration. In case a scheduling conflict cannot be avoided, the student may have to register for the course at a later date, or drop some other course for that semester, to accommodate the course being repeated.

If a student repeats a course for the purpose of grade improvement, then all marks (continuous assessment and end semester examinations) secured in the first attempt will be cancelled.

The grade brackets for a student repeating a course will be fixed in relation to the new batch of students studying the course.

11. Grade Point Averages Computation

The SGPA is computed for each semester as follows:

$$SGPA = (C_1 * G_1 + C_2 * G_2 + \dots + C_n * G_n) / (C_1 + C_2 + \dots + C_n)$$

where, n is the number of courses for which a student has registered that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points earned by the student for the course.

The CGPA gives the cumulative performance of the student from the first semester to the semester to which it refers, and is calculated as above, where n is the total number of courses the student has registered for up to that semester, including all previous semesters.

The OGPA gives the overall performance of the student throughout the programme, and is calculated as above, where n is the total number of courses the student has registered for up to the end of the programme.

- > When a student secures the grade I or F for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester will be tentatively calculated considering a score of zero for that course. After the student successfully converts I/I*/F/F* grades to appropriate letter grades either after supplementary examinations or course repetition, or improves the letter grade after a grade improvement examination or course repetition, the SGPA and CGPA for that semester will be recalculated.

- The grade sheet with the SGPA and the CGPA will be shared with each student after the end of each semester. Any changes in grades due to supplementary or grade improvement examinations will be reflected in freshly issued grade cards. Together with this fresh grade card, another will be issued stating that any previous grade card issued for the particular course/s is cancelled.
- In case of students who wish to exit the Integrated MSc Economics programme at the end of six semesters with a BSc (Honours) Economics degree, the CGPA for six semesters will be displayed as OGPA in their grade card.

12. Awarding the degree

A student in order to earn the Integrated MSc Economics degree must complete the prescribed number of credits over a minimum of five years. Of these, a fixed minimum number of credits are to be completed as part of the BSc (Honours) Economics programme, and a fixed minimum number of credits are to be completed as part of the MSc Economics programme. Students whose CGPA is less than 5.00 at the end of their third year of the undergraduate portion of the degree will need to register for some courses again to improve their grade. This will entail a delay in progression to the postgraduate portion of the programme.

Students who secure a minimum CGPA of 5.00 in the undergraduate portion of the degree may be promoted to the postgraduate portion of the degree. Further, students who pass in all courses in the final four semesters will be awarded the MSc Economics degree.

DR B R AMBEDKAR SCHOOL OF ECONOMICS UNIVERSITY, BENGALURU

A Unitary University, Govt. of Karnataka
(Registered under Karnataka Society Registration Act, 1960)



Academic Information and Regulation 2022

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Academic ordinances of Dr B R Ambedkar School of Economics University, Bengaluru pertaining to 5-year Integrated MSc Economics programme (in accordance with New Education Policy).

In exercise of the Power conferred under Section 44 read with Section 12 of the Dr B. R. Ambedkar School of Economics University, Bengaluru the University hereby makes the following ordinances pertaining to the 5-year Integrated MSc Economics programme (in accordance with New Education Policy).

CONTENTS

1. Definitions of key words
2. Duration of the Programme
3. Maximum period/duration permitted for completion of the programme
4. Medium of instruction
5. Hours of instruction per week
6. Attendance requirements
7. Course pattern
8. End Semester Examination
9. Continuous internal assessment
10. Eligibility for End Semester Examinations
11. Valuation of answer books
12. Grading pattern
13. Calculation of SGPA, CGPA and OGPA
14. Minimum requirements to pass
15. Eligibility for promotion
16. Improvement of Results
17. Grievance redressal

1. Definition of Key Words

- › University: Bengaluru Dr B R Ambedkar School of Economics University
- › Committees: Various committees formed by the authorities of the University.
- › Student: A student admitted to any academic programme at this University.
- › Course Instructor: A faculty member appointed for imparting instruction and research guidance to students at the University.
- › Undergraduate: A first-level degree programme offered by the University.
- › Postgraduate: A second level degree programme offered by the University.
- › Academic Programme: Various degree programmes offered by the University.
- › Academic Year: An academic year starts in the month of July each calendar year and ends in the month of June of the next calendar year.
- › Semester: A division of an academic year (July-June), which comprises of two semesters, odd and even.
- › Odd Semester: the odd semester normally runs from July to December.
- › Even Semester: the even semester normally runs from January to May.
- › Curriculum: A series of courses designed to provide learning opportunities to meet the requirements for awarding a degree.
- › Course: A Course is a unit of instruction or segment of subject matter as specified in the curriculum set for a semester. It has a specified code, title and credits.
- › Credit Hours: A measure of quantity of work done in a course or a semester, as the case may be. One credit represents one hour of lecture or two hours of laboratory or field work per week through a semester.
- › Letter Grade: It is an alphabetical measure of the quality of work done by a student in a course. It is computed using a relative grading system.
- › Grade Points: A measure of quality of work done by a student in a course. It is matched with letter grades and displayed as a whole number between and including 4 and 10. In case a student fails a course, the grade point will be 0.
- › SGPA: The Semester Grade Point Average is a measure of quality of work done by a student in a semester.
- › CGPA: The Cumulative Grade Point Average is the cumulative performance of a student in all the courses taken in all preceding semesters.
- › OGPA: The Overall Grade Point Average is a measure of overall performance of a student on completion of the Integrated MSc Economics degree programme.

2. Duration of the Programme

The Academic Calendar lists the schedule of academic activities for an academic year, inclusive of dates for registration, interim examinations and end semester

examinations, inter-semester breaks and other dates. This academic calendar will be published on the University website and campus notice board.

An Academic Year starts in the month of July of a calendar year and ends in the month of June of the next calendar year. The academic year (July-June) consists of 2 semesters (Odd and Even). Each of the two semesters is of about sixteen weeks duration. Further about two weeks of each semester are used for examinations.

Ordinarily a student will complete all the requirements for the programme in the respective semesters. As per NEP, students wishing to exit the programme at the end of an academic year, will receive the following awards provided they have cleared all the courses listed therein.

- | | |
|------------------------------|------------------------|
| › Certificate in Economics | Semesters I and II |
| › Diploma in Economics | Semesters III and IV |
| › BSc Economics Degree | Semesters V and VI |
| › BSc (Hon) Economics Degree | Semesters VII and VIII |
| › MSc Economics Degree | Semesters IX and X |

3. Maximum period / duration permitted for completion of the programme

Students wishing to pursue the course at a slower pace are permitted to take up to twice the total amount of time for the programme. If a student would like to earn the Certificate, all the course requirements must be completed within a maximum of two years, and so on. Once a student registers for the five-year integrated programme, the entire programme must be completed within a total of ten years. It may be noted that the award for a particular level can only be awarded if all the requirements for that level have been completed. If only the requirements for a previous level have been completed, then only the previous level award may be granted, provided it has been no more than twice the permissible time.

If the student takes a break between any two years of the programme, a certain fixed fee will be payable to retain the student's seat in the University during the absent year/s. This break must be in terms of years, or for a duration of an even number of semesters.

4. Medium of Instructions

The medium of instruction in the Bengaluru Dr B R Ambedkar School of Economics University will be English, except in case of Indian and foreign language classes. All

the examinations including the supplementary examinations will be conducted in the same language as the course was taught.

5. Hours of instruction per week

Every Programme has a curriculum comprising syllabi for the courses approved by the Curriculum Advisory Committee. These details are available in the Curriculum document, which will also list the types of courses, credit requirements and other curricular details.

Teaching of the courses will be reckoned in credits. Credits are assigned to courses based on the following general pattern:

- › One credit for each lecture period of one hour/week/semester.
- › Half a credit for each hour of laboratory or project per week/semester.

Every semester has a prescribed minimum and maximum number of credits, which is specified in the Curriculum document. A student may be allowed to register for additional credits, after obtaining approval from the relevant academic authorities.

- › The number of core and elective courses and corresponding credits per semester is given in the curriculum document.
- › Students wishing to pursue the programme at a slower pace than indicated in the curriculum document may talk to the authorities.
- › Students are not permitted to register for a course more than once and use their credits towards the fulfilment of the requirements of the programme.
- › A student in any programme may not register for more than 32 (core or elective) credits per semester.

6. Attendance requirements

- › Attendance in all classes is compulsory.
- › Full class attendance is expected in each course for which a student has registered. A student who fails to attend 80% of the classes conducted in a course (theory and practical put together) will not be permitted to appear for the end semester examination in that course. Of this 80% requirement, 10% condonation may be granted, under exceptional circumstances by the concerned authority (Examinations Dept / Vice Chancellor / Registrar). This condonation may permit a student to appear for the end semester examination, though may not entitle them to

any more marks assigned for attendance / class participation.

- › Requests for condonation on medical grounds may only be considered if the students submit their medical certificates, signed by the University doctor within one calendar week after return from their medical leave. Submission of medical certificate at the end of the semester will not be entertained.
- › Students who have less than 80% attendance will be assigned an I* grade and must register for the course when it is offered again. In case of elective courses, the student may register for a different elective course in any future semester.
- › For calculation of attendance, the number of classes attended during the instructional period will be considered. In case of students admitted late, attendance is calculated from the date of registration.
- › It is the responsibility of students to intimate the relevant course teacher, regarding any planned absence before proceeding on leave. Unplanned absence must be intimated in the earliest.
- › In case students are absent from classes for University-related extra-curricular activities, like organisation of fests, placement activities, etc, the student must collect a form from the Examinations Dept, fill in the details of the classes missed, get the signature of the faculty coordinator responsible for those events, and submit the form back to the Examinations Dept within 3 working days of the absence from class. The Examinations Dept may consider granting attendance for a maximum of 10% of the number of hours of classes conducted for each course.

7. Course Pattern

The programme, as prescribed under NEP, has the following categories of courses:

- a. Discipline specific core courses: All students must register for these courses. These courses may be categorised under the following sub-categories:
 - › Economics
 - › Quantitative Techniques
- b. Discipline specific elective courses: A certain minimum number of credits must be earned during certain semesters through elective courses.

- b. Open elective courses: In the first four semesters, students are required to choose among some open elective courses offered. These will be in areas outside of economics to broaden the knowledge base of the students.
- c. Skill enhancement courses: These courses are required in the first three years of the programme, and are further divided into
- a. Skill-based courses: These include digital fluency, artificial intelligence, cyber security, and professional communication
 - b. Value-based courses: These include physical education (sports or yoga), health and wellness, and NCC / NSS / R&R (S&G) / cultural
- d. Audit courses: These courses are optional. Only (discipline specific or open) elective courses are open for auditing. There are no grade points attached with audited courses. It is not considered for computing the SGPA, CGPA or the OGPA. Students should satisfy the following conditions to be eligible to receive a letter stating that they have audited the course: (i) minimum 80% attendance; (ii) minimum 50% marks in continuous assessment. Students auditing a course are not permitted to appear for the end semester examination. Audited courses will not appear in the grade card.

Adding or Dropping courses

- > Students may be required to choose language courses, open elective, and discipline specific elective courses. These choices must be made before the commencement of the semester.
- > Students may drop any core, elective or audited course, provided they complete the required number of credits within the stipulated time to earn the degree.
- > Students may be permitted to add or drop courses even two calendar weeks after the start of the semester in which the course is being offered. No changes in choice of courses will be permitted beyond this date.
- > Course add / drop requests need to be accepted by the concerned course teacher.
- > If a student is unable to complete a course to their own satisfaction during the course, it will still appear in their grade card with the appropriate letter grade. In

case of elective courses, an F grade will be counted towards the semester grade point average, whereas an F* grade will not. Students with an F* grade may register for the same or another elective in a future semester. These letter grades are explained further below.

8. End Semester Examination

- › The duration of end semester examinations is 3 hours for all 2 credit (80 marks examination), 3 and 4 credit (100 marks examination) courses.
- › Students with a disability that causes them to write slower may have up to 20% extra time for all written examinations. The appropriate letter should be submitted to the Examinations Department at the time of admission.
- › Students unable to write examinations due to a temporary or permanent disability may request for a scribe. The scribe will be assigned by the Examinations Department. The appropriate letter should be submitted to the Examinations Department before the examinations commence or as soon as the disability occurs, whichever is earlier.
- › Registration number of the students is to be written in the facing sheet of the answer booklet and all additional sheets taken.
- › Students will not be permitted to enter the examination hall without a valid hall ticket and University ID card.
- › Students should carry their own pens, pencils, erasers, etc. and are strictly not permitted to borrow anything from anyone inside the examination hall.
- › Students must be in their assigned seats ten minutes prior to the commencement of the examinations.
- › Students will not be permitted to leave the examination hall during the first 60 minutes.
- › Any cases of malpractice will be considered with utmost seriousness by the Disciplinary Action Committee.
- › No mobile phones or any other electronic gadgets (apart from calculators as permitted for a course) are permitted in the examination hall.

Supplementary Examinations

- › Students who score less than 20 out of 50 marks in the end semester

examination will be declared as 'Failed'. Such students are eligible for a supplementary examination.

- > Students who fail in a course have the option of either taking the supplementary examination or registering for the course afresh whenever offered next.
- > Students will have only one supplementary examination attempt to pass a course. If they fail in it, they must repeat the course.
- > Students who are eligible and opt to register for supplementary examination must pay the prescribed fee for each course.
- > The supplementary examination will be conducted within one month of declaration of end semester examination results.
- > Supplementary examinations for a course carry the number of marks determined by the number of credits. However, the marks earned by the students for the continuous assessment component as part of the regular course will be carried over for finalizing the letter grade and grade point.
- > There is no restriction on the grade to be awarded following a supplementary examination.

9. Continuous Internal Assessment

- > The evaluation of students' performance will be made separately for each course.
- > Each 3 and 4-credit course will carry a maximum of 100 marks. There will be continuous assessment for 50 marks, and an end semester examination for 100 marks, which will be brought down to 50 marks.
- > Each 2-credit course will carry a maximum of 75 marks. There will be continuous internal assessment for 35 marks, and an end semester examination for 80 marks, which will be brought down to 40 marks.
- > The decision of the course teacher in this regard will be final.
- > Results for each course will be announced as letter grades from A to F, and grade points under a ten-point scale.

a. For 3 and 4-credit courses

The evaluation for each paper will be for 100 marks: 50% weightage each for continuous internal assessment and end semester examination.

Continuous Assessment (50% Weightage)

Sl. No.	Details	Marks
1	Attendance / class participation	5
2	Assignments, projects, presentations, as decided by course teacher	15
3	Interim Examinations*	30

End Semester Examination (50% Weightage)

1	Written Exam	50
	Total	100

b. 2-credit courses:

The final assessment for each paper will be for 75 marks: 35 marks for continuous assessment and 40 marks for end semester examination.

Continuous Assessment (50% Weightage)

Sl. No.	Details	Marks
1	Attendance / class participation	5
2	Assignments, projects, presentations, as decided by course teacher	10
3	Interim Examinations*	20

End Semester Examination (50% Weightage)

1	Written Exam	40
	Total	75

* Three Interim Examinations will be conducted through the semester. The best two of three test scores will be considered. No make-up Interim Examinations will be conducted for students who miss them for any reasons.

> All written examinations (Interim Examinations 1, 2, and 3 and End

Semester Examinations) will be conducted for double the number of marks shown in the table. The marks earned by the students will be brought down to half.

- › The Interim Examinations and End Semester Examination will be conducted centrally by the Examination Department. All end semester examination dates will be announced about two weeks in advance. All interim tests dates will be announced about a week in advance.
- › Class tests, assignment, etc. (listed under item number 2 above) will be conducted by the instructor.

c. 2-credit Laboratory Courses

Continuous assessment will be the same as for other 2 credit courses.

End semester examination: Practical examination will be conducted in the laboratory, where students will need to demonstrate their ability to carry out tasks as asked in the question paper. The Examiners will assess the satisfactory completion of each task and make a comment in their answer scripts – either “executed” or “partial” or “unsatisfactory”, for each question asked. The examiner may ask students to perform additional tasks related with the questions.

d. 2-credit Internship

Marks – 75

To be completed during the semester break after Semester VI for a minimum of 2 months. Evaluation will be carried out on the basis of a presentation (30 marks) and report (45 marks) at the end of the internship period.

10. Eligibility for End Semester Examinations

To be considered as having passed in a course, students must secure a minimum of 40% in each evaluation component: continuous assessment and end semester examination. Failing this, the student will be given an F* grade and will need to repeat the course in a future semester. If a student clears the internal assessment component but fails the end semester examination, the student will get an F grade and may appear for one supplementary attempt.

A student who fails to attend 80% of the classes conducted in a course (theory and practical put together) will not be permitted to appear for the end semester examination in that course.

11. Valuation of answer books

The faculty teaching the course will be responsible for preparing examination question papers following the deadlines that will be given by the Examinations Department, and for completing the valuation of answer books within a week of completion of the last examination.

Procedure to be followed for announcement of results of all written examinations:

- a) The evaluated answer scripts will be returned to the students;
- b) Students may point out discrepancies in the evaluation, if any, within the stipulated time fixed by the course instructor;
- c) After this date, no claims will be entertained.

The course faculty will share the marks with the Examinations Department after all grievances have been addressed.

The answer scripts of all written end semester examinations will be preserved by the Examination Office till the completion of the course. Any grievances may be brought to the notice of the Examinations Department.

12. Grading Pattern

Based on the performance in the continuous internal assessment and end semester examination together, each student is awarded a final letter grade in each course, following a system of relative grading.

Letter Grade	A+	A	B+	B	C+	C	D	F
Grade Point	10	9	8	7	6	5	4	0

In addition to these letter grades, a student may receive some transitional grades that do not carry any grade points:

- I: Incomplete grade is assigned to students who are absent from the end semester examination for any reason. These students are entitled to appear for the supplementary examination.

- I*: Incomplete grade with an asterisk is assigned to students who have not been allowed to appear for the end semester examination due to lack of attendance. These students must register afresh for the course when it is offered again.
- F: Fail grade is assigned to students who have failed in the end semester examination and are entitled to appear of the supplementary examination.
- F*: Fail grade with an asterisk is assigned to students who have failed in the internal assessment component, or have failed in the supplementary examination for that course. These students must register afresh for the course when it is offered again.
- S: Satisfactory grade (S) may be assigned to students in mandatory courses that do not carry any credits. Since no grade is assigned, these courses are not considered in computing the SGPA, CGPA or OGPA.

An illustration of the relative grading system follows:

Maximum marks obtained by a student for a course: 96
 Minimum marks required to pass a course: 40
 Difference: 56
 Range, computed as: difference/7: 8
 Grade points and corresponding letter grades:

A+	A	B+	B	C+	C	D	F
>88.00	80.00- 87.99	72.00- 79.99	64.00- 71.99	56.00- 63.99	48.00- 55.99	40.00- 47.99	<40.00

These ranges will vary for courses depending on the performance of the students.

Students who appear for a supplementary examination will receive a letter grade based on the brackets already prepared during the main examination: no fresh grade brackets will be computed. In case the marks secured by a student in the supplementary examination is more than 96, that student will receive a letter grade of A+.

13. Calculation of SGPA, CGPA and OGPA

The SGPA is computed for each semester as follows:

$$\text{SGPA} = (C_1 * G_1 + C_2 * G_2 + \dots + C_n * G_n) / (C_1 + C_2 + \dots + C_n)$$

where, n is the number of courses for which a student has registered that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points earned by the student for the course. This will include all core and elective courses. The exceptions are: courses which do not carry any credits, and an elective course in which a student has either an I* or an F* grade.

The CGPA gives the cumulative performance of the student from the first semester to the semester to which it refers, and is calculated as above, where n is the total number of courses the student has registered for up to that semester, including all previous semesters.

The OGPA gives the overall performance of the student throughout the programme, and is calculated as above, where n is the total number of courses the student has registered for up to the end of the programme.

- › When a student secures the grade I or F for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester will be tentatively calculated considering a score of zero for that course. After the student successfully converts I/I*/F/F* grades to appropriate letter grades either after supplementary examinations or course repetition, or improves the letter grade after a grade improvement examination or course repetition, the SGPA and CGPA for that semester will be recalculated.
- › The grade sheet with the SGPA and the CGPA will be shared with students at the end of each semester. Any changes in grades due to supplementary or grade improvement examinations will be reflected in freshly issued grade cards. Together with this fresh grade card, another will be issued stating that any previous grade card issued for the particular course/s is cancelled.
- › In case of students who wish to exit the programme at any point, the CGPA for the completed semesters will be displayed as OGPA in their grade card.

14. Minimum requirements to pass

- › Students are considered to have completed a course successfully and earned credits if they secure any letter grade other than the transitional grades I, I*, F, or F*.
- › Students must pass in all the courses of the first and second semesters (first

year) to be promoted to the fifth semester (third year). The third and fourth semesters (second year) are available for students to clear any backlogs. This rule is to ensure that students have gained the minimum required proficiency in the fundamental courses before registering for advanced level core and elective courses.

- > Students who wish to exit the programme at any stage may receive the award for that level only if they have cleared all the courses (attained a CGPA at or above 4.00). If a student has a backlog in any course, that course is not included in CGPA computations – so CGPA can never drop below 4.00.
- > A student in order to earn the Integrated MSc Economics degree must complete the prescribed number of credits over a minimum of five years, and correspondingly for any previous level award. A fixed minimum number of credits are to be completed in each year.

15. Eligibility for promotion

All first-year courses must be cleared for a student to be eligible to enter the third year of the integrated programme.

All courses of the first three years must be cleared before a student is eligible to enter the fourth year of the integrated programme.

16. Improvement of Results

Grade Improvement Examination

- > Students who have passed in a course but wish to improve their grade may register for a grade improvement examination.
- > This examination will only take the place of the end semester examination. Marks secured as part of the continuous assessment for the course will be carried forward to compute the grade point and letter grade for the course.
- > Grade improvement examinations are permitted only for the discipline specific core economics and quantitative skills courses in each semester.
- > Grade improvement examinations will be conducted together with the supplementary examinations one month after declaration of end semester examination results.
- > Student appearing for a supplementary examination for any reason will be

unable to appear for a grade improvement examination for that course, and are advised to choose other courses (in which they have already secured a passing grade) for grade improvement, if they so choose.

- > Students will not be permitted to appear for grade improvement examinations for courses from their previous semesters.
- > A student may wish to repeat a course to improve the grade.
- > To avoid scheduling conflicts, students who wish to or are required to repeat a course must register for it a minimum of two weeks before commencement of classes. In case a scheduling conflict is unavoidable, the student may have to drop some other courses of their current semester – this may entail a delay in graduation, given the upper limit on the number of credits that a student may register for per semester, and the student's capability to handle higher course load. It may be noted here that a student must clear all first-year papers before being admitted to the third year.
- > Once a student registers to repeat a course, all previous continuous and end semester examination marks secured in the first attempt will be cancelled.
- > To complete the registration for a course, a student must pay the applicable fees on time.
- > Opting for grade improvement disqualifies a student from any award or recognition by the University. Scholarships may still be applicable – depending on who is administering them.

Students must repeat a course under the following conditions:

- > When they receive an F* grade – failed continuous assessment component, or failed the supplementary examination
- > When they receive an I* grade, due to attendance shortage
- > When they fail in the end semester examination, and they wish to repeat the course
- > When the student desires to repeat a course to improve the grade
- > When all opportunities for grade improvement examinations are exhausted, and the student is yet to achieve the minimum 5.00 CGPA to be promoted to the postgraduate portion of the degree.

Students who wish to improve their grade are permitted to register for any course in the programme.

Students repeating courses must register for them a minimum of two weeks before the commencement of classes to ensure that the timetable of classes can be prepared appropriately. The prescribed fee must be paid at the time of registration. In case a scheduling conflict cannot be avoided, the student may have to register for the course at a later date, or drop some other course for that semester, to accommodate the course being repeated.

If a student repeats a course for the purpose of grade improvement, then all marks (continuous assessment and end semester examinations) secured in the first attempt will be cancelled.

The grade brackets for a student repeating a course will be fixed in relation to the new batch of students studying the course.

17. Grievance redressal

The university has a system of grievance redressal. Students may write to grievancecell@base.ac.in, and their concerns will be addressed by the appropriate authorities. Grievance about courses must first be taken to the course instructors, and only later be considered for escalation to Examinations Department, Academic Department or Grievance Cell.

