**TRANSCRIPT FOR (COURSE NAME)……………….**

Name: ........................................... Course &Programme.........................

University :SUBIS, Raisen Branch: ..............................................

Duration of Course: ..................... Roll No.: ...........................................

**Statement of Marks for ISemester; Passed in: ……………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Paper / Course Code | Paper / Course Title | Credits | Credit Point | Grade |
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| **Total** | |  |  |  |

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| **SGPA :** |

**Statement of Marks for IISemester; Passed in: ……………..**

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| --- | --- | --- | --- | --- |
| Paper / Course Code | Paper / Course Title | Credits | Credit Point | Grade |
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| **Total** | |  |  |  |

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| --- |
| **SGPA :** |

**TRANSCRIPT FOR ..........................................**

Name: ........................................... Course &Programme.........................

University : SUBIS, Raisen Branch: ..............................................

Duration of Course: ..................... Roll No.: ...........................................

**Statement of Marks for III Semester;Passed in:……………..**

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| --- | --- | --- | --- | --- |
| Paper / Course Code | Paper / Course Title | Credits | Credit Point | Grade |
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| **Total** | |  |  |  |

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| --- |
| **SGPA :** |

**Statement of Marks for IV Semester;Passed in:……………..**

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| --- | --- | --- | --- | --- |
| Paper / Course Code | Paper / Course Title | Credits | Credit Point | Grade |
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| **Total** | |  |  |  |

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| --- |
| **SGPA :** |

**SUMMARY:**

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| --- | --- | --- | --- | --- | --- |
| **SGPA** | | | | **CGPA** | **Result** |
| I | II | III | IV |
|  |  |  |  |  |  |
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**AWARD OF GRADES: CHOICE-BASED CREDIT SYSTEM (CBCS)**

Choice-Based Credit System (CBCS), a flexible system of learning wherein one has the liberty to take up education and courses as per one's choice and earn credits for various courses shall be adopted. Since it has several unique features: Enhanced learning opportunities, ability to match students' scholastic needs and aspirations, inter-institutional transferability of students (following the completion of a semester), part-completion of an academic programme in the Cente / School / Department of enrolment and part-completion in a specialized (and recognized) Cente / School / Department, improvement in educational quality and excellence, flexibility for working students to complete the programme over an extended period of time, standardization, comparability of educational programmes across the country, etc.

1. Definitions and Interpretation:

a. **'Course'** means a Semester Course.

b. **'Credits'** means the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction. In other words, Credit is the weightage assigned to a course in terms of contact hours.

Thus, normally in each course, credits shall be assigned on the basis of the number of lectures/tutorials/laboratory work and other forms of learning required for completing the course contents in a 15-week schedule (15 weeks x 6 working days a week) ( i.e. as per UGC Guidelines minimum 180 days teaching in a year or 90 days teaching in a semester)

1 Credit = 1 hour of lecture per week (1 Credit course = 15 hours of lectures per semester)

3 Credits = 3 hours of instruction per week (3 Credit course = 45 hours of lectures per semester)

As such

15 HOURS Lecture of a Theory Paper shall be treated as 1 CREDIT PAPER

Similarly, 30 / 45 / 60 HOURS Lecture of a Theory Paper shall be treated as 2 / 3 / 4 CREDIT PAPERs respectively.

Instructions shall take the form of lectures/tutorials/laboratory work/field work or other forms. In determining the number of hours of instruction required for a course involving laboratory or the field-work, the calculation of credits for hours shall be different.

For instance, 2 hours of laboratory work Shall be considered as equivalent to 1 hour of lecture.

For field work, 3 hours could be considered equivalent to 1 hour of lecture.

30 hours laboratory work shall be treated as 1 CREDIT; similarly, 60 hours laboratory work shall be treated as 2 CREDITs.

The number of credits for courses shall vary on the basis of the nature and content of courses.

c. **"Grade"** means a letter grade assigned to a student on the basis of evaluation of a course on the Seven point scale.

d. **"Grade point"** (g) means the numerical equivalent of a letter grade assigned to a student in the Seven point scale.

e. **"Cumulative Grade Point Average"** (CGPA) means a Cumulative Grade Point Average.

f. **Continuous Assessment** is a process of evaluting growth and learning which needs to be determined by the assesment of values, skills and knowledge imbibed by the students.

g. "**U. G. C.**" means University Grants Commission.

2. The computation of Cumulative grade point average (CGPA) of a student is calculated in the manner explained below:

2.1 The average performance of a student in a Semester will be based on his/her SGPA (Semester Grade Point Average).

The Semester Grade Point average will be computed as follows:

n

∑ cipi

i=1

SGPA =

n

∑ ci

i=1

Where ci is the number of credits offered in the i th subject of a Semester for which SGPA is to be calculated , pi is the corresponding grade point earned in the i th subject, where i = 1,2,….. n , are the number of subjects in that semester.

n

∑ SGjNCj

j=1

CGPA =

n

∑ NCj

j=1

hereNCj is the number of total credits offered in the jth semester, SGj is the SGPA earned in the jth semester, where j = 1,2,….. m, are the number of semesters in that course.

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable to credit base grade system.

CGPA obtained by the student

Percentage marks scored = x 100

Maximum CGPA

***Note***: The SGPA and CGPA will be computed up to two places of decimal

***Rule***: A Candidate will be considered to have passed a programme provided he has passed in the prescribed programme earning the minimum credits prescribed for the Course with other requirements of passing the programme as prescribed in the concerned Ordinances.

2.2 **Continuous Assessment**: The continuous assessment system encourages the students to continuously take active part in the learning process. The value, skills and knowledge imbibed by the students can be assessed by the faculty. Based on the subject and faculty discipline, the mode of continuous assessment is determined. The report suggests 50 per cent weightage for continuous evaluation and 50 per cent weightage for end-semester examinations. Out of the 50 per cent weightage for continuous evaluation, 25 per cent will be for one internal examination in the semester and the remaining 25 per cent will be for continuous assessment such as discussions/presentations/assignments/projects, attendance etc., as specified for the course. For the extension activities, the credits will be those earned on completion of the activities

2.3 The Grading System of evaluation on the basis of the total marks obtained by the candidates will be put on a Seven point scale of UGC.

i. These shall be uniform for all courses.

ii. The results in grade points which is on a scale of seven of UGC, the following mechanism shall be referred to ascertain equivalent marks in percentage:

**Marks Grade Point Letter Grade Class**

91-100 10 A+ Outstanding

81-90 09 A High First

71-80 08 B+ First

61-70 07 B High Second

51-60 06 C Second

50 05 D Marginal

00-49 00 F Fail