

**POLICY - EXAMINATION & EVALUATION
Academic Year 2026–2027**

Policy Particular	Approved / Applicable Provision
Policy Reference	MBS/EEP/07/2026-27
Institution	MBS College, Dwarka, New Delhi
Affiliation	Guru Gobind Singh Indraprastha University (GGSIPU), as applicable to the programme
Programmes Covered	BCA, B.Com., BBA, B.Tech. and B.Arch.
Regulatory Basis	GGSIU Ordinance 11 and programme-specific GGSIU Schemes of Teaching & Examination; AICTE norms/guidelines applicable to the concerned programmes/institution; Council of Architecture (CoA) Minimum Standards of Architectural Education Regulations, 2020 and amendments, for B.Arch.
Effective From	16 August 2026
Review Cycle	Annual, and additionally whenever GGSIU/AICTE/CoA issues a binding amendment or notification
Policy Authority	Director, MBS College, through the competent institutional academic/examination authorities

1. Purpose

This Policy establishes a transparent, fair, documented and outcome-oriented framework for assessment, internal/continuous evaluation, semester-end examinations, practical/laboratory/studio assessment, attendance-linked examination eligibility, reappear/rechecking processes, academic integrity, grievance handling and preservation of examination records for students of MBS College.

- It applies to all batches and semesters operating during Academic Year 2026–2027, subject to the applicable GGSIU scheme.
- It covers BCA, B.Com., BBA and B.Tech. programmes under the applicable GGSIU and AICTE framework, and B.Arch. under the applicable GGSIU and CoA framework.
- Programme-specific schemes shall be mapped semester-wise by the concerned Head of Department (HoD)/Programme Coordinator before the semester begins.
- No internal assessment component shall be introduced, deleted or re-weighted in a manner inconsistent with the approved University scheme.

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2. Regulatory Hierarchy and Governing Documents

Programme / Area	Primary governing source	Institutional implementation
BCA	GGSIU Ordinance 11 + latest approved BCA Scheme/Syllabus; AICTE requirements applicable to the institution/programme	HoD/Programme Coordinator + Examination Cell
B.Com.	GGSIU Ordinance 11 + latest approved B.Com. Scheme/Syllabus; AICTE requirements applicable to the institution/programme	HoD/Programme Coordinator + Examination Cell
BBA	GGSIU Ordinance 11 + latest approved BBA Scheme/Syllabus; AICTE requirements applicable to the institution/programme	HoD/Programme Coordinator + Examination Cell
B.Tech.	GGSIU Ordinance 11 + latest approved B.Tech. Scheme/Syllabus; AICTE requirements applicable to the technical programme	HoD/Programme Coordinator + Examination Cell
B.Arch.	GGSIU programme scheme + CoA Minimum Standards of Architectural Education Regulations, 2020 and amendments	HoD/Programme Coordinator + Examination Cell (Architecture Examination/Jury arrangements)
University examinations	GGSIU Examination Division, Ordinances, regulations, notices and examination schedule	Examination Cell / University Liaison Officer

3. Academic Programme and Assessment Planning

1. Before the commencement of each semester, each HoD/Programme Coordinator shall prepare a programme-wise assessment plan mapped to the latest approved GGSIPU Scheme of Teaching & Examination.
2. The plan shall identify course code, course type (theory/practical/lab/studio/project/etc.), credits, assessment components, maximum marks.
3. The Examination Cell shall maintain a master assessment matrix and verify that the total marks and component weightages match the University-approved scheme.
4. Where a University notification changes the assessment scheme during the academic year, the revised University provision shall be implemented prospectively or as directed by GGSIPU.

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4. Assessment Structure – GGSIPU Undergraduate Programmes

For undergraduate programmes governed by GGSIPU Ordinance 11, the default University distribution is as follows, unless the approved programme-specific Scheme of Teaching & Examination prescribes otherwise.

Course Type	Semester-End Examination	Continuous / Teacher Evaluation	Institutional note
Theory	60%	40%	Use the exact marks prescribed in the current programme scheme.
Practical / Laboratory	60%	40%	Semester-end practical is conducted as prescribed by GGSIPU; external/Board of Examiners arrangements shall follow University instructions.
Other components	As prescribed in approved scheme	As prescribed in approved scheme	No local re-weighting without competent approval.

5. Continuous / Internal Evaluation for BCA, B.Com., BBA and B.Tech. Theory Courses

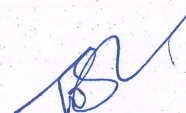
Unless the current approved programme scheme specifies a different structure, the University model for undergraduate theory courses shall be implemented as follows:

For B. Tech, BCA, BBA, BCOM Theory courses

Component	Indicative University allocation	Implementation at MBS
Class Test / Mid-Term Test 1	30 marks	Conduct ordinarily after about 6 weeks of teaching, as per University Academic Calendar.
Class Test / Mid-Term Test 2		Conduct ordinarily after about 12 weeks of teaching, as per University Academic Calendar.
Assignment / Group Discussion / Viva / Additional Test / Quiz etc.	10 marks	Continuous evaluation; evidence of assessment and feedback shall be maintained.
Total	40 marks	Mapped to the approved course scheme before implementation.

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For B. Arch Theory courses

Component	Indicative University allocation	Implementation at MBS
Class Test / Mid-Term Test	25 marks	Conduct ordinarily in between 8 to 10th weeks of teaching as per University Academic Calendar.
Assignment / Group Discussion / Viva / Additional Test / Quiz etc.	10 marks	Continuous evaluation; evidence of assessment and feedback shall be maintained.
Attendance	05 marks	Continuous attendance of the semester shall be monitored, with attendance records.
Total	40 marks	Mapped to the approved course scheme before implementation.

Note: The 8th Week of Teaching & learning process (Odd & Even semester) will be earmarked for centralized minor examinations for undergraduate programmes. The week of second minor, if required, will be decided by the Dean. (As per University Academic Calendar.)

6. Continuous Evaluation of Practical / Laboratory Courses

- Assessment shall be based on laboratory performance, regularity, practical exercises/assignments, quizzes and other components prescribed by the approved scheme.
- Lab records/manuals, submitted work, viva records, rubrics/checklists and marksheets shall be retained as evidence.
- The semester-end practical examination shall be conducted through the Board of Examiners / external examiner arrangement prescribed by GGSIPU.

7. B.Arch. – Architecture-Specific Assessment and Evaluation

B.Arch. assessment shall not be mechanically converted to the generic BCA/BBA/B.Com./B.Tech. theory model. The latest GGSIPU B.Arch. Scheme of Teaching & Examination shall be followed together with the mandatory minimum standards prescribed by CoA.

CoA requirement / principle	MBS implementation for B.Arch.
Internal/sessionals	Internal marks for courses shall not exceed 40% of total marks. Sessional work shall be assessed periodically during the semester in addition to end-semester examination, where applicable.
Design / project / research / sessional work	Assessment shall use the jury/panel of internal and external examiners where required by the applicable CoA/GGSIPU scheme.

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CoA requirement / principle	MBS implementation for B.Arch.
External examiner	External examiners shall be appointed/approved as prescribed by GGSIPU and CoA; examiner eligibility shall meet applicable regulatory requirements.
Pass standard	Not less than 50% in each subject, subject to the current GGSIPU scheme and any stricter applicable requirement.
Architectural Design progression	Prerequisite/progression requirements in the current CoA Regulations and approved GGSIPU scheme shall be enforced before enrolment in subsequent Architectural Design courses.
Attendance	Minimum attendance requirements of GGSIPU and any applicable CoA requirement shall be complied with; the stricter applicable requirement shall prevail.

8. Attendance and Eligibility for Semester-End Examination

Attendance shall be monitored course-wise and semester-wise through the institutional attendance system. The final eligibility decision shall be made strictly in accordance with the latest applicable GGSIPU ordinance/notification and the programme scheme.

- The normal GGSIPU requirement is 75% or more attendance in aggregate in the semester.
- The competent authority may condone shortage up to 5% for an individual student for recorded reasons, where permitted under GGSIPU rules.
- A student with aggregate attendance below 70% shall not be permitted to appear in the semester-end examination under Ordinance 11.
- Students detained for shortage of attendance shall be processed in accordance with GGSIPU rules regarding detention, re-admission/repetition and permissible programme completion period.
- The list of students not eligible to appear shall be finalized and communicated to the Controller of Examinations at least 5 calendar days before the semester-end examination, as required by Ordinance 11.

9. Evaluation, Result Processing and Passing Criteria

- For GGSIPU undergraduate programmes governed by Ordinance 11, a student must obtain at least 40% marks in aggregate in each course, including semester-end examination and continuous evaluation, to pass the course and earn its credits.
- Where a programme-specific GGSIPU scheme or statutory regulator prescribes a different minimum that approved programme-specific provision shall apply.
- For B.Arch., the CoA minimum of 50% in each subject shall be preserved, subject to the latest GGSIPU scheme and any stricter applicable requirement.
- Results of University examinations are declared by GGSIPU. MBS shall maintain authenticated internal records and communicate results only through authorized channels.
- Marks shall be verified before submission; post-submission corrections shall follow the prescribed University process.

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10. Reappear / Back Paper / Supplementary / Improvement

- Students failing a course may reappear in the semester-end examination in a subsequent semester when the course is offered, subject to GGSIPU rules and the maximum permissible programme period.
- A student reappearing shall follow the syllabus applicable to the subsequent examination unless the University permits examination under the earlier syllabus in accordance with its rules.
- Students shall apply through the prescribed GGSIPU/MBS process and pay the notified examination fee.
- Improvement examinations, mercy chances and special opportunities shall be governed only by specific University notifications; the College shall not promise an improvement/reappear opportunity unless officially notified.
- B.Arch. reappear cases involving studio/design/sessionals shall follow the applicable GGSIPU/CoA scheme and jury requirements.

11. Rechecking, Inspection and Certified Copy of Answer Scripts

- Students seeking rechecking/inspection/certified copy of evaluated answer scripts shall use the procedure and forms prescribed by GGSIPU.
- The institutional policy shall not replace or shorten the University deadline. The latest GGSIPU notification shall be displayed and communicated to eligible students.
- The College shall assist students in accessing the University process and maintain a record of applications routed through the institution, where applicable.

12. Grievance Redressal – Examination and Evaluation

Level	Matter	Responsible authority	Indicative timeline
Level 1	Internal assessment calculation / missing entry / documented procedural issue	HoD/Programme Coordinator	Within 7 working days of display of internal marks
Level 2	Unresolved internal assessment grievance	Examination Committee	Within 7 working days after Level 1
Level 3	University examination / answer-script / rechecking issue	Student through GGSIPU prescribed procedure	As per latest GGSIPU notification
Level 4	Question-paper grievance	GGSIPU prescribed mechanism / Students Grievance Committee where applicable	As per University rules

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13. Academic Bank of Credits (ABC) and Credit Records

- MBS shall facilitate student registration and credit-account related processes as required by GGSIPU/UGC/AICTE and applicable Government directions.
- Credits earned, transferred or recognized shall be reflected only after verification and approval under the applicable University rules.
- MOOC/SWAYAM/NPTEL or other external learning credits shall be recognized only where permitted by the approved GGSIPU scheme and competent authority.
- The College shall maintain supporting records for credit transfer, equivalence, approval and result processing.

14. Examination Records and Retention

- Attendance records, internal assessment award sheets, question papers, evaluated scripts, practical/lab records, project/jury records, UFM reports, grievance applications and examination correspondence shall be maintained securely.
- Digital records shall have access controls and regular backups.
- Records shall be retained for the period prescribed by GGSIPU/AICTE/CoA, statutory requirements and MBS record-retention rules, whichever is applicable.
- No examination record shall be destroyed while a University audit, inspection, grievance, legal matter or verification is pending.

15. Implementation Checklist for AY 2026–2027

- Obtain the latest GGSIPU Schemes of Teaching & Examination/Syllabi for all programmes before the semester starts.
- Prepare course-wise assessment mapping and circulate it to all faculty.
- Finalize the academic calendar and internal examination/class-test calendar in alignment with GGSIPU.
- Verify attendance and examination eligibility before every University examination.
- Upload/submit internal marks within the GGSIPU-prescribed window.
- Constitute/coordinate practical and architecture jury arrangements strictly as per University instructions.
- Display official rechecking/inspection/reappear notices received from GGSIPU.
- Maintain UFM, grievance and examination records in a confidential examination repository.
- Conduct semester-wise Academic Programme Committee review.
- Review this policy immediately after any binding GGSIPU/AICTE/CoA amendment.

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16. Approval and Issue

This Policy is hereby approved by the Director, MBS College, Dwarka, and is issued by the Registrar for institutional implementation across all academic departments with effect from 16th August 2026.

Prepared by	Reviewed by	Approved by	Effective date
Examination Cell	Ar. Neelam Shukla-B.Arch, Mr Ashish Kr Nayyar –BTech, BCA, BBA & BCOM Convenor, Examination Cell	Director, MBS College	16 th August 2026

Namita
16/8/2026
Prof.(Dr.) Namita Gupta
Director



Ar. Toshi Dube
16/8/2026
Ar. Toshi Dube
Registrar

Regulatory References Consulted for Revision

- MBS College, Examination & Evaluation Policy, Policy Reference MBS/EEP/07/2026.
- GGSIPU Ordinance 11 – Conduct and Evaluation of Examinations for programmes leading to Bachelor's/Master's degrees and UG/PG diplomas following the Semester System.
- GGSIPU Examination Regulations / Forms page, including current procedures for rechecking, inspection and certified copies of evaluated answer sheets.
- Council of Architecture – Minimum Standards of Architectural Education Regulations, 2020, as amended; current CoA architectural education information.
- AICTE Approval Process Handbook 2024-25 to 2026-27, used as the applicable AICTE framework reference for the AY 2026-27 period.

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