

## 6.0 Choice Based Credit System:

### 6.1 PREAMBLE

Ewing Christian College, Allahabad in consonance with the vision of the University Grants Commission (UGC) feels that there is need to allow the flexibility in the education system, so that students depending upon their interest can choose interdisciplinary, multidisciplinary and skill based courses. This becomes possible when the Choice Based Credit System is adopted. This system has many advantages:-

- Shift from teacher-centric to student centric education
- Students may undertake as many credits as they can cope with.
- Allows students to choose from interdisciplinary, multidisciplinary and skill oriented courses
- Allows education to become broad based at par with global standards
- Allows academic flexibility to study at different times and different institutions also paving way for the transfer of credits.

The College plans to implement the UGC Model of CBCS with minor alterations in keeping with its curricular design and examination rules and regulations.

### 6.2 CREDIT POINTS

The semester wise credit points for B. A. and B. Sc. Programs of the College shall be **120 credits** as the Pass criteria.

### 6.3 DEFINITION OF KEYWORDS

- **Academic year:** two consecutive (one odd + one even) semesters constitute the academic year.
- **Course:** Refers to a B. A. or B. Sc. pass program leading up to the award of a degree.
- **Credit:** It is a unit by which the course work is measured and 1 credit is equivalent to 1 hour of teaching (lecture/tutorial) or 2 hours of practical/field work/assignment/project/any activity of experiential learning per week in a semester.
- **Grade point:** It is a numeral weight allotted to each grade point on a 10 points scale.
- **Credit point:** It is the product of grade points and number of credits.
- **Letter grade and Point grade:** it is an index of student's performance denoted by letters 'O', 'A+', 'A', 'B+', 'C', 'P' and 'F'.

- **Semester Grade Point Average (SGPA):** It measures the performance of work done in a semester. It is the ratio of total credit points secured by a student in various subject(s) of the program and the total subject credits during that program.
- **Cumulative Grade Point Average (CGPA):** It is calculated similarly but takes into account all the subjects studied by a student in all the semesters of a program.

## 6.4 TYPES OF COURSES

**Core course:** A core course consists of three subjects chosen by a student for the semesters 1 to 4 and two of three subjects in semesters 5 and 6. Two credits each are assigned to each theory paper of a subject aggregating 4 credits for the theory papers of semesters 1-4 and 6 credits for the theory papers of semesters 5&6. The practical/tutorials are assigned 2 credits per semester for all semesters 1-4 and 3 credits per semester for each of the 5<sup>th</sup> and 6<sup>th</sup> semester.

**Ability Enhancement Course (AEC):** The Ability enhancement course has to be completed in the semesters 1 and 2 compulsorily. They are assigned 2 credits. The Courses assigned to the different semesters are as follows:

1. **Environmental Awareness** for Semester 1
2. **Spoken English and Personality Development** for Semester 2.

**Skill enhancement Course (SEC):** The Skill Enhancement Courses have to be completed in the semesters 4, to 6. They are assigned 2 credits. The Courses assigned in the different semesters are as follows:

1. **Computer Awareness** for Semester 3.
2. Either **General Awareness and Mental Ability** or **General Science and Quantitative Aptitude** for Semester 4.
3. **Research Methodology** for Semester 5.
4. **Skill Enhancement Course** as approved by the Academic Board.

**Discipline Specific Elective/Dissertation/Project work:** This is the introduction of the research component in the UG curriculum. It may be opted in lieu of the Theory papers 1, 2 and 3 of the 6<sup>th</sup> semester of one of the Core Courses. The topic will be assigned in the 5<sup>th</sup> semester and will be collected and evaluated at the end of the 6<sup>th</sup> semester. The project work is assigned 9 credits in **one subject** the 6<sup>th</sup> Semester.

## 6.5 ASSIGNMENT OF CREDITS

### For Subjects with Practical/tutorial in Semesters 1, and 2

S. No.	Subject	Papers	Credits
1	Subject-1	Theory Paper 1	2
2		Theory Paper 2	2
3		Practical/Tutorial	2
4	Subject-2	Theory Paper 1	2
5		Theory Paper 2	2
6		Practical/Tutorial	2
7	Subject-3	Theory Paper 1	2
8		Theory Paper 2	2
9		Practical/Tutorial	2
10	Ability Enhancement Course (AEC)		2
11	Credits	Semester 1, and 2	<b>20 each</b>
12	Total Credits	Semester (1+2)	<b>40</b>

### For Subjects with Practical/tutorial in Semesters 3, and 4

S. No.	Subject	Papers	Credits
1	Subject-1	Theory Paper 1	2
2		Theory Paper 2	2
3		Practical/Tutorial	2
4	Subject-2	Theory Paper 1	2
5		Theory Paper 2	2
6		Practical/Tutorial	2
7	Subject-3	Theory Paper 1	2
8		Theory Paper 2	2
9		Practical/Tutorial	2
10	Skill Enhancement Course (SEC)		2
11	Credits	Semester 3, and 4	<b>20 each</b>
12	Total Credits	Semester (3+4)	<b>40</b>

### For Subjects with Practical/ Tutorial in semester 5:

S. No.	Subject	Papers	Credits
1	Subject-1	Theory Paper 1	2
2		Theory Paper 2	2

3		Theory Paper 3	2
4		Practical/Tutorial	3
5	Subject 2	Theory Paper 1	2
6		Theory Paper 2	2
7		Theory paper 3	2
8		Practical/Tutorial	3
9	Skill Enhancement Course (SEC)		2
10	Credits	Semester 5	<b>20</b>

**For Subjects with Practical/ Tutorial in semester 6:**

S. No.	Subject	Papers	Credits
1	Subject-1	Theory Paper 1	2
2		Theory Paper 2	2
3		Theory Paper 3	2
4		Practical/Tutorial	3
5	Subject 2	Theory Paper 1	2
6		Theory Paper 2	2
7		Theory paper 3	2
8		Practical/Tutorial	3
OR			
		Dissertation/Project in lieu of either Subject 1 or 2	9
9	Skill Enhancement Course (SEC)		2
10	Credits	Semester 6	<b>20</b>

**B.A. /B.Sc. 6<sup>th</sup> Semester:**

**GUIDELINES FOR PREPARATION OF PROJECT DISSERTATION**

*B.A. /B.Sc. Projects:*

A Project as a requirement for the B.A./B.Sc. degree, wherein under the guidance of a faculty member, a group of not more than four learners in the sixth semester, is required to do some innovative work with the application of knowledge gained while learning various courses in the earlier years. The student is expected to do a survey of literature in the subject, work out a Project plan and carry it out through experimentation and/or modeling / computation. Through the Project work the learner has to exhibit skills for both analysis and synthesis. These Projects may be offered as Abstract and Thesis in the sixth semester.

The thesis shall report, in an organized and scholarly fashion, an account of the research work of the candidate leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented, etc.) and

demonstrating a quality as to make a definite contribution to the advancement of knowledge. The following guidelines shall be followed in the preparation of the Report/Thesis.

The interim report will be called Abstract. The final dissertation on completion of the work at the end of Project be called "Thesis".

**Note: The Candidates shall submit a typed copy of the Abstract and Thesis to the Supervisor for the purpose of approval. The manuscript shall also be prepared in accordance with these guidelines.**

**1. Number of copies to be submitted:**

Three hard copies + one soft copy on CD in pdf format.

**2. Sizes:-**

- The size of the Abstract: 3 pages.
- The size of the Thesis:-The first page of Chapter 1 to the last page including the list of References) -- Sixty Pages (+/- 10%)

**3. Cover Page and Title page**

- Thesis size (290 mm x 205 mm) after Trimming.

**4. Page margins:**

- Top edge : 30 to 35 mm
- Bottom edge : 25 to 30 mm
- Left side : 35 to 40 mm
- Right side : 20 to 25 mm

**The CONTENTS shall be in the following order:**

- **BONAFIDE CERTIFICATE:** Font Style Font Size 13 with double line spacing.
- **ABSTRACT:** an informative summary of the entire report including a concise description of the methods, results and significance of the research findings. An essay type of narration not exceeding three pages when typed in double line spacing, Font Style and Font Size 13.
- **ACKNOWLEDGEMENT - not exceeding one page when typed in double spacing.**
- **LIST OF TABLES:** should use exactly the same captions as they appear above the Tables in the text.
- **LIST OF FIGURES:** should use exactly the same captions as they appear below the Figures in the text.
- **LIST OF SYMBOLS AND ABBREVIATIONS:** in alphabetical order.

**CHAPTER 1 - INTRODUCTION:** Brief background, Need for the study, Objectives and scope of work (About 3 pages)

**CHAPTER 2 - LITERATURE REVIEW:** What has already been done on the various aspects of the topic or related topics and what work still needs to be done to answer the questions or address the issues of the topic. This has to be presented under appropriate sub headings and well-organized sequence with proper references.

**CHAPTER 3 - METHODOLOGY:** Description of “how the project was carried out?” including the experimental setup, the methods of sampling and measurement, modeling, field work, materials, analytical techniques. Include a detailed work plan indicating weekly activities.

**CHAPTER 4 - RESULTS AND DISCUSSION** Present the results in Tables and, where appropriate, in Figures. Give an indication of the variability. Interpret the results with the support of literature.

**CHAPTER 5 -SUMMARY AND CONCLUSIONS**

**CHAPTER 6 - REFERENCES AND BIBLIOGRAPHY**

**Marking Scheme:**

<i>Topics:</i>	<i>Credits:</i>	<i>Marks:</i>
1. Abstract:	1	30
2. Introduction:	1	30
3. Literature Review:	2	65
4. Methodology:	2	65
5. Results and Discussion	2	65
6. Summary and Conclusions	1	30
<b>Total</b>	<b>9</b>	<b>285</b>

**NOTE:-**

- **A student may opt for Dissertation or Project Work in 6thSemester in place of Theory and Practical Papers of ONE of the core courses of that Semester and will be assigned 9 credits for his work.**
- **Total number of credits required for a B.A. /B.Sc. pass program is 120.**
- **The credits assigned for the practical papers are equal to the credits of tutorials in a non-practical subject**

## **6.6 Percentage Range, Letter grades and grade points:**

Letter grade	Grade point	Percentage range	Remark
--------------	-------------	------------------	--------

O	10	90-100	Outstanding
A+	9	85<90	Excellent
A	8	75<85	Very good
B+	7	65<75	Good
B	6	55<65	Above Average
C	5	45<55	Average
P	4	33<45	Pass
F	0		Fail
Ab	0		Absent

## 6.7 COMPUTATION OF SGPA AND CGPA:

The SGPA is the ratio of the sum of the product of the number of credits with grade points scored by a student in all the subjects opted by the student and the sum of the number of credits assigned to the papers and practical/assignments undergone by a student as illustrated below for a single semester (1-4)

Subject	% Marks (Theory & Practical)	Letter Grade	Grade points	Credits	SGP
1	60	B	6	6	6*6=36
2	70	B+	7	6	6*7=42
3	80	A	8	6	6*8=48
4	80	A	8	2	2*8=16

$$\begin{aligned}
 \text{SGPA} &= \sum \text{SGP} / \text{Total credits} \\
 &= (36+42+48+16)/20 \\
 &= 142/20 \\
 &= 7.1
 \end{aligned}$$

And for a single semester (5-6)

Subject	% Marks(Theory & Practical)	Letter Grade	Grade points	Credits	SGP
1	60	B	6	9	9*6=54
2	70	B+	7	9	9*7=63
3	80	A	8	2	2*8=16

$$\text{SGPA} = \sum \text{SGP} / \text{Total credits}$$

$$\begin{aligned}
 &= (54+63+16)/20 \\
 &= 133/20 \\
 &= 6.65
 \end{aligned}$$

Illustration for calculating CGPA:

Semester	Credits	SGP	Grade points
1	20	7.1	142
2	20	6	120
3	20	6.5	130
4	20	5.5	110
5	20	6.65	133
6	20	5	100
Total credits:	120	Total GP:	735

$$\begin{aligned}
 \text{CGPA} &= \frac{\sum \text{Total of GP for all semesters (1-6)}}{\text{Total Credits of pass program}} \\
 &= 735/120 \\
 &= 6.12
 \end{aligned}$$

## 6.8 Marks Allocation for All Subjects with Practical/Tutorial:-

### 6.8.1B.A/B.Sc. Semester 1, and 2 for each of 3 Subjects:

Paper 1	70 marks*
Paper 2	70 marks*
Practical/Tutorial	50 marks
<b>Total marks 3 subjects'</b>	<b>570 marks</b>
Ability Enhancement Course (AEC)	30 marks
<b>Grand Total</b>	<b>600 marks</b>

### 6.8.2 B.A/B.Sc. Semester 3, and 4 for each of 3 Subjects:

Paper 1	70 marks*
Paper 2	70 marks*
Practical/Tutorial	50 marks
<b>Total marks 3 subjects'</b>	<b>570 marks</b>

Skill Enhancement Course (SEC)	30 marks
<b>Grand Total</b>	<b>600 marks</b>

**6.8.3B.A/B.Sc. Semester 5 for each of 2 Subjects:**

Paper 1	70 marks*
Paper 2	70 marks*
Paper 3	70 marks*
Practical/Tutorial	75 marks
<b>Total marks 2 subjects'</b>	<b>570 marks</b>
Skill Enhancement Course (SEC)	30 marks
<b>Grand Total</b>	<b>600 marks</b>

**6.8.4 B.A/B.Sc. Semester 6 for each of 2 Subjects:**

Paper 1	70 marks*
Paper 2	70 marks*
Paper 3	70 marks*
Practical/Tutorial	75 marks
<b>OR</b>	
<b>Dissertation/Project work</b>	<b>285 marks (in one subject only)</b>
<b>Total marks 2 subjects'</b>	<b>570 marks</b>
Skill Enhancement Course (SEC)	30 marks
<b>Grand Total</b>	<b>600 marks</b>

\* **Theory: 60 marks, Internal Assessment: 10 marks.**

**NOTE: For Subjects without Practicals**

- The concerned departments will have to conduct the Tutorial Examination by assigning **Assignments/Assignments with Presentations / Multiple Choice Objective Tests** to the students.
- Each of the 2 papers of a Tutorial Examination will be of 25 marks totaling 50 marks.
- Marks allocation per paper:
 

➤ Assignment of 3000 words	25 Marks
➤ Assignment of 2500 words with presentation	25 Marks*
➤ Assignment of 2000 words with presentation	25 Marks**
➤ Multiple Choice Objective Tests	25 Marks***

- \* Assignment 20 marks and presentation 5 marks.
- \*\* Assignment 15 marks and presentation 10 marks.
- \*\*\* 25 Multiple Choice Objective Question each of 1 mark.

## **7. ELIGIBILITY RULES FOR PASSING AND PROMOTION IN THE SEMESTER EXAMINATIONS OF THREE YEAR B.A. / B. Sc. PROGRAM**

**7.1** A student who has passed Intermediate Examinations of the Board of High School and Intermediate Education, Uttar Pradesh, or any equivalent examination of any other Board or the University in India, incorporated by any law for the time being in force, or any examinations recognized by the University of Allahabad as equivalent thereof and has secured regular admission in the College, in B.A. or B.Sc. Part I, may be admitted to the B.A./B.Sc. semester I examinations of the college, as per rules. **The maximum time span allowed to pass B.A./B.Sc. course shall be for a period of six years from the time of his/her admission.**

**7.2 Minimum Passing Percentage:** The student must obtain at least 33% separately in theory and Practical of each subject including the marks of internal assessment and 33% in the Ability/Skill Enhancement Courses.

**7.3 Debarment from appearing in semester end examination:** Any student may be debarred from appearing in any semester end examination in case of the following  
(i): If he/she have been debarred or rusticated from the College by the Proctorial board on grounds of indiscipline/misbehavior.  
(ii): If he/she has failed to pay fee dues or library dues.

### **7.4 Passing /Promotion criteria during semesters:**

#### **7.4.1 FIRST SEMESTER COURSE**

**After declaration of the results of First semester students will be placed in one of the following two categories**

- a. Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability Enhancement papers opted by him/her, will be admitted to the 2<sup>nd</sup> semester.
- b. Promoted:** Those candidates who do not fulfill the above criteria of Passed will be *promoted provisionally* to the 2<sup>nd</sup> semester.

#### **7.4.2 SECOND SEMESTER COURSE**

**After declaration of the results of Second semester students will be placed in one of the following three categories**

- a. Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability Enhancement papers opted by him/her, will be admitted to the 3<sup>rd</sup> semester.
- b. Promoted:** Candidates of 2<sup>nd</sup> semester will be *provisionally promoted* to 3<sup>rd</sup> semester if they have **failed in one subject** but have obtained a minimum of 27 % aggregate of theory and practical/tutorial of that subject and has an overall 33% aggregate of theory, practical/tutorial and internal assessment including the marks obtained in the Ability Enhancement Courses in the 1<sup>st</sup> and 2<sup>nd</sup> semesters
- c. Failed:** Candidates not satisfying the criteria of *Passed* or *Promoted* given above will be detained in that year and will have to reappear as Ex-students only in those papers in which he/she has failed in the previous semester examinations. However his / her internal assessment marks and marks obtained in the Ability Enhancement courses will be carried forward.

#### 7.4.3 THIRD SEMESTER COURSE

**After declaration of the results of Third semester the students will placed under following two categories**

- a. Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability Enhancement papers opted by him/her, will be admitted to the 4<sup>th</sup> semester.
- b. Promoted:** Candidates who do not fulfill the above criteria of Passed will be *promoted provisionally* to the 4<sup>th</sup> semester.

**Warning note:** Candidates who had failed in any subject of 1<sup>st</sup> semester and were provisionally promoted must have to compulsorily pass that subject or else will be detained after the declaration of 4<sup>th</sup> semester examination result.

#### 7.4.4 FOURTH SEMESTER COURSE

**After the declaration of results of 4<sup>th</sup> semester the students will be placed under any of the following three categories.**

- a. Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability Enhancement papers opted by him/her, will be admitted to the 5<sup>th</sup> semester.
- b. Promoted:** Candidates of 4<sup>th</sup> semester will be *provisionally promoted* to 5<sup>th</sup> semester if they have *failed in one subject* of 3<sup>rd</sup> or 4<sup>th</sup> Semester but have obtained a minimum 27 % aggregate of theory papers and practical/tutorial of that subject and has 33% aggregate of theory, practical/tutorial and internal assessment including the marks obtained in Ability enhancement course of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semesters. *They should have passed all the subjects of 1<sup>st</sup> and 2<sup>nd</sup> semesters compulsorily.*

- c. **Failed:** Candidates who do not fulfill the above categories of Passed or Promoted will be declared failed and will have to pass the papers in which they have failed as Ex-students in the subsequent semesters as and when these semester examinations are held. However their internal assessment marks and marks obtained in the Ability Enhancement Papers will be carried forward.

**Warning note:** Candidates who had failed in any subject of the 2<sup>nd</sup> semester and were provisionally promoted must have to compulsorily pass that subject or else will be detained after the declaration of results of 4<sup>th</sup> semester examination.

#### 7.4.5 FIFTH SEMESTER COURSE

**Eligibility:** Candidates seeking admission in 5<sup>th</sup> semester must have passed all the theory and practical/tutorial papers of all subjects of 1<sup>st</sup> and 2<sup>nd</sup> semesters compulsorily.

**Option for selection of subjects:** Candidates seeking admission in 5<sup>th</sup> semester will have to leave one of the three subjects. The admission in the two subjects chosen will however be merit based and number of seats available in each subject will be decided by the Dean's Office.

**After declaration of results of Fifth semester the students will be placed under any of the following two categories**

- a. **Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability/Skill Enhancement papers opted by him/her, will be admitted to the 6<sup>th</sup> semester.
- b. **Promoted:** Candidates who did not fulfill the above criteria of Passed will be *promoted provisionally* to the 6<sup>th</sup> semester.

**Warning note:** Candidates who had failed in any subject of the 3<sup>rd</sup> semester and were provisionally promoted must have to compulsorily pass that subject or else will be detained after the declaration of results of 6<sup>th</sup> semester examination.

#### 7.4.6 SIXTH SEMESTER COURSE

**After declaration of results of 6<sup>th</sup> semester the students will be placed under any of the following two Categories:**

- a. **Passed:** Candidates who have passed as per Section 7.2 in theory, practical/tutorial in each of the subjects and also in the Ability/Skill Enhancement papers opted by him/her, will be declared passed.

**Note:** Those students who have opted for Dissertation/Project in the 6<sup>th</sup> Semester will have to successfully pass as per defined rules for Dissertation/ Project work.

- b. **Failed:** Those candidates who do not fulfill the above criteria of Passed will be declared Failed.

**Warning note: Candidates who had failed in any subject of 4<sup>th</sup> semester and were provisionally promoted must have to compulsorily pass that subject or else will be detained after the declaration of 6<sup>th</sup> semester examination result.**

**NOTE:** Failed candidates will now be Ex-students and will have to pass the papers in which they have failed in the immediate subsequent examinations of concerned semesters as and when they appear, however, the marks they have already obtained in their internal assessments and the marks obtained in the Ability /Skill Enhancement papers will be carried forward.

### **7.5 Special semester term examination:**

There shall be a provision for special semester end term examination for any of the semester 1<sup>st</sup> to 6<sup>th</sup>, for those students who have been selected for N.C.C. camps, Republic day Parade and those students representing the College in sports or any other events of national/international recognition, provided that they have taken prior permission from the Principal of the College and also have the duly signed invitation from the competent authority under whom the events are taking place. They must also have the Certificate of participation when they apply for the above examination.

### **7.6 Provision for second examination:**

After the declaration of the results of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters, the students who have been placed in the category of either *provisionally promoted* or *failed*, can appear in the second examination to be held soon thereafter if they have failed in the theory examination of **one subject only** and have their percentage in the range of **15% < 33%** in that subject.

### **7.7 Improvement:**

After the declaration of results of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters, the students who have been placed in the category of *passed* but would like to improve upon their marks are permitted to take the second examination for improvement of marks in the theory examination of **one subject only**. The marks obtained after the improvement examination will be final.

## **8. ADMIT-CARD:**

- (i) Admit card will be issued to all the Examinees after ensuring that there are no pending dues of fees, library or any other against his/her name.
- (ii) Admit card will ensure the entry of the Examinees in the examination hall and must be accompanied with the identity card issued by the college.

## **9. EVALUATION SYSTEM:**

### **Scheme for internal assessment during semesters:**

- (a) The assessment in each theory paper for subjects **without practical** shall comprise.
  - i. A Written class tests of maximum 45 minutes of 10 marks

- ii. Written assignment / tutorial / project report/ viva/ quiz or any other Similar test (10 marks)
- (b) The assessment in each theory paper for subjects **with practical** shall comprise of a written test of 45 minutes of 10 marks
- (c) **The Practical/Tutorial examination for each subject in semesters I to IV will be of 50 marks each and of semesters V and VI will be of 75 marks each.**
- (d) **The examination for the Ability/Skill enhancement course will be of 30 marks.**

## 10. **FORMAT OF QUESTION PAPERS**

### **a: Format of Question papers for end semester examination of subjects with Practical/Tutorials:-**

Each theory papers shall have two sections **A** and **B** covering the syllabi

**Section A** will comprise of 4 short answer questions of 6 marks each.

**Section B** will comprise of 3 long answer questions of 12 marks each.

### **b: Format of Question papers for end semester examination of Ability/Skill enhancement:**

The theory paper will consist of 30 multiple choice questions.

## 11. **Grace Marks:**

The following grace marks shall be awarded to the candidates, if they have failed in one subject as per the norms given below:

When the aggregate is 41% a grace of 1 mark.

When the aggregate is 42% a grace of 2 marks.

When the aggregate is 43% a grace of 3 marks.

When the aggregate is 44% a grace of 4 marks.

When the aggregate is 45% a grace of 5 marks.

When the aggregate is 46% a grace of 6 marks.

When the aggregate is 47% a grace of 7 marks.

When the aggregate is 48% a grace of 8 marks.

**NOTE:** The grace marks awarded to a candidate shall not be added to his/her aggregate.