

# Regulation for Teaching and Evaluation<sup>1</sup>

1. The Master Programme shall have duration of two Academic years, ordinarily of 2 Semesters each year. Some programmes may have winter / summer session. It may not be always possible to rigidly define hours of work required for each credit. Generally, one credit is defined as 10 hours class room teaching and accompanied home/library work.
2. There shall be continuous internal evaluation of the students' learning and performance by the instructor(s). Considering the nature of the course, the instructor(s) will decide the mode of internal evaluation which may include assignments, class tests, take-home tests, mid-semester test, term paper(s), presentations & final examination.
3. The final examination of the course of theory intensive papers shall be of 50 points and another 50 points shall be devoted to mid-semester examination and other continuous methods of assessment.
4. For intensive practical courses, continuous evaluation of practical/ assignments/project report shall consist of 40 points, final practical/viva examination 30 points, and final theory examination 30 points.
5. Each course instructor(s) will design the examination/evaluation system (mid and end semester examinations and continuous assessment) for the course s/he offers with the approval of the Course Advisory Committee. The pattern will be made known to students at the beginning of each semester.
6. Generally, each course will be taught by one instructor/faculty who shall keep all the records related to attendance, teaching and evaluation in a systematic manner. In case, the faculty has been assisted in teaching by other instructor(s)/ faculty, the faculty (in-charge) shall be responsible for coordinating teaching and evaluation including award of final grade.
7. The Course Advisory Committee (CAC), constituted by the Chair Academic Council shall organize teaching of courses and form a Board of Examiners for the end semester examination. The Board of Examiners shall be approved by the Chair, Academic Council. The Board will ensure fairness of evaluation by going through the evaluated scripts/assignments, reports of internal/continuous assessment etc. The

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<sup>1</sup> Any exceptional case such as of a student who has otherwise fulfilled attendance requirements and continuous evaluation and not covered under these regulations may be referred to the Chair of the Academic Council for appropriate decision.

Board of Examiners shall also conduct viva- voce/practical as required by the nature of the course. The evaluation/grades given by the Board will be final.

8. The Board of Examiners shall consist of two external and one internal examiner, at least two of whom (one internal and one external) must be present to conduct the evaluation and finalize the assessment and submit it to the chair, CAC, who will declare the results.
9. The following grading system shall be used by the instructor(s)/the Board.

Letter	Numerical Value of Letter Grade	Description of Grade
A+	9	Excellent
A	8	Very Good
A-	7	Good
B+	6	Above Average
B	5	Average
B-	4	Satisfactory
C+	3	Below Average
C	2	Unsatisfactory
C-	1	Very Unsatisfactory

#### Rules for Promotion to the Next Semester

10. A student shall be promoted to the next semester when –
  - (a) S/he fulfils the requirements of laboratory work/ project work and assignment and end-semester examinations as devised by the instructor(s) and communicated to the students.
  - (b) Obtains grades B- or above in **minimum** 80% of courses offered in the semester concerned. **However, s/he will be required to re-appear at the examination one time only in the remaining 20% of the course(s) as and when it is held.**
11. For a student who does not fulfil requirements of 10 (a) or 10 (b) there shall be a carry over. S/he will be promoted to the next semester provisionally **subject to the conditions at point no. 13**. In case of students promoted provisionally for 10 (a), s/he will be expected to fulfil the requirements of previous semester within 6 weeks. However, in case of students promoted provisionally for 10(b), they will be required to re-appear **at the examination one time only in such course(s), wherever s/he has secured below B- , as and when it is held**. No separate/ supplementary examination will be held for such students.
12. When a student fails to appear in the semester ending examination in **one out of four or two out of five / six courses**, s/he will also be promoted to the next semester

**subject to the conditions at point no. 13.** S/he will have to re-appear in the examination of such courses at the time of regular semester end examination in which s/he has been promoted.

13. A Student will be deemed as failed in a semester when s/he **gets below B- in more than 50% of the courses offered in the semester**, or does not appear in the examinations to meet the requirements. Such students will be advised by the Board to repeat the semester.
14. A Student will be deemed as 'failed' in the programme when he/she fails to qualify for promotion to the next semester after two successive attempts. Such students shall be advised by the Board to withdraw from the programme.
15. Grades that may be shown in the award sheet of a student which have no numerical value are NA (not appeared) and SP (Satisfactorily Performance) for courses extending beyond a semester such as project work.
16. For each student, there will be a Grade Points Average (GPA) calculated for each semester on the basis of grades obtained in that semester. The GPA will be calculated in the following manner:-  
(Numerical value of the obtained grades in a course) X (No. of credit for that course)  
GPA = 
$$\frac{\text{Total no. of credit for all the courses completed in the Semester.}}{\text{Total no. of credit for all the courses completed in the Semester.}}$$
17. The award sheet of the students will show the grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the GPA and the promotion status.
18. To be eligible for the award of Master Degree, students must obtain a minimum final CGPA of 4.5.
19. Attendance requirement of students in semester courses and other activities shall be 75%.
20. The CAC shall design a questionnaire covering various aspects of the courses and give opportunities to the students to evaluate each course conduct evaluation of each course (in the absence of the instructor concerned) prior to the end semester examination.
21. Any Student of the programme may appeal to the Chair of the CAC regarding grade and attendance. The Chair of the CAC may, if necessary, call the meeting of the CAC and its decision shall be final.