

Subject: Recommendations of the committee for guidelines and policies for the conduct of examinations

Reference: Senate 25 (Agenda Item No. 25.6)

Recommendation of the Committee for guidelines and policies for the conduct of the examinations

The committee examined the existing policies for summer semester registration, and guidelines for evaluation and grading mentioned in sections 7.2 and 8, respectively, of the Senate approved UG Manual 2012. The committee opined that sections 8.1-Teaching and 8.4-Grading Systems be retained. Sections 7.2- Summer Semester Registrations, 8.2-Evaluation and 8.3-Assessment be renamed as revised as follows:

8.1 Teaching

- a. Medium of Instruction:** Medium of instruction for all courses is English.
- b. Approval of Courses:** The Senate approves each course along with its weightage in terms of credits. Only approved courses will be offered in a given semester.
- c. List of Courses:** The list of courses offered by a department is finalized before pre-registration for each semester by the concerned Head of that department in consultation with the DUGC. The list of courses should take into account the needs of all departments.
- d. Conduct of Courses:** Each course is conducted by the instructor-in-charge with assistance from other instructors and/or tutors, if required. It is the duty of the instructor-in-charge to run the course smoothly. His/her duties include holding classes regularly, holding examinations, evaluating the performance of the students, awarding grades at the end of the semester and forwarding the grades to the Office of Academic Affairs within 72 hours of the examination. The answer books of the quizzes, mid-semester examination and end-semester examination should be shown to the students before assigning the grades.
- e. Teaching Assignments:** It is the duty of the Head of the Department to assign the instructor-in-charge, other instructor and/or tutors, as required, for all the courses offered by his/her department. If any course requires the participation of instructors from other departments, the heads of those departments designate the instructors and/or tutors.
- f. Auditing of Courses:** A student can audit any course in addition to the prescribed academic load with prior permission from the instructor-in-charge. Under this arrangement, the student is simply auditing the course and the grade awarded, if any, to him/her will not be entered in his/her grade card.

8.2 Guidelines for the conduct of examinations

- a. **Dead week:** The week prior to end-semester examination will be called as 'dead week'. In general, quizzes and assignment should not be given during the dead week. However, all lectures and laboratories will be conducted as per schedule. Laboratory end semester examination may, however, be conducted during this period.
- b. **Scheduling of Examinations:** Mid-semester and End-semester examinations time table will be prepared by the Office of Academic Affairs and circulated to all faculty members and students at least 10 days prior to the start of the examination week.

The schedule for core courses examinations must be strictly followed. Also, all examinations (core and professional courses) must be conducted only during the approved examination week.

- c. **Make-up examinations:** If a student misses the end-semester examination due to genuine reasons, in one or more than one course, he/she can make a request personally or by nominating a suitable person to the Dean, Academic Affairs for a make-up examination within two days of the scheduled examination. Such a request must be made on a prescribed form, available in the Office of Academic Affairs. If a student is ill, he/she must give reasons and substantiate it with a certificate from the medical officer of the Institute.

Only one make-up examination in lieu of end-semester examination is allowed per course. In case of missing a mid-semester examination, it is totally up to the instructor as to how he/she decides to evaluate the student provided that he/she is satisfied with the reasons given by the student. He/she can give a make-up mid-semester examination or can choose to prorate his/her performance.

- d. **Duration of Examinations:** The duration of end-semester examinations should be 2 to 3 hours, and the mid-semester examinations should be 1½ to 2 hours.

- e. **Invigilation and attendance during examinations:** Instructors for all the courses must be present during the mid-semester and end-semester examinations. Typically, the invigilator conducting the exam should be the instructor who taught the course. If for some unavoidable reasons, they are unable to be present, then he/she should depute a representative to invigilate on his/her behalf.

Visiting faculty members are required to be present or make suitable arrangements for invigilation. The Institute will not be responsible for the conduct of individual examinations and fulfilling required protocols.

It is mandatory to keep a record of the attendance for all the exams/quizzes. The record of the attendance is the responsibility of the instructor.

f. Matters relating to question papers and answer scripts:

- (i) Instructors should collect only the required number of answer booklets and supplementary copies. These sheets will be date-stamped to avoid potential malpractice. Excess supplementary sheets should be returned to the Office of Academic Affairs/In-charge, Lecture Hall Complex.
- (ii) The instructor should preserve a record of all written components for the course assessment for a minimum of two semesters after the end-semester examination. End semesters answer scripts should be retain for two semesters after the conclusion of the examinations. Thereafter, all answer scripts may be destroyed.
- (iii) A copy of the question paper for the mid-semester and end-semester examination should be submitted to the Head of the Department, for archiving.

g. Misconduct during examination

All cases of misconduct during examination must be reported to Dean, Academic Affairs/Office of Academic Affairs by the Instructor/Invigilator on the same day via email/hardcopy. Disciplinary action not intimated to the Office of Academic Affairs can be contested.

In cases where cheating/misconduct is detected during the examination, the disciplinary action taken by the instructor will be final and binding. The instructor, however, should inform the disciplinary action initiated by him/her to the student involved and the Office of Academic Affairs.

In case the cheating is detected after the conclusion of the exam (e.g., during grading), invigilator may initiate action under intimation to the student and the Office of Academic Affairs.

In the event of student contesting against the decision of the Instructor/invigilator, the case will be referred to the disciplinary action committee.

h. Do's and Don'ts During Examinations:

The committee desired that the 'Do's' and 'Don'ts' during examinations be included in the UG/PG manual.

Do's

1. Students must take their seats 10 minutes prior to the start of the examination.
2. Students should adhere to the seating arrangement specified by the Instructor/Invigilator, if any.
3. Once seated students must maintain total silence in the examination hall.

- Students must bring their own stationery items that they might require during the examination like pen, pencil, eraser, sharpner, scale, compass, etc.

Don'ts

- Students should not chatter, smile, and attempt to communicate with each other either verbally or non-verbally.
- Students are strictly prohibited from carrying rough paper, book, wallet and calculator (permitted only if the instructor specifies) inside the examination hall. If any prohibited item is found with them, the invigilator is free to assume that the student was cheating during the examination and initiate disciplinary action accordingly.
- Mobile phones and electronic devices are not allowed in the LHC and classrooms of academic building during examination week. Such items, if found with the student will be confiscated.
- Student should not indulge in any act of indiscipline.

8.3 Evaluation/Assessment

The assessment of students in a course is a continuous process. It is based on their performance in the mid-semester examination, end-semester examination, quizzes, assignments, attendance, and make up examination (if any).

Weightage for various evaluation components

- For the written component, the committee recommends the following:

Course Type	Minimum weightage for written components		Maximum weightage for other components (quizzes/assignments/attendance/ term paper/seminar etc.)
	Mid Semester	End Semester	
Core Courses	30%	50%	20%
Professional Courses	20%	30%	30%

The committee recommends that for professional courses, no more than 10% weightage be given to oral examination and attendance.

The weightage for various components should be made clear to the class at the start of the semester.

- If laboratory work is a part of the course, it should be weighted appropriately depending on total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts in the course are in the ratio

of 3:1, the final grades for the course should be assigned such that the weightage for the theory and the laboratory part remains 3:1.

Each laboratory component should consist of at least 10 experiments if the students attend the laboratory once a week. It should be assessed based on the participation and performance of the student in each experiment as well as in the final examination.

8.4 Grading systems

- a. Grades and Grade Points:** Prior to assigning a final letter grade, instructor-in-charge of each course taken by a student must show the answer sheets of all the examinations the student has appeared for. The letter grades given by the instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. Final grades must be submitted to the Office of Academic Affairs within the prescribed time limit of 72 hours after the end of end-semester examinations.
- b. Grade:** There are five letter grades including A, B, C, D and F. The letter grades and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

Letter Grade:	A	B	C	D	F
Grade Point:	10	8	6	4	2

Besides these grades, there are four other grades, 'O', 'I', 'S', and 'X'. 'O' grade also corresponds to 10 grade points but will be awarded only to students whose performances are extraordinary compared to other students registered in that course. 'I' stands for incomplete. 'S' stands for satisfactory and 'X' for unsatisfactory grades for doctoral research.

- c. Incomplete Grade:** An 'I' (Incomplete) grade in any course may be awarded to a student who has missed the End-semester examination because of some genuine reason, but otherwise has completed all other requirements satisfactorily. An 'I' grade in a course should not be given to a student because he/she has failed in it. An 'I' grade must, however, be converted into a proper letter grade by the instructor-in-charge and should be communicated to the Office of Academic Affairs by the last date as specified in the academic calendar. If the instructor-in-charge does not intimate the Office of Academic Affairs on time, all the 'I' grades awarded will be automatically converted into 'F'.

- d. Project Grade:** The fifth year (12 months) will mainly be devoted to a research project. Some departments can have courses along with the research project during this period. Each student will be allotted a faculty member to supervise his/her research project. If the project supervisor is away, a co-supervisor/administrative supervisor may be assigned to the student. The progress of the research project will be evaluated on the basis of; (i) Research work carried out by the student in the laboratory of a faculty member, (ii) A presentation of the project work by the student to the entire department. The first component will be evaluated by a three-member committee (proposed by the project supervisor of the student) and approved by the DUGC, in each semester. This committee will award marks out of 70. A three-member committee appointed by the Head of the Department will assess the second component and marks will be awarded out of 30. The assessment is based on the project report, oral presentation and defense of the work. Thus, the letter grade will be assigned based on the total marks (component (i), out of 70 + component (ii), out of 30) obtained.

Project grades shall be given by the last date specified for submission of the grades. An 'I' grade shall not be awarded for non-completion of the project except due to illness. An 'I' grade cannot be awarded for non-completion of the projects due to lack of facilities. In order to encourage the students to register for a Ph.D. programme in the institute, the BS-MS research project may be considered as part of a doctoral dissertation as prescribed in section 14.

- e. Change of Grade Already Awarded:** A letter grade once awarded shall not be changed, unless a request is made by the instructor-in-charge and/or other instructors/ tutors of a course and is approved by the Chairman, Senate. Any request for change of grade must be made on the prescribed form (available in the Office of Academic Affairs) within six weeks of the start of the next semester.
- f. Semester Performance Index (SPI):** The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses credited and describes his/her academic performance in a semester. It is given as:

$$\text{SPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where c_i = credit for i^{th} course; g_i = grade point secured by the student. Summation is over all the courses credited by the student in that semester. 'S' and 'X' grades shall not be considered in the computation of the SPI.

- g. Cumulative Performance Index (CPI):** The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses

registered up to and including the latest completed semester. This can be calculated as:

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Summation is over all the courses (n) credited by the student in all the completed semesters. Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of CPI, but both the grades appear on his/her grade report card.

If a student is awarded a 'F' grade in any course registered in a particular semester, his/her SPI and CPI will be calculated tentatively from that semester onwards taking into account 2 points for each 'F' grade earned by the student. His/her final SPI and CPI will be calculated when the 'F' grade is replaced by other letter grade earned by the student after repeating that course.

A student earning an 'F' grade in an elective must repeat the course or substitute it with another course as suggested by the Convener, DUGC.

Special case:

If a student has failed twice in any core course, the student with the permission of Dean/Coordinator of Academic Affairs can replace that course by another course of the discipline in which he/she is majoring. Then his/her SPI/CPI will be calculated by replacing "F" grade by the letter grade earned by the student in the new course. Grade report card will show the 'F' grade earned by the student in any course.

- h. Grade Report:** A copy of the Grade Report is issued to every student at the end of each semester. A duplicate copy, if required can be obtained on payment of the prescribed fee from the Office of Academic Affairs.
- i. Withholding of Grades:** The grades of a student can be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against him/her or for any other reason.

8.5 Conduct of the Summer Semester

In view of the fact that several students have backlogs in all courses, the committee recommends the introduction of a re-examination. Re-examination will be conducted for all courses in which students have earned an 'F' grade. A student can choose either

to take the re-examination during the summer semester for the course he/she has failed or register for these courses (by taking overload), during the regular semester.

If a student chooses to appear for re-examination (for a course in which he/she has earned an 'F' grade), he/she should do so within a period of one year.

- a. **Re-examination schedule:** The re-examination will be conducted 2 weeks prior to the registration of the first semester i.e., around 15th July, every year. Students can appear for re-examination in any number of courses. Such students will have to pay an examination fee of Rs. 1,000/- per course.
- b. **Grading policy:** The following grading policy will be applicable for students admitted to the BS-MS program on or after August 2013 (I Semester):
 - The originally earned end semester score will be replaced the re-examination scores.
 - Scores for all other evaluation components will remain the same as those originally earned (retained by the instructor/concerned department for one year).

For students admitted to the BS-MS program prior to August 2013, the following policy will be applicable:

- Only the re-examination scores will be used to award the final grade and such a grade will be capped at a maximum of 'C'.

A new code 'RE' will be introduced in the transcript to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated similar to repeating a course. For all students appearing for re-examination, a fresh transcript will be issued.

- c. **Honorarium for conduct of re-examination:** The committee recommends a honorarium of 5000/- per course to the instructor conducting the re-examination.
- d. **Course offerings:** In view of introduction of re-examination, courses will not be offered to solely facilitate clearing backlogs during the summer semester.