



EXAMINATION AND EVALUATION POLICY

1. Academic Performance Evaluation System:

1.1. The Evaluation system within the programme has been framed to realize the following:

- Enable teaching faculty to evaluate the progress of each student in the areas of learning, comprehension, and practical application of concepts learned.
- Encourage assuring and productive competition among the scholars.
- Strengthen learning by consistently augmenting the present expectations level for learning attainments & application.

1.2. The following are the rules for the educational performance evaluation system: The evaluation of scholarly performance is primarily based on varied combos of the following components:

- a) Continuous and Comprehensive Evaluation (CCE) (50%)
Mid Term Evaluation, Mini Projects, Assignments, Quizzes, Presentation, Viva Voce Case Studies, Class Participation, etc.)
- b) Semester End Evaluation - (SEE) (50%)
- c) Practical Continuous Evaluation and Practical Examination (for Practical subjects)

The proportionate relative weightage of the other components for a selected course is at the discretionary circumspection of the course faculty. The evaluation rules and categories for each course will be sent to the students at the start of the course together with the course outline/structure by the course faculty. Attendance is a must for Mid Sem and End Sem examinations for every student in each semester, failing which she/he will be debarred from the registration for the next semester.

1.3. SKIPS University utilizes different techniques for the evaluation of learning and application amongst the students. This guideline is sent to the faculty for concluding the evaluation segments for her or his course.

- 1.4. The course faculty shall essentially use written examination(s) for the evaluation of students in the Core and Elective Courses.
- 1.5. If a student has failed to give a Mid-Sem /End-Sem Examination on account of approved absence, she/ he ought to approach the academic office to administer a make-up examination. The student's transcript can carry "I" grade until and unless the Competent Authority receives the final grade from the concerned course faculty.
- 1.6. If, for any reason, the student fails to avail the opportunity herself/himself from the chance to make-up the missed examination(s), he or she will be finally awarded "F" or "I" grade for that course or for that component of evaluation because by and large no second chance for a re-test will be provided.
- 1.7. A student who has acquired an 'I' grade should finish the necessities of the course as per the guidelines given. The requirements ought to be completed by the student to the satisfaction of the faculty within 4 (four) weeks from the date on which the grade is declared or, where the course falls in Semester 8, within 7 days of the culmination of Semester 8.
- 1.8. Students are needed to meticulously meet the deadlines prescribed for the submission of all written Assignments, Projects, Quizzes, Case Studies, and Presentations. Late submission after the due date is answerable for a reduction in grade in that segment by the faculty concerned. The University cannot be held accountable for any such reduced grades. The faculty has the authority to refuse to accept any written assignment which is overdue for more than two weeks. The faculty in such cases can award a zero mark to the defaulter student for that part of the assignment.
- 1.9. The marks given by a course faculty in any segment of evaluation will be final. A course faculty won't be called upon to provide a vindication for or to legitimize the marks given as long as they fit in with the standards and norms. A student, who wishes clarification on the marks given, may have a discourse about the matter with the involved course faculty/s within four days in wake of receiving the marks. If any grievance concerning marks isn't settled through discussion with the course faculty or if the course faculty isn't available in the station, the concerned student may refer the issue to the Competent Authority of the institute in writing within two days thenceforth, who will then discuss the issue with the course faculty, if needed.

1.10. Grading System

The student performance grading system at SKIPS University follows absolute

grading system and has maximum CGPA of 10. The eight letter grades translate as follows:

Letter Grade	Grade point	Marks (in %)
O (Outstanding)	10	96.0 - 100
A+ (Excellent)	9	86 - 95.9
A (Very Good)	8	76 - 85.9
B+ (Good)	7	66 - 75.9
B (Above Average)	6	56 - 65.9
C (Average)	5	46 - 55.9
P (Pass)	4	36.0 - 45.9
F (Fail)	0	Below 36.0
Ab (Absent)	0	Absent

1.11. The Institute works out the letter grade obtained by each student for each course after taking into account the marks allotted by the course faculty.

1.12. The formulas for the computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are as follows :

Semester Grade Point Average (SGPA)

Sum of the no. of credits in the courses and numerical grade points obtained in those courses in the Semester

Sum of the no. of credits in the courses in the Semester

Computation of First/Second/Third/Fourth Year Cumulative Grade Point Average (CGPA)

The CGPA at the end of the *first/second/third/fourth year* is calculated as follows:

Sum of the no. of credits in the courses and numerical grade points obtained in those courses in the First/Second/Third/Fourth Year

Sum of the no. of credits in the First/Second/Third/Fourth Year courses in the Year

Computation of Cumulative Grade Point Average (CGPA)

The CGPA at the end of the *fourth year (4 years)* is calculated as follows:

Sum of the no. of credits in the courses and numerical grade points
obtained in those courses in the Four Years

Sum of the no. of credits in the courses in the Four Years

2. Make - Up Examination/ Retests:

- 2.1.** Make-up examinations/Retests may be conducted for students who miss Mid-Sem / End-Sem examinations due to approved leave taken, subject to the discretion of the Competent Authority. In such cases, the concerned student should approach the academic office for scheduling the exam and notify the Competent Authority accordingly. The student will be awarded a temporary 'I' grade until the Institute receives the final marks of the retest from the course faculty.
- 2.2.** Students who have missed their Mid-Sem/End-Sem examinations due to illness of self or sudden serious illness or demise of immediate family members may also opt for appearing for Make-up examination/Retests. The affected students should duly inform the Institute within the appropriate time of any such illness/event with supporting documents. A course-wise list of students eligible for Make-Up examinations/Retests will be made by the Academic Office at the end of each end sem examination. The list will be prepared upon scrutiny of the required documents submitted by the concerned students.
- 2.3.** The timings of these Make-up examinations/Retests for a semester will be decided by the academic office.
- 2.4.** A Student who wishes to appear for the Make-up examinations/Retests on account of sick leave, has to produce a relevant Doctor's certificate from a Government Hospital/ reputed private hospital/Registered Medical Practitioner. This certificate has to be submitted on the first working day the student rejoins the Institute or the first working day that follows, in case the student returns to the Institute on a holiday. In case, a student seeks permission on the ground of the demise of immediate family members, she/he must produce the death certificate to be eligible to appear in the Make-up examinations/Retests. The final decision regarding allowing a student to sit for Make-up examinations/Retests rests with the Competent Authority of the Institute.

2.5. Once all the above process is over, the final marks and grades will be considered unchangeable.

3. Rules for Examinations:

Following examination rules will be observed for Mid Sem /End Sem, all kinds of Make-up/ Retest, and Remedial examinations:

- 3.1. A detailed seating plan will be prepared for each examination hall. All students must occupy their allotted seats as per this seating plan displayed in the Examination Hall. Any student found changing the seating arrangement, or not occupying her/his seat during the examination may be asked to leave the examination hall.
- 3.2. Entry into the Examination Hall will be closed immediately on the commencement of the examination. Latecomers may be allowed to come in till a maximum 10 minutes from the start of the examination.
- 3.3. A Signature sheet will be circulated during the examination. All Students must put their signatures on this signature sheet.
- 3.4. Students are not allowed to carry any kind of electronic items, mobile phones, bags, folders, notes, etc. into the examination hall. All such materials must be kept outside the examination hall. However, materials specified by the course faculty may be carried by the students into the examination hall.
- 3.5. Answer sheet(s) or question paper(s) will not be issued to any student as long as she/he possess any books/notes/bags in the examination hall. However, prescribed textbooks/material may be allowed in the examination hall for an open-book examination. Possession of any other book(s) (for open book examination) will also be considered as adopting unfair means.
- 3.6. Students will not be allowed to leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted by the Exam Invigilator under exceptional circumstances.
- 3.7. During the End-Semester exam, students will not be allowed to leave the examination hall during the first 45 minutes of the commencement of the examination under any circumstances.
- 3.8. During the End-Semester exam, students will not be allowed to leave the examination hall during the last 15 minutes of the examination.
- 3.9. At any given time, not more than one student shall be permitted temporary

absence from the examination hall during the progress of the examination.

- 3.10.** The Absence Record sheet will be available with the Invigilators in the examination hall. All students availing temporary absence must record the period of temporary absence from the hall in the Absence Record sheet. The period of temporary absence must not exceed more than two minutes.
- 3.11.** During the End-Semester exam, leave from the examination hall may be allowed only after 60 minutes of the total examination time. The student taking leave must leave the examination hall immediately. Silence must be maintained during this process.
- 3.12.** Discussing or exchanging anything with another student during examination time, either inside or outside the examination hall, will be considered as adopting unfair means. Strict vigilance will be maintained and random checking will be done. The penalty for violating discipline will be imposed as decided by the Competent Authority.
- 3.13.** Electronic items like computers, calculators etc., are not allowed to be exchanged during examinations. The same will also be treated as adopting unfair means.
- 3.14.** A student found violating any of these instructions or resorting to any unfair means, may be disqualified by the Course faculties/Invigilators and the matter should be reported to concerned authority of the Institute. The penalty for violating discipline will be imposed as decided by Competent Authority.

3.15. Academic Penalty

3.15.1. In case a student is found violating any code of conduct of the Institute as mentioned in this manual, a strict penalty will be imposed. For a first-time offender, the student will be awarded "F" Grade in the respective course. The student concerned will also be asked to step down from any position of responsibility that she/he may be holding in the Institute at the moment.

3.15.2. In case of a repeat offender, the penalty will be more severe including possible expulsion from the Institute.

4. Academic offence:

- 4.1.** Any kind of copying/plagiarism by a student and/or malpractice during examinations will result in strict disciplinary action. If a student is found guilty in any such case(s), a record of that will be maintained by the Institute.
- 4.2.** The Originality of all student reports/ assignments, like Industry Internship

Report/Case Study Report/ Project Report or any other report/ assignment, will be checked using the anti-plagiarism software. Every faculty shall assess and address the matters related to Plagiarism, keeping in consideration the following criteria:

- Level 0: Similarities up to 10% in case of Summer Internship report and 20% in case of Internship reports - Minor Similarities, no penalty.
- Level 1: In case of Summer Internship report, similarities above 10% and similarities above 20% in case of Internship reports - Such student shall be asked to submit a revised script within a stipulated period, failing of which he /she would be awarded 0 for that component.

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. SKIPS University will take steps to imbibe and inculcate values and academic ethics amongst students so that they do not resort to any unfair means or practices including plagiarism.

- 4.3.** A similar disciplinary process will be followed in case of malpractice during examinations.

Malpractices during examinations will attract one or more of the following penalties:

- a) The Institute sends a Letter to the student's Guardian
- b) A warning letter is issued to the student
- c) The total score of a student is reduced by 25% of total marks
- d) The concerned component is awarded a zero
- e) The Institute deducts the student's grade point by a minimum of 1.00
- f) Placement Services of the Institute is withdrawn from the student.
- g) The student may be expelled from the institute.

The list of penalties mentioned above is for indicative purposes only. They are not exhaustive.

5. Promotion to the Second/Third/Fourth Year of the Programme:

- 5.1.** For academic progression, a student may be allowed automatic promotion from Semester 1 to Semester 2, Semester 3 to Semester 4, Semester 5 to Semester 6, and Semester 7 to Semester 8.
- 5.2.** For the promotion to the Second Year (Semester 3), a student can have a maximum of 4 (Four) failed courses in the First Year, taking into account Semester 1.

- 5.3.** For the promotion to the Third Year (Semester 5), a student must clear all the courses available in the First Year (Semesters 1 and 2) and must not have more than 4 (Four) failed courses in the Second Year, taking into account Semester 3.
- 5.4.** For the promotion to the Fourth Year (Semester 7), a student must clear all the courses available in the Second Year (Semesters 3 and 4) and must not have more than 4 (Four) failed courses in the Third Year, taking into account Semester 5.
- 5.5.** The students having backlogs in the Third year (Semesters 5 & 6) and Fourth year (Semesters 7 & 8) must clear all the courses in n+3 years to be eligible to get the degree.
- 5.6.** In the case of lateral entry, a student may get a promotion from Semester 3 to Semester 4 automatically. To get a promotion in Third Year (Semester 5), a student must not have more than 4 (Four) failed courses available in the Second Year (Semester 3). For the promotion to the Fourth Year (Semester 7), a student must clear all the courses available in the Second Year (Semesters 3 & 4) and must not have more than 4 (Four) failed courses in the Third Year (Semester 5). The students having backlogs in the Third year (Semesters 5 & 6) and Fourth year (Semesters 7 & 8) must clear all the courses in n+3 years to be eligible to get the degree.
- 5.7.** For those who fail to satisfy the minimum requirement, repeat/remedial examination may be held in the month of January and July to enable them to improve their performance.
- 5.8.** In case a student does not clear his paper within the stipulated time as mentioned in the promotion policy, the student will not be allowed to get the promotion until he/she clears all the papers. Under these circumstances,
 - 5.8.1.** A student must adhere to the rules and regulations of the promotion policy to get promoted to the next year of study.
 - 5.8.2.** Every student gets two chances to clear off the failed papers in a year during the Repeat/Remedial examination.
 - 5.8.3.** If a student fails to clear the required papers, he/she will not be promoted to the next year of study.
 - 5.8.4.** In this case, the student will be considered a non-collegiate student but will be given a chance to appear in the subsequent Repeat/Remedial examination as and when held.
 - 5.8.5.** A student will be given a maximum of one academic year to clear the

failed papers to be eligible to rejoin the program with the next batch, with a promotion to the next year.

- 5.8.6.** In case the students fail to clear the papers in the given period of time, he/she has to repeat the course and start afresh from the first semester.

6. Requirement for award of Degree:

- 6.1.** A Student must successfully complete all the courses within the given stipulated time.
- 6.2.** The Summer Internship should be successfully 'passed' by a student to be promoted from the third year to the fourth year of the Degree programme. In case a student has failed to pass the internship but has cleared all academic requirements, she/he must undertake an equivalent internship as per the Institute's norms on her/his own, and complete the same by June 30th of the next academic year. In such cases, the student will be allowed to participate in the Convocation ceremony only with the next batch.
- 6.3.** The Major Project / Internship should be successfully 'passed' by a student to complete the course. In case a student has failed to pass the Major Project but has cleared all academic requirements, she/he must undertake an equivalent project as per the Institute's norms on her/his own, and complete the same by June 30th of the next academic year. In such cases, the student will be allowed to participate in the Convocation ceremony only with the next batch.

7. Award of Rank:

SKIPS University has the provision of awarding a relative rank to a student in her/his batch, after completion of the Programme. This is determined based on CGPA obtained at the end of the Programme.

7.1. Prizes Based on Final Results

7.1.1. SKIPS University has the provision of awarding prizes for student performances at the end of the programme. For this purpose, the names of (up to) five students based on CGPA are taken into consideration provided:

- a) A CGPA greater than or equal to 8.5 (on a scale of 10) must be obtained by the student at the end of Sem VIII.

- b) The entire Academic Programme must be completed by the student within four years.
- c) There should be no 'F' grade in any of the courses (Core/ Elective/Credit/Non-Credit) taken by the student during the Programme, including the Industry Internship Project, as applicable at SKIPS University.
- d) No cases of malpractice or indiscipline have been reported against the chosen student, by the Disciplinary committee of the Institute. No account of misbehavior or misconduct has been reported against the student during the entire tenure of the programme either in or outside campus liable of bringing disrepute to the Institute. The student must have exhibited respectful behavior towards fellow students/staff of the Institute/Course faculties etc. as detailed in this Manual.

7.1.2. If the Final results indicate that more than five students qualify as per the mentioned criteria, a secondary criteria may be adopted to limit the number of selected students to 5. The decision regarding the criteria rests with the Institute.

7.1.3. If a situation arises that there is a tie as per the first criteria, the CGPA of semester VII will be considered. If the tie continues to exist, CGPA up to Semester VI will be considered. If the issue is still not resolved, CGPA of Semester V will be considered and so on.

7.1.4. For making this list, CGPA should be rounded off to two decimal places.

7.1.5. The Prizes must be awarded on the basis of the overall result of 4 years. However, the decision regarding the number of prizes to be awarded rests with the Institute.

7.1.6. In addition to these prizes, a “Best Student Award” must be decided based on the academic and co-curricular performance of a student and her/his contribution to the development of the Institute. The decision regarding this award rests with the team of Faculty members.

8. Award of Degree:

8.1. Students will be awarded a degree on fulfilling all academic requirements specified by the academic body of the University. This Degree will be awarded during the Convocation ceremony of the University.

8.2. Students passing out from the University must attend the Convocation ceremony

and must pre-confirm their participation well in advance. All students desirous of a Degree must clear all the dues and submit to the administrative office, a clearance form from various departments, at least seven working days, prior to the Convocation.

- 8.3.** Students interested in receiving the Degree in absentia must pre-inform the University before the Convocation. The University may issue a duplicate Degree in some special cases.
