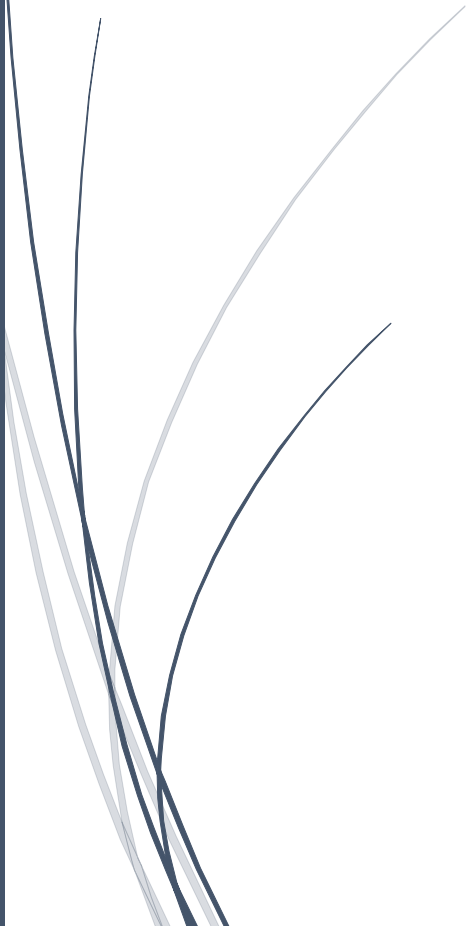


**Sister Nivedita University (Grading,
Assessments, Examinations & Degree)
Regulations, 2018**



SNU
SISTER NIVEDITA
UNIVERSITY



**Sister Nivedita University
NOTIFICATION**

Kolkata, the _____, 2018

**Sister Nivedita University (Grading, Assessments, Examinations and Degree)
Regulations, 2018**

No. SNU/REGULATIONS-18-003, Vol. I -*In exercise of the powers conferred under section 13(3)(b) read with section 39 of the Sister Nivedita University Act, 2017 (West Bengal Act XLIX of 2017), the Governing Board of Sister Nivedita University is pleased to make the following Regulations for conduct of examinations, grading, assessments and evaluations of the students.*

1. Short title, Application and Commencement:

- 1.1 These Regulations may be called Sister Nivedita University (Grading, Assessments, Examinations and Degree) Regulations, 2018.
- 1.2 They shall apply to all Undergraduate and Postgraduate programs of the University.
- 1.3 They shall come into force on such date as the Governing Board may, by notification, appoint.

2. Definitions:

- 2.1 'Academic Year' means a period of nearly twelve months starting sometime from July of a calendar year and ending sometime in June in the immediate next year to be devoted to the completion of requirements specified in the scheme of the Academic Calendar and curriculum of the concerned course(s) and distributed into two semesters;
- 2.2 "AC" means the Academic Council of the Sister Nivedita University, as defined in SNU Act;
- 2.3 "AICTE" means the All India Council for Technical Education, New Delhi which is a statutory body under Ministry of Human Resource Development, Government of India, established through the AICTE Act of 1987;
- 2.4 "BCI" means the Bar Council of India, New Delhi which is a statutory body established under the section 4 of advocates Act 1961 that regulates the legal practice and legal education in India;
- 2.5 "BOS" means the Board of Studies of various Schools and/or Departments, as defined in SNU Act;
- 2.6 "CCIM" means Central Council of Indian Medicine, New Delhi, which is a statutory body under Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), Ministry of Health and Family Welfare, Government of India set up under the Indian Medicine Central Council Act, 1970;
- 2.7 "Chancellor" means Chancellor of the University, as defined in SNU Act;
- 2.8 "COA" means Council of Architecture, New Delhi, which is a statutory body set up by the Government of India under the provisions of the Architects Act, 1972;

- 2.9 “COE” means the Controller of Examinations of the University, as defined in SNU Act;
- 2.10 “DCI” means Dental Council of India, New Delhi, which is a statutory body of the Government of India incorporated under The Dentists Act, 1948;
- 2.11 “Dean” means the Dean of respective schools of study or created for some specific function in the University, as defined in SNU Act;
- 2.12 “EC” means the Executive Council of the Sister Nivedita University, as defined in SNU Act and Statutes;
- 2.13 “Chief Faculty Mentor means and includes a concerned faculty mentor who has been assigned the roles and responsibilities to lead and oversee the students mentorship program in the said Department
- 2.14 “Fees” means collection of money made by the University from the students enrolled in the undergraduate, postgraduate, M.Phil or PhD and other programs for the purpose of their course of study and/or research and incidental thereto;
- 2.15 “GB” means the Governing Board of the Sister Nivedita University, as defined in SNU Act;
- 2.16 “INC” means Indian Nursing Council, New Delhi which is a national regulatory body for nurses and nurse education in India, constituted by the Government of India under section 3(1) of the Indian Nursing Council Act, 1947;
- 2.17 “MCI” means Medical Council of India, New Delhi, which is a statutory body of the Government of India, constituted under the Indian Medical Council Act, 1956;
- 2.18 “MOODLE” means the Learning Management System of Sister Nivedita University used for the purpose but not limited to sharing teaching-learning resources, online submission of assignments and conducting quizzes and tests
- 2.19 “NCTE” means National Council for Teacher Education, New Delhi which is a statutory body of Government of India that is set up under the National Council for Teacher Education Act, 1993;
- 2.20 “PCI” means Pharmacy Council of India, New Delhi, which is a statutory body of the Government of India, constituted under the Pharmacy Act, 1948;
- 2.21 “Pro-Vice-Chancellor” means the Pro-Vice Chancellor of the University, as defined in SNU Act;
- 2.22 “Registrar” means the Registrar of the University, as defined in SNU Act;
- 2.23 “SNU Act” means the Sister Nivedita University Act, 2017 (West Bengal Act XLIX of 2017);
- 2.24 “Statutes” means the first statutes of Sister Nivedita University as defined in SNU Act;
- 2.25 “UGC” means the University Grants Commission, New Delhi which is a statutory body under Ministry of Human Resource Development, Government of India, established through the UGC Act of 1956;
- 2.26 “University” means the Sister Nivedita University, as defined in section 2.1;
- 2.27 “Vice Chancellor” means the Vice Chancellor of the University, as defined in SNU Act;

3. Grading System:

3.1 Grade Points & Letter Grades:

As a measure of students' performance a 10 point grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance	Indicative % of marks / score	Letter grade	Grade point per credit
Outstanding	$90 \leq m \leq 100$	O	10
Excellent	$80 \leq m < 90$	A+	9
Very Good	$70 \leq m < 80$	A	8
Good	$60 \leq m < 70$	B+	7
Above Average	$55 \leq m < 60$	B	6
Average	$50 \leq m < 55$	C	5
Pass	$40 \leq m < 50$ (For theory component) $45 \leq m < 50$ (For Practical Component)	P	4
Fail	$m < 40$ (For theory component) $m < 45$ (For theory component)	F	0
Absent	-----	Ab	0

Table 3.1

3.2 Transitional Grades:

In addition, there shall be two transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject:

I - for 'Incomplete assessment' and X for 'Debarred'

3.3 Semester Grade Point Average (SGPA):

A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \left(\sum_{i=1}^n c_i g_i \right) / \left(\sum_{i=1}^n c_i \right)$$

Where 'n' is the number of subjects registered for the semester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be

rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

3.4 Cumulative Grade Point Average (CGPA):

Starting from the second semester at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \left(\sum_{i=1}^m c_i g_i \right) / \left(\sum_{i=1}^m c_i \right)$$

Where 'm' is the total number of subjects the student has registered from the first semester onwards up to and including the semester S, 'c_i' is the number of Credits allotted to a particular subject 's_i' and 'g_i' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject 's_i'. CGPA will be rounded off to the second place of decimal and recorded as such.

Note 2: The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

Note:3: The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.

Note 4: For determining the *inter se* merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

4. Assessment of Performance:

4.1 Committees to coordinate, review and advice on Assessment of students:

There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose. There will be other committees also. The constitutions, tenure and functions of different committees are stated below.

4.1.1 Departmental Coordination Committee:

4.1.1.1 Composition:

- (i) Head of the Department / In-Charge ----- Chairman
- (ii) Subject Teachers ----- Members
- (iii) Two external subject experts nominated by the Chancellor -----
Members

4.1.1.2 Tenure:

The semester in which the subject/course is being offered

4.1.1.3 Functions:

- (i) To lay down the course plan for the subject.
- (ii) To coordinate instructions and progress of teaching in the subject in consonance with the requirement of MOODLE.
- (iii) To use the Continuous Assessments and Mid-Term Assessments for reviewing the performance of students and maintain remedial classes.
- (iv) To assign mentor for each student and keep the regular mentoring records for a student

- (v) To suggest corrective steps for students who require to improve their performance.
- (vi) To appraise and take approval from the Dean (Academic Affairs) before any guardian/parent is called to inform about a student's performance, other than the scheduled Parent-Teacher meetings in the Academic Calendar.
- (vii) To forward the results of the assessments and the final grades obtained by each student taking the subject to the Dean (Academic Affairs) for onward transmission to the Controller of Examinations (COE)
- (viii) To ensure timely onward transmission of question papers, corrected answer scripts, and tabulated grade point and credits to the COE.
- (ix) To ensure that the syllabus is well covered as per the lesson plan.
- (x) To do any other activity as may be directed to do so by the Academic Council.

4.1.1.4 Frequency of Meetings:

Each Co-ordination Committee shall meet at least four times during the semester.

4.1.2 First year Undergraduate Advisory Committee to review and monitor the academic performance of first year students

4.1.2.1 Composition:

- (i) Dean (Academic Affairs) ----- Chairman
- (ii) 1st Year Subject Teachers and Faculty Mentors ----- Members
- (iii) Chief Faculty Mentor for first year students ----- Member Secretary
- (iv) Two Faculty Advisors nominated by Chancellor ----- Members

4.1.2.2 Functions:

- (i) To review the teaching, learning and delivery System.
- (ii) To identify the shortcomings, if any
- (iii) To suggest corrective steps
- (iv) Any other function as may be advised by the Academic Council.

4.1.2.3 Frequency of the Meeting:

Once in a semester

4.1.3 Departmental Academic Advisory Committee for each year of Undergraduate & Postgraduate (Second year onwards) Programmes offered by the department

4.1.3.1 Composition:

- (i) Dean (Academic Affairs) ----- Chairman
- (ii) Head of the Department /Teacher-in-charge ----- Co-Chairman
- (iii) Subject Teachers of the Department concerned ----- Members
- (iv) Chief Faculty Mentor of the Department --- Member Secretary

- (v) Two Faculty Advisors nominated by Chancellor ----- Members

4.1.3.2 Functions:

- (i) To review the teaching, learning and delivery System.
- (ii) To identify the shortcomings, if any
- (iii) To suggest corrective steps
- (iv) Any other function as may be advised by the Governing Board.

4.1.3.3 Frequency of the Meeting: Once in a semester

4.1.4 Result Review and Moderation Board

There shall be a Result Review and Moderation Board for each year in each Department of the University

4.1.4.1 Composition:

- (i) Dean (Academic Affairs) ----- Chairman
- (ii) Controller of Examinations ----- Co-Chairman (Chairman in absence of Dean (Academic Affairs))
- (iii) Head of the Department----- Member Secretary
- (iv) Teacher(s) Concerned ----- Members
- (v) Two Faculty Advisors nominated by Chancellor ----- Members

4.1.4.2 Functions:

- (i) To review the result of each and every student and performance of the students in each subject.
- (ii) To identify the weak students and suggest corrective measures.
- (iii) To review the unusual results and to moderate, if necessary.

4.1.4.3 Frequency of the Meeting: Once in a semester before publication of Result..

5. Guidelines towards award of Letter Grade:

5.1 Grades and Grade Points:

There shall be no rigid marks-to-grade or score-to-grade linkage. In view of the outcome based education, it is left to the subject teacher offering a particular course to decide on the marks or score for a particular component of assessment. However, the weights and percentage for theory, practical and sessional courses are as follows:

5.1.1 For all theory courses / components the evaluation subcomponents and the respective weights assigned to these are given below.

Subcomponent	% of Weight out of total marks/score assigned	Fractional weight
Continuous Assessment (CA)	30%	0.3
Mid-Semester Assessment	20%	0.2
End-Semester Assessment	50%	0.5

Table 5.1.1

Letter grade and grade point obtained in a particular course will be calculated as a weighted mean using table 3.1 and table 5.1.1

(e.g. in a subject /course if the subject teacher with the advice of the Department coordination committee decides to assess the outcome of a student as per the assessment sub-components given in Table 5.1.1 and decides to put maximum scores in subcomponents of Continuous Assessment Marks, Mid-Semester Assessment and End-semester Assessment as 20, 20 and 60 respectively; and if a student has scored 10, 12 and 45 respectively in these sub-components, then his/her grades and grade points in these respective sub-components as per table 3.1 will be C (% score = 50%, grade point = 5), B+ (% score = 60%, grade point = 7) and A (% score = 75%, grade point = 8). Now, to calculate the final grade point of the course, the weighted mean of respective sub-components will be evaluated as per table 5.1.1 as $\text{Grade Point} = 0.3 \times 5 + 0.2 \times 7 + 0.5 \times 8 = 6.9$, which means the student has obtained a 6.9 grade point in the course/subject)

- 5.1.2 In general there shall be no rigid marks-to-grade linkage. The difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final grade in a course are to be considered by the teacher concerned in consultation with the Departmental Coordination Committee of a subject while assigning letter grades.
- 5.1.3 The grades F and O are to be considered as bench mark grades.
- 5.1.4 For subjects which have a laboratory component (p-component), to secure any grade higher than 'F' a student has to achieve individually more than the cut off marks/score in both the theory component and the laboratory component, as would be decided by the Teacher concerned in consultation with the respective Departmental Coordination Committee.
- 5.1.5 The exceptionally brilliant performance is to be assigned an O grade. Even the best student of any class needs to be good enough to be awarded the O grade.
- 5.1.6 In the case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
- The average performance (around mean value of marks) is to be assigned 'B' or 'C' grade. However, if by Departmental Coordination Committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned 'B+' grade.
 - All other grades are to be awarded relatively with respect to the average performance in between (but excluding) the F and O grades, which have already been assigned, by choosing appropriate boundary scores between the grades
 - Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

O	:	$\leq 15 \%$
A+	:	10 – 20 %
A, B+, B	:	30 – 50 %
C, P	:	10 – 20 %
F	:	< 5 %

- 5.1.7 In the case where a student appears in the supplementary examination or attends summer quarters, the grade to be awarded would be done by awarding one lower grade.
- 5.1.8 The Result Review and Moderation Board chaired by Dean (Academic Affairs) under his/her Chairmanship would moderate the results of the different sections of a class if wide disparity in performance across sections is observed.
- 5.1.9 All the requirements for the laboratory component are to be satisfied by a student within the deadline set-up by the teacher/ Departmental Coordination Committee before the start of the end-semester examination. If a student due to a genuine reason like illness of himself/herself or calamity in the family cannot complete a particular sub-component, the teacher/co-ordination committee may allocate him/her additional time. In this case an 'I' grade (Incomplete), if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 University working days from the last day of the end-semester examination and the grade finalized. The weights of the Laboratory sub-component, Sessional work like Project/Dissertation/Thesis and methodology to be adopted for calculations of grades therein are discussed later.
- 5.1.10 There is no provision for supplementary examination or summer quarter in the laboratory component. If a student cannot clear the laboratory component of a particular subject, he/she will be assigned the grade 'F' in that subject and has to re-register in the subject, if permitted, in the immediately following semester in which it is offered.

6. Continuous Assessment (CA): This refers to the continuous assessment to be done by the faculty member concerned conducting a course.

6.1 Weightage Distribution in evaluation components of CA

The weights of different sub-components of CA are as follows:

Subcomponent	% of Weight out of total marks/score assigned	Fractional weight
Assignments/Projects	50%	0.5
Class tests / Quiz	25%	0.25
Participation	25%	0.25

Table 6.1

The Calculation of grade point in CA will follow the same methodology as discussed in 5.1.1 of weighted mean with the sub-component weights of table 6.1

6.2 Class Tests / Quiz

The Class Test / Quiz can be organized in written form or through MOODLE, the Learning Management Software of the University and is left with the choice of the Teacher concerned.

6.3 Submission of marks obtained in CA

The tabulated letter grades and grade points obtained in CA should be submitted by the respective teachers to the COE through the Head of the Department/In-Charge within 15 working days before the end of the Semester. All measures should be taken by the respective Teachers to complete the process within the stipulated time. Cases where the CA cannot be completed by the above stipulated time, for any reason, may be immediately brought to the notice of the COE through the Head of the Department/In-Charge.

7. Mid-Semester Assessment:

7.1 About Mid-Semester Assessments:

The Mid-Semester Assessments will be only for theory subjects.

7.2 Mode of Mid Semester Assessments:

The mode of Mid-Semester Assessments will be written examination. The Teacher concerned teaching a course/subject in consultation with the Department Coordination Committee will set the question paper. The maximum marks / score of a question paper is left to the decision of the concerned teacher(s) teaching that particular course, but the duration of the examination has to be limited to 60 minutes. Question Papers will be printed through the Office of the COE under the strict supervision and surveillance of the COE. All necessary precautions may be undertaken to maintain the confidentiality of the process of the printing of question papers. The Controller of Examination would follow a strict process of unsealing and timely distribution of question papers to the examination halls at least 15 minutes before the start of an examination.

7.3 Mid-Semester Assessment schedule:

The COE with the prior approval of the Vice Chancellor will publish the Schedule for Mid-Semester Assessment at least 21 working days before the Assessment as per Assessment slots given in the Academic Calendar or modifications therein.

7.4 Invigilation/Exam duty:

Invigilation for Mid-Semester Assessment would be done by the Teachers and Non-Teaching Staff members of the University as per the duty sheet prepared by the COE. The COE in consultation with the Heads of Department/In-charges and with due permission of the Vice Chancellor may allot examination invigilation duty to full-time faculty and staff members either for undergraduate or for postgraduate students or both, if necessary. Invigilation is an integral part of the duty of Teachers and Non-Teaching Staff members of the University. Therefore, no additional payment will be made to the regular teacher and staff for such purpose. Absence from Invigilation Duty is not permitted without prior approval from the Registrar through the Head of Department/In-Charge. In cases of indisposition arising out of medical or other emergencies, absence may be approved by the Head of the Department/In-Charge under intimation to Registrar and COE, with

suitable alternate arrangement of personnel for the purpose of invigilation/examination.

7.5 Evaluation of Answer Scripts and submission of tabulated letter grades and grade points:

The Evaluation of answer scripts of students in Mid-semester Assessments will be done by the respective Teachers and should be submitted along with the tabulated letter grades and grade points obtained by the students to the COE through the Head of Department/In-Charge within 14 working days from the receipt of answer scripts. A delay arising out of absence of a Teacher (full time or Part-time) or for any other reason beyond the stipulated 14 working days should be immediately brought to the notice of the COE along with suggestions for alternative Teacher within the Department to evaluate the Answer Scripts. In case of non availability of any such alternative Teacher within the Department, the COE assisted by the Head of the Department/in-charge of the department may get the answer scripts evaluated by external Teacher(s)/Subject Expert(s). In such cases, the external teachers/subject experts may be remunerated as would be decided by the Vice Chancellor. Evaluation of Answer Scripts being an integral part of the Teaching-Learning process, no separate remuneration will be paid for this to the full-time faculty members of the University. However, part-time faculty members may be remunerated at a standard rate as would be decided by the COE with due approval of the Registrar and the Vice Chancellor.

8. End-Semester Assessment:

8.1 About End-Semester Assessments:

The End-Semester Assessments will be for theory and practical courses / components, mentored seminars, projects/thesis/dissertations and internships.

8.2 Mode of End Semester Assessment for Theory Subjects/ components:

The mode of End-Semester Assessments for all theory subjects/components will be written examination.

8.3 End Semester Assessment for Practical Subjects/components:

- (i) For assigning letter grades and grade points in the laboratory component (p-component) the relevant sub-components that are to be considered are:

Subcomponent	% of Weight out of total marks/score assigned	Fractional weight
Participation *	10%	0.1
Lab Assignments & Submission *	20%	0.2

Continuous evaluation during practical classes*	20%	0.2
Final End-semester assessment on an Experiment/job [#]	35%	0.35
Viva-Voce [#]	15%	0.15

Table 8.3 (i)

* *The evaluation of these subcomponents will be distributed throughout the Semester.*

The evaluation of these sub-components will be done at the end-semester final examination.

The Calculation of grade point in Practical courses/components will follow the same methodology as discussed in 5.1.1 of weighted mean with the sub-component weights of table 8.3 (i)

- (ii) Practical exams will be conducted jointly by external and internal examiners.
- (iii) For each and every Practical subject/component, the Teacher teaching the subject or assigned for taking the practical classes has to submit the question paper on the total weight of Final End-semester assessment on the Experiment/job component to the COE through the Head of the Department/In-Charge. The question paper should have all the experiments/job covered in the semester as per the syllabus, out of which a student has to select through a lottery system, one or more questions as would be desired, and which should carry a total marks as desired by the teacher concerned.
- (iv) Question Papers for Final End-semester assessment of Practical subject/component on one or more Experiment/job will be printed through the Office of the COE under the strict supervision and surveillance of the COE. All necessary precautions may be undertaken to maintain the confidentiality of the process of printing of question papers. The COE would follow a strict process of unsealing and timely distribution of question papers to the practical examination halls/labs/centres at least 15 minutes before the start of an examination.

8.4 Submission of model question paper sets for theory examinations:

For each and every theory subject, the Teacher teaching the subject has to submit at least a set of 2 (Two) question papers on the total weight of End-semester component. The Teacher concerned teaching a course/subject in consultation with the Departmental Coordination Committee will set the question paper and submit it to the COE through the Head of the Department / In-Charge. The maximum marks / score of a question paper is left to the decision of the concerned teacher(s) teaching that particular course, but the duration of the examination has to be limited to 180 minutes.

8.5 Moderation:

The COE will facilitate to moderate such question papers for End-Semester Assessment based on the set of question papers submitted and/or as he/she would consider as deem fit. A Board of Moderation consisting of external subject experts for this purpose has to be constituted by the Vice Chancellor. The COE in consultation with the Departmental Coordination Committee has to propose names of such external experts with at least 2 external experts per subject/course. The final decision regarding the Board of Moderation shall rest with the Vice Chancellor.

8.6 Question Papers:

Question Papers will be printed through the Office of the COE under the strict supervision and surveillance of the COE. All necessary precautions may be undertaken to maintain the confidentiality of the process of the printing of question papers. The COE would follow a strict process of unsealing and timely distribution of question papers to the examination halls at least 15 minutes before the start of an examination.

8.7 End-Semester Assessment schedule:

The COE will publish the Schedule for End-Semester Assessment at least 20 working days before the Assessment as per the Assessment slots given in the Academic Calendar or modifications therein.

8.8 Invigilation:

8.9 Invigilation for End-Semester Assessment shall be done by the teaching and non-teaching staff of the University as per the duty sheet prepared by the COE. The COE in consultation with the Heads of Department/In-charges and with due permission of the Vice Chancellor may allot examination invigilation duty to full-time faculty and staff members either for undergraduate or for postgraduate students or both, if necessary. Invigilation is an integral part of the duty of Teachers and Non-Teaching Staff members of the University. Therefore, no additional payment will be made to the regular or contractual teaching and non-teaching staff for such purpose. Absence from Invigilation Duty is not permitted without prior approval from the Registrar through the Head of Department/In-Charge. In cases of indisposition arising out of medical or other emergencies, absence may be approved by the Head of the Department/In-Charge under intimation to Registrar and COE, with suitable alternate arrangement of personnel for the purpose of invigilation/examination.

8.10 Evaluation of Answer Scripts and submission of tabulated letter grades and grade points:

The Evaluation of answer scripts of students in End-semester Assessments will be done by the respective Teachers and submitted along with the tabulated grades and grade points obtained by the students to the COE through the Head of Department/In-Charge within 10 University working days from the receipt of answer scripts. A delay arising out of absence of a Teacher (full time or Part-time) or for any other reason beyond the stipulated 10 University working days should be immediately brought to the notice of the COE along with suggestions

for alternative Teacher and/or Full-time Research Scholar within the Department to evaluate the Answer Scripts. In case of non availability of any such alternative Teacher within the Department, the COE assisted by the Head of the Department/in-charge of the department may get the answer scripts evaluated by external Teacher(s)/Subject Expert(s). In such cases, the external teachers/subject experts may be remunerated as would be decided by the Vice Chancellor. Evaluation of Answer Scripts being an integral part of the Teaching-Learning process, no separate remuneration will be paid for this to the full-time faculty members of the University. However, part-time faculty members may be remunerated at a standard rate as would be decided by the COE with due approval of the Registrar and the Vice Chancellor.

8.11 Admit Card / Hall ticket:

- (i) The Admit card / Hall Ticket will be issued by the COE to the eligible undergraduate and postgraduate students at least 7 working days before the start of the end-semester assessments. Students have to clear all dues of the semester before the end-semester assessments. Prior to issuance of any Admit card / Hall Ticket, the COE shall send a list of eligible candidates to the office of Registrar at least 14 working days before the start of the end-semester assessments to get this validated.
- (ii) No student will be allowed to enter the examination hall for theory examination or lab/ workshop/centre for practical examination without the original admit card/hall ticket issued by the COE. Photocopy of Admit Card/hall ticket will not be accepted for admission to the venue of examination for both theory and practical examination. However, in case of emergency or in cases wherever he/she considers to be deemed fit, the COE would reserve the rights to allow a student to appear for any examination and put on record the application of the candidate in such case and his/her decision.
- (iii) In case of loss/misplacement of Admit Card/Hall Ticket, a student may request for a duplicate Admit Card/Hall Ticket through an application to the COE with requisite fees as would be decided by the COE with the approval of the Registrar and the Vice Chancellor, at least 1 working day prior to an examination.

8.12 Compulsory Attendance and appearance in end-semester assessments

Appearing in the end-semester examination in the theory, practical or theory and practical components of a subject is compulsory for a student, unless exempted as stated in subsequent clause below. If a student fails to appear in the end-semester examination he/she will be assigned an 'F' grade in the subject and will not be permitted to register in the summer quarter or appear at the supplementary examination for the subject.

8.13 Exemption under extra-ordinary cases arising out of compelling reason

If a student is unable to appear at the end-semester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean (Academic Affairs), through his/her Head of the Department for permitting himself/herself to register in the summer quarter

or appear at the supplementary examination(s), as the case may apply. The Departmental Academic Advisory Committee or First Year Undergraduate Advisory Committee, as the case may be, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to register in the summer quarter and/or appearing in the supplementary examination(s) with full credit condoning his/her absence.

8.14 Examination fee

Students should clear the examination fees fixed by the University at the beginning of the end-semester examination. The Examination fees proposed by the COE may be approved by the Academic Council at the beginning of the semester and the same may be notified by the COE at the beginning of the semester.

9. Skill Development Project Work and its Assessment (For Ability Enhancement Course/Project work)

9.1 Skill Development Project Work:

The University at its inception has maintained to uphold the Nation's pledge to develop skill at all sectors. As a part of its mission to develop skill, the University has taken a bold, decisive and innovative action plan to make skill development an integral part of all undergraduate and postgraduate curriculums. A student is expected to demonstrate an implemented idea through demonstrable end product/model/software etc. from his/her learning and understanding of the domain field of study. This can be done either individually or in Group as would be decided by the Academic Council from time to time and for various programmes of study.

9.2 Project Report:

Every student is required to submit a written report at the end of the semester to the COE through the Head of the Department/in-charge, which should be signed and authenticated by his/her guide, for the purpose of evaluation and assessment.

9.3 Guide:

The internal faculty members would be guide/supervisors/mentors for the students in such Projects. The Head of Department/in-Charge will coordinate to allocate guides to individual projects. Such service of being a guide/supervisor/mentor is an integral part of the duty of Teachers of the University, so no additional payment will be made to them for such purpose.

9.4 Funding of Projects:

The University will not fund or financially support any such Projects. It is expected that the students would arrange their own funds for such Projects. The University would always encourage the students to avail sponsorships/funding from external funding agencies like Industries and Government funding agencies.

9.5 Project Evaluation & Assessment of Project:

The COE in consultation with the Head of Departments/In-Charges and with the approval of the Vice Chancellor may invite an external expert for evaluation of all the projects of a discipline.

The expert for this Project Evaluation may be subject experts drawn from Industry or Academia. The expert and the teacher concerned will jointly evaluate the projects. The honorarium to the outside experts for the purpose of assessment may be decided by the Vice Chancellor from time to time. The different components of evaluation and the weights assigned to these components are depicted below:

Subcomponent	% of Weight out of total marks/score	Fractional weight
Idea and its implementation	40%	0.4
Use of Subject Concepts	20%	0.2
Ability to demonstrate/Present	20%	0.2
Project Report/Thesis (to be submitted at the end of the semester and before the end-semester theory assessments and assessed internally by the Department)	20%	0.2

Table 9.5

The Calculation of grade point in Projects will follow the same methodology as discussed in 5.1.1 of weighted mean with the sub-component weights of table 9.5

10. Session Project/Final Year Project:**10.1 About Session Project/Final Year Project:**

In a Session Project or Final Year Project a student is expected to work on a particular idea with his/her domain field of study. It is desirable, as far as possible, to demonstrate the implemented idea through demonstrable end product/model/software etc. at the end of the Project work, under the guidance of a faculty guide. This can be done either individually or in Group as would be decided by the Academic Council from time to time for various programmes of study.

10.2 Project Report:

Every student is required to submit a written report of the Project Work at the end of the semester to the COE through the Head of the Department/in-charge, which should be signed and authenticated by his/her guide, for the purpose of evaluation and assessment.

10.3 Guide:

The internal faculty members would be guide/supervisors/mentors for the students in such Projects. The Head of Department/in-Charge will coordinate

to allocate guides to individual projects. Such service of being a guide/supervisor/mentor is an integral part of the duty of Regular Teachers of the University, so no additional payment will be made to them for such purpose.

10.4 Funding of Projects:

The University will not fund or financially support any such Project. It is expected that the students would arrange their own funds for such Projects. The University would always encourage the students to avail sponsorships/funding from external funding agencies like Industries and Government funding agencies.

10.5 Project Evaluation Board & Assessment of Project:

The COE in consultation with the Head of Departments/In-Charges and with approval of the Vice Chancellor may issue notice to appoint a Project Evaluation Board for evaluation of the Projects. The members of this Project Evaluation Board should be one subject expert drawn either from the Industry or Academia for each department and the teachers of the concerned department. The honorarium to the external members of the Board for the purpose of assessment may be decided by the Vice Chancellor from time to time. No payment will be made to the internal members. Different components of evaluation of projects and the weights assigned to these components are depicted below:

Subcomponent	% of Weight out of total marks/score assigned	Fractional weight
Supervisor’s assessment	40%	0.4
Evaluation Board’s assessment	40%	0.4
Project Report/Thesis (to be submitted at the end of the semester and before the end-semester theory assessments and assessed internally by the Department)	20%	0.2

Table 10.5

The Calculation of grade point in Projects will follow the same methodology as discussed in 5.1.1of weighted mean with the sub-component weights of table 10.5

11. Intellectual Property Rights and Obligation (in all kinds of undergraduate and postgraduate projects):

The intellectual property policy shall apply to all persons employed by the University – full-time and part-time faculty, visiting faculty, scientists employed by the University, as well as technical and administrative staff. It also applies to undergraduate, postgraduate and doctoral students as well as postdoctoral fellows and visiting scientists. This policy shall apply to all kinds of intellectual property (including, but not limited to any invention, discovery, trademark, copyright, trade secret, technology, scientific or

technological development, research data and computer software) regardless of whether the intellectual property is subject to protection under patent, trademark, copyright, or any other law. The University will encourage and recognize the originator of intellectual property and protect the ownership for the creators. The University will work towards protection through legal means of all creations of scholarly and educational materials, inventions, products, processes, art works, musical compositions and dramatic and non dramatic literary works related to the author's academic or professional field, regardless of the medium of expression. All such intellectual property shall be jointly owned by the originator/author and the University. The University shall have sole ownership of all intellectual property created by an employee who was hired specifically to work on a target product or process (or other intellectual property) or was commissioned by the University or a component of the University for the Specific Objective leading to creation of the intellectual property. The University will assert its ownership of all intellectual property created by the outside agencies commissioned by the University for the specific purpose.

The intellectual property generated from research projects sponsored by government/ non-government agencies will be owned by the creator(s), the Principal Investigator or Chief Consultant, the University and the sponsoring agency. The sponsoring agency will bear 50% of the protection cost or forgo the rights to the intellectual property. In case the project was accepted by the University under terms different from that stated herein, the terms agreed to shall prevail. Intellectual property generated by a full-time employee or a full-time student of the University is the joint property of the originator and the University whether Institute resources are used or not. If an employee of the University or a full time student creates intellectual property while working in another organization, it will be jointly owned by the creator, Sister Nivedita University and the host institution. In case of part-time employees or students or visiting professionals, intellectual property generated by use of University facilities and/or support only come under joint ownership of the University and the originator. Before any intellectual property is disclosed to any outside agency, other individual, commercial or academic organization, press or public is published by the originator himself, the creator shall submit a reasonably complete and detailed disclosure of such intellectual property to the Dean (Research & Development) for determining if any kind of protection is possible under appropriate laws. When a request from the originator is received, the Dean (Research & Development) shall decide how, when and where the intellectual property is to be protected. It will proceed either through its own efforts or through those of an appropriate Government or private firm or attorney to obtain protection and manage the intellectual property. Outside counsel services may be used with the consent of the Vice Chancellor. If the Dean (Research & Development) under the advice of the Vice Chancellor, does not find the property appropriate for protection by the University, the originator becomes the sole owner of the property and is at liberty to apply for protection under national laws. The University shall issue a letter foregoing its claim to the property in future. A decision by the University to seek patent or other available protection for intellectual property shall not obligate the University to pursue such protection internationally. The University's decision relating

to the geographical scope and duration of such protection shall be final. If the originator intends to seek protection internationally or through Patent Cooperation Treaty (PCT) application, the University shall permit the originator to proceed on his own or with the help of other individuals or agencies. In case the University succeeds in commercialization of intellectual property for the creator and licenses rights to third parties in consultation with the creator(s), the revenue generated through royalty payments will be shared among the creators and the University as given below.

Inventor(s)	SISTER NIVEDITA UNIVERSITY(SNU)
60 %	40 %

Table 11

In case of multiple originators of an IP, all the originators will decide among themselves how to share the proceeds of an intellectual property. If they fail to arrive at a consensus, the Dean (Research & Development) will analyze all available information and make a recommendation to the Chancellor through the Vice Chancellor. The decision of the Chancellor shall be binding and final. If there are other legitimate claimants to the IP, they will be grouped either under “inventors” or “University”. While sponsoring or supporting organization will get their share of the proceeds from “University” share, individuals (including visiting professionals) who contributed to the invention will receive their share from that of the originators.

12. Mentored Seminar and Presentation (as credit course/activity)

12.1 About Mentored Seminar and Presentation

Sister Nivedita University lays special emphasis in the development of the competency and the ability of its students to effectively express and communicate. It has been observed that a majority of the students studying in various fields of studies fail or shy out to effectively communicate and express even the simplest ideas and thoughts. In order to combat this and develop the competency of the students to effectively communicate and express, Sister Nivedita University has made Seminar Presentation an integral part of every curriculum in the undergraduate and postgraduate programmes. In this the individual students are expected to make a presentation on a topic selected by themselves and chosen from an area of their field of study in presence of the faculty members and fellow students.

12.2 Assessment:

Being an activity of credit, it will be evaluated by the internal faculty members who act as mentors to the students in presence of external observers as joint evaluators and the assessment report should be sent to the COE within 7 working days from the end of the Mentored Seminar and Presentation. The different components of evaluation and the weights assigned to these components are depicted below:

Subcomponent	% of Weight out of total marks/score assigned	Fractional weight
Participation	20%	0.2
Content and understanding of the topic	30%	0.3
Presentation Skill	30%	0.3
Project Report	20%	0.2

Table 12.2

The Calculation of grade point in Projects will follow the same methodology as discussed in 5.1.1 of weighted mean with the sub-component weights of table 12.2

13. Industrial Training / Summer Training / Summer Internship

13.1 About Industrial Training / Summer Training / Summer Internship

The University would send students to undertake Industrial Training/ Summer Training / Summer Internship in various Industries, Institutions, Research Laboratories etc. This will help them to get exposed to various environment of work after they finish their study at the University and also to have real life experience of doing things using the knowledge they gained in their classrooms and laboratories.

13.2 Assessment

The industrial training undergone by the students in the summer vacation after a semester would be assessed within five weeks after the commencement of the subsequent semester. The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The grading will be decided and done by the Departmental Coordination Committee in consultation with the organization to which the student was sent for training/internship. The tabulated marks and grades should be sent by the In-charge within six weeks after the commencement of the subsequent semester.

13.3 Submission of Completion Certificate

The students are also required to submit to the Head of the Department a completion certificate in the prescribed format to be available with the COE

from the competent authority of the organization where the training was received, without which he/she would not be assessed.

13.4 Seminar on Project work

The student is required to give a seminar on the project work done. The Departmental Coordination Committee would conduct the viva-voce. The dates for conducting such seminar and the viva-voce should be within ten working days after the end-semester examination, and would be mentioned in the academic calendar.

14. Conditions precedent for appearing in the Assessments

14.1 Condition precedent for getting admittance in any form of Assessment

A student will be permitted for admission to appear for Examination and /or issued an Admit Card/Hall Ticket for appearing in an examination and/or be allowed to be assessed in any form of evaluation at the University only if he/she has,-

- (a) been given no-objection by the Departmental Coordination Committee;
- (b) completed the assignment works given, to the satisfaction of Departmental Coordination Committee without which it will not issue the no-objection certificate;
- (c) paid all University and Hostel dues of the semester and has been given a no-objection from the office of the Registrar ; and
- (d) has not been debarred from appearing in the examination as a result of disciplinary proceedings.

14.2 Disqualification for appearing in Mid-Semester or End-Semester Examination

A student may be debarred from appearing at the Mid-Semester or End-Semester Examination on the report of a Teacher/Dean (Academic Affairs) or Departmental Coordination Committee r if his/her,-

- (a) attendance and participation at lecture/tutorial/laboratory classes has not been satisfactory during the period, and/or,
- (b) performance in the assignment works during the semester has not been satisfactory, and/or,
- (c) undergoing a disciplinary proceeding and/or has been suspended from attending any academic activity as a result of disciplinary action.

15. Conduction of compensatory class tests, class assessments, assignments, tutorials, viva-voce, laboratory assignments

Class tests, mid-semester assessments, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfil all these requirements as prescribed by the teacher/Departmental Coordination Committee. If due to any compelling reason (such as his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the Departmental Coordination Committee in consultation with the Dean (Academic Affairs) may take such steps (including conduction of

compensatory tests/examinations) as are deemed fit, with the approval of Vice Chancellor and intimating the COE.

16. Showing answer scripts to the students

For the general benefit of the students, the answer scripts after evaluation by the faculty members in all cases of continuous assessments, assignments etc. may be shown to the students within 2 weeks from the date of tests/examinations/assignment due dates. The answer scripts after correction by the faculty members in the case of Mid-semester Assessments may be shown to the students within 2 weeks from the date of tests. In case of End-semester theory subjects and/or theory components also, the answer scripts after correction by the faculty members may be shown to the students within 2 weeks from the date of tests.

17. Change of marks and/or grade consequent upon detection of error

Any change of marks and/or grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Departmental Coordination Committee before onward transmission in tabulated form to the COE.

18. Summer Quarter

18.1 About Summer Quarter

With a view to assist the students, who failed in one or more subjects in the autumn and/or spring semester in a year, a Summer Quarter will be conducted during the immediately following summer vacation for making up their deficiency and improve the performance. The rules and regulations for running the Summer Quarter are given below:-

- (i) The Academic Council (AC) on recommendation of the COE approve the conduction of summer quarter in a particular subject. In this case, the decision of Academic Council regarding the subjects in which summer quarters will be organized will be final and abiding.
- (ii) The students of all the undergraduate and postgraduate Academic Programs under these regulations are eligible to register for the Summer Quarter, if any is offered by the University.
- (iii) The duration of the Summer Quarter shall be six weeks from May to July. The exact dates for holding the Summer Quarter for a particular session shall be decided by the Academic Council every year while finalizing the Academic Calendar. The number of classes per week will be twice as that of the regular semester. For example for a 3-0-0 course in a summer quarter, the number of classes per week is 6; whereas, in a regular semester it is 3.
- (iv) The attendance requirement for the Summer Quarter shall be 85%. A student who does not satisfy the norms will not be allowed to appear at the examination.

18.2 Eligibility to register and attend Summer Quarter

- (i) Only those students will be permitted to register themselves for a subject offered in the Summer Quarter who has cleared all University

and Hostel/Residence dues till date and have paid the necessary fees and Advances for the Summer Quarter for which they are registering.

- (ii) A student will be eligible to register in one or more subjects if he/she actually appeared at the last end-semester examination in that subject and has obtained the grade 'F'.
- (iii) A student, who could not appear at the end semester examination due to self-illness or calamity in the family, will also be eligible to register for the subjects concerned in the Summer Quarter.
- (iv) No Supplementary Examination shall be held in a subject that is being offered in the Summer Quarter of the session.
- (v) Students who have obtained CGPA lower than 6.00 may be allowed, on the recommendation of the Departmental Coordination Committee and the approval of the Dean (Academic Affairs), to re-register in Summer Quarters in one or more subjects in which he/she has received 'P' grade(s), so as to improve his/her CGPA to 6.00 or above, provided that the subject(s) is/are otherwise being offered in that Summer Quarter. The grade will be revised and recorded only if there is an improvement.

18.3 Registration

- (i) All students intending to join a Summer Quarter must register themselves for the subjects concerned on the day fixed for the purpose. No late registration for summer quarter shall be permitted on any ground.
- (ii) A Summer Quarter registration fee, as decided and approved by the Academic Council of the University from time to time shall have to be paid along with the application in a prescribed form.
- (iii) Registration of students for the Summer Quarter in a subject shall be done under the supervision of the Dean (Academic Affairs).
- (iv) A student shall not be allowed to register for more than 3 (three) subjects during a Summer Quarter. In special cases, the Dean (Academic Affairs) may relax this clause for a student.
- (v) Summer Quarter in a subject shall be offered only if at least 5 students register for that subject. In special cases, the Dean (Academic Affairs) may relax this clause for a student.

18.4 Post-Summer Quarter Assessment

The teacher offering a particular subject during the Summer Quarter shall

- (i) Take care of all aspects of the theory component of the subject, viz., lectures, tutorials, assignments etc.
- (ii) Conduct all class tests, mid-semester assessments, end-semester assessments, viva-voce etc. The end-semester examinations may, however be centrally arranged by the COE.
- (iii) Compute the grade as per rules laid down in sub-section 1.1 through 1.4 of Section-1. 5.1.7 as explained below:

Grade obtained	Grade to be awarded
F	F
C, P	P

B	C
B+	B
A	B+
A+	A
O	A

- (iv) Take care of all aspects of the laboratory subject or laboratory component of the subject
- (v) The tabulated marks and grades awarded to the registered students must be sent by the Head of the Department to the COE within 5 working days from the date of the examination.

19. Supplementary Examinations

In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects, due to not being able to score higher than the cut-off marks in the theory components, in either the autumn and/or the spring semester in a year, Supplementary Examinations equivalent to the end-semester examination will be arranged centrally by the COE at the end of each semester in which the course is/was being taught . Regulations relating to the Supplementary Examination are given below:-

- (i) Except if a student is debarred from appearing in the examination as a result of disciplinary proceedings or undergoing a disciplinary proceeding and/or has been suspended from attending any academic activity as a result of disciplinary action, a student will be eligible to appear in the supplementary examination in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
- (ii) A student will not be allowed to appear in more than 5 (five) subjects in the supplementary examinations.
- (iii) Intending students must submit their application, countersigned by the teacher(s) of the subject(s) or the Head of the Department concerned, along with the necessary fees to the COE by the date as announced by a notification.
- (iv) The supplementary examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
- (v) The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks of the end-semester in the total marks scored by that scored in the supplementary examination. Unless exempted by the Academic Council a student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below :

Grade obtained	Grade to be awarded
F	F
C, P	P
B	C
B+	B
A	B+
A+	A
O	A

- (vi) The final marks and grades awarded to the students must be sent to the COE within 7 working days from the date of the supplementary examination.

20. Promotion to Higher Level/Year in undergraduate and postgraduate programmes

- (i) A student shall be eligible for promotion to the next higher level if he/she has cleared all course items of earlier semesters individually
- (ii) A student shall be eligible for promotion to the next higher level if he/she has not been able to clear up to a maximum of 4 course items, considering all items for the two semesters (Autumn and Spring Semesters) of the level as units with each SGPA as an item, but has maintained an CGPA of 5 or above.
- (iii) A students with a CGPA of at least 5.0 and has not more than one backlog at any stage below the present level from which the promotion is sought and the total number of backlog papers including those in the present level not exceeding a total of 4 (four) backlogs will be eligible for promotion to the next higher level.

21. Completion period of Degree

A student in any degree programme must complete the prescribed course work within a maximum period of 2 years from the end of the final semester of the Programme. In special cases the Academic Council may, on the recommendation of the Dean (Academic Affairs) forwarded by Head of Department, further extend the total time limit for completion of all the requirements up to a maximum of 1(one) additional year.

22. Degree Requirement

- 22.1 In order to qualify for a Undergraduate or Postgraduate Degree of the University covered under this Regulations a student must,-
- (a) complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline with a minimum grade 'P' scored in every subject.
- (b) obtain a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- (c) have cleared all dues to the University, Hostels, the Library and the Department.
- 22.2 Normally a student should complete all the requirements consecutively in prescribed number of semesters of the Program.
- 22.3 A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time, shall have to discontinue studies and leave the University when asked to do so.

23. Withdrawal from the University

- 23.1 A student who has been admitted to a degree program of the University may be permitted to withdraw temporarily for a period of one semester or more from the University on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided that,-
- (a) he/she applies to the University within 15 working days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian.

- (b) the University is satisfied that inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits to be specified in these Regulations.
 - (c) there is no outstanding dues or demands from him/her by the University/Hostels/ Department/ Library.
- 23.2 A student who has been granted temporary withdrawal from the University will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.
- 23.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the University.
- 24. Direction with regard to procedure for conduct of examinations, method of grading, evaluation and assessment:** Vice Chancellor may issue direction in respect of the method of conducting examinations, evaluation and assessment if there is any difference of opinion and conclusive decision cannot be taken, or a situation has arisen or the situation so warrants, in the interest of conduct of examinations, method of evaluation and assessment, and awarding of degree.

Chancellor