

Assessment, Evaluation and Student Progression Policy
Approved in 16th Meeting of AC held on 10.07.2018 and 13.07.2018

INTRODUCTION

The Assessment, or evaluation of students' learning, shall depend on both 'continuous' and end-of-course performance. However, the assessment will not be so frequent as to create unnecessary stress on students of faculty.

Assessment for **courses** is normally spread over the duration of the **semester**. Results of continuous assessment shall be communicated to students in timely manner so that they have opportunity to improve their subsequent work.

Number of Assessments

In any 4-credit or 6-credit course, no assessment exercise may carry more than 40% of the total grade weight of the course, and there shall be at least three graded assignments/assessment exercises.*

In any 2-credit course, no exercise may carry more than 50% of the grade weight, and there shall be at least two assignments/assessments.

In the case of an 8-credit 'thesis course', assessment could be made on the basis of a completed thesis with thesis defense, or on the basis of thesis writing and other learning exercises stipulated by the supervisor(s).

After due approval by the Programme Committee and Dean of the School, the course co-coordinators may announce to students specific participation and attendance requirements for the conduct of assessment with respect to their course, prior to the start of the course.

Students absenting themselves from classes/learning activities may be prohibited from participating in subsequent assessment situations.

A student who has stopped attending classes without explanation and who has not participated in multiple assessment exercises, should be reported to the Dean of the School.

The student could then be asked to explain his/her behavior and the Dean could recommend, on the basis of that student's response, a course of action which may include the student's removal from the programme.

(*Any deviation from this needs to be approved through all levels i.e. Board of Studies (BOS), Standing Committee of the Academic Council (SCAP) for the respective programme (SCAP or Equivalent), and AC)

Passing Grade

The 'passing grade' for each course is C+, A student passing a course is awarded the full number of **credits** corresponding to that course. A non-passing course grade carries no credits.

All BA and MA students are required to obtain a minimum cumulative grade of C+ at the conclusion of the programme to graduate. Moreover, an MA student's course grade for thesis work (4 or 8 credits, depending on the programme) must be B- or higher.*

*(*Any deviation from this needs to be approved through all levels i.e. BOS, SCAP or equivalent, and AC.)*

Academic Promotion

No minimum grade average or 'quota' of courses passed is required for promotion from an odd semester to an even semester.

For promotion from an even semester to an odd semester

- (1) A student should not have failed more than 25% of the course credits of the year.
E.g. An MA (History) student needs to pass at least 24 credits out of the required 32 credits in the 1st year to be promoted to 2nd year.

*(*Any deviation from this needs to be approved through all levels i.e. BOS, SCAP or equivalent, and AC.)*

*Under exceptional circumstances, subject to the approval of the School Evaluation and Assessment Committee, Programme Committee, and Dean **through due procedures**, a student may be given opportunities to repeat failed courses of previous semesters during the summer intersession. Prior permission for the same will then have to be obtained from Dean AES. These courses will be recorded as having been registered and completed in the semester previous to the summer intersession.*

An MA Student who at the conclusion of the Semester III has not passed courses of that or previous semesters stipulated by the school may be prevented from conducting thesis work during semester IV.

The School concerned should clearly stipulate the requirements which prevent the student from conducting Thesis work. Stipulation needs to be approved through all levels i.e. BOS, SCAP or equivalent, and AC.

TIME FRAME FOR COMPLETION OF BA and MA PROGRAMMES

For BA Programme

3 years + 2 year (taken from the month of initial enrollment)

For MA Programmes (other than MDes)

2 year + 2 year (taken from the month of initial enrollment)

MDes

2 year and 6 months + 2 year (taken from the month of initial enrollment)

POSTGRADUATE DIPLOMA AS ALTERNATIVE TO MA DEGREE

Students may be able to earn a postgraduate diploma (PD) as an exit option to MA degree. Students may bring their cases to the attention of the committees of their Schools through formal application.

The Programme Committee should clarify the requirement and conditions according to which students may be awarded a PD as an exit option to an MA degree and get the same approved through all required statutory levels to operationalise the above exit option.

REPEATING A COURSE

- The limit on **discretionary/voluntary repletion (improvement)** of courses is one-eighth of the credits of the BA/MA programme.

Whenever a student electively repeats a course, he/she accepts the second grade, even if it is lower than the grade obtained on the first occasion.

If a student repeats the same course voluntarily, multiple times, each time's credits will count towards the total, which should not exceed 1/8th of the total programme credit requirement.

- Repetition for those who have failed a course (grade of C or less).

The student will repeat the course the next time it is offered and go through all assessment situations as specified by the Course Coordinator.

- Repeating a course for improvement of grade.

The student will take the course the next time it is offered and go through all assessment situations as specified by the course Coordinator.

Use of 'I' Grade

'I' grade may be awarded to a student in cases where due to some unavoidable circumstances he/she has not been able to complete the assessments within the respective semester.

The award for 'I' grade needs to be recommended by the Course Coordinator, Programme Coordinator and Dean of the School. The recommendation should indicate the date by which I grade will be replaced.

This provision is to be used only in exceptional circumstances and not in routine circumstances. Prior permission needs to be taken from Dean AES through due process.

Partial Repeat

The School shall clearly stipulate the PR policy. The policy needs to be duly approved at all levels i.e. BOS, SCAP or equivalent and AC. The policy should respect the overall assessment rules of AUD.
