

NIFT Examination and Evaluation Policy 2018
Chapter 06 (NIFT Academic Manual)

Introduction to the Evaluation Policy

Examination and Evaluation is an essential component of teaching and learning process during the progression of a subject. The Examination & Evaluation policy of NIFT has been formulated to provide guidelines to the evaluation process in Undergraduate (UG) and Postgraduate (PG) programmes in an organized, efficient, fair, transparent and professional manner. The process and procedural guidelines shall help achieve benchmarking across the NIFT Campuses and shall assess and thus improve the quality of student learning.

Performance evaluation of the students' work is based on demonstration of their capabilities and application across all criteria laid down for specific subject evaluation and overall performance in the end semester examination/evaluation. The emphasis is on students' capabilities in applying acquired learning in a multi-dimensional manner, to demonstrate an overall growth and maturity of application across all subject inputs.

The terms "programme" & "course" in context of the policy are defined as under:

Course: means a complete body of prescribed studies for a full time or part time academic programme leading to the award of a degree, diploma or a Certificate.

Programme: means an identified academic discipline under which courses are offered

1 Programmes at NIFT

NIFT offers degree programmes for the following specialisations at the undergraduate level:

- Fashion Communication (FC)
- Fashion Design (FD)
- Fashion & Lifestyle Accessories (F&LA)
- Knitwear Design (KD)
- Leather Design (LD)
- Textile Design (TD)
- Fashion Technology (B.F.Tech)

In addition, NIFT offers degree programmes for the following specialisations at the postgraduate level:

- Design (M. Des)
- Fashion Management (MFM)
- Fashion Technology (M.F.Tech)

2 Programme Structure

2.1 Foundation Programme

The undergraduate programmes at NIFT start with mix-group foundation studies of one-year duration. The programme is a component of all 4 years Bachelor programmes in Design and Technology. The Foundation programme is aimed at offering a cross-disciplinary environment to new students. The programme is designed to foster the creativity, sensitivity and skills to form a strong foundation regarding the fundamentals of fashion business particularly in the areas of design and technology in a socio-cultural perspective. NIFT students need to earn **30** credits during foundation studies.

2.2 Majors

A Major is a group of subjects under the specialisations courses offered at NIFT where the student focuses on the area which he/she wants to specialize in. These are 'mandatory subjects' that a student is required to take, along with other subjects.

The term 'Majors' refers to a series or selection of subjects that all students of a particular programme are required to complete before they can move to the next semester. NIFT's major course of study is intended to provide in-depth knowledge and experience in a definite area of specialisation.

Majors range from three to six subjects, depending on the specific requirements of the different departments. There are 14 credits for Majors in each semester at the undergraduate level and 14 credits at the postgraduate level.

2.3 Deepening Specialization

A Deepening Specialization is a secondary concentration of subjects that complements the Majors and provides in-depth knowledge related to the Majors. These subjects are also mandatory and have been assigned **3** credits in each semester at undergraduate level and 3 credits at postgraduate level. The Deepening Specialisations shall be offered from Semester III to VII for undergraduate and from Semester I to III for postgraduate programmes.

2.4 Inter Disciplinary Minors

A minor administered by an academic department other than the one offering the major is called an Inter-disciplinary Minor. This provides individuated pathways that would permit students to acquire interdisciplinary skillsets and opt for a set of subjects that complement studies in one's major or explore an unrelated area of intellectual interest. These courses have been assigned **3** credits per semester. The Inter disciplinary Minors shall be offered from Semester III to VII for undergraduate and from Semester I to III for postgraduate programmes. Every undergraduate department is offering 2 UG IDMs and 1 PG IDM. Every postgraduate Department is offering 1 UG and 1 PG IDM which the students can opt for based on their aptitude and interest.

2.5 General Electives

A General Elective is a set of subjects that allow co-curricular growth of the students and complement the courses being undertaken within different specialisations. General Electives shall run across all semesters except the last semester for both undergraduate and postgraduate programmes. The General Electives have been categorised as Mandatory and Optional Subjects, to ensure that absolutely essential skill sets for graduating students are acquired during the course of the programme. An undergraduate student shall be taking **14** General Elective subjects across 7 semesters and a postgraduate student shall be taking **6** General Elective subjects across 3 semesters. Over 30 subject areas have been identified as the overall basket from which the general subjects are to be selected by the students in each semester. The number and nature of subjects offered under General Electives will be campus specific, depending on the availability of appropriate human resources.

2.6 Floating Credits

Floating credits are offered for the students who have zeal for learning and are prepared to acquire credits over and above the mandatory credit requirements for earning the degree. The departments shall offer subjects of **2** credit each to the students under major and subjects of **2** credits each to the postgraduate students under IDM.

A student may earn a maximum of **10** additional credits between IIIrd and VIIth semester by taking the floating major credits. There will also be a provision for auditing the subjects of the floating credit without taking the examination.

2.7 Craft based Mandatory Subjects

The Craft Cluster Initiative at NIFT is designed with the objective to sensitize NIFT students to the reality of the traditional craft sector and give insight into regional sensibilities and diversities, resources and environment. This initiative is envisaged to provide the students of NIFT, a systematic, continuous and regular exposure every year to the diversely rich and unique handlooms and handicrafts of India.

2.8 Industry Internship

The industry internship programme is an introduction to the industry to give students an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application. Internship periods may vary from 2 weeks to 8 weeks, differing with each course.

2.9 Graduation Project

The Graduation Project is a 16 week final project (this does not include the period of documentation for two weeks). The project is to demonstrate the application of various academic inputs and the adaptation to real life industry situations. The final project may be taken up as a Graduation Project, Dissertation, Design Collection or as a Research Project. (Format differs from programme to programme)

3 CREDITS

•Credit Calculations:

» Lecture: 1 hour/week	= 1 Credit
» Tutorial: 1 hour/week	= 1 Credit
» Practical/Studio Work: 1 hour/week	= 1 Credit
» Self-Study/Studio Practice: 3 hours/week	= 1 Credit
» Internship: 1 week	= 1 Credit
» Graduation Project: 1 week	= 2 Credits

Undergraduate Programme/s	Category	Credits
Foundation Programme (Sem I & Sem II)	Mandatory	50
Sem. III to Sem. VII @ 23 credits per semester	Mandatory	115
Sem. VIII (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship)	Mandatory	10 -12
General Electives	Mandatory & Optional	35
Total minimum credits		242- 244
Floating subjects	(Optional)	10
Total maximum credits		252/254

Postgraduate Programme/s	Category	Credits
Sem. I to Sem. III @ 23 credits per semester	Mandatory	69
Sem. IV (Graduation Project)	Mandatory	32
Stand - alone subjects (Internship)	Mandatory	8
General Electives	Mandatory & Optional	15
Total minimum credits		124
Floating subjects	Optional	10
Total maximum credits		134

Credits for winning awards in National and International competitions and events or participating in National and/or International competitions can be allocated to the concerned students during the span of study for undergraduate and postgraduate programmes. Detailed guidelines on the same will be separately issued.

4 Examination and Evaluation

4.1 NIFT uses a multi method approach towards assessing and evaluating the students. The continuous and comprehensive evaluation through the semester for all subjects for all programmes across all NIFT Campuses shall include various components as detailed below:

- i) Continuous Evaluation
- ii) End-Term Examination (ETE)
- iii) End-Term Jury (ETJ)

Each of these components covers important aspects of the comprehensive assessment of the student. The assignments given to a student during the semester help the faculty assess their skills and knowledge acquired and address the gaps identified, and will be part of the continuous evaluation of the student. This shall encourage the student to consolidate on strengths, overcome weaknesses and improve overall grades.

Various evaluation methods and instruments shall be used for evaluating students across departments. However, the specific evaluation methodology used for a particular course shall be specified in the course/subjects outline/Evaluation matrix of individual courses/subjects. The overall weightage of the above components shall generally be as under unless otherwise specified in any course

- **Internal assessment** (By way of continuous evaluation through): **60 marks**
- **End Term** (by way of End term exam or Jury): **40 marks**

4.2 Internal Assessment

The subject faculty shall be responsible to deliver the subject as per the curriculum circulated by the Chairperson. The faculty shall plan the internal assessment for the semester based on the topics included in the curriculum and submit the same to the CC and the subject anchor/s. This internal assessment plan shall be designed keeping in view the learning outcomes of the subject. The subject anchor shall receive and vet the plan and submit the same to CP for information. On regular basis, subject anchor faculty shall share the best practices, methodology and assignment with the subject group across campuses. For Foundation programme, subject anchors shall also be appointed at each campus.

4.2.1 Internal assessment before Mid-term/ Mid-module (30 marks)

In case the subject is being coordinated throughout the semester, each subject faculty shall design the assessment plan in a manner that 30 marks of the total internal assessment (60 marks) shall be evaluated by mid-term. In case of modular subjects, 30 marks assessment should be completed by Mid-module. These marks shall be uploaded on CMS along with a comprehensive written feedback of each student for online access to CCs, Campus Academic Coordinator (CAC), students and their parents.

4.2.2 Internal assessment before End-term/End-module (30 marks)

The subject faculty shall continuously assess the student's work and shall provide scope for improvement to individual students for their assignments. The balance of 30 marks shall be uploaded on CMS along with a comprehensive written feedback for online access to CC's, Campus Academic Coordinator (CAC), students and their parents.

4.3 End-Term Assessment (40 marks)

The end term assessment shall be done adopting any of the following methods:

4.3.1 End Term Examination (ETE)

This is a written evaluation exam with a non-interactive session of specified time period to evaluate comprehension of theoretical concepts, ability to apply concepts and integration of the subject knowledge with other areas. The exam shall have a weightage of 40 marks.

The examination paper **will be set by the subject faculty at each campus** and sent to the subject anchor. The subject anchor will vet the paper for ensuring the learning outcomes of the subject. The exam will be held individually at each campus according to the exam schedule prepared campus wise and department wise by the respective CCs.

4.3.2 End term Jury Evaluation (ETJ)

These shall be conducted for process-based subjects in any of the following manner:

- End term assignment given to the student to be completed over a given time period during the semester which could be specific to a subject (for example Design Project, Prototyping etc.) or an integrated assignment of two or more subjects (**Refer to annexure 6-A for guidelines of integrated assignment**).
- Skill Test given to the student to be completed in a stipulated time on the day of the exam. For example Fashion Illustration, Construction etc.

The end term jury evaluation may also be recommended if a common jury for a group of subjects may be conducted in order to assess a student's progress throughout the semester.

The end term jury evaluation shall be conducted as:

- Jury for Individual Subjects
- Jury for Integrated Assignments
- Jury for combined assessment of multiple subjects

4.3.3 Evaluation of End Term Examination

Evaluation for the end term assessment shall be done as follows:

Written End Term Examination: The assessment shall be done by the subject faculty within the campus.

Skill Test and Jury based Evaluation Methods: The assessment shall be done by a group of faculty and experts including the subject faculty. The composition of the jury shall be as follows:

End term Jury for Individual Subjects (Minimum three members)

- One Faculty with similar expertise from other Department of the same Campus and/ or 1 - 2 External Experts with required competency.
- Subject Faculty

Jury for Integrated Assignments

- All subject Faculty
- Two External Experts

Jury for combined assessment of multiple subjects (Minimum five members)

- All Subject Faculty
- Two External Experts

All jury based evaluations have to be interactive where sufficient time is given to each student to explain the work presented. The jury shall give individual marks for each subject presented to each student or a group of students (in case of group work). The assignment brief listing the concrete deliverables shall be explained by the subject faculty before the commencement of the jury. Jury feedback for all evaluations/ juries conducted is to be documented and informed to concerned students. The feedback shall be recorded on CMS by COE department for online access to CAC, CC, students and their parents.

For subjects taken up as **Inter Campus Teaching (ICT)**, the end term examination shall be conducted at the end of the module itself and marks submitted to the COE-Campus. However, in case a subject is being taught by a faculty under ICT and the end term evaluation of the same is a part of the Integrated Assignment, the same may either be evaluated by the group of department faculty in the campus itself (if the minimum requirement of jury panel is complete) or on Video Conferencing with the ICT faculty.

4.4 Assessment Weightage

Evaluation Type	Weightage for evaluation by	
	Internal Assessment	End Term Assessment
Individual Subjects	60	40
General Electives	60	40

4.5 Jury Approvals

The jury composition for all process-based subjects, which do not involve inter-Campus travel, shall be approved through the following routing:

- CCs → CAC → Campus Directors
- CCs to send the final approved jury panels to CPs for information at least one week before commencement of jury.

Jury composition of Graduation Project shall have to be pre-approved by Dean (A) as per the following routing.

- CCs → CPs → Dean (A)

4.5.1 Graduation Project Jury

During the last semester of each course, the students undertake 16 weeks graduation project. The project is to demonstrate the application of various academic inputs and its adaptation in a real-life industry situation. It may be taken up as a Graduation Project, Dissertation, Design Collection or a Research Project. Each student shall be assigned a faculty member as an Internal Mentor and an expert/Industry member as their Industry Mentor.

Assessment of the Graduation Project shall be done internally by the department faculty as Internal Jury Assessment and by a set of experts during the External Jury Evaluation. These evaluations are conducted at the end of the semester. The individual criteria of assessment and evaluation of each department is prescribed in the department curriculum.

Jury composition of Graduation Project, Dissertation, Design Collection or a Research Project is as follows:

Internal Jury

- Three to five internal faculty members of the concerned department
- The guide/mentor shall not evaluate his/her own group but shall be present as an observer during the presentation of his/her mentee(s).

External Jury (Three to Four members)

- Two to three professional experts or faculty from other recognized - institutions/industry of excellence in the related fields.
- One faculty from same discipline of another Campus.
- One faculty member from same department of same campus as observer (other than mentor).
- At the time of conducting External Jury for the Graduating Students, any faculty from the same discipline of the same Campus, other than the mentor should be part of the External Jury. i.e. if a faculty of the Department nominated as an observer, is the mentor for a student, then any other department faculty who is not the mentor of the concerned student, would be present as an observer in his/her presentation.
- All marks given by various jury members would be interpolated and an average would be taken out for various criteria of evaluation.

4.5.2 Industry Internship Jury

The industry internship programme is an introduction to the industry to give student an appreciation and working knowledge of the industry. It blends their classroom knowledge with industry application.

The composition for the jury for internship is as follows:

- Two professional experts or faculty from other recognised institutions/industry
- Industry mentor (optional)
- One faculty of other department of the same Campus.
- The subject anchor faculty/faculty mentor shall be part of jury and shall be present as an observer during the presentation of the class.

4.5.3 Craft Research and Documentation and Craft Based Design Project (CBDP) Jury

These two are the mandatory craft based subjects that are common to all design departments. The jury composition for craft based mandatory subjects is as follows:

- Two External Jury members
- CIC/ Senior Faculty member in the campus from another department
- A Faculty member of the Department who is not teaching the subject

4.5.4 Evaluation Weightage

% of Marks	Weightage for evaluation by			
Evaluation Type	Faculty Mentor	Industry Mentor / CIC	Internal Jury	External Jury
Internship	40	20	-	40
Graduation Project	20	20	20	40
Design Collection Jury	20	-	40	40
Dissertation Jury	20	-	40	40
Craft based two mandatory subjects	60	-	-	40
General Electives	60	-	-	40

Each of the weightages for evaluation shall have various parameters with breakup defined in every subject of the course curriculum adding to the total weightage assigned.

4.5.5 Process for conduct of Jury

- All jury members would be oriented towards events of that particular semester in the departmental prior to the jury proceedings.
- All jury members shall assign marks independently and confidentially for each student.
- All marks given by various jury members would be interpolated and an average would be taken out for various criteria of evaluation by COE Campus.
- All feedback and marks given by various jury members would be compiled and formally documented by COE Campus
- In case of juries which involve inter campus travel of faculty members, the department CP shall prepare the master plan of faculty member movements across Campuses at least one month in advance. This shall be done in consultation with the CCs and Campus Directors at different Campuses.
- As per current practice, during craft research and documentation subject jury in the department, students from junior batches are allowed to be a part of the proceedings. This will help them understand the conduct of the jury and the requirement of the subject. This

option is now available for all juries including graduation project. A total of ten seats will be available for interested junior students to be part of the jury as silent spectators.

- The process of selection and nomination of jury for the End Term as well as the follow-up should be objective and transparent and not only inspiring the confidence of students but upholding the best traditions of academic institutions.
- The members on Term End Examination Jury and follow-up Jury should always be the same to ensure continuity and integrity of evaluation process.

4.5.6 Guidelines for Paper Setters

- The paper setter shall ensure confidentiality with respect to the Question paper.
- Heading/Header of Question Paper should be as instructed by COE as in the Performa.
- The paper setter must submit question papers. Material requirement if any may also be indicated in a separate envelope.
- Proper care must be taken to make question papers as lucid and clear as possible, addressing all expected queries of students.
- The questions must be designed to assess conceptual and analytical understanding as well as application of the concept.
- The paper setters may ensure representation of all units of the ratified curriculum for the subject, in the question paper. The weightage and maximum marks to be mentioned in the question papers should conform to the evaluation matrix for the respective programme.
- While preparing the Question Paper, paper setter are instructed to ensure the following font and size:
 - Font: Arial
 - Size: 12
 - Spacing:1.5
- It should be ensured that Question Paper is correct and without any errors and does not contain any questions out of syllabus.

4.5.7 Pattern of Question Paper for ETE:

The question paper setter can follow any of the following models:

Model A:

- Objective type / Fill in the blanks/ Multiple choice/ Match the answers etc.
- Short answer questions framed to test conceptual clarity of student through brief concise answers in a word limit of 50 to 150 words. The paper setter shall specify the word limit within this range. e.g. about 50 words or about 100 words and so on.
- Essay type questions framed to check the clarity with focus on application, analytical ability, organization and logical structure of the concept with answers in the word limit of 600 to 1000 words. The paper setter shall specify the word limit within this range. e.g. 600 – 700 words or 900 – 1000 words and so on.
- Numerical (if applicable).

Model B:

- Objective type / Fill in the blanks/ Multiple choice/ Match the answers etc.
- Case Study or Comprehension based questions to test the candidate's understanding of the basics of his/her field, by requiring him/her to draw simple conclusions from fundamental ideas. A case or a comprehension shall be provided along with questions. The paper setter shall ensure that the case/comprehension is as per the time limit and shall also specify the word limit within a particular range. e.g. about 50 words or about 100 words etc.
- Applied Questions to check if the student is able to apply his/her knowledge through computation or by logical reasoning. These could be in the form of short questions or long answer questions.

Model C:

- The paper could be in the form of quiz of applied questions. 50 questions of 2 mark each.

Model D

- The questions would be based on hypothetical situations. A Situation shall be provided based on the course content and the students would be required to prepare the relevant solution e.g. Research Design for India Size Project. The paper could be a combination of objective/short/long/numerical-based questions depending on the subject. The paper could also give multiple situations within the situation to test the understanding of concepts and its adaptations for each situation e.g. what is the impact on the study if level of confidence is increased by 5%.

4.5.8 Guidelines for the End-Term Examination (ETE)

- The COE at the Campus shall be responsible for timely collection of the question papers from the Subject Anchor and conducting the ETE.
- The examination must be conducted for all students in all Campuses adhering to the academic calendar.
- The COE at each Campus shall be responsible for fair and proper conduct of examinations, maintaining confidentiality and reporting any irregularity to Academic Affairs.
- COE of the Campus may constitute a flying squad for surprise checks during ETE Examinations.

4.5.9 Nomination & Guidelines for Invigilators

a. Nomination

- The invigilators for the ETE shall be nominated by the COE of the Campus with the approval of the Campus Director.
- The invigilation shall be carried out by the Faculty / Staff (RA) of the discipline / department other than the one for which the exam is being carried out. The subject faculty should be available in the Campus on the day of examination but should not be the invigilator.

b. Guidelines

- The invigilator shall not allow any text books, bags, cell phones, palm tops etc. unless specifically allowed in the instructions of the Question Paper.

- The invigilator shall ensure that students are seated 10 minutes before the start of the exam.
- The invigilator shall check the student admit card for verification of the identification and eligibility to sit for the paper.
- The attendance of the students should be taken on the prescribed format along with details of the main copy number and serial numbers of the supplementary sheets. This sheet is to be sealed along with the answer sheets to be dispatched to COE-cell.
- The invigilator shall ensure that there is no indication of the identity of the student or the Campus in the answer sheet except on the top sheet of the main booklet on the perforated section. The invigilator shall sign in full on the perforated section and only initial on the supplementary sheets.
- The invigilator shall make sure the entering and leaving of students from the examination hall should be done as quickly as possible so as to minimize the disturbance. A student is not to be allowed out of the examination hall during the exam except in case of an emergency.
- The invigilator should refrain from answering any doubts pertaining to questions or expected level/direction of answering.
- The invigilator shall ensure that cheating, copying and communicating with others shall be stopped and reported to the COE.
- In the case of copying, the invigilator must ensure collection of the written evidence or incriminating document/device and his / her own witness to be recorded in writing.
- The invigilator shall have the power to remove a student from the examination hall in case disturbance to others is observed.
- The invigilator should attend the invigilation duties without fail and should report half an hour before the examination for collecting the question papers and answer sheets at Campus COE. If any designated invigilator is not available during the Examination time, the COE at Campus to choose an alternate invigilator.

5 Eligibility criteria for appearing in Examinations

Students fulfilling the following criteria shall be allowed to appear in the examinations:

- i. Paid all the fees and dues to the Institute.
- ii. Has mandatory 75% attendance in a semester.
- iii. Has mandatory 65% attendance in individual subjects in a semester.

5.1 Admit Card

Admit card shall be issued to all students eligible for appearing in the ETE / ETJ.

- i. Each student shall fill the online application form in CMS for issue of the Admit Card.
- ii. All eligible Students shall be issued the admit card which can be downloaded from CMS at least 3 days prior to commencement of the end semester exams.
- iii. It is the responsibility of the COE of the Campus to verify the eligibility of the student (payment of fees, attendance etc.) for appearing in the examination before issuing the admit card.
- iv. COE and other departments concerned may ensure that all dues are cleared and updated in the CMS so that the admit cards are generated on time.

- v. The date of issue of the admit card to all students shall be notified by the Campus's COE. It is then the students' responsibility to download and print the admit cards from the CMS.
- vi. No student without the admit card shall be allowed to sit for the examination and jury.
- vii. The students who do not receive the admit card before the start of the end semester exam or jury, should contact the respective CC and the Campus Director.
- viii. The eligibility of the student vis-a-vis attendance, submission of prior work, etc. shall be verified before issuing the admit card.
- ix. The final evaluation would not be accepted/ undertaken in case the student does not have the admit card.

Penalty for issue of duplicate admit card is Rs. 100/-.

5.2 Examination Regulations for Candidates

- Candidates should familiarize themselves with the venues prior to the examination day and reach the room at least 20 minutes prior to the start of the exam and take their seats 10 minutes before the scheduled exam time. Candidates are required to present their Admit Card at each examination. Students coming late are not permitted in the Examination Hall after completion of first 30 minutes. No student can leave the examination hall before the expiry of 01 Hour from the commencement of the exam.
- Candidates are not allowed to take bags or books, mobiles to the examination room. They should be left outside the room. The valuables brought by the students shall be at their own risk.
- Candidates should only have their admit card, the basic writing implements required for the examinations together with the examinations stationery specified in the rubric of the question paper on their desk. Containers, such as pencil cases, should be removed from the desk.
- Calculators that are not pre-programmed may be used if an examination permits it. Calculators that incorporate an alphabetic input are not to be used.
- A candidate must not, on any pretext whatsoever, speak to, or have any communication with another candidate once the examination is underway. Any candidate wanting to ask a question should attract the attention of the invigilator by raising a hand.
- All rough work must be done in the answer booklet and crossed out (extra paper for rough work may not be used or issued).
- It is the responsibility of candidates to ensure that any loose or extra sheet(s) are securely fixed within the answer booklet after the examination using the tags provided. Drawings maybe folded as neatly as possible to fit within the answer booklet.
- The answer sheets shall be collected by an invigilator at the close of the examination, or earlier if the candidate has finished. Candidates should remain in their seats until their scripts have been collected.

- If, during the examination, a candidate is discovered in breach of any of these rules or in the use of any unfair means, the facts shall be reported to the CC, COE who shall be responsible for deciding on the action to be taken.
- Any action by a candidate contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may disqualify the candidate.

6 Award of Grades and Calculation of SGPA/CGPA

The students shall be awarded grades as per the absolute grading system which shall be converted into Grade points as per the conversion given below:

Grades	Grade Points	Description
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very Good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/ Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	<4.0	Fail

A student has to obtain a minimum grade of 'C' in a Major Subjects, Deepening Specializations, and IDM and a minimum grade of 'D' in General Electives and floating in order to be declared "Pass" in the subject.

A student who attends any Floating Subject and fulfills the criteria of minimum attendance i.e. 65%, but fails to appear in the end term examination, shall be awarded a Grade "L" for audit which shall not be converted into grade points. However, the grade sheet shall reflect the subject with the above grade.

a. Calculation of Total Grade Points earned by student in a semester

i) SGPA: The Semester Grade Point Average (SGPA) is calculated based on the Credits and Grades obtained by student in all courses.

The number of credits for each course is multiplied by the Grade Point obtained by the student in a particular course and all the products are added. The sum is then divided by the total number of credits registered by the student.

$$SGPA = \frac{\sum (\text{No. of Credits} \times \text{Grade Point})}{\sum \text{No. of Credits}}$$

The SGPA thus calculated for a semester based on the above formula is the semester SGPA. SGPA is mentioned up-to two (2) decimal points without rounding off.

- ii) CGPA: Cumulative Grade Point Average (CGPA) is calculated based on the number of Credits and Grades obtained by student in all semester up to the final semester.

The formula for calculation of CGPA is as under;

$$\text{C.G.P.A.} = \frac{\sum_{j=1}^m (C_j \times p_j)}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits of the course, up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in j th course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

j = 1,..... m ; represent the number of courses in which a student was registered and obtained a grade not lower than 'D' up-to the final semester for which CGPA is to be calculated.

CGPA is mentioned up to one (1) decimal point with rounding off.

There are lower caps in the absolute grading system, which define pass in Major Subjects, Deepening Specialisations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

CGPA is to be mentioned up to one (1) decimal point with rounding off.

16. Equivalent Percentage

NIFT does not follow any conversion formula to convert grade into percentage, however CGPA may be equated to percentage marks by multiplying CGPA by constant value of 10.

7 Procedure for Declaration of Result

- The results for theory based and process based subjects shall be prepared on the basis of the grading software provided by COE- HO, at individual campuses and subsequently forwarded to COE- HO.
- The compiled results shall be placed before Senate for approval by COE, Head Office.
- The COE-HO shall declare the Semester Result on the NIFT website by uploading it through Head (IT). Consequently, the result shall be forwarded to all NIFT Campuses. The Joint Director & COE of Campuses shall also display the result on the Notice Board of Campus.
- Marks of the students in all subjects shall not be declared. Only GRADES shall be declared.
- The individual grade sheets/mark sheets for the students need to be prepared and signed by the COE Campus and Campus Director.
- Answer sheets may be shown to students in case a request is received from the student. However, students can ask to see only their own answer book (NOT OTHERS) to ensure transparency and openness in the system.

- Details regarding Examination Schedule, Results - Main and follow-up, Students' Attendance status etc., shall be uploaded on the NIFT website

8 Follow-up

In case of process based subjects, if the work of a student is not found satisfactory during the end term jury, he/ she shall be given a follow up. In case of subjects evaluated through skill test or written test, shall be conducted.

- A student shall be allowed to appear for follow-up in maximum of two subjects in a semester.
- If a student fails in three or more subjects, then he/she shall have to repeat the semester. (There is no provision of follow up for such cases).
- The result and the follow up schedule would be uploaded on the NIFT CMS & official website.
- It is the responsibility of the Campuses to inform all students about the follow up schedule.
- A fee of Rs. 2,000/- per subject shall be applicable for the follow up.
- The follow up assignment shall carry a weightage of 100 marks.
- The evaluation for the Follow up assignment shall be done by the department faculty (Minimum 3 faculty) other than the subject faculty. In case of IDMs, the faculty of the department offering the IDM shall evaluate the assignment other than the faculty teaching the subject.
- However, the Follow up for Graduation Project, Industry Internship and mandatory Craft Based Subjects shall be evaluated by the approved external jury panel that was invited earlier, to remove any biasness.
- In the subject where the student shall be given a follow up a grade point of '4' shall be awarded against the grade 'PASS' for further calculation. The grade 'PASS' shall be indicated by a letter 'P' on the grade sheet.
- Students failing in even one subject after the follow up shall be required to repeat the semester.
- No moderation shall be applicable on declaration of results.

A) Follow Up in Process Based Subjects:

- i. In the case a student fails in a process based subject (including subject where Skill Test was conducted as an end term examination), a follow up shall be given to the student for the subject.
- ii. The student shall be sent a brief of follow up assignment by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The student will start working on the concepts and report to the subject faculty as per the timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The assignment will be submitted at the end of this week and the marks sent to the COE- Campus.
- iii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

B) Follow up for Written Exams:

- i In case a student fails in a theory based subject where written test was conducted as an End Term Examination, a follow up shall be given to the student.
- ii The student shall be sent a brief of follow up assignment/ topics of study by the Campus Coordinator (given by the subject faculty) within a week of declaration of the result. This brief will include clear deliverables and submission timelines. The student will start working on the concepts and report to the subject faculty as per the timelines. The student will also report to the campus a week before the commencement of the next semester and complete the follow up assignment. The assignment submission/written test will be conducted at the end of this week and the marks sent to the COE- Campus.
- iii Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

C) Follow Up for Industry Internship / Craft Based Mandatory Subjects:

- i. In the case of students failing the Industry Internship / Craft based mandatory subjects; the process shall be repeated in its entirety and evaluated as per approved evaluation criteria as per the curriculum. The students shall repeat the same after completion of their final semester but before convocation.
- ii. Mark sheets of students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

D) Follow Up for Graduation Project / Research Project/ Design Collection/ Dissertation:

- i. In the final semester, students are required to undertake Graduation Project/ Research Project/ Design Collection/ Dissertation. In the case of students failing in the internal jury of the same, they will be given a follow up to rework on the project and will be given a chance to:
 - a. either appear before the external jury with the revised work (in case major revisions are not required) after due approval from the internal jury
 - b. or a re-jury of internal and external experts will be held within three months and if the work is found to be of satisfactory level, the degree will be awarded on the day of passing/ during convocation.
- ii. Mark sheets of such students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.

9. Awarding of Grades to students who could not appear before regular jury in Stand-alone Subjects

In case a student is unable to complete/ attend the jury of Stand-alone subjects like Internship and subjects undertaken during semester break like Craft Research and Documentation etc. with the batch due to various reasons, he/ she shall complete the same later either with a subsequent batch or undertake the activity again at a convenient time in the following semester breaks. However, if the duration of break is not sufficient for undertaking the complete duration of the activity again (like internship), the student shall have to do so after completion of his/her last semester but before the Convocation date and re-appear for evaluation.

Students shall be awarded regular grade instead of Pass (P) grade in case they could not appear before regular jury due to extreme extenuating circumstances like:

- a) Students who had proceeded on Twinning Programme during the period of completing the standalone subject
- b) Due to sudden demise of immediate family members or next of kin during the period of examination, resulting in non-completion of subject or non-attendance of jury.
- c) Students repeating the semester with subsequent batch and attending the jury of the stand-alone subjects for the first time as the stand-alone subject was not the part of old curriculum in previous batch.
- d) On account of medical reasons recommended by LASC and approved by AAC/SIAC-SA/Competent Authority (DG-NIFT) to award actual grade in independent/Stand-alone subject.

In absence of any of the above-mentioned reasons, the students completing/attending the jury of the standalone subjects individually/with subsequent batch, shall be graded as per follow up, with the grade being awarded as 'F' or 'P', whichever is applicable.

Further, the students who fail in the shortage of Attendance cases, cheating case etc., due to which their result of previous semester is pending, shall also attend the standalone subjects/ undertake subject during semester break with their batch without waiting for the results of previous semester, as these are individual subjects and in no way connected with the previous semester results. The jury may be conducted with same batch, separately or with subsequent batch. In such cases, these students would be awarded actual grades (for stand-alone subjects only).

10 Credit Equivalence for International Exchange Students

The Credit equivalence for the purpose of SGPA is required for each mark sheet received from the foreign University where a NIFT student has gone for a twinning/ exchange programme. The Office of International Linkage shall prepare Credit equivalence sheet and send to the COE-HO before ratification of SIAC.

The grading system of each University where students go for an exchange is different and hence cannot be used directly. To establish Credit equivalence at NIFT based on the NIFT grade point system, a common format shall be used which clearly defines the conversion and shall be appropriate for most Universities. The format is as under:

Grades	Grade Points	Description
O	10.0	Outstanding
A+	=>9.0<10.0	Excellent
A	=>8.0<9.0	Very Good
B+	=>7.0<8.0	Good
B	=>6.0<7.0	Satisfactory/ Fair
C	=>5.0<6.0	Average
D	=>4.0<5.0	Low Pass
F	< 4.0	Fail

In case of a University granting 'Pass' status to a student who has obtained marks which are lower than 40%, the student shall be given a grade of 'D' which is considered a 'Low Pass' at NIFT.

The equivalence certificate issued by I&DL office shall be converted by COE of the concerned Campus in the prescribed mark sheet form of NIFT.

9 Re-Evaluation

- i. Desirous students may apply for re-evaluation only for written examinations on the prescribed Performa through the Campus Director (Performa at Annexure-II of Student Rule Book).
- ii. The application for re-evaluation should be made within five days of declaration of result at the respective Campus along with the fee of Rs.100/- per subject.
- iii. During the re-evaluation, it shall be seen whether all answers have been checked and marks are correctly totaled.
- iv. The process of re-evaluation shall be completed within one week of receipt of request.

10 Promotion Policy

- i. It is mandatory for a student to undertake foundation programme, all majors and deepening specialisations, IDMs and General Electives (mandatory and optional) as per the course requirement. The minimum number of credits to be earned would include credits for Foundation Programme, General Electives, Majors, Deepening Specializations and Inter disciplinary Minors.
- ii. A student must acquire a minimum of 242 credits for UG and 124 credits for PG, which would be specified under each programme.
- iii. A student must acquire a minimum of 32 credit points in the final semester.
- iv. In case the student has done well in certain subjects but has failed to clear the semester, he/she would be given a waiver on subjects where he/she has secured a grade of B or above when the student repeats the semester. i.e. the grade secured by the student shall be kept intact and the student would not need to either attend classes or appear for examination for that subject.
- v. An under graduate student can complete the degree programme in a span of 6 years from the year of joining while a post graduate student can complete the programme in 4 years from the year of joining.

11 Retention of Evaluation Sheets

The evaluated answer sheets of the theory subjects (Written end term examination) shall be retained for the purpose of record for a period of one semester by the COE in the respective campuses. Subsequently, these may be destroyed with the permission of the Campus Director/ COE-HO, if they are not required in connection with any complaint/enquiry/representation/appeal/court case etc.

Framework for Integrated Assignment at NIFT

Integrated Assignment is an approach of making connections among concepts and experiences learnt by the student so that information and skills from multiple sources can be applied to novel and complex issues or challenges.

Integrated assignment involves bringing together separate subjects that are interrelated or have a synergy so that students can grasp a more authentic understanding. Integration of assignments can be applied to **all UG & PG programmes**. Assignments to be integrated in **each semester would be evaluated in the end term jury**.

The Integrated Assessment will bring about positive changes through

- **Lesser assignments**
- **Practical Integration** of acquired skills and knowledge of the related topics
- **Reduction of duplication** of assessment criteria in different subjects

Integration should not lower the assessment standard but it should reduce the overall assessment burden if intelligently integrated. The integration should deliver a clear benefit to the learner and the subjects. All the subjects should be integrated **without changing** the order of the assessment criteria. The '**Learning Outcomes**' of each subjects should be **clustered** together to form new sections of the assignment task without leaving the essence of the subject. Each subject should be **individually assessed**, even if there is similarity and overlap between them.

The Chairperson of the department with the subject anchor will identify the subjects to be integrated in each semester. **Two or more subjects** will be part of the Integrated Assessment process. The subjects should lead to **similar outcome**. The outcome should be **measurable and relevant**. The assignment brief should **justify** in terms of **quantum of work** and **outcome** with the number of subjects being combined.

Assessment of Integrated Assignment

Assessment of Integrated assignment will be done out of **40 marks for each** integrated subject by a panel of jury members as suggested in the evaluation policy at 4.3.3. Marks obtained in **each part(s) of the different subject(s)** get **added** to the internal marks of that particular subject for obtaining **final marks** and corresponding grades for each subject.

Students would need to **pass** individual subjects with qualifying **percentage**.

How to create Integrated Assignment brief

The Integrated assignment brief must be prepared by the subject faculty along with the Chairperson of the department. The integrated assignment should be such that the learning outcome of each course is addressed. It must contain brief of all subjects to be integrated and the extent to which each subject needs to be covered.

1. The purpose of the assignment:

Briefly describe what overall purpose and goals students would learn by completing this integrated assignment and the specific subject involved.

2. The main question:

Briefly describe the question or issue, the assignment is intended to address.

3. The assignment itself:

Include precisely what is the deliverable(s) of the assignment.

4. The disciplinary grounding expected in this assignment:

The assignment should indicate the essence of each subject, that helped students to develop the skill set required for this disciplinary grounding.

5. Who will guide the students:

Role of faculty support required in the assignment.

6. What will be evaluated in the Assignment:

In response to the integrated assignment, particularly evidence of disciplinary grounding and purposeful integration will be evaluated. Evaluation parameters of each subject should be listed clearly (each subject should have a weightage of 40 marks).