

NIFT Examination and Evaluation Policy 2020

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 specializations 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 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, training & Cluster)	Mandatory	10 -12
General Electives (stand alone)	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 & Cluster)	Mandatory	8
General Electives (Stand Alone)	Mandatory & Optional	15
Total minimum credits	-	124
Floating subjects	Optional	06
Total maximum credits		130

3 PROGRAMME STRUCTURE

3.1 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 per semester during the foundation programme, which includes 05 credits of General Electives.

3.2 Majors

A Major is a group of subjects under the specialisation 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. Majors

range from three to six subjects, depending on the specific requirements of the different departments.

3.3 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 specific credits in each semester at undergraduate level and postgraduate level.

3.4 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 skill sets 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 **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 offers 2 UG IDMs and 1 PG IDM while every postgraduate Department offers 1 UG and 1 PG IDM to the students of other programmes.

3.5 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 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. The number and nature of subjects offered under General Electives will be campus specific, depending on the availability of appropriate human resources. Refer to **Annexure 1** for Status of GEs and Credits.

3.6 Floating Credits

Floating credits are offered for the students who have the zeal for learning more and are prepared to acquire credits over and above the mandatory credit requirements for earning the degree. The students can opt for one floating subject of **2** credits each every semester offered by the department under the majors. Refer to **Annexure 2** for modalities of floating credits.

3.7 Craft Based 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.

3.8 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.

3.9 Graduation Project

The Graduation Project is a 16 week final project (this includes the period of documentation for two weeks). The project needs to be undertaken by every student individually in the eighth semester to demonstrate the application of various academic inputs and the adaptation to real life industry situations. This final project can be taken up as an Industry linked/ sponsored Project, Dissertation, Design Collection, Craft Based Project or a Research Project (Format differs from programme to programme).

4. EXAMINATION AND EVALUATION

4.1 Evaluation Weightage

The evaluation weightage for all subjects is as follows:

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

The evaluation weightage for other stand alone subjects is as follows:

% of Marks	Weightage for evaluation by			
Evaluation Type	Faculty Mentor	Industry Mentor	Internal Jury	External Jury
Internship	40	20	-	40
Graduation Project	20	20	20	40
Design Collection	20	-	40	40
Research/ Dissertation	20	-	40	40
Craft Research and Documentation	40	-	20	40

4.2 Mode of Assessment

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 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 subject shall be specified in the Evaluation matrix of individual subjects. The overall weightage of the above components shall generally be as under unless otherwise specified in any subject

4.3 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 indicative assignment plan thereof. This internal assessment plan shall be designed keeping in view the learning outcomes of the subject. The subject faculty will choose the assignment from the indicative assignment options provided in the detailed subject curriculum for all assessments. On regular basis, subject anchor faculty shall share the best practices and methodology with the subject group across campuses. For Foundation programme, subject coordinators shall be appointed at each campus who will liaison with the subject anchor.

The mode of evaluation is continuous assessment. Faculty will evaluate the assignments giving opportunities to the students to rework on the same. The pre mid term and post mid term assignment need to be evaluated on time and marks uploaded on the CMS.

For both pre & post mid term assessment, the subject faculty can upgrade the marks on CMS through the COE of the campus before the commencement of end term exam in case the student submits reworked assignment/s.

In case of modular subjects, assessment of 30 marks should be completed by Mid-module. These marks shall be uploaded on CMS for online access to CCs, Campus Academic Coordinator (CAC), students/ parents/ guardians.

The CAC should ensure that the marks of the internal evaluation should be compiled and uploaded on CMS before the commencement of End Term Examination.

4.4 End-Term Assessment (40 marks)

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

- a) End Term Written Examination
- b) End Term Jury Evaluation

For a student to get promoted to the next semester, it is compulsory that the student appears for the end term assessment for all the subjects undertaken during the ongoing semester.

4.4.1 End Term Written Examination

This is a written 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. Refer to **Annexure 3** for detailed end term examination modalities.

4.4.2 Approval of Jury Panel

The jury composition may be chosen from the empanelled list of experts on the CMS. The CVs of new panel members must be vetted by the CAC for ensuring their suitability and relevance for the subject area before approval of the Campus Director.

The jury composition for all process-based subjects including GEs, which does not involve inter-Campus travel, the jury 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.

The Jury composition of **Graduation Project** will be approved by Dean. For empanelment the CC will forward the CVs of new panel members to the CP for vetting and Dean will be the approving authority as per the following routing.

- CCs → CPs → Dean (A)

Juries for all subjects that involves inter campus travel will be routed through Dean since it has financial implication.

General Guidelines for conduct of exams can be seen at **Annexure -4C**

4.4.3 End term Jury Evaluation (ETJ)

These shall be conducted for process oriented 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 4A** 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, subjects like Fashion Illustration, Construction etc.

The end term jury evaluation may also be recommended for a group of subjects to be assessed by a common jury 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

Evaluation of End Term Jury

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 to two Faculty with similar expertise from other Department of the same Campus
- One External Expert with required competency (if required).
- Subject Faculty

Jury for Integrated Assignments (Minimum three and maximum five members)

- All subject Faculty
- One External Expert with required competency (if required).
- One faculty from other department of the same competency

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

- One External Expert with required competency (if required).
- **One faculty from other department of the same competency**
- Subject Faculty (all members will mark all subjects as panel of multiple subject jury)

Refer to **Annexure 4B** for End Term Jury Evaluation modalities.

4.4.4 Jury Evaluation for Standalone Subjects except General Electives

The curriculum of each programme identifies certain subjects to be standalone that are undertaken by the students during the term breaks or in the last and final semester of the programme. These standalone subjects are supervised activities where mentors are allotted to each student to monitor the progress of the work.

These subjects include:

- a) Graduation Project
- b) Industry Internship/ Industry Training
- c) Craft Research and Documentation

The jury composition for the standalone subjects is as proposed in the guidelines below.

4.4.4.1 Graduation Project Jury

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.

The student will be eligible to appear for the Graduation jury only on submission of satisfactory completion certificate from the sponsoring industry, satisfactory report of the faculty mentor and satisfactory completion of internal jury.

Jury composition of Graduation 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 (Minimum Five members)

- Three to six professional experts from industry (not sponsoring any collection/ project in the academic year) and/ or One to two academicians/faculty from other recognized institution of excellence in the related fields.
- One faculty from same discipline of another Campus.

One faculty member from same department of the campus will be present as **SILENT observer** (other than mentor) **who will not evaluate**.

4.4.4.2 Industry Internship/ Training 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 recognized institutions/industry
- Industry mentor (optional)
- One faculty of other department of the same Campus.
- The subject anchor faculty/faculty mentor shall be present as a silent observer during the presentation.

The Weightage for Evaluation is as follows:

Subject	Internal Evaluation	Industry Mentor	External Evaluation
Industry Internship	40 marks	20 Marks	40 Marks

(Detailed Criteria for all the three heads will be provided by the Chairpersons in the curriculum)

4.4.4.3 Craft Research and Documentation Jury

Craft Research and Documentation is the mandatory craft based subject that is common to all departments.

The jury composition and evaluation criteria for the same is as follows:

Internal Jury Composition (Minimum three members)

- a) 3 faculty from same department (other than mentor)
- b) If in any campus the department has less than 4 faculty then the internal jury may include faculty from other departments or guest faculty who have taught the students.

External Jury Composition (Minimum four to maximum five members)

- a) Two to three external experts
- b) CIC/ Senior faculty in the campus from any other department
- c) One faculty of the department not teaching the subject

For Craft Research and Documentation, the evaluation would have three components:

- a) Mentor evaluation, (40 marks)
- b) Internal Jury evaluation (by faculty of the same department other than the mentor) (20 marks) and
- c) External Jury evaluation (40 marks)

Evaluation Criteria for UG & PG programmes:

A) Mentor – 40%		
S. n o	Criteria	Weightage
1	Quality of Research (Group Evaluation)	20%
2	Learning Diary	10%
3	Documentation (Group Evaluation)	10%
	Total	40%
B) Internal Jury Evaluation - 20 %		
S. n o	Criteria	Weightage
1	Documentation (Textual and Visual)	20%
	Total	20%
C) External Jury Evaluation - 40 %		
S. n o	Criteria	Weightage
1	Quality and extent of Research	10%
2	Documentation	15%
3	Presentation and Communication	15%
	Total	40%

There needs to be a gap of at least one week between the internal evaluation and the external jury evaluation. The marks of internal evaluation should be submitted to the COE Campus, compiled and uploaded on CMS before the commencement of External Jury.

IMPORTANT NOTE: Students from junior batches are allowed to be a part of the jury proceedings for standalone subjects. This will help them understand the conduct of the jury and the requirement of the subject. This option may be made 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.

Modalities for Jury for standalone subjects is at **Annexure -5**

5 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

Refer to **Annexure 6** for calculation of SGPA and CGPA.

6 PROCEDURE FOR COMPILATION AND DECLARATION OF RESULTS

- The COE cell at campus is responsible for conducting the written exam and compiling all the results once the exams are over. Subject faculty after checking written test papers will send the marks to COE who will compile the final results and forward to HO
- Individual department will be responsible for conducting all juries. After every jury, all evaluation sheets of the jury will be sent to the COE cell for compilation of the results.
- The results shall be prepared at individual campuses and subsequently forwarded to COE- HO by COE Campus. The result will be verified by departments CC, CAC and Campus COE.
- The compiled results shall be placed before Competent Authority by COE, Head Office, for approval before declaration.
- The COE-HO shall declare the Semester Result on the NIFT CMS by uploading it through Head (IT). Subsequently, 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 obtained in individual subjects shall not be declared. Only the GRADES shall be declared in the result.
- 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

7 FOLLOW-UP EXAMINATION

If the work of a student is not found satisfactory during the End Term assessment, he/ she shall be given a follow up.

- A student shall be allowed to appear for follow-up in maximum of two subjects in a semester excluding General Electives.
- If a student fails in three or more subjects (Excluding stand alone subjects), then he/she shall have to repeat the semester. (There is no provision of follow up for such cases).
- The student will be evaluated for 40% as per end semester evaluation.

- The result and the follow up schedule would be uploaded on the NIFT CMS & official website.
- It is the responsibility of the Campus CAC 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 evaluation for the Follow up assignment shall be done by the department faculty (Minimum 3 faculty) other than the subject faculty.
- 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 bias.
- 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.

Refer to **Annexure 7** for modalities of Follow Up Assessment.

8. AWARDING OF GRADES TO STUDENTS WHO COULD NOT APPEAR BEFORE REGULAR JURY / WRITTEN EXAMINATION DURING END TERM ASSESSMENT

Students shall be awarded regular grade instead of Pass (P) grade in case they could not appear before regular jury/ written examination during the end term assessment due to extreme extenuating circumstances like:

- a) Due to sudden demise of immediate family members or next of kin during the period of examination, resulting in non-attendance of jury.
- b) 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.

9. AWARDING OF GRADES TO STUDENTS WHO COULD NOT APPEAR BEFORE REGULAR JURY FOR STANDALONE 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.

Apart from the circumstance mentioned in Point 9, students who had proceeded on Twinning Programme during the period of completing the standalone subject and in case a student is repeating the semester with subsequent batch and attending the jury of the stand-alone subjects for the first time, or the stand-alone subject was not the part of old

curriculum in previous batch, the student shall be awarded regular grade instead of Pass (P) grade.

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.

11. RE-EVALUATION

- i. Desirous students may apply for re-evaluation only for written examinations on the prescribed Performa through CAC with the approval of Campus Director (Performa at Annexure-II of Student Rule Book).
- ii. The application for re-evaluation should be made within five working 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 five working days of receipt of request.

12. STUDENT PROMOTION POLICY

It is mandatory for a student to undertake foundation programme, all majors and deepening specializations, 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.

- i. A student must acquire a minimum of 242 credits for UG and 124 credits for PG, which would be specified under each programme.
- ii. A student must acquire a minimum of 32 credit points in the final semester.
- iii. 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.
- iv. In case a student gets a repeat semester, a waiver on GE subject is granted where he /she has secured a grade of B or above when the student repeats the semester i.e. the grade secured by the students shall be kept intact and the student would not need to either attend classes or appear for examination for that subject

13 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 year 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.

STATUS OF GENERAL ELECTIVES AND CREDITS

Each student is required to earn 35 credits for UG and 15 credits for PG from General electives in order to fulfil the degree requirements. GEs are treated as standalone subjects; i.e. students are allowed to carry forward the GEs in case of shortage of attendance or failure in the subject and complete the credits within 6 years of joining a UG programme or within 4 years of joining a PG programme. The students will be allowed to begin the Graduation Project only after they complete the requisite credits of GEs. Therefore, the student will receive the degree only in the year when they are able to secure all the mandated credits.

Alternately, there may be a scenario where a student fails in more than two subjects in a semester (in Majors/ IDMs or Deepening Specializations) and has to repeat the semester according to the Examination and Evaluation Policy. However, if the student has secured pass grades in GE (M) and GE (O) in the failed semester, these grades can be carried forward and the student may not opt for GE in the repeat semester (otherwise such students do more GEs than other students).

Students on exchange programme for one/two semesters will be required to complete all the Mandatory General Electives as prescribed in the curriculum for UG/PG programmes and will be exempted from taking optional General electives for the semesters they have missed while they were in exchange program.

GUIDELINES FOR FLOATING SUBJECTS

A UG student may earn a maximum of 10 additional credits between IIIrd and VIIth semester and a PG student may earn a maximum of 6 credits between Ist and IIIrd semester by taking the floating major credits. The option for floating subject will be informed to the Campus Coordinator of the Department.

In case, after commencement of the classes, the student prefers to opt out of the Floating subject, it should be informed to the department within 2 weeks of the registration.

The student has the option of getting an “audit” grade ‘L’ in the subject by fulfilling the minimum attendance criteria (65%) and satisfactory completion of two internal assignments (minimum 50% marks). In such cases, the students may not appear for the end term assessment for the subject. However, the student needs to inform the department about the choice of not appearing for the end term assessment within 2 days of completion of all the classes of the subjects.

The attendance of floating credits will not be included in the calculation of overall attendance of the semester.

END TERM WRITTEN EXAMINATION

The exams will be held at each campus according to campus specific examination schedule. The subject anchor in consultation with the Chairpersons should decide the maximum marks of the question paper based on the theoretical component to be assessed and communicate the same to all subject faculty across campuses.

The duration of papers based on the maximum marks may be as follows:

- Question Paper of 40/50 marks- 1.5 hours duration
- Question Paper of 100 marks- 3 hours duration.

Campus Subject faculty shall set the paper at least 6 weeks prior to the commencement of the end term examination and send it to the Subject anchor for vetting who would vet it & forward it to the Chair Person of the department atleast three weeks prior to the commencement of the end term examination. Both the subject faculty and the subject anchor are responsible to provide an error free question paper (w.r.t. content, grammar, spelling or typographical errors).

The Chairperson will be responsible to send the same to the Campus COE for conduct of exam as per schedule in the campus at least one week before commencement of exam

Evaluation for the end term Written Examination shall be done by the subject faculty within the campus.

I) Guidelines for Paper Setters

- The paper setter shall ensure confidentiality with respect to the Question paper.
- The paper setter must submit question papers to subject anchor on time.
- 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 as per the brief provided by the subject anchor.
- 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.

II) Pattern of Question Paper for End Term Written Examination

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/ case study of applied questions. 50 questions of 2 mark each.

Model D

- The questions would be based on hypothetical situations/ case study. 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%.

III) Guidelines for the Conduct of End-Term Written Examination

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

IV) Nomination & Guidelines for Invigilators

a. Nomination

- The invigilators for the written examination 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 tablets 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.
- Students will be not be allowed to enter the examination hall after 20 minutes of commencement of the examination.
- 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. This sheet is to be sealed along with the answer sheets to be dispatched to COE-cell.
- 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.

FRAMEWORK OF INTEGRATED ASSIGNMENT

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**.

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**.

Preparation of Integrated Assignment brief

The Integrated assignment brief must be finalized by the subject faculty along with the respective subject anchors based on the indicative assignments given in the curriculum. 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.

END TERM JURY

I) End Term Jury Evaluation for multiple subjects Jury:

All jury based evaluations have to be interactive where sufficient time is given to each student to explain the work presented. It is clarified that in case of integrated assignment jury and jury for combined assessment of multiple subjects, **all the jury members will give individual marks for all the subjects** presented by a student or a group of students (in case of group work). The subject faculty, before the commencement of the jury shall explain the assignment brief, listing the concrete deliverables. **No part of the final deliverables should have been assessed earlier.** It is mandatory for the subject faculty to be a part of the jury. However, in case the subject faculty is not available, due to any valid reason or in case of subject taught through ICT, the subject faculty may be substituted with any other faculty from the department/campus knowledgeable about the subject area in order to complete the minimum number of the members of jury panel.

In case the jury extends beyond a single working day, the jury panel has to remain the same to maintain parity in evaluation.

Jury feedback for all evaluations/ juries conducted needs to be documented and informed to concerned students.

II) Jury for subject under Inter Campus Teaching (ICT):

For subjects taken up as **Inter Campus Teaching (ICT)**, the end term examination should be preferably conducted at the end of the module itself and marks will be uploaded on the CMS. The faculty who has conducted the ICT should ideally be the one to evaluate the final end module assignment on the last day of the ICT. 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, or in any other circumstance, the subject has not been evaluated by the faculty conducting the ICT, a faculty from other Department within the Campus or CC may evaluate as a substitute to the subject faculty. In case the subject is highly specialized and requires a particular expertise, a third option would be the same faculty who conducted the ICT or in EXCEPTIONAL case of non availability of the concerned ICT faculty, a faculty of the requisite competency available in the other Campus may be invited, for which request through CAC on approval of Campus Director may be sent to CP who will obtain the necessary approvals from HO (as it involves financial implication).

Process for conduct of Jury

- All jury members would be briefed towards particular semester/ subjects in the department prior to the jury proceedings by CCs/ subject faculty.
- 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 by COE Campus and should be available for later reference.
- In case of juries which involve inter campus travel of faculty members for jury other than GP, the department **CP shall prepare the master plan of faculty member**

movements across Campuses at least six weeks in advance. This shall be done in consultation with the CCs, CACs and Campus Directors at different Campuses.

- 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 the academic institution.
- In case the jury extends beyond a single working day, the jury panel has to remain the same to maintain parity in evaluation.

GENERAL GUIDELINES FOR CONDUCT OF EXAMINATION**i) Eligibility Criteria for Appearing in Examination**

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

- i. Paid all 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.

ii) Admit Card

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

- i. 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.
- ii. 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.
- iii. 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.
- iv. No student without the admit card shall be allowed to sit for the examination and jury.
- v. 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 CAC.

iii) 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 20 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 may be 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.
- The students who have been allotted transfer under ICTT/ SPT will give the examination/ juries in the new campus allotted for the semester.
- 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.

MODALITIES OF JURY FOR STANDALONE SUBJECTS

Graduation Project

The students will be allowed to begin the Graduation Project only after they complete the requisite credits of all the subjects (till semester VII for UG and semester III for PG), including subjects given a “Stand- alone” status with an exception of GEs.

If a faculty of the Department nominated as the 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 during his/her presentation.

All marks given by various jury members would be interpolated and an average would be calculated for various criteria of evaluation.

IMPORTANT NOTE: Students from junior batches should be encouraged to be a part of the jury proceedings for standalone subjects. This will help them understand the conduct of the jury and the requirement of the subject. This option needs to be 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.

CALCULATION OF SGPA AND CGPA

A student has to obtain a minimum grade of 'C' in a Major Subject, Deepening Specialization, and IDM and a minimum grade of 'D' in General Electives and floating subject 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%, and submission of internal assignments 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. The floating credit is an extra credit earned by a student and the grade point attained will not be accounted for in the SGPA calculation.

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.

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

\sum 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;

m

$$\sum_{j=1}^m (C_j \times p_j)$$

j=1

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

$\sum C_j$

j=1

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 jth 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 Specializations and IDM as 50% marks and pass in General Electives and Floating subjects as 40% marks.

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.

FOLLOW UP ASSESSMENT

A) Follow Up in Process Oriented Subjects:

- i. In the case a student fails in a process oriented 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. The student will be evaluated for 40% as per end semester evaluation.
- 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 students will be required to maintain a logbook to document the progress of the work which will be duly signed by the lab assistant/faculty. The assignment along with the logbook will be submitted at the end of the 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:

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.

The student shall be sent a brief for the 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 percentage of marks earmarked for the submission & written test, should also be clearly specified.

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.

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:

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. Appear before the external jury with the **revised work** (in case major revisions) after due approval from the internal jury at least two days before the external jury.
In such cases the students who are called for an internal re-jury before being given approval to present the work to the scheduled external jury should be assessed and will be given marks maximum 50% in the internal jury. Student can be given a follow-up after the internal jury only with the due approval of Campus Director through the CAC.
- b. In case, major revisions are required, follow up jury of internal and external will be held within three months of the end of semester and if the work is found to be of satisfactory level, the degree will be awarded on the day of result declaration/ during convocation. Mark sheets of such students shall clearly reflect the 'F' grade as well as subsequent 'P' grade in such cases.
- c. In case the External jury does not recommend the work or a student started the project very late or has not been able to get a completion certificate for the number of requisite weeks from the industry, the student will have to appear in a follow up. If the work is found to be of satisfactory level, the student would be deemed to have passed and the degree will be awarded on the day of passing/ during convocation (In case it is being held later). Mark sheets of all students who pass after being given a follow up shall clearly reflect the 'F' grade as well as subsequent 'P' grade.

IMPORTANT NOTE: There will be no follow up examination for General Electives as the subject has been allotted a "stand alone" status and the students will have to opt for additional GEs in subsequent semesters for completion of credits.