



# **SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY CHABUA**

## **ACADEMIC REGULATIONS**

Relating to Programs Leading to the Award of Degrees/Diplomas/Certificates

(Under New Education Policy 2020, Govt. of India)

(Approved by the first Academic and Activity Council meeting (Agenda item 2) held on 30.09.2020 and subsequent amendments in the second Academic and Activity Council meeting (Agenda item 7) held on 12.01.2021 and third Academic and Activity Council meeting (Agenda item 5) held on 08.06.2021.



**Sri Sri Aniruddhadeva Sports University**  
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## CHAPTER - I

### Overview of the Academic Regulations

#### 1.01 General Information

**1.01.01** Title: This document shall be called the “*Sri Sri Aniruddhadeva Sports University Academic Regulations*,” hereinafter referred to as Regulations. It embodies regulations relating to the various degrees/diplomas/certificates programmes offered in the different schools of Sri Sri Aniruddhadeva Sports University.

**1.01.02** Date of enforcement: These Regulations shall come into force with effect from the academic session 2020-2021.

**1.01.03** The extent of application: These Regulations shall apply to the students seeking admission and admitted to the degree/diploma/certificate programmes in the University.

**1.01.04** Interpretation: Subject to such advice as may be given by the Executive Council or the Academic and Activity Council, the decision of the Vice-Chancellor shall be final and no suit, application, petition, revision, or appeal shall lie in any authority outside the University in respect of the interpretation of these Regulations and any other matter not covered within these Regulations.

**1.01.05** Regulation for the extraordinary situation: Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations may be considered by the Academic and Activity Council depending on the merit of the cases and for any case which may be referred to the Academic and Activity Council by the Registrar/Controller of Examinations.

**1.01.06** Last date: Normally, the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

**1.01.07** Provision of guidelines and forms: In order to specify modalities of implementing these regulations, a set of guidelines shall be formulated specifying the relevant clause of the regulations. The set of guidelines shall form a part of these regulations.

#### 1.02 Definition of Terms

**1.02.01** Academic Year: The Academic Year of the University shall ordinarily be from July to June and shall consist of two semesters (Odd and Even). It may, however, be modified by the Academic and Activity Council if need be.

**1.02.02** Semester: The first semester of an academic year shall ordinarily extend from July to December (Odd Semester) and the second semester shall extend from January to June (Even Semester) each year.

**1.02.03 Course:** A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall comprise a set of courses. The nomenclature of the course shall be decided based on the following criteria:

- a. The first letter – indicates the School of Studies/Department
- b. Next three letters – indicate the Program name
- c. 1 indicates Major Courses, 2 indicates Minor Courses, 3 for Multidisciplinary Courses, 4 indicates Ability Enhancement Courses, 5 for Skill Enhancement Courses, and 6 indicates Value Added Courses.

**1.02.04 Academic Programme:** An Academic Programme, or simply a Programme, comprises a set of Courses. Completing the set of courses by a student prescribed for a course shall lead to awarding a Degree, Diploma, or Certificate to the student concerned.

**1.02.05 Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. The actual amount of academic work in a single semester credit hour shall generally be calculated as follows:

- i. One credit course represents one hour of teaching (lecture or tutorial) or two hours of practicalwork/field work/activity per week and two hours of student preparation time.
- ii. Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only a practicum component. For example, a three-credit course in a semester means three one-hour lectures per week. Each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.
- iii. One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement. A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- iv. A one-credit of Seminar or Internship Studio activities, Field practice/projects, or Community engagement and service means two-hour weekly engagements. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement. One independent study (thesis or dissertation research) hour is calculated similarly to match practice/conditioning credit hours.

**1.02.06 Credits Earned:** The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.

**1.02.07 Credit Requirement:** Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for

different categories of courses, e.g., Major and Minor Courses, etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the degree/diploma/ certificate award.

**1.02.08** Major and Minor Courses: All discipline-specific courses (major or minor) may be four credits or as appropriate. An additional one to two credits may be allotted for tutorials or practicals.

**1.02.09** Other Courses: All courses under the Multi-disciplinary, Ability Enhancement (language), and Skill Enhancement categories may be of 3-credits or as appropriate;

**1.02.10** Common Value-Added Courses: Courses under Value Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., for all majors, may be of 2-credits or as appropriate;

**1.02.11** Final year Research project / Dissertation etc., maybe 12 credits.

**1.02.10** Audit Course: A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non-credit) courses. Audit courses may be mandatory or optional, depending on the course guidelines. The Evaluation in the Audit course shall be in terms of Pass or fail. To qualify for the audit course, the candidates must secure at least 50% marks. Audit Courses can be compulsory or optional courses.

**1.02.11** Letter Grades & Grade Points: A Letter Grade signifies the standard of qualitative/quantitative academic achievement a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades *O* to *P* shall be considered Pass grades, and *F* shall be considered Fail grades.

Effective for the batch of students admitted in the Autumn semester, 2020 onwards

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
P	4	Pass
F	0	Fail
Ab	0	Absent

Note: A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

In addition, there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	Incomplete	Letter grade assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. This grade must be converted to any of the regular grades above within the first month of the beginning of the following semester by completing the remaining evaluation component(s).
X	Extended Project	Letter grade assigned in case a project work remains incomplete and the work is extended to the following semester.
S	Satisfactory	Letter grade assigned for successful completion of a Foundation/ Audit Course.
U	Unsatisfactory	Letter grade assigned for being unsuccessful in a Foundation/ Audit Course.
W	Withdraw	(i) The letter grade assigned if a student withdraws from a course after the last date for withdrawal of courses (ii) is deficient in attendance.

**1.02.12 Semester Grade Point Average (SGPA):** It is the weighted average of grade points secured by the student in the credit courses taken by him/her and is given by the expression-

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where n is the number of credit courses registered and passed by the student during the semester,  $G_i$  is the grade point secured by him/her in the  $i^{\text{th}}$  course with a credit value of  $C_i$  and  $C_t$  is given by:

$$C_t = \sum_{i=1}^n C_i$$

While working out the SGPA the course(s) with I grade will not be taken into account.

**1.02.13 Cumulative Grade Point Average (CGPA):** It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/ her.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$



Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, 3, \dots, m$  are the numbers of semesters in that programme.

**1.02.14 Intake Capacity:** For each of the programmes there shall be a limit on the number of students that can be admitted in a session. This intake capacity shall be decided by the Academic Council.

### **1.03 Academic Calendar**

**1.03.01 Calendar:** The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations, etc. and indicating the duration of the semester shall be prepared and notified by the Controller of Examinations with the approval of the Vice-Chancellor for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students, such as the sports meet, cultural meet etc. Students' holidays also shall be indicated in the Academic Calendar.

**1.03.02 Semester Break:** There shall be a break at the end of each semester as specified in the Academic Calendar.

**1.03.03 Utilization of Semester Breaks:** The semester breaks may be utilized for Study tours, NCC/ NSS camp, sports and athletics, other co-curricular activities, make-up courses, short-term courses/training, workshops/seminars, project work, industrial training etc.

**1.03.04** A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two or four semesters of study. Regular courses may also be offered during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in coursework. The HEIs can decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

### **1.04 Curriculum Structure**

**1.04.01 Curriculum Structure:** There shall be a well-defined curriculum structure for each of the academic programme in the University which shall have the approval of the Academic and Activity Council. The curriculum structure shall specify the following:

- a. The minimum and maximum allowed period of candidature,
- b. The minimum credit requirements of the programme in total, for the major courses, and for the different categories of courses.
- c. For a postgraduate programme, the list of the courses under the different categories specifying the credit load of each course along with the LTP (Lecture, Tutorial, Practical) breakup.

- d. For an undergraduate programme, the semester-wise list of the major courses and the slots for minor courses, and a list of the other credit courses. The list shall include the LTP breakup for each of these courses.

**1.04.02** Syllabus: There shall be a syllabus for each course offered which shall have the approval of the Academic and Activity Council. The syllabus shall consist of the broad topics of theory and/or practical that are to be covered in the course followed by a short list of text books and a list of reference books and also online resources.

**1.04.03** Approval of Curriculum Structure and Syllabi: The curriculum structure and the syllabi of the different academic programmes shall be approved by the Academic and Activity Council from time to time, on recommendation by the Departmental Board of Studies and the School Board. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Board of Studies and the School Board for approval by the Academic Council.

**1.04.04** N.C.C./ NSS Programme: It is expected that undergraduate students of first- and second-year classes may opt the NCC or NSS programme for credit requirement if allowed in the curriculum. For postgraduate students, joining NCC/ NSS shall be optional.

## **1.05** Period of candidature

Subject to modifications made by the Academic and Activity Council as per the guidelines issued by the UGC from time to time, the periods of candidature for the various academic programmes shall be followed.

Note: In exceptional circumstances a further extension of 1 more year may be granted if the candidate is seriously ill, injured or natural calamity as established by the appropriate authority. In such situations the candidate may be treated as a private candidate and also be not eligible for ranking.

## **1.06** Minimum working days in a semester:

The minimum working days in a semester shall be 90 days. These shall include the instructional days, examinations and other evaluation related activities. Due to any circumstance if the number of working days during a semester falls short of the required 90 days, the same shall be extended by the Controller of Examinations with the approval of the Vice-Chancellor.

## CHAPTER - II

### LIFE CYCLE OF STUDENTS

#### 2.01 Admission

**2.01.01** Admission notice: Notice for admission into the different academic programmes of the University shall be issued by the Registrar through newspapers at least two months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website [www.sasu.ac.in](http://www.sasu.ac.in).

**2.01.02** Admission procedure: The application for admission should be submitted through online mode on SASU website [www.sasu.ac.in/](http://www.sasu.ac.in/) offline on or before the last date specified for the purpose.

**2.01.03** Minimum admission requirement for various degrees/ diplomas/ certificate programmes: Subject to modifications based on decisions made by the Academic and Activity Council and Board of Studies from time to time the qualification for admission into various degree/diploma/certificate programmes in the University shall be notified on the university website [www.sasu.ac.in](http://www.sasu.ac.in) as well as published in the university prospectus.

Remark: Eligibility shall be incorporated as and when some new programmes are included in the university.

#### 2.02 Reservation Policy

**2.02.01** Reservation of Seats: Subject to revision from time to time, the Executive Council, on the recommendation of the Academic and Activity Council, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of Assam rules, for admission into different degree/diploma/certificate programmes of the University.

**2.02.02** Filling up of reserved seats remaining vacant: If any seat reserved remains unfilled, then the unfilled reserved under any category shall be filled up as per the Govt. rule.

#### 2.03 Screening and Selection of Candidates in Different Programmes

**2.03.01** Undergraduate programmes: There shall be a Central Admission Committee for Undergraduate (CACU) programmes of the university to oversee the admission process. The committee will comprise of a Dean nominated by the Vice Chancellor to be the chairman, Dean of Students Welfare and Heads of the concerned Department(s), one faculty from the concerned department and the Controller of Examinations as the Member Secretary.

The CACU shall be responsible for screening of the applications of the candidates based

on the prescribed entrance qualifications and preparation of the merit lists. The merit lists shall be prepared based on the ranks obtained in the admission test decided for each course separately.

**2.03.02** Post Graduate programmes: There shall be a Central Admission Committee for all the Postgraduate (CACP) Programmes with the Deans of the Schools, the Dean of Students Welfare and the Heads of the Departments as members, the Controller of Examinations as member secretary and one of the Deans of the schools to be nominated by the Vice Chancellor to be the Chairman to make policy decisions on Postgraduate admissions. A three-member committee called the Sri Sri Aniruddhadeva Sports University Entrance Examinations (SASUEE) Committee constituted by the Vice-Chancellor with faculty members shall be responsible for organizing the Entrance Examinations for Postgraduate admissions with the assistance of the Office of the Controller of Examinations and shall prepare the merit lists for approval by the Vice-Chancellor.

## 2.04 Admission of Candidates

**2.04.01** Admission of newly selected candidates into a degree programme: A candidate selected for admission to a degree/ diploma/ certificate programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit. A candidate must be present in person at the place of admission/ enrollment for necessary advice and orientation on such date(s) as may be notified.

**2.04.02** Gap Certificate: In case of a gap of one year or more between the completion of the qualifying degree/ certificate programme and the year of admission at the University the candidate must produce a Gap Certificate on an Affidavit specifying his/ her occupation /medical/any allowed reason by the university during gap period.

**2.04.03** Allocation of Optional paper/Sports specialization in Different Courses: The allocation of Optional paper/Sports specialization to a candidate admitted in different courses shall be done at the time of admission based on his/ her preference, his/ her position in the list of selected candidates, and availability of seats.

**2.04.04** Medical fitness: Admission to any of the programmes of the University shall be subject to the candidate's being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for the purpose until unless otherwise stated in a particular announced programme. Necessary fees as prescribed by the Academic and Activity Council shall have to be paid by the candidates for such tests.

Candidates must be physically fit, with no physical defect or incapacity. Myopia or myopic astigmatism of sight, corrected by lens not exceeding 8.00 power, is admissible.

**2.04.05** Fees: The fees and other charges etc. to be paid by the candidates shall be decided by the Academic and Activity Council from time to time and the same will be incorporated in the Prospectus.

**2.04.06** Students' Roll Number: A student admitted to an academic programme shall be allotted a Roll Number, which will be used for his/her entire programme, at the time of admission. The Roll Number shall have following components:

- a. the first two digits indicates the year of admission
- b. the next three alphabets indicate the program name
- c. the last three digits indicates the Roll Number of the student

Example: A student in Bachelor of Physical Education (Hons.) under the department of Human Kinetics and Health may have the roll number such as 22BPE001 where 22 denotes the year of admission i.e., 2022, BPE denotes the Bachelor of Physical Education Program and 001 denotes the Roll Number.

## 2.05 Procedure for transfer with migration

For transfer of a student from the University, he/she shall have to apply (**Form 1**) along with Clearance Certificate (**Form 2**) and deposit the necessary fees. The Controller of Examinations/**Registrar** shall issue a Migration Certificate (**Form3**) to the student.

## 2.06 Semester Enrollment and Course Registration

**2.06.01** Enrollment: At the beginning of the program a student shall enroll himself/herself by filling-in the prescribed Enrollment cum Registration Form and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate (**Form 5**). The date of enrollment can be extended by the Controller of Examinations for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, bands resulting in restriction of movement of the students, the Controller of Examinations may allow such students to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ bands certificate from the Deputy Commissioner/Sub-Divisional Officer(Civil) must be produced. No further extension of time shall be allowed under any circumstance.

The coding of the Enrolment number shall have three components. The first component of four letters indicates university name, the second component of two numbers indicate the year of registration and the last three digits indicates the enrolment number of the candidate. For instance, Enrolment number SASU-22-012 indicates that the student is admitted in the university (SASU) in the year 2022 and his enrollment number is 012.

**2.06.02** Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester.

**2.06.03** Course Registration: The student shall register for the courses offered by the department for the program in that semester by filling-in the Course registration form. A Course Adviser appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration form duly signed by the student and countersigned by the course adviser and the HoD shall be submitted to the Controller

of Examinations. One copy each of the form shall be made available to the Dean of Students Welfare, Head of the Department, and the student concerned.

**2.06.04** Addition / Deletion / Conversion of Courses: A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

**2.06.05** Semester Fee: Before registering for the semester courses the students need to deposit the semester fee.

## 2.07 Transfer of credit from other universities

- a. A student having already completed some course work of an equivalent academic programme in another university enrolls in a programme at Sri Sri Aniruddhadeva Sports University, he/ she may apply for transfer of the course credits of the courses completed subject to a maximum of 25% of the minimum credit requirement of the programme at Sri Sri Aniruddhadeva Sports University provided that the following requirements are met:
  - i. The university from where the concerned courses have been completed is recognized by UGC.
  - ii. The courses in question are relevant to and of the same level as that of the programme at Sri Sri Aniruddhadeva Sports University in which the student is enrolled.
  - iii. The Sri Sri Aniruddhadeva Sports University equivalence of the grades, and the equivalence of the credits shall be worked out for the various universities by a committee appointed by the Academic and Activity Council. The Committee shall study the credit norms of the universities to arrive at these.
  - iv. There should not be a break of more than one year between the undergoing of the courses concerned at the university where these have been done and enrollment at the Sri Sri Aniruddhadeva Sports University.
- b. Submission of the migration certificate or an application through the Controller of Examinations of Sri Sri Aniruddhadeva Sports University to the concerned authority in the previous university for issue of the migration certificate.
- c. If the requirements a (i) to a(iv) above are fulfilled, the candidate may apply in prescribed format to the HoD at the time of admission. The HoD shall forward the same to the School Board with his/ her recommendations. The School Board after due considerations shall forward its recommendations to the Vice-Chancellor for his/ her approval.
- d. The School Board shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credit transferred.

## 2.08 Class attendance

**2.08.01** Maintenance of record: In each course the Head of the Department concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet (Form 6). The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD before the mid-term and end-term examinations who shall report the matter to the Dean of School in case of any adverse

situation.

**2.08.02** Minimum attendance requirement: A student shall be required to maintain a minimum of 75% attendance separately for the theory and the activity/practical components in each course, failing which, he/she shall not be allowed to appear in the end-term examination and shall be awarded 'W' grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum fixed. The 25% absence may cover participating in tournaments or personal leave. The Vice Chancellor may relax another 10% attendance for extreme exigency on the recommendation of the committee so appointed by him in this regard. To encourage students to be regular in the class 5% weightage of marks for attendance in the assessment shall be given by the teacher. No marks will be given for attendance if attendance is less than 75% beyond which marks will be given in proportion.

**2.08.03** Notification regarding class attendance: The record of class attendance for every course shall be maintained by the concerned teacher(s) till 10 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified 8 days prior to the commencement of the end-term examination with intimation to the Head of the Department/ Dean of School/ Controller of Examinations.

## 2.09 Student Counseling

**2.09.1** Undergraduate students: The Dean of Students Welfare shall be responsible for organizing the Counseling System and its proper functioning. At the beginning of the Academic Session, the Dean of Students Welfare in consultation with the Deans of Schools/ Heads of the Departments shall prepare a list of Students Counselors from the amongst the faculty members and place under each of them a group of 10 newly admitted students for counseling purpose both in academic and non-academic matters. Each counselor shall maintain personal records in respect of each student's academic progress, deficiencies in studies, as well as involvement in co-curricular and extra-curricular activities. The student shall apprise his/her counselor as and when he/ she is faced with any kind of difficulty. The counselor shall advise the student on overcoming his/her difficulties. When the need arises he/ she shall consult the Dean of Students Welfare, the Dean of the School, the Head of the Department, a faculty member concerned, or any other official to help sort out the matter.

The student's counselors as members and the Dean of Students Welfare as the Chairman shall constitute the Under Graduate Students Counseling Committee (UGSCC). A meeting of the Committee shall be convened at least once in a semester to review the functioning of the counseling system and also to sort out the general problems faced by the students.

**2.09.2** Postgraduate student counseling/ advisory system: The department in which the student gets admission shall appoint an advisor for him/her from among the number of faculty concerned. The Departmental Advisory Committee (DAC) (refer clause 3.01) shall counsel/ advise the students in both academic and non-academic matters.

## 2.10 Readmission

A student who leaves a programme after completion of the requirements of at least one/two semesters(as the case may be) and with a written permission from the Dean of the School concerned may be readmitted after a break of one or more semesters as allowed in the program. In that case after applying for readmission and allowed by the university he/she will register for the courses offered in that semester by paying the semester fee. Such a student shall apply for readmission to the Controller of Examinations through the Head of the Department and the Dean of the School. He/ she must also produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during the gap period.’

If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the program during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Dean of the concerned school.

UG Certificate: Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

UG Diploma: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if they complete one vocational course of 4 credits during the summer vacation of the second year. With these students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

## 2.11 Refund of Caution Deposit

Refund of caution money shall be made to a student after his/ her release from the University. The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student. The caution money shall not be refunded if a student leaves the programme without permission and/or does not join and attend any class after admission. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.



## CHAPTER - III

### Assessment Criteria and Related Issues

#### **3.01** Departmental Advisory Committee (DAC)

Each department shall have a *Departmental Advisory Committee with the Head of the Department* as its Chairman, all the faculty members of the department as its members, and a faculty member from another department as external member. The external member shall be chosen by the Chairman for a period of one year at a time. It shall be the responsibility of the DAC to monitor the progress of the courses of the programme during the semester. The DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end. In the initial phases of the university there can be one DAC for all the courses as suggested by the Dean (Academics)/ In-charge academics and approved by the Vice Chancellor, until departments are properly formed with sufficient manpower.

#### **3.02** Lesson Plan & Evaluation Plan

The teacher(s) who is (are) assigned to teach a course in a semester shall prepare a *lesson plan* and an *evaluation plan* for the course which shall be presented before the DAC at its first meeting of the semester. The *lesson plan* shall consist of the class wise list of the topics to be covered. The *evaluation plan* for a course shall specify the evaluation components for the course during the semester with their weights.

#### **3.03** Evaluation

**3.03.01** Rationale for continuous evaluation system: Continuous evaluation refers to the formal and/or informal assessment of students' performance done on a regular basis throughout the session. Comprehensive evaluation at one level means evaluating students' performance/ achievement in both scholastic and non-scholastic areas. At another level it may imply coverage of the entire curricular content. Each class may have a small component of evaluation which the teacher does informally to ensure that what is taught is understood or imbibed by the students. Usually, we talk of formative assessment and summative assessment.

Continuous assessment may have both these components. As the goal of formative assessment is to monitor students' progress, it has to take place regularly—sometimes informally, sometimes formally. Assessment can be truly formative only when students get back the evaluated answer scripts (feedback) within a specified period of time (say, one week from the date of the test) so that they can monitor their progress. Summative assessments are generally administered at the end of a unit or course. This means that the class tests held during a semester may have an element of summative assessment as marks or grades awarded in these are taken into consideration for computing results at the end of the term/semester. The exact number of tests and total marks to be assigned to all the tests taken together may be flexible according to the principle of continuous evaluation

**3.03.02** Assessment During Semester: There shall be two Mid Semester Examinations (called as minor examinations) and one End Semester Examinations (called as major

examination) during a semester and 5 marks for the attendance, which will be following types:

- e. Theory: Marks, Duration and time of the tests in a semester:  
 a. Assessment System in more than 2 Credit Courses

Minor Examination-I (Mid Semester Examination I)		Minor Examination-II (Mid Semester Examination II)		Continuous evaluation (Quiz/Assignment/Pop test etc.)	Attendance	Major Examination (End Semester Examination)	
Marks	Duration	Marks	Duration	Marks	Marks	Marks	Duration
15	60 min	15	60 min	5	5	60	3 hrs
Within Fourth Week		Within 12 <sup>th</sup> week		During the course		10 working days	

Remark: Schedule of Mid semester examinations and end term examinations shall be announced in the Semester calendar to be announced before starting of the semester.

*Marking system in more than 2 credit courses*

A	B	C	D	E	F
MinorExam-I (Mid Semester Examination I)	MinorExam-II (Mid Semester Examination II)	Quiz/Assessment/ Pop Test	Attendance	Major Examination (End Semester Examination)	Total (A+B+C+D)
15	15	5	5	60	100

- b. Assessment System in the courses having credits 2 or less

In one credit course there will be one terminal test and one End term examination and the marking system shall be as mentioned below:

*Marking system in one credit course*

A	B	C	C	D
Minor Exam-I (Mid Semester Examination I)	Attendance	Quiz/Assessment/ Pop Test	Major Examination (End Semester)	Total (A+B+C+D)
30	5	5	60	100

Activity/Skill proficiency/ coaching ability/teaching ability/ sport specialization/Practical courses: For Activity/practical courses the continuous evaluation on Activity/practical will be as follows:

- i. Minor Examination(Mid Semester Examination) for activity (P\_Test-I) (to be completed **during Mid-Semester Examination-II** of theory):Viva, activity performed by the student and report submission; Marks-30
- ii. Major Examination (End Semester Examination) for activity (P\_Test-II ) (to be completed before End term test of theory): Practical examination, viva on the syllabus covered from beginning, Report etc.; Marks- 60
- iii. Quiz/Assessment/Pop Test for activity during the course; Marks – Five marks (5)
- iv. Five marks shall be for attendance.
- v. In all those theory papers where practical is one of the components the marks of the paper will be 125 out of which 100 marks will be allotted for the theory component and 25 shall be for practical component. The grades in such a paper shall be awarded on the basis of 125 marks. In such theory paper examinations for the practical shall be held only before the Major examination.

c. Assessment System of Dissertation/Project

The distribution of weightage for the valuation of semester-long project work/dissertation shall be:

- i. Internal Assessment : 40%
- ii. External Assessment : 40%
- iii. Viva voce : 20%

The consolidated grades to be submitted jointly by the Internal and External Examiners.

ii. Course coverage of theory syllabus shall be as follows:

- a. Minor Examination-I (Mid Semester Examination I): From beginning till Minor Examination -I(Mid Semester Examination I)
- b. Minor Examination-II (Mid Semester Examination II): From Minor Exam-I (Mid Semester Examination I) till Minor Exam-II(Mid Semester Examination II)
- c. Major Examination(End Semester Examination): Entire syllabus covered during the semester.

- iii. The Major Examination (End Semester Examination) will be conducted centrally as per the existing SASU guidelines. The course instructors shall submit the question papers of the End Semester Examination to the Controller of Examination through Head of the Department in a sealed envelope at least one week before the exam. The Head of the concerned Department after collecting the question papers of all the subjects will have to submit to the Controller of Examinations in a sealed envelope.
- iv. A course instructor will submit the lesson plan to the HoD prior to the beginning of the session / commencement of classes and the DAC/HoD will approve it with any modification, if necessary.

- v. The Minor Examinations -I(Mid Semester Examination I) and II (Mid Semester Examination II) shall be conducted by the course instructor with the help from the research scholars of the department on the announced dates in the schedule of the semester. The Minor Examinations(Mid Semester Examinations) will be arranged by the department concerned whereas Major Examination will be conducted centrally under the Chairmanship of the Concerned Dean of School.
- vi. The respective department shall issue the calendar of events including the dates of Minor and Major Examinations (Mid Semester and End Semester Examination) prior to beginning of the semester. The schedule of exams for the Major Examination(End Semester Examination) will be announced by the office of Controller of Examinations.
- vii. Within 2 days of expiry of the “Last Date” of each exams including Minor-Semester Examination(Mid Semester Examination), Heads of the departments/centres shall send a compliance report on the conduct of tests to the Controller of Examinations by email.
- viii. There will not be any class on the days of the Minor Examinations.

### **3.03.03** The Monitoring Mechanism

- a. The DAC shall approve the Lesson Plan along with the Evaluation Plan submitted by the course instructor at the beginning of the semester. The DAC shall ensure conformity to the Evaluation Plan stated above. Further, the Head of the concerned Department shall ensure the display of marks of each test within a week after the completion of each test by the course instructors. The records of marks will be made available to the University when required.
- b. In case any deviation is noticed, the HoD shall instruct the concerned instructor in writing to submit the same within 24 hours with a copy endorsed to the Dean of the concerned School. The Dean in turn shall forward to the Controller of Examinations in case such violations are observed.
- c. The Dean of the concerned School shall also monitor the progress of the continuous evaluation in regular intervals after every four weeks from the date of commencement of classes.

### **3.03.04** Absence of students in examinations:

- a. If a student opts to forgo the Major Examination his/her final evaluation shall be as per his/her performance in the earlier evaluation components, provided such student takes at least two earlier Minor Examinations. In such a case the total mark shall remain as decided earlier and the concerned student shall be awarded ‘0’ mark for the Major Examination and his/her grades shall be awarded accordingly.
- b. The student who might not be able to appear in the Major Examination due to any of the reasons as stated in clause 3.08 of the Academic Regulations, he/she shall be awarded an ‘I’ grade and he/she shall be treated as per the existing provisions of the regulations.
- c. If a student misses out any other components of the examinations due to genuine reasons stated in clause 3.08 of the Academic Regulations the DAC may make necessary arrangements to make-up such losses by allowing him/her to take not more than two extra tests for the whole semester. Such students shall be required to submit

documentary evidence and necessary clearance from the DAC for obtaining permission to take the examinations.

### **3.04 Evaluation of Performance in a Course**

#### **3.04.01 System of evaluation:**

- a. Complete evaluation and award of grades shall be done by the faculty members teaching the course with no external paper setting or evaluation. However, in certain cases like activity, dissertation, practical tests in sports specialization etc., outside examiner may be invited to evaluate the candidates jointly with the teacher concerned.
- b. Under special circumstances, the Head of the Department/Centre may assign the responsibility of evaluation of any of the components to any other faculty member(s) with permission from the Dean of the School Concerned.
- c. Relative grading shall be followed for the award of the letter grades as provided in Clause 1.02.12. The teacher shall decide on the highest & lowest grades to be awarded to a batch based on the overall performance of the batch in the course.
- d. There will be a Moderation Committee composed of the Teachers (teaching courses in the programme of that semester) and headed by the Vice Chancellor or his representative as Chairman who will look into the grades of all the subjects before announcing it finally. The moderation committee may have external experts to help the committee on the evaluation process in the CBCS system.

#### **3.04.02 Practical Examination:**

- a. The concerned course teacher(s) shall conduct the activity/practical examination along with the external examiner to be appointed by the Controller of examination after getting approval from the Vice Chancellor. The external examiner may be within or outside of the university. In either case the Controller of examination will notify the schedule of practical examination and the names of the examiners in each course.
- b. The practical examination shall be conducted before the Major theory examinations.

**3.04.03 Suspension of classes during examinations:** The classes shall remain suspended during minor and major examinations. Classes shall ordinarily be suspended at least 3(three) days prior to the date of commencement of the major theory examinations.

**3.04.04 Re-examination:** In the event of any kind of breach of these Regulations, the Vice-Chancellor may order for holding any of the examinations afresh on the recommendation of the concerned DAC.

### 3.05 Submission of Grades

Within five days after the major examination the teacher will finalize the grades of the students and on sixth or seventh day the faculty will discuss and finalize their grades in Moderation Committee of the university which will comprise of the following:

Moderation Committee

- |   |               |
|---|---------------|
| 1. Vice Chancellor                          | - Chairman    |
| 2. Advisor                                  | - Member      |
| 3. All faculty teaching in the course       | - Members     |
| 4. Faculty nominated by the Vice Chancellor | - Coordinator |

**The advisor may be nominated by the Vice Chancellor if required.** After showing the grades to the students the teacher concerned shall submit the final grades of the students for a course to the office of the Controller of Examination through the Head of the Department within one week of completion of the end term examination of the course in the Form.

### 3.06 Transparency in Grading

- a. Prior to submission of the grades and after the moderation committee meeting after the major examination of the courses, the course instructor shall display the grades on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the grading, the students must approach the concerned faculty member within 24 hours of display of the grades. The course instructor shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by a student.
- b. The teacher shall make the evaluated answer scripts of the mid- term examination, class test and quizzes conducted and evaluated assignments except end term examination available to the student concerned for his perusal. The student shall return these with a signature on each after going through them.

**3.06.01 Students Appeal Committee:** Each department shall have a Students Appeal Committee constituted by the Vice Chancellor with three faculty members of the department. In case a student is not satisfied with the explanation given by the teacher on the grade assigned to him/her in a course, he/she may approach the students appeal committee within a week from the date of declaration of results with his/her grievance. The committee shall look into all the aspects of evaluation and take the decision on the grade to be awarded. Any such appeal received after this date shall not be entertained.

### 3.07 Custody of answers scripts

The evaluated answer scripts bearing the signatures of the students, shall be kept in the custody of the Head of the Department/Centre till the end of the next semester, however the answer script of the major examination will have to be kept for a year from the date of conduct of examination, after that the same can be disposed of.

### 3.08 Absence from Examination:

A student's grade in a course shall be marked I if he/ she remains absent from a major examination under any of the following circumstances:

- a. Death of a parent/spouse/child/brother/sister/first cousin.
- b. His/ her serious ailment requiring bed rest as certified by University/ Government Medical Officer countersigned by the University Medical Officer.
- c. He/She is representing College/University/State on official directives of the University authority.
- d. The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.

The 'I' grade shall be converted to a normal grade **once the student completes all examinations for the course.**

### 3.09 Academic Probation

A student shall be placed on Academic Probation under the following situations:

- a. The CGPA of the student falls below the critical limit of 4.0.
- b. The student secures an *F* grade in any of the Core Courses.
- c. The student fails to complete the programme in the minimum number of semesters prescribed for that programme.
- d. The Academic Probation Committee (APC) shall prepare a course
- e. registration plan for a student for his/her entire remaining duration of the programme once he/she enters probation. Afterwards the APC shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to the Head of the Department every semester while under probation, within the date for withdrawal of the courses.
- f. A student may register the course in which he/she was awarded 'F' grade as a remedial course in the subsequent semester if the APC/Course instructor so advises. In such cases the norms for contact hours may be relaxed however, normal continuous evaluation will be done for that course during that semester.
- g. There shall be an Academic Probation Committee (APC) in each Department consisting of the Dean of the School as the Chairman and two Faculty Members of the Department nominated by the Head as Members. This Committee shall monitor the status of the student of the Department under probation and provide counseling.

### 3.10 Unsuccessful Exit from an Academic Programme:

- a. If a student fails to satisfy the conditions for eligibility for award of degree/ diploma/certificate as stated in clause 3.12 within the maximum prescribed duration (numbers of semesters) for the programme, he/she shall leave the programme.

- b. A programme shall be deemed viable for a student if the remaining credit required for making himself/herself eligible for award of the degree/diploma/certificate can be earned in the remaining period (maximum number of semesters) without exceeding the maximum credits allowed per semesters as per clause 1.04.01. If a programme becomes unviable for a student in the sense mentioned above, the student shall leave the programme.

### 3.11 Grade Card and Transcript:

- a. After the declaration of results of a semester the Controller of Examinations/Registrar shall issue a Grade Card to each of the students. The Grade Card shall contain the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned so far.

If a student appears in the Re Major Examination and his grade is converted from, I grade to any of the grade obtained in the course then this will be reflected in the final transcript issued after completion of the course. However, he may be issued revised grade card after submitting the issued grade card to him/her in that semester with prescribed fee. The highest possible grade can never be given to a student who appears in the Re Major Examination for converting his grade from I to any other obtained grade.

Similarly, if a student who fails in a course and reappear in that course in the subsequent semester (odd/even as per the availability offered course) and his grade is changed from F to any of the obtained grade then his revised grade shall be reflected in the final transcript issued after the successful completion of the course.

- b. Once a student completes all the requirements of a programme the transcript can be issued to him/her on request (on the prescribed Form) and depositing the requisite fee. The transcript shall be issued by the Controller of Examinations/Registrar containing the list of courses completed by him/her with pass grades along with the final grades obtained in each, the total credits earned and the CGPA.

### 3.12 Eligibility for Award of Degree/Diploma/Certificate

For a student to be eligible for award of the relevant degree/ diploma/ certificate for the programme he/ she undergoes he/ she must satisfy the following:

- a. Must obtain a pass grade in each of the prescribed Courses of the programme.
- b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme concerned.
- c. Must secure a minimum FGPA of 4.0.

Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a FGPA less than 4.00 at the end of the permissible period of semesters may be allowed by the Department/School concerned to repeat the same course/s or other courses of the same type in lieu thereof in the two extra semesters provided in



clause 1.05 on “Period of Candidature”

### 3.13 Award of ‘Best Graduate’

Every year the undergraduate student securing the highest CGPA among all the students in the university completing their undergraduate degree programmes in that year shall be awarded the *Best Graduate* award provided he/ she secures at least 8 CGPA and satisfy the following conditions:

- a. Must not get an *F* grade in any course during the programme of study.
- b. Must not be placed under academic probation during the programme.
- c. Must have completed the programme within the specified minimum duration.

### 3.14 Award of ‘Best Postgraduate’

Every year the postgraduate student securing the highest CGPA among all the students in the university completing their postgraduate degree programmes in that year shall be awarded the *Best Postgraduate* award provided he/ she secures at least 8 CGPA and satisfy the following conditions:

- a. Must not get an *F* grade in any course during the programme of study.
- b. Must not be placed under academic probation during the programme.
- c. Must have completed the programme within the specified minimum duration.

### 3.15 Saving Clause

Notwithstanding what is contained in the foregoing clauses of this Regulations, the Academic and Activity Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the Dean of School as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing SGPA/CGPA requirements.

## REFERENCES

1. UGC, New Delhi
2. Tezpur University, Assam
3. Central University Haryana
4. IIITM Gwalior