

SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY CHABUA

ACADEMIC REGULATIONS

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

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

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



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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 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 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 interpretation of these Regulations and any other matter not covered within these Regulations.

1.01.05 Regulation for extra-ordinary 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 Council depending on the merit of the cases and for any case which may be referred to the Academic 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. It may, however, be modified by the Academic Council if need be.

1.02.02 Semester: A semester shall be of minimum 65 instructional days excluding the days required for holding examinations. The first semester of an academic year shall

ordinarily extend from the month of July to December (Autumn Semester) and the second semester shall extend from the month of January to June (Spring Semester) each year. (Five days a week)

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.

1.02.04 Academic Programme: An Academic Programme, or simply, a Programme shall comprise of a set of Courses. Completion of the set of courses by a student prescribed for a course shall lead to the award of a Degree, Diploma or a 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. Actual amount of academic work into a single semester credit hour shall normally be calculated as follows:

- i. One credit course represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time.
 - a. A 3-credit course over an entire semester represents at least 30 hours of class time and 60 hours of student preparation.
- ii. One Activity/teaching practice/laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent activity work, and 2 hours of student preparation time.
 - a. Most activity courses are awarded up to 3-credit hours. This calculation represents at least 45 hours of class time, between 30 and 60 hours of independent activity practice by the student per semester.
- iii. One match practice/conditioning credit hour (supervised student teaching, field work, etc.) represents 3-4 hours per week of supervised and /or independent practice. This in turn represents at least 30 and 40 hours of work per semester.
 - a. Blocks of 3-match practice/conditioning credit hours, which equate to a match practice session, represent at least between 90 and 120 total hours of academic work per semester.
- iv. One independent study (thesis or dissertation research) hour is calculated similarly to match practice/conditioning credit hours.

One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.

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. Core Course, Elective Course etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/diploma/ certificate.

1.02.08 Core Course: Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled.

1.02.09 Elective Course: These are the courses which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

1.02.09.01 Discipline Specific Elective (DSE) Course: Elective courses that are offered by the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

1.02.09.02 Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member shall be known as dissertation/project. A Project/Dissertation work may be given in lieu of a discipline specific paper and will be of 6 credits.

1.02.09.03 Generic Elective (GE) Course: An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure shall be known as a Generic Elective.

P.S.: A core course offered in a discipline/subject may be treated as an elective by another discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

1.02.10 Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses shall be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

1.02.10.01 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.

1.02.10.02 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

1.02.11 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 upon the course guidelines. The Evaluation in the Audit course shall be in terms of Pass or fail. For qualifying the audit course, the candidates need to secure at least 50% marks.

1.02.12 Letter Grades & Grade Point: A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which 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 as *Pass grades* and *F* shall be considered as *Fail grade*.

Effective for the batch of students admitted in 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 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) Letter grade assigned if a student withdraws from a course after the last date for withdrawal of courses (ii) is deficient in attendance. |

1.02.13 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-

$$SGPA = (1/C_t) \sum_{i=1}^n C_i G_i$$

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^{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.

1.02.14 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.

$$CGPA = (1/C_\tau) \sum_{i=1}^N C_i G_i$$

where N is the total number of credit courses registered and completed with pass grade by the student over the semesters starting from his/ her joining the programme, G_i is the grade point secured by him/her in the i^{th} course with a credit value of C_i and C_τ is total credit earned as given by-

$$C_\tau = \sum_{i=1}^N C_i$$

1.02.15 Final Grade point Average (FGPA): It is the final index of a student at the time of award of a degree.

1.02.16 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 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.

1.04 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 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 core courses, and for the different categories of electives.
- 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 core courses and the slots for the elective courses and a list of the credit courses. The list shall include the LTP breakup for each of these courses.
- e. The maximum credit load allowed per semester for a student shall be 25.

1.04.02 Syllabus: There shall be a syllabus for each course offered which shall have the approval of the Academic 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 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. training/NSS training: It shall be mandatory for every undergraduate student of first- and second-year classes to undergo the NCC or NSS training. For postgraduate students, joining of NCC/ NSS shall be optional.

1.05 Period of candidature

Subject to modifications made by the Academic Council the periods of candidature for the various academic programmes shall be as follows:

1.05.01 Bachelor Degree Programme

Bachelor Degree (Hons.) 4- year program

Minimum - 8 semesters

Maximum -12 semesters

Bachelor Degree (Hons.) 4- year program but exited in three years with Bachelor Degree

Minimum - 6 semesters

Maximum -10 semesters

Bachelor Degree (Hons.) 4- year program but exited in two years with Diploma

Minimum - 4 semesters

Maximum - 8 semesters

Bachelor Degree (Hons.) 4- year program but exited in one year with Certificate

Minimum - 2 semesters

Maximum - 4 semesters

1.05.02 Master's Degree Programme

Master's Degree Programme – Two years programme

(Remark: For those who has completed three-year Bachelor degree programme without research)

Minimum - 4 semesters

Maximum - 8 semesters

Master's Degree Programme – One-year programme

(Remark: For those who has completed four years Bachelor degree programme with research)

Minimum - 2 semesters

Maximum - 4 semester

Any Diploma

Minimum - 2 semesters

Maximum - 4 semester

Any Specialized certificate

Minimum - 1 semester

Maximum - 2 semester

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.

2.01.02 Admission procedure: The application for admission should be submitted through online mode on SASU website www.sasu.ac.in on or before the last date specified for the purpose.

2.01.03 Minimum admission requirement for various degree/ diploma/ certificate programmes: Subject to modifications based on decisions made by the Academic Council and Board of Management 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 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 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 either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be thrown open for general competition and admission.

2.03 Screening and selection of candidates in 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 from the District Police Authorities or an Affidavit specifying his/ her occupation during gap the 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 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 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. a three-letter code representing the programme the student is admitted to; the first character shall represent the school and the next two shall represent the specific programme of the school,
- b. last two digits of the year of admission,
- c. a three-digit serial number to identify the student within his/ her class.

Example: A student in Bachelor of Physical Education (Hons.) under the department of Human Kinetics and Health may have the roll number such as **HBP00120**

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 shall issue a Migration Certificate (**Form 3**) to the student.

2.06 Semester Enrollment and Course Registration

2.06.01 Pre-registration: 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. Each of the students who are to continue in the programme in the following semester shall fill-up a pre-registration form (**Form 4**) indicating the courses he/ she intends to register in that semester.

2.06.02 Enrollment: At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Enrollment cum Course Registration Card 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, bandhs 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/ bandhs certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

2.06.03 Course Registration: The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration card. 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 card 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.

2.07 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 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 teacher 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 extracurricular 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 Advisor Committee (DAC) (refer clause 3.01) shall counsel/ advise the students in both academic and non-academic matters.

2.10 Release of a student from the University

A student who wants to leave the school during or after a semester or on completion of his/her programme shall be officially released by the Controller of Examinations on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. Copies of the release order shall be sent to the Dean of the School/ Dean of Students Welfare/ HoD concerned/ Registrar/ Finance Officer/ Librarian/ Hostel Warden.

2.11 Readmission

A student who leaves a programme after completion of the requirements of at least 1(one) semester and with a written permission from the Dean of the School concerned may be readmitted after a break of not more than four semesters on payment of prescribed readmission fees. 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 programme 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.

2.12 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 four tests 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 2 or More Credit Courses

| Test-I | | (Mid Term Test) | | Test-II | | (End Term) (Written) | |
|--|----------|--|----------|---|----------|-------------------------------|----------|
| Marks | Duration | Marks | Duration | Marks | Duration | Marks | Duration |
| 20 | 30 min | 25 | 60 min | 20 | 30 min | 50 | 2 hrs |
| Within Fourth Week | | Within 8 th week | | Within 12 th week | | 10 working days | |
| Within 3 rd week of February | | Within 3 rd week of March | | Within 3 rd week of April | | From 16 th May | |
| Within 1 st week of September | | Within 1 st week of October | | Within 1 st week of November | | From 1 st December | |

Marking system in 2 or more credit courses

| A | B | C | D | E | F | F |
|--------|---------|--------------------|----------|------------|----------|-----------------|
| Test 1 | Test II | Average of (A & B) | Mid-term | Attendance | End Term | Total (C+D+E+F) |
| 20 | 20 | 20 | 25 | 5 | 50 | 100 |

b. Assessment System in one credit course

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 | D |
|--------|------------|----------|---------------|
| Test 1 | Attendance | End Term | Total (A+B+C) |
| 45 | 5 | 50 | 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. P_Test-I (to be completed before Mid-term test of theory): Viva, activity/total lessons performed by the student and report submission; **Marks-40**
- ii. 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. In all those theory papers where practical is one of the components the marks of the theory 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 end term examination.

c. Assessment System of Dissertation/Project

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

- i. Periodic presentation : 20%
- ii. Concise dissertation : 60%
- iii. Viva voce : 20%

Or as decided by the school on the recommendations of the Board of Studies of the Department concerned.

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

- a. Test I : From beginning till Test-I
- b. Mid Term Test : From beginning till Mid Test
- c. Test-II : From Mid Term Test till Test-II
- d. End Term Test : From Mid-Term till End Term Test and the course instructor may include some units of the syllabus covered under Test-I and Mid Term Test.

iii. The Mid Term and End Term Tests will be conducted centrally as per the existing SASU guidelines. The course instructors shall submit the question papers of the Mid-term test to the Head of the concerned Department and those of the End term test to the Dean of the concerned School at least one week before the test.

iv. A course instructor will submit the lesson plan to the DAC prior to the beginning of the session / commencement of classes and the DAC will approve it with any modification, if necessary.

v. Tests other than the Mid- Term and End- Term will be conducted by the course instructor with the help from the research scholars of the department. The Mid-Term test will be arranged by the department concerned whereas End- Term test will be conducted centrally under the Chairmanship of the Concerned Dean of School.

vi. The DAC of the respective department shall work out the detailed schedule of tests including Mid- Term test prior to the beginning of the semester and the schedule shall be required to be reflected in the lesson plans. The schedule of exams for the End- Term test will be announced by the office of Controller of Examinations.

vii. Within 2 days of expiry of the “Last Date” of each test including Mid- Term, 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 Mid- Term Test.

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 End Term Examination his/her final evaluation shall be as per his/her performance in the earlier evaluation components, provided such student takes at least three earlier **tests** including the Midterm test. In such a case the total mark shall remain as decided earlier and the concerned student shall be awarded '0' mark for the Term End and his/her grades shall be awarded accordingly.
- b. The student who might not be able to appear in the End Term due to any of the reasons as stated in clause 3.08 of the Regulations on Academic Matters, 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 Regulations on Academic Matters 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.
- 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 end-term theory examinations.

3.04.03 Suspension of classes during examinations: The classes shall remain suspended during mid-term and end-term examinations. Classes shall ordinarily be suspended 3(three) days prior to the date of commencement of the end-term 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 term end 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 Academic Council/Vice Chancellor. In the second meeting of the Academic Council Prof. Rajendra Saha, Director, IIITM Gwalior has been nominated as an advisor of the Moderation Committee.

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 end term examination of the course, the teacher 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.
- b. The teacher shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by a student.
- c. 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 answer 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. 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 an end-term 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 as per Clause 1.02.18.

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 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.
- e. 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. This provision shall also be applicable to students put on Academic Probation because of securing 'D' grade(s). In such cases the norms for contact hours may be relaxed however, normal continuous evaluation will be done for that course during that semester.
- f. 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.
- c. If a student fails to clear at least 50% of the prescribed courses at the end of the Ist Semester, the department may remove his/her name from the programme of study.

3.11 Grade Card and Transcript:

- a. After the declaration of results of a semester the Controller of Examinations 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.
- b. Once a student completes all the requirements of a programme the Controller of Examinations shall issue him/ her a Transcript (**Form 7**) 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 Distinction

A student shall be declared to have completed the programme with *Distinction* if he/she secures a CGPA of 8.5 or above after completion of all the courses in the programmes provided, he/ she satisfies the following criteria:

- 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 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 also secures a *Distinction*.

3.15 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 also secures a *Distinction*.

3.16 Saving Clause

Notwithstanding what is contained in the foregoing clauses of this Regulations, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the School Board 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 CGPA/FGPA requirements.

REFERENCES

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