



TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF VOCATIONAL EDUCATION

EXAMINATION POLICY

• Assessment Unit

Each course of study, credited or non-credited, theory or practical related, will be assessed through the following assessment unit types with prescribed weightages, as per a pre-defined schedule, which is provided at the commencement of a semester. These may involve individual or group work:

- Assignments/Projects—which are held in the course of the semester, conducted as individual or group assessments.
- Assessment of Participant’s Workbook by the faculty.
- Viva/oral test or examination.
- Vocational Practical examination.
- A student has to attempt each mode of assessment independently.
- Non-submission of assignment/Project will be treated as failed in the course and student will be given supplementary for that course after completion of all modes of assessment.

• Examination Structure

The examination structure for the B. Voc semester examinations will be as follows:

Each subject has an evaluation of 100 marks. These 100 marks are distributed in weight-age as follows:

- Written Exam/ Practical: 100 marks
- Participants work book: 20 marks
- Attendance: 10 marks

For example: The final marks will be given based on GPA system as explain in the table below:

Subject	Credits	Marks	Theory (100)	Theory (100)	Workbook (20)	Attendance (10)	Marks received	Grade points
Weightage – Sem I & II				70 %	30%		100%	
Weightage – Sem III & IV				70 %	30%		100%	
Weightage – Sem V & VI				70 %	30%		100%	
EAFL	6	100	61	43	17	8	68	6.8
Communication Skill	6	100	89	62	20	9	91	9.1
Voc Sub 1	1	100	54	38	12	6	56	5.6
Voc Sub 2	1	100	80	56	8	4	68	6.8
Voc Sub 3	2	100	33	23	9	6	38	3.8
Voc Sub 4	2	100	69	48	19	9	76	7.6
Voc Practical	12	100	76	53	15	7	75	7.5
	30	700					462	

• Grading Scheme

An eleven point grading scheme from 0-10 is used for grading all assessment units.

The following is the scheme of letter grades, equivalent grade point and qualitative description of the same.

Letter grade	Grade points (for GPA)	Qualitative description of letter grade
A+	10	Outstanding performance.
A	9	Excellent: demonstrating mastery of all learning or assessment situations.
A-	8	Very good: demonstrating mastery of most learning or assessment situations.
B+	7	Demonstrating thorough competence in most situations.
B	6	Demonstrating moderate competence in most situations.
B-	5	Acceptable: showing moderate competence in some situations, minimal competence in others.
C+	4	Minimally acceptable: demonstrating minimal competence in most situations, while showing considerable capacity for improvement.
C	3	Not passing, but still showing capacity for improvement or development.
C-	2	Unsatisfactory performance, marked by lack of engagement or inability to apply concepts.
D	1	Complete lack of engagement or comprehension; also, frequent absence.
F and ab	0	Non-completion of assignments or 'blank' responses on a test indicated as Not Passing -F.

Absence or withdrawal from a course is indicated by 'ab'.

The grade point of a course is computed by taking the weighted average of the grade point received on each assessment unit and rounding off to one decimal point.

A student must receive a minimum grade of C+ equivalent to 4 points, to be considered pass in any given course.

• Programme Completion/Credit Requirements Fulfillment

- The cumulative grade point average (CGPA) is computed as the credit-weighted average over all courses undertaken over previous and current semesters, of all credits accumulated until that assessment period. The CGPA is reported to one place of decimal and is also reported at the end of each semester on the semester grade card.
- A student must maintain a CGPA of 4 (equivalent to C+) in each semester, in order to remain in the programme.
- After completion of the first year, a student may temporarily withdraw from the programme, through a written application and with adequate reasons for the same.
- A student must satisfactorily complete all compulsory requirements, and accumulate the requisite credits of a particular programme in order to become eligible for the degree.
- The programme requirements include credited and non-credited activities.
- A student must receive a CGPA of 4 points (equivalent to C+) to be considered that S(he) has completed the programme successfully.

• Attendance

- Every student is expected to maintain regularity and 100% attendance for all programme requirements: classroom/theory courses, field practicum, field trips, internships, etc.
- A minimum of 75% attendance is required for all theory as well as practical courses.
- Absences for medical or other exigent reasons have to be taken with permission through a leave application submitted to the Programme Coordinator. Leave upto 7 days may be granted by the Programme Coordinator. Leave above 7 days, may be granted in consultation with the Chairperson/Dean. In no case can this exceed 25%.

• Credit Requirements Fulfillment

- The grade earned by a given course will be credited to the student only if he/she has the requisite attendance.
- Students with less than the required attendance will be considered as failed and will be assigned a zero grade point in the course, even if assignments have been submitted and tests have been taken. Students will have to repeat the course in the future semester.
- Any course may be assessed by a variety of assessment units.
- All assignments must be completed and submitted as per the predefined schedule.
- Assignments that are submitted after the prescribed limit decided by each programme (i.e. after the Assignment Due Date, but before an Assignment Closure Date), may be assessed and a penalty of lowering of grade by 1.00 point may be applied.
- No assignment submissions are permitted beyond the assignment closure date, as prescribed by each programme. Student will be given '0' grade and the assignment will be considered submitted as supplementary.
- A student must receive a minimum grade of C+ equivalent to 4 points, to be considered pass in any given course. A student who receives a grade below C+ is expected to improve the grade by appearing for the improvement exam.

• Supplementary and Improvement

- Supplementary and Improvement assessment will be announced along with the declaration of semester results.
- Students will apply for supplementary, if they have failed in a given course, or if they have had to miss examination for any valid reason (sanctioned by the Dean on recommendation of the Programme Coordinator), or for improvement if they wish to improve their grades.
- The supplementary/improvement assessment will be conducted as per a prescribed schedule involving submission of assignments or examination as prescribed for each course.
- In the case of improvement, the better grade will be considered.
- If the student fails to complete a course satisfactorily through supplementary, then the student will be required to register for Supplementary-2 as per the schedule announced.
- If the student fails to complete the course satisfactorily through Supplementary-2, then he/she will be declared as failed in the course and will be required to complete the course in a future semester, along with the requisite attendance, etc.
- For all courses completed through supplementary-1 mode, an 'S1' will appear on the grade card, next to the grade. For all courses, where grade is improved through improvement assessment, an 'I' will appear on the grade card next to the grade. For all courses completed through Supplementary-2 mode, an S2 will appear on the grade card next to the grade.
- Grades received through supplementary/improvement mode will not be considered for award of prizes and other mentions of academic achievement of the institute.

• Re-evaluation

A student, who desires to have a re-evaluation of his/her answer papers or internship performance, shall be required to apply for re-evaluation within 10 working days after the declaration of results of the semester, by paying the requisite fees. Re-evaluation means verification of grades and/or reassessment of answer papers and internship performance.

Re-evaluation Procedure

- i. A Committee, with the power to co-opt, shall be constituted by the Dean of the School to consider the requests for re-evaluation of grades in courses and internship.
- ii. The Re-evaluation Committee will ordinarily invite a member of the faculty of the HUB to reevaluate, unless it decides for some reason, to invite an outsider.
- iii. The Re-evaluation Committee will appoint examiners based on the expertise required for requests for re-evaluation in the specific courses.
- iv. Courses: Re-evaluation in courses will be:
 - a. written examinations conducted by the Institute at the end of the semester,
 - b. written assignments in lieu of examinations, and/or
 - c. Written assignments utilised as a part of internal evaluation, in addition to the examination.

The concerned faculty member, who taught the course and assessed the student, will submit a note along with the grade sheet and answer book/assignments, with a view to enlighten the re-evaluator on the course content and the emphasis given by him/her, while teaching the course, and the broad criteria followed in the assessment.

- v. Internship: In case of internship, the re-examiner will review the following:
 - a. Practical Workbook.
 - b. Records of supervisory comments in Practical Workbook.

The re-examiner will meet the student concerned and get a verbal report as regards the work he/she has done. The re-examiner may also ask questions so as to assess the student's internship knowledge, skills and attitudes. The re-examiner will also meet the supervisor and get a verbal report about the student's performance.

A student, who applies for re-evaluation of a Semester VI course(s) after the degree has been awarded, should return the degree certificates and the grade card. The re-evaluation will be completed within 6 months.

The re-evaluation procedure will be completed within a timeframe that facilitates the possibility of the student opting for an improvement/supplementary exam.

In case, the student attempts to re-evaluate a failed grade and is declared failed in reevaluation, then the student is expected to appear for supplementary exam.

Re-evaluated grades are considered for the award of prizes, etc. of the Institute.

• Pursuit of Unfair Means

- If a student is found copying/cheating/plagiarising in any assessment unit, he/she will be deemed to have failed in the course and will be required to appear for supplementary evaluation.
- If the same student is found copying/cheating/plagiarising in an assessment unit in any other following semester/s, he/she will be deemed to have withdrawn from the programme.
- If a student is found reporting falsely in the internship recordings, he/she will be deemed to have failed in the internship and will be required to repeat the internship in consultation with the Dean and the internship supervisor.

• Award of Degree

Students who have successfully completed their programme of study will be admitted to the degree only at the Annual Convocation.

Notwithstanding anything contained in these rules, the Academic Council may, on the recommendation of the Director, by a resolution passed with the concurrence of not less than two-thirds of the members voting, withhold for such a period as they may deem fit, conferment of any degree to any successful candidate at an examination of the Institute, for reasons, which, in their opinion, justify such withholding, e.g., unruly or disorderly conduct, or violence on the Institute campuses, or conviction for an offence involving violence or moral turpitude.