Ramakrishna Mission Vivekananda Educational and Research Institute
(Declared by Govt. of India as deemed university under section 3 of UGC Act, 1956)
(Formerly known as Ramakrishna Mission Vivekananda University)

RKMVERI Academic Policies (2024–2025)

Registrar's Office, RKMVERI

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Preamble

The academic policies document explains the Ramakrishna Mission Vivekananda Educational and Research Institute (RKMVERI) academic policies following University Grants Commission (UGC) guidelines and National Education Policy 2020 (NEP 2020) of Government of India.

The purpose of this document is three fold,

(i) to outline policies strictly adhering to recommendations of UGC.

(ii) to discharge academic activities of RKMVERI in an academic session in a timely manner.

(iii) and to have uniform internal policies for teaching, examinations, grading, etc., in line with NEP 2020 and UGC guidelines.

The UGC asserts that the grading system is better than the conventional marks system in effective evaluation, leading to its widespread adoption by prestigious educational institutions both in India and abroad. Thus it is strongly recommended to implement a uniform grading system. It is also a requirement to not only facilitate seamless student mobility across institutions within and beyond national borders but also enable prospective employers to assess the performance of students uniformly. In order to achieve the desired standardization in grading and the computation of cumulative grade point averages (`CGPA`) based on the performance of students in the examinations, our University has decided to adopt the 10-point grading system formulated by the UGC.

The departments/schools/divisions/faculty centres are required to promptly initiate the implementation of the following revised grading system for all incoming batches admitted from the July 2023 session onwards.

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1 General

1.1 General Principles and Guidelines

1.1.1 The modalities and policies for admissions, teaching, examinations and other related academic activities in RKMVERI are applied uniformly across all courses and all off-campus centres as recommended by UGC.

1.1.2 RKMVERI has continuous evaluation policy as outlined in NEP 2020.

1.1.3 RKMVERI follows choice based credit system proposed by UGC.

1.1.4 RKMVERI uses letter grading method extensively and exclusively for evaluation as prescribed by UGC.

1.1.5 Academic policies are to be reviewed periodically by the academic council and the concerned academic committees. The recommendations are to be conveyed to the registrar to be duly processed. Academic policies are finally ratified by executive council after they are reviewed and recommended by academic council.

1.2 Academic Calendar

1.2.1 **Every academic session of the university will start on July 5 of every year and end on July 4 next year.**

1.2.2 (a) **Each academic year will be conducted for at least 192 working days exclusive of the period of examinations and admissions.** Therefore it is recommended that each semester has approximately 96 teaching days, excluding examinations and holidays. This corresponds to about 16 weeks of teaching or about 19 weeks including holidays, class tests and mid-term/final examinations.

Reference: UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 (Section 14. Teaching Days).

(b) **RKMVERI follows six working days week from Monday to Saturday.**

(c) The office hours on each working day of Belur Math, Narendrapur and Coimbatore campuses are **9:30 am – 5:30 pm** and of Ranchi campus are **9:00 am – 5:00 pm**.

(d) There may be extra classes by teachers and extra teaching days by departments to satisfy the credits, hours, days and weeks requirements mentioned above.

(e) According to Rehabilitation Council of India (RCI), the RCI regulated programmes will be conducted for at least 200 working days each year exclusive of the period of examination and admission. The RCI regulated faculties shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

1.2.3 It is recommended that the classes should commence by Monday of last full week of July in odd semesters and first working day of January in even semesters (i.e. latest by 26 July/earliest by 1 January).

1.2.4 It is recommended that the examinations should end by Saturday of first week of December in odd semesters and Saturday of first week of May in even semesters (i.e. latest by 6 December/6 May).

1.2.5 The convocation of the university will be held in the month of July. The convocation ceremony of Belur Math and Narendrapur campuses will be held on **July 4** every year except in unavoidable circumstances. The convocation ceremony of Ranchi and Coimbatore campuses will be held on subsequent weeks of July.

1.2.6 The **prior week** of any semester before 1st Monday is for the course/research registration.
Last day for course/research registration is **1st Monday** of the semester.
Last date for late course/research registration is **2nd Monday** of the semester.
Last date for adding extra credits and other credit adjustment is **2nd Monday** of the semester.
Last date for dropping credits is **3rd Monday** of the semester. The student needs to resubmit the revised course/research registration.

Late course/research registration and late fees submission will incur **late fines**.
Last day for fees submission is **1st Saturday** of the semester.
Last day for fees submission with fines is **2nd Saturday** of the semester.
If any of the aforementioned days are holidays then **next working day** will be applicable.

1.2.7 There will be no examination leave and no examination preparation inter-gaps in the examination schedule, except for scheduled holidays and weekends.

1.2.8 It is recommended that the final evaluation of the term projects, seminars, presentations, papers, reports, field works, etc., should be completed before the commencement of final examinations in-semester for the sake of prompt semester evaluation.

1.2.9 The evaluation by course instructors should be finished in two weeks after the final examination according to the guidelines by UGC. These evaluations will be submitted to HoD who in turn will submit to CoE later.

1.2.10 The re-exam, if any, will be held after four weeks of the completion of the final examinations. The re-exam will be conducted by the course instructors. The course instructor needs to convey the necessary information to the concerned students at least two weeks before the re-exam.

1.2.11 The national holidays are mandatory since RKMVERI is a central institute, declared by Government of India as deemed university under section 3 of UGC Act, 1956. Other holidays, such as state holidays and institute holidays, are optional. The list of holidays will be prepared by office of registrar following department of personnel and training recommendations and will be ratified by executive council.

Reference: DoPT, GoI gazetted holidays, 2024

1.2.12 There are 14 GoI gazetted national holidays with a provision for 3 state holidays by the state coordination committees and 2 employee holidays.

2 Admissions

2.1 General

2.1.1 RKMVERI allows multidisciplinary programmes.

RKMVERI allows lateral entry and lateral exits.

2.1.3 RKMVERI allows ABC credit recognition and transfer.

2.1.4 RKMVERI admits students through CUET as per UGC guidelines.

2.1.5 For the RKMVERI programmes, which do not have CUET at present, the departments can either evaluate eligibility on the basis of other but related subject test scores or have separate entrance examinations and subsequent viva-voce.

2.1.6 The various departments should ensure to advertise about admissions, admission eligibility criteria, multidisciplinarity, lateral entry and exit policy, etc. in due time by advertising properly.

2.1.7 The various departments can hold entrance examinations for lateral entry students.

3 Teaching and Learning

3.1 Course Registration

3.1.1 **Every undergraduate and postgraduate student has to register in every semester of every academic session to be eligible for requirement of award of the degrees. This includes, all diploma, bachelor, master and PhD degree students with no exceptions. This also includes students who are only doing projects. internships, field work and/or research.**

3.1.2 All course/research registrations each semester are to be submitted to head of department. The head of department will submit the relevant course/research credits registration to the registrar later. The registration must be completed in the pre-registration week or the first day of the semester without late registration fees, or on the last day of registration with the late registration fees.

3.1.3 **All degree programme students, including PhD research scholars, have to pay applicable semester fees before due dates every semester. Failing this, the students will have to pay the prescribed fines.**

3.1.4 **If a student fails to register or fails to pay semester fees for two consecutive semesters then his programme may be deemed to be discontinued.**

3.1.5 All the core courses, electives, thesis, projects, seminars, value added courses, internships, etc., for credits have to be mentioned in the course registration form by the student.

3.1.6 Online courses, such as NPTEL courses, SWAYAM courses, external courses (offered by institutes with MoU with RKMVERI), and special guest courses, once registered cannot be dropped.

3.1.7 All registered courses will be mentioned in the progress report of a student.

3.2 Teaching-learning

3.2.1 UGC rules for workload are as follows.

15.1 The workload of the teachers in full employment should not be less than forty hours a week for thirty working weeks (one hundred and eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least five hours daily in the university/college. Teachers shall devote at least two hours per day for mentoring of students (minimum fifteen students per coordinator) for community development/extra- curricular Activities/library consultation/research in case of undergraduate courses and/or at least two hours per day for research in case of postgraduate courses, for which the necessary space and infrastructure shall be provided by the university/college. The direct teaching-learning workload should be as follows:
Assistant Professor — 16 hours per week and
Associate Professor/Professor — 14 hours per week.

15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours (i.e. teaching-learning workload will be reduced by two hours).

3.2.2 The instructor of any course should explain to the students the following in the first day of instruction.

(i) Course description and information,
(ii) Syllabus,
(iii) Text books and references,
(iv) Course outcome, knowledge acquired and skills gained,
(v) Attendance policy,
(vi) Examination and tests policy of the course,
(vii) Assignments policy of the course,
(viii) Project/term paper/term reports/seminars/field work/etc. in the course,
(ix) Evaluation and grading policy of the course and weightages of different components for evaluation, and,
(x) Weekly schedule of the study material covered.

3.2.3 It is recommended that the board of studies (BoS) should periodically review syllabi, course structure and evaluation methods, at least every two years.

Reference: UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 (Section 15. Workload).

3.2.4 Every department should do a course/instructor/programme/institute feedback before end-semester examination every semester.

3.3 Credits

3.3.1 **A one year degree programme will have minimum 40 (subject courses) + 4 (value added courses) credits.** Any multi-year degree programme will similarly have the total credits such that per year credits, i.e. total credits divided by years, are minimum 40+4 credits.

The department may prescribe more than minimum credit (>40+4) per annum on an average) recommended above depending on the course/discipline/subject requirement.

3.3.2 It is mandatory that one credit is 16 hours of lectures/tutorials by course instructors or teaching assistants *or* 32 hours of supervised laboratory, projects, field work, internship *or* 16 hours of thesis guidance. In other words, one credit per course corresponds to one theory or two practicum contact hour of the course per week for sixteen weeks in an academic semester.

3.3.3 The credits of a course pertains to student contact hours (and not faculty teaching hours) per student.

3.3.4 Each credit hour for thesis, project, laboratory, field work or internship, amounts to 2 hours of supervised academic work.

3.3.5 Unsupervised laboratory, learning, project, field work, internship, etc., do not count for credits.

3.3.6 The recognized online, external and special guest courses have their specified credits independent of RKMVERI rules as determined by the HoD/BoS.

3.3.7 **Undergraduate and postgraduate degree projects, including masters' thesis and internships, will not exceed 8 credits per semester.** Also, for example, 8 credits must include at least 4 hours for supervised project/research/practicum and at least 12 hours of unsupervised work per week by the student.

3.3.8 UGC has recommended ability/skill enhancement and value added courses for each degree programme. The value added courses should be as per guidelines of UGC. Every degree programme should have 4-6 credits for such courses per year. These may include *Professional Ethics*, *Professional Methodology* and *Professional Writing and Presentation*. Each department should ensure such value added courses for the students.

3.4 PhD Thesis and Course work

3.4.1 **PhD thesis credits will not exceed 18 credits per semester which must include sufficient supervised guidance.** This corresponds to $6 \times 6 = 36$ hours of active research in a week.

3.4.2 A PhD programme shall have minimum 12 credits of course work according to UGC guidelines. It is recommended to have 12–16 credits of pre-registration course work for PhD students.

3.4.3 UGC has made compulsory a two credit value added course for awareness about publication ethics and publication misconducts entitles "Research and Publication Ethics" for all PhD students for pre-registration course work. Each department has to ensure a 2-credit the *Research and Publication Ethics* course for their PhD students in their first year.

3.4.4 UGC has mandate a course on *Research Methodology*. According to UGC this course should cover areas such as quantitative methods, qualitative methods, computer applications, research ethics, literature survey, literature searching, literature review, statistical data analysis, interpretation, error analysis, hypothesis testing, fieldwork methodology, etc. Each department has to ensure a 2-credit *Research Methodology* course for their PhD students in their first year.

3.4.5 The research work in a PhD programme will only commence when the student has cleared the course work with a minimum of 5.5 CGPA as recommended by UGC. A PhD student is allowed research credit registration every semester only after successful completion of his pre-registration course work.

3.5 Attendance

3.5.1 **Full attendance in any course is mandatory.** In exceptional circumstance leave may be granted on prior application of leave.

3.5.2 **PhD students are required to have full attendance in the campus/department for six hours, six days a week whenever the institute is open.** In exceptional or prescribed circumstances, they will be allowed leave on intimation.

3.5.3 If a student is absent during any surprise quiz, class assignment, seminar, presentation or any such class activity then the course instructor may not reschedule the said class activity.

3.5.4 A student will be disallowed to take final exams if his aggregate attendance in lectures, tutorials, seminars, practicums, field work etc., which a student shall be required to attend in a semester for eligibility to appear at the examination, falls below 75% and will have to repeat the semester.

According to UGC, the minimum number of lectures, tutorials, seminars and practicums, which a student shall be required to attend for eligibility to appear at the examination, shall be prescribed by the university, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars, practicums, and any other prescribed requirements.

Reference: UGC (Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education) Regulations, 2003

3.5.5 A student will be disallowed to take final exams for RCI regulated courses as per RCI guidelines.

According to RCI, in RCI regulated programmes, the minimum attendance of Student-Teachers shall have to be 80% for all course work, 90% for all practicum, and 100% for school internship (maximum 5% attendance may be condoned by the head of institution on genuine grounds in special cases).

3.5.6 In exceptional circumstances such as official participations on behalf of university in sports meet, educational meets, NCC activities, NSS public assignments, inter-university festivals, cultural ambassador, other activates approved by the vice-chancellor, prescribed medical leave the student is deemed to have attended for the said period.

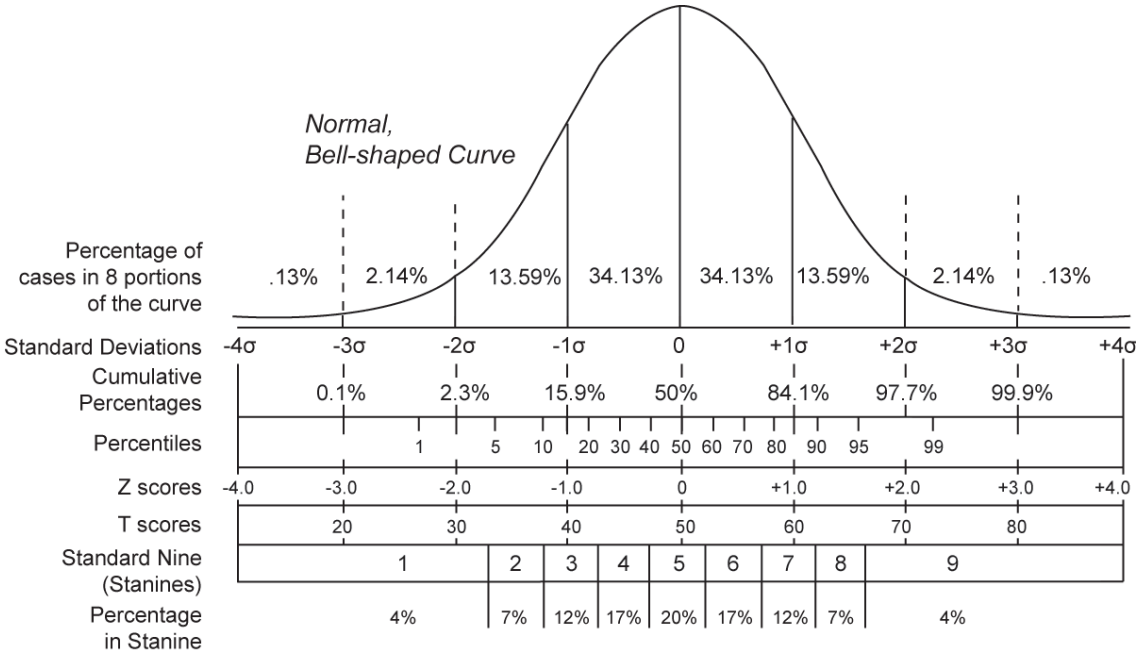
3.5.7 If a defaulting student has excellent academic performance, had prolonged serious illness, is with disabilities, etc., then the examination committee may consider the condonement of absence on the formal appeal of the student showing the cause of absence and remorse.

3.5.8 In no case this condonement will exceed 5% decided. Moreover, the condonement shall be accompanied by a suitable fine with a promise to meet the deficiency of attendance in the next semester. Both of these will be decided by the Controller of Examination on the recommendation of the examination committee.

3.5.9 A value added course instructor may assign weightage to attendance in course evaluation.

3.6 Grading

3.6.1 The relative grading and absolute grading adopted by RKMVERI based on guidelines by UGC is as follows. μ is the average of the marks scored by the students and σ is the standard deviation.



Reference: Normal distribution and scales

3.6.2 The reference table for absolute grading to be followed is given below.

Gr. (a)	Desc. (b)	Gr. Pts. (c)	Rec. Min. Stud. (d)	Rec. Marks (Abs. grading) (e)
O^+	Superlative	10	82	100%
O	Outstanding	10	25	90% – 99.9%
A^+	Excellent	9	9	80% – 89.9%
A	Very Good	8	4	70% – 79.9%
B^+	Good	7	*n/a*	60% – 69.9%
B	Above Average	6	*n/a*	50% – 59.9%
C	Average	5	*n/a*	40% – 49.9%
D	Pass	4	*n/a*	35% – 39.9%
F	Fail	0	*n/a*	$< 35\%$

The reference table for relative grading, when absolute grading is not possible, is given below.

Gr. (a)	Desc. (b)	Gr. Pts. (c)	Rec. Min. Stud. (d)	x (Rel. grading) (f)	$\Pr(X > x)$ (g)
O^+	Superlative	10	82	$\geq \mu + 2.25\sigma$	1.222%
O	Outstanding	10	25	$\mu + (2.0 \pm 0.25)\sigma$	4.006%
A^+	Excellent	9	9	$\mu + (1.5 \pm 0.25)\sigma$	10.565%
A	Very Good	8	4	$\mu + (1.0 \pm 0.25)\sigma$	22.663%
B^+	Good	7		$\mu + (0.5 \pm 0.25)\sigma$	40.129%
B	Above Average	6		$\mu \pm 0.25\sigma$	59.871%
C	Average	5		$\mu - (0.75 \pm 0.50)\sigma$	89.435%
D	Pass	4		$\mu - (1.5 \pm 0.25)\sigma$	95.994%
F	Fail	0		$< \mu - 1.75\sigma$	100%

Reference: (a), (b) & (c): UGC guidelines.
Reference (d), (e), (f) & (g): UGC guidelines & Standard Normal Distribution Table

3.6.3 The superlative O^+ grade is awarded to students very rarely. This grade is awarded in three cases,

(i) for the original contribution of the student to the field during the course work,

(ii) the instructor feels that the student knows as much as him or more, thus expressing his inability to grade the student, and

(iii) for the extraordinary performance (near 100%) of the student throughout the continuous evaluation during the course.

3.6.4 The following rules are mandatory for superlative O^+ grade:

(i) the O^+ grade will not be awarded if the class size is less than 82,

(ii) the number of students getting the O^+ grade will not exceed 1.222% of the class size,

(iii) the O^+ grade will not be awarded where there are no formal written examinations,

(iv) the student must score near 100% in the continuous evaluation during the course, and,

(v) the O^+ grade will not be awarded for seminar, project, laboratory, field work, internships, etc., where evaluation is more subjective.

3.6.5 The following rules are mandatory for outstanding O grade:

(i) the O grade will not be awarded if the class size is less than 25.

(ii) the number of students getting the O^+ and O grades will not exceed 4.006% of the class size, and,

(iii) the student must have scored $\geq$ 90%.

3.6.6 The following rules are recommended for excellent A^+ grade

(a) the A^+ grade will not be awarded if the class size is less than 9.

(b) the number of students getting the O^+, O and A^+ grades will not exceed 10.565% of the class size, and,

(c) the student have scored $\geq$ 80%.

3.6.7 It is mandatory following UGC guidelines that the cut-off marks for awarding a B^+ grade should not be lower than 55%.

3.6.8 It is recommended following UGC guidelines that the cut-off marks for awarding a B grade should not be lower than 50%.

3.6.9 It is mandatory that the number of students awarded F grade in any course is no more than 10.565% of class size unless there are exceptional circumstances. A student scoring more than or equal to 35% marks will also not be awarded F grade.

3.6.10 For non graded courses "Satisfactory" or "Unsatisfactory" shall be indicated by S and U, respectively, instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

3.6.11 Research, Seminars, Workshops, etc., or courses with subjective evaluation, less student interaction, or attendance-based evaluation will be **non-grade courses (NG)**.

3.6.12 A non-grade course for a student will be evaluated only as pass (P) or fail (F).

3.6.13 The non-grade course credits for thesis, degree project or internship will be counted towards completion criteria of the degree programme only if the performance is satisfactory.

3.6.14 The students not completing term projects, term seminars, term presentations, term reports, term field work by the final examinations may be awarded I (Incomplete) grade, which will be converted to D grade, after the student passes the late evaluation, held once on the discretion of the course instructor.

3.6.15 The grade evaluations of the online, external and special guest courses are only recommendations by the external experts/instructors. The head of department with the approval of the board of studies of the department can reassess the grades.

3.6.16 The computation of SGPA (semester grade point average) and CGPA (cumulative grade point average) is done as following as per UGC guidelines:

i. The SGPA is calculated by taking the sum of the product of the number of credits and the grade points scored by a student in all the courses taken in a semester, divided by the sum of the number of credits of all the courses taken in that semester. In mathematical terms: SGPA $S_i = \Sigma(C_i \times G_i)/\Sigma C_i$ where C_i represents the number of credits for the i-th course, and G_i represents the grade point scored by the student in the i-th course.

ii. The CGPA is calculated in a similar manner, taking into account all the courses undertaken by a student over all the semesters of a program. In mathematical terms: $\texttt{CGPA} = \Sigma(C_i \times S_i)/\Sigma C_i$ where S_i represents the SGPA of the i-th semester, and C_i represents the total number of credits in that semester.

iii. Both the SGPA and CGPA will be rounded off to two decimal points and reported in the grade sheets and transcripts.

3.6.17 For those who are concerned the equivalent percentage of marks is CGPA $\times$ 10.

4 Evaluation and Examinations

4.1 Evaluation Components

4.1.1 According to NEP 2020, each course should have mandatory assignments, unit tests, mid-term examinations and final examinations according to methodology of continuous evaluation.

4.1.2 It is mandatory to have home assignments, quizzes, mid-semester examination and end-semester examination for each teaching-learning course.

4.1.3 It is mandatory to have project presentations for project, thesis and technical reports component, if any, of each practicum including course.

4.1.4 It is recommended to include class assignments, seminars, term-projects, term-papers, programming assignments, panel-discussion according to modern teaching-learning methods in teaching-learning and continuous evaluation processes of each course.

4.1.5 It is recommended that the evaluation methods for any course may include seminars, term projects, term papers, programming assignments/projects, etc., as much as possible.

4.1.6 The course instructor can adjust the weightage of the components reasonably.

4.1.7 The recommended weightages of mandatory evaluation components for a teaching-learning course are as follows:

Component	Weightage
Assignments	10%
Tests	15%
Mid-term exam	25%
End-term exam	50%

4.1.8 The recommended weightages of mandatory evaluation components for a practicum course are as follows:

Component	Weightage
Regular exercises/practicums	50%
End-term Practical exam	50%

If there is no end-term practicum examination then the student may be evaluated on the basis of regular practicums.

4.1.9 It is recommended that all the seminars, project presentations, practicums including practicum examinations should be held before the end of semester examinations rather than after.

4.1.10 The question papers need to be set such that the average marks scored by the students is 50% – 60%. The recommended division of question papers is: 25% questions related to fundamental concepts, 25% questions related to lectures content, 25% questions related to exercises, 25% original/difficult/tricky questions.

4.1.11 RKMVERI will follow the UGC guidelines for conducting examinations for persons with benchmark disabilities.

4.1.12 UGC has requested that universities and deemed-to-be-universities should permit students to write examinations in local vernacular languages even if the medium of instruction is in English. Moreover, universities and deemed-to-be-universities should promote translating original works in local vernacular languages and using vernaculars in teaching-learning process.
Reference: 1-2/2023 (Bhartiya Bhasha), UGC notification dated 19 April 2023, Subject: Teaching in mother tongue/local vernacular languages in HEIs.

4.2 Mid-semester and End-semester examinations

4.2.1 Each programme will have one mid-semester examination and one end-semester examination per course per semester.

4.2.2 The students should be informed well in advance (at least one week) about the conduct of mid-semester and end-semester examinations and other related activities except surprise tests and class assignments.

4.3 Attendance Requirement

4.3.1 The course instructors should send tabulated attendance records of courses to HoD/CoE a week prior to mid-semester and end-semester examinations with a mention of remaining scheduled and extra classes.

4.3.2 The students have right to inquire about their attendance to course instructors. Thus it is the students' duty to meet their attendance requirement for sitting in the examinations.

4.3.3 The course instructors are supposed to inform students about their attendance before end-semester examinations.

4.3.4 The HoD will issue a notice before the end-semester examinations listing the students who are not allowed to sit for the examinations according to the prevailing academic rules of RKMVERI.

4.3.5 The HoD should communicate the notify students' attendance to CoE and registrar before end-semester examinations.

4.4 Conduct of Examinations

4.4.1 RKMVERI has zero-tolerance policy for any form of cheating and misconduct during examinations.

4.4.2 The departments should preferably conduct all the mid-semester or end-semester examinations during examination schedule.

4.4.3 There should not be any form of preparation leave or gap, for or during examinations.

4.5 Re-examinations

4.5.1 There will be a re-exam for end-term examination for the failed students and for those who are absent in the final exam for medical or any other such exceptional reasons. The marks obtained will only replace the end term examination marks. The marks obtained in other components will remain unchanged.

4.5.2 A re-exam will only substitute the end-semester examination component of the evaluation. The mid-semester exams, internals, assignments, quizzes, field-work, projects, etc. evaluation component will remain the same.

4.5.3 The maximum grade that a re-exam will avail is B, that is, even if a student's score may avail him a better grade, he will be awarder a B grade.

4.5.4 The failed students will be allowed to take re-exams only if he has failed in at most one course in a semester and only if their SGPA is at least 6.0 for that semester. Otherwise the failed student will have to repeat the course the next semester and reappear in all the course tests/examinations for the continuous evaluation.

4.5.5 The department may organize the re-exam on a suitable date or may ask to appear for the examination in the next academic year. If the same course is not offered again in the next two semesters then the student will be allowed to do another course on the recommendation of the course instructor/HoD/BoS.

4.6 Failing

4.6.1 The scheme of "Carry forward" (for the subjects in which the student has failed) is allowed and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/ she has failed/ remained

absent, whenever the examination is held next.
Reference: UGC Guidelines during COVID-19, 6.i.

4.6.2 Every semester, the course load of failing students must be reviewed and recommended by BoS/HoD.

4.7 Unsatisfactory Academic Progress

4.7.1 A student who has a CGPA below the minimum qualifying CGPA of the degree will automatically be put in academic probation.

4.7.2 A student in academic probation will be allowed only 50% – 75% of course load in comparison to the class decided by the BoS/HoD. First the course load will be 75% and if the student still cannot cope with the load, it will be further reduced to 50%.

4.7.3 A student who is in academic probation for four semester will be suspended from the degree programme.

4.7.4 A student is considered academically suspended if he does not register for one year.

4.7.5 A suspended student will be given one chance for academic reinstatement by BoS/HoD if he is academically suspended. This chance may mostly be in the form of evaluating the student's academic progress. If a student fails this evaluation he will be academically dismissed.

4.7.6 **A student is considered academically dismissed if he does not register for two years.**

4.8 Evaluation Redressal

4.8.1 The students can submit their grievances to HoD/BoS/Dean/CoE/registrar.

4.8.2 In exceptional circumstances of evaluation, there will be an academic inquiry by the departmental BoS, off-center campus Deans, academic council, CoE, registrar, examination committee, VC, EC or any other relevant statutory committee.

5 Award of Degree

5.1 Minimum Requirements

5.1.1 According to UGC guidelines, the universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE, ICAR, RCI, etc.

Reference: Minimum course curriculum for undergraduate courses under choice based credit system

5.1.2 According to UGC guidelines, the universities can decide to give lesser degrees, such as diploma, PG diploma, etc., for lateral exit students after they have satisfied some additional minimum academic criteria suitable for the said degree.

5.1.3 The minimum CGPA required for the award of undergraduate degrees is 4.5 and of postgraduate degrees, except PhD degrees, is 5.0.

5.1.4 According to ICAR guidelines, the minimum CGPA for the award of a degree is 5.0.

5.1.5 **If any undergraduate or postgraduate student, except a PhD student, fails to achieve the required minimum CGPA then he/she can choose to do new courses or redo some of the failed courses, recommended by HoD/BoS to improve the grading to qualify the minimum required CGPA for the award of the degree.**

5.1.6 A PhD scholar should obtain minimum of 5.5 CGPA in the pre-registration course work for award of degree.

5.1.7 A student in a PhD Programme has a CGPA less than 5.5 and has been permitted by PhD committee to continue in the programme, will be given a single chance for repeating one course for grade improvement. **If the student still fails to improve the CGPA then his/her PhD programme will be terminated.**

5.1.8 The minimum requirements for award of degree are as follows:

(a) The student should secure minimum CGPA prescribed by the university for the degree.

(b) **The minimum CGPA for the award of the undergraduate degree is 4.5. If a student fails to achieve it then he/she can choose the courses, recommended by HoD/BoS to improve the grading to qualify the minimum CGPA 4.5 for the award of the degree.**

(c) The student should successfully complete the core credits for each of these: theory courses, practicum courses, internship, seminars, field training, projects, thesis, etc., as prescribed by the relevant departmental BoS for the degree.

(d) If there is a thesis requirement for the award of the degree then the department may have additional requirements of non-plagiarism, dissertation in presence of internal or external examiners, printed thesis submission in prescribed format, number of research publications, external thesis reviews, etc.

(e) The student should get the clearance from the following officers of the respective campuses:

- Head accountant, accounts department
- Head librarian, Central Library
- HoD for departmental library/Labs.
- Hostel-in-charge
- Mess-in-charge
- Gymnasium (if present)

- Sports facility (if any)
- Cultural facility (if any)
- Any other central facilities

The student should get the clearance in the prescribed form for the campus. Every student should get all clearances whether he has availed the facilities or not.

(f) The student should not be under any disciplinary or academic probation or suspension at the time of award of the degree. However, if the student has undergone the prescribed rehabilitation, punishment or corrective measure by the relevant committee then he is eligible for the award of the degree.

Abbreviations

ABC Academic Bank of Credits.

CUET Common University Entrance Test.

RKMVERI Ramakrishna Mission Vivekananda Educational and Research Institute.

UGC University Grants Commission.

Version history

August 1, 2023 — Meeting at Registrar Office

1. Revised policy document of RKMVERI for academic calendar, grading and credits, based on UGC guidelines and NEP 2020.

September 1, 2023 — Meeting at Registrar Office

1. Exempted old students from late fines.
2. Other minor revisions.

December 1, 2023 — Board of Management resolutions

1. EC recommendations about implementing absolute and letter grading system in all departments, periodic syllabi revising, adding convocation day in academic calendar, etc., are incorporated.
2. UGC's request for local vernacular languages in teaching-learning process is added.

May 18, 2024 —Examination policy review meeting (VC, CoE, Dp Reg, Dean, HoDs Belur Campus)

1. Added course attendance policy details following UGC.
2. Reordering the sections.

Oct 20, 2024 —Examination policy review meeting (VC, CoE, Acad. council recommendations).

1. Added Re-exam policies.
2. Reordering sections and introducing subsections.