

TEACHING AND EVALUATION REGULATIONS

Special features

The special features of the University's academic set up include a favourable teacher student ratio (1:9); a flexible academic programme that encourages interdisciplinary courses and research. The assessment, including projects and examinations, is continuous and internal.

Semester system

The courses are organised on the semester pattern. The academic year consists of two semesters of 16 to 18 weeks each.

Continuous internal assessment

The examination system of the University is designed to test systematically the student's progress in class, laboratory and field work through continuous evaluation in place of the usual "make or mar" performance in a single examination. Students are given periodical tests, short quizzes, home assignments, seminars, tutorials, term papers in addition to the examination at the end of each semester. The final result in each course is calculated on the basis of this continuous assessment and performance in the end semester examination. The evaluation regulations are given below.

Attendance and progress of work

Students are required to attend at least 75% of the classes actually held in each course and at least 60% in the repeat course / subject and participate, to the satisfaction of the School/Department/Centre, in study seminars, sessionals and practicals as may be prescribed. The progress of work of the research scholars and their attendance is regularly monitored by their supervisors/Schools/Departments/Centres and the names of the defaulters removed from the rolls. Absence from classes continuously for 10 days and more will make the student liable have his/her name removed from the rolls of the University. Absence on medical reasons should be supported by a certificate which has to be submitted soon after recovery.

Evaluation regulations

1. The performance of each student enrolled in a course will be assessed at the end of each semester. Evaluation of all P.G., Advanced P.G./P.G. Diplomas, M.Phil., M.Tech and Integrated PG courses is done under the Grading System. There will be 7 letter grades; A+, A, B+, B, C, D and F on a 10 point scale which carries 10,9,8,7,6,5,0 grade points respectively.
2. The final result in each course will be determined on the basis of continuous assessment and performance in the end of semester examination which will be in the ratio of 40:60 in case of theory courses and 60:40 in laboratory courses (practicals).
3. The mode of continuous assessment will be decided by the School Board concerned. The students will be given a minimum of three units of assessment per semester in each course from which the best two performances will be considered for the purpose of calculating the result of continuous assessment. The record of the continuous assessment in such a form as the School Board may decide will be maintained by the School/Department/Centre.
4. At the end of semester examination, the answer scripts will be evaluated and the grades scored by each student in each course taken by him/her will be communicated to the Dean of the School/Head of the Department/Centre for onward transmission to the Office of the Controller of Examinations. Wherever

required, the Dean / the Head of the Department/Centre along with the teacher concerned may moderate the evaluation.

5. (a) Students must obtain a minimum of 'D' grade in each course in order to pass in the Postgraduate, Adv. PG/ Postgraduate diploma, M.Phil, M.Tech and Integrated PG courses. Students who obtain less than 'D' Grade in any course, may be permitted to take the supplementary examination in the course/s concerned within a week after the commencement of the teaching of the next semester. Appearance at such examinations shall be allowed only once. Those students who get less than 'D' grade in the supplementary examination also shall have to repeat the course concerned or take an equivalent available course with the approval of the Head of the Department/Centre and the Dean of the School concerned. Such approval should be obtained at the beginning of the semester concerned.

(b) In order to be eligible for award of medals/prizes and ranks etc., the students should complete the course within the prescribed duration. The grades obtained by the student in the supplementary/ repeat/improvement examinations shall not be taken into account for the award of medals/prizes/ranks etc. Further, for the purpose of award of M.Phil. and M.Tech. medals, prizes and ranks, the student should complete the course, examination and submission of dissertation etc., within a maximum period of three and five semesters respectively from the date of the admission to the course.

6. (a) No student of PG/Adv. PG/PG Diploma/M.Phil, and M.Tech, shall be permitted to move to the next semester, if S/he has a backlog of more than 50% of the courses of a semester concerned at any stage including the previous semesters, subject to a maximum of two courses where the number of the courses in a semester are four and a maximum of three courses where the number of courses in a semester are more than four at any given point of time including the backlogs of previous semester, if any.

(b) No student of 5-year Integrated M.A./M.Sc. courses shall be allowed to carry backlogs of more than 50% of the courses of a semester concerned at any stage including the previous semesters subject to a maximum of 5 backlogs at any given point of time including the backlogs of previous semester/s, if any.

7. The qualifying marks for the dissertation/project report / monograph/ research paper in the M.Phil., and M.Tech courses shall be 50%. Students who obtain less than 50% or 'D' grade in the dissertation/monograph/ research paper will be required to rewrite it within such extra time as may be allowed by the School Board concerned on the recommendation of the Supervisor(s).

8. Students who are permitted to appear in supplementary examinations in course/s in accordance with clauses 5(a) above will be required to apply to write the examination concerned in the prescribed form and pay the prescribed examination fee by the date prescribed for the purpose by the University.

9. (a) A student in order to be eligible for the award of M.A., M.Sc., MCA, MBA, MPA, MFA Adv. PG/PG Diploma and Integrated PG Courses must obtain a minimum of 'D' grade in each course. The results of successful candidates will be classified as indicated below on the basis of the CGPA:

CGPA of 8.0 and above and upto 10.0	I Division with Distinction
CGPA of 6.5 and above and upto 7.9	I Division
CGPA of 5.5 and above and upto 6.4	II Division
CGPA of 6.0	II Division with 55%
CGPA of 5.0 and above and upto 5.4	III Division

(b) To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. There should not be any 'F' grades on records of any student for making himself/herself eligible for award of the degree.

The division obtained by a student will be entered in his/her provisional cum consolidated grade-sheet and in the degree/diploma certificate.

10. A student in order to be eligible for the award of the M.Phil and M.Tech degree must obtain a minimum of 'D' grade in each of the courses S/he takes as well as in the dissertation / project report/ monograph. The results of the successful candidates will be classified as below:

CGPA of 8.0 and above and upto 10.0	I Division with Distinction
CGPA of 6.5 and above and upto 7.9	I Division
CGPA of 5.5 and above and upto 6.4	II Division
No III Division in these programmes	

To satisfactorily complete the programme and qualify for the M.Phil. / M.Tech. degree, a student must obtain a minimum CGPA of 5.5. There should not be any 'F' grades on records of any student for making himself/herself eligible for award of the degree.

The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the degree certificate.

11. No student will be permitted to take a supplementary examination a second time in the same course except in the case of one repeating the entire course.

12. (a) No student of Post graduate, Adv. PG/PG Diploma, and Integrated PG courses shall be allowed to continue his/her enrolment for more than two semesters beyond the prescribed duration of the course. While counting the maximum permissible number of semesters before which a student has to complete his programme the "idle semester" (i.e. the semester he/she has to forego for want of instructional facility) will not be counted and it should be limited to one semester only. However, such students have to pay the tuition and other fees for the idle semester also. A student may be permitted to discontinue his/her studies for reasons certified as valid by the Head and/or Dean of the School concerned for a period not exceeding two semesters.

(b) No student of the M.Phil. and M.Tech. shall be allowed to continue his/her enrolment for more than two semesters beyond the prescribed duration of the course. Also, no student of MCA, M.Phil. and M.Tech. or any other programme having project work will be permitted to work on the dissertation/project unless S/he has completed the course work.

13. Students who are not found eligible to take semester examinations and also those who are not promoted to the next semester of the course may be considered for readmission to the concerned semester of the immediate following academic year. Such students should seek readmission before the commencement of the classes for the concerned semester or within a week of the commencement of the concerned semester if they are appearing in the supplementary examinations. Such students are given an option either to undergo instruction for all the courses of the concerned semester or to undergo instruction in only such courses in which they have failed on condition that the option once exercised will be binding on the student concerned.

14. The answer scripts of the semester examinations shall not be returned to the candidates but may be shown by the instructor at the specific request of the student concerned. The result of the continuous assessment of the students will, however, be communicated to students immediately after the assessment.

15. No request for re evaluation of the result declared in any course will be entertained. However, every School shall constitute a Grievance Committee consisting of 3 or 4 teachers to examine the complaints received from the students of the School regarding their assessment. Such requests for reconsideration from the students concerned should reach the Dean of the School concerned through the Head of the Department/Centre within 15 days of the announcement of the results of that assessment.

Note: If a student is not satisfied after consideration of his grievance concerning evaluation by the School level Committees, the Dean of the School on a request from the student may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be Rs. 50/- per paper.

16. (a) Students absenting themselves after payment of fees from a regular semester examination may be permitted by the University to appear in a supplementary examination of the semester. The application for permission to appear in a supplementary examination shall be made by the student concerned in the prescribed form. The application along with the prescribed fee should reach the office of the Controller of Examinations through the Department/Centre/School concerned by the date prescribed for this purpose.

(b) Students may opt to audit a course within the Department or outside, provided S/he satisfies the prerequisites. 75% of attendance is required for an audit course for including the same in the additional grade sheet.

Improvement examination

- i) Students securing 'D' grade in the course of a semester may be allowed to improve their marks in one course in a semester. Appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- ii) The appearance at an examination for improvement should take place soon after completion of the examinations for the semester concerned along with the supplementary examinations within a week of the commencement of the teaching of the next semester.
- iii) For the purpose of determining the Division, the better of the two performances in the examinations will be taken into consideration.
- iv) The facility for improvement shall be open to all those who want to improve their grade irrespective of the CGPA obtained by them in the examination concerned. However, a student is required to clear all courses of a particular semester in which the student intends to take an improvement examination.
- v) For the purpose of award of medals, prizes, and rank, etc., the grades obtained by a student in the examination taken for improvement/supplementary shall not be taken into account. In respect of tie cases actual marks obtained will be taken into account for identifying the topper.
- vi) The grade sheet of a student will indicate full information of the examinations taken by him/her. Both the Grades obtained in the 1st and 2nd attempts will be shown in the grade sheets.

vii) Application for improvement examination shall be made by the students concerned to the Controller of Examinations in the prescribed form along with the prescribed Examination Fee within a week of the commencement of the teaching of the next semester.

viii) Students are permitted to avail the facility of improvement examinations to a maximum of four courses of their respective programmes as detailed below:

one course at the end of the first semester, two courses at the end of the second semester, three courses (to be taken from 1st & 3rd semesters) at the end of the third semester and four courses at the end of the fourth semester.

Students who have completed the course without availing themselves of the improvement facility in accordance with the schedule prescribed by the University may be allowed to avail themselves of the unavailed improvement chances within a maximum period of six months after completion of the course. Such exams are to be taken when the regular or supplementary/improvement exams are held.

Note: A provision exists for a special supplementary examination in respect of such students who after completion of the prescribed duration of the course are not able to get their degree due to backlogs. However, students having backlogs due to shortage of attendance will not be allowed this facility.

Evaluation of M.Phil dissertation

- i) Students are required to take an open seminar on the M.Phil dissertation. Schools/Departments/Centres may hold it before/after submission of the dissertation.
- ii) A Board comprising of 3-4 members will assess the performance of the M.Phil. candidates at the seminar for 25% of the marks prescribed for the dissertation. The remaining 75% marks for the dissertation will be awarded on the basis of examiners report in accordance with the existing procedure. There is no minimum mark for passing in the seminar.

Evaluation of M.Tech CS/AI/IT & MCA Project work

1. The Project work of M. Tech. and M.C.A. students will be evaluated in two phases viz., mid-term and final. Mid-term is for 40% and the final is for 60%.
2. The mid term and final evaluation will be done by a Board of examiners and the students have to present the work done by them.
3. (i) The provisional certificate-cum-consolidated grade transcript will contain the CGPA and the division also. The overleaf will contain classification of the results under letter grade system .
(ii) An additional grade sheet will be given to the students for the courses audited by them without attributing the credits, and also for the courses taken by them having credits which are not counted for the award of the degree and the credits scored by them for the extra curricular activities like NSS, literacy programme etc. The audited courses will be included in the additional grade sheet, based on the certification given by the teacher concerned and recommended by the Head of the Department and Dean of the School concerned.
iii) In the degree certificate, the division will also be mentioned.
iv) In addition to the above provisions, the existing evaluation regulations in the University shall be applicable in the other matters, wherever required.

Semester-wise Registration System

In order to maintain an effective enrolment of students and their progress in their studies/research, the University has introduced a system of student registration at the beginning of each semester for all the courses offered on regular basis including part time Ph.D. A schedule for semester-wise registration is on the inside page of the back cover of the prospectus-cum-application form. However, a schedule for semester wise registration will be notified by the Academic Section from time to time. Students of all the courses (P.G./Integrated Master's Degree/Adv. PG/PG Dip./ M.Phil./ M.Tech./ Ph.D.), are required to clear their dues of the earlier semester/s in all respects before registering for the following semester of the course.

Every Ph.D. student (regular/part-time/exgternal) should enclose a copy of the report of the doctoral committee of the previous semester to the requisition form of the semester registration, without which ongoing semester registration will not be done.

Note: In the case of post-matric scholarship holders belonging to the SC/ST categories from the State of Andhra Pradesh, semester-wise registration for winter semester will be done without insisting on the clearance of mess and tuition fee dues of the monsoon semester, if the same are reimbursable by the Social Welfare Department of the State Government. However, they should clear all the dues of the winter semester before registering for the monsoon semester.

Academic Calendar 2009-2010

Monsoon Semester : (July – December 2009)

Important dates :

Reopening after summer vacation : 11/06/2009

Entrance Examinations : 1st to 7th June, 2009

Last date for payment of fees and semester registration

I semester : At the time of admission

III/V Semesters - without fine : 16/07/2009 to 31/07/2009

with a fine of Rs.50/- : 01/08/2009 to 17/08/2009

Suppl./Imp. Examinations : 22/07/2009 to 31/07/2009

Teaching schedule for I/III/V Semesters : 16/07/2009 to 11/11/2009

Semester examinations : 12/11/2009 to 26/11/2009

Winter Vacation

for students : 27/11/2009 to 17/12/2009

for faculty : 04/12/2009 to 17/12/2009

Suppl./Imp. Examinations : 21/12/2009 to 31/12/2009

Winter Semester : (January - June 2010)

Important dates

Last date for payment of fees and semester registration

II/IV/VI Semesters without fine : 01/01/2010 to 20/01/2010

with a fine of Rs.50/- : 21/01/2010 to 30/01/2010

Teaching Schedule

II/IV/VI Semesters : 18/12/2009 to 15/04/2010

Semester examinations : 16/04/2010 to 29/04/2010

Summer Vacation

For students : 30/04/2010 to 15/07/2010

For faculty : 07/05/2010 to 15/07/2010

Reopening after summer vacation : 16/07/2010

List of Holidays (2009)

15/08/2009 Independen

21/09/2009 Idu'l Fitr

28/09/2009 Dussehra (Vijaya Dashami)

02/10/2009 Mahatma Gandhi's Birthday

17/10/2009 Diwali (Deepavali)

02/11/2009 Guru Nanak's Birthday

28/11/2009 Idu'l Zuha (Bakrid)

25/12/2010 Christmas Day

28/12/2010 Muharram

List of Holidays for 2010 will be notified later