Academic and Examination Policy

1. Preamble

IES University, Bhopal, envisions excellence in higher education through academic integrity, innovation, research-led teaching, and outcome-based learning. The Academic and Examination Policy serves as a comprehensive framework governing the design, delivery, evaluation, and certification of academic programs across all faculties.

This policy aligns with national regulatory frameworks such as the University Grants Commission (UGC) Regulations, National Education Policy (NEP) 2020, and program-specific councils (AICTE, PCI, NCISM, BCI, INC, NMC, COA, etc.). It aims to ensure academic rigor, transparency, fairness, and continuous improvement in academic and examination processes.

2. Objectives of the Policy

The primary objectives of this policy are:

1. To establish a uniform academic governance structure across all faculties and constituent units.

2. To ensure alignment of curriculum design and learning outcomes with NEP 2020, SDGs, and global best practices.

3. To define procedures for curriculum development, pedagogy, assessment, and academic audit.

4. To uphold integrity, fairness, and inclusivity in examination and evaluation processes.

5. To promote research-oriented and skill-based learning across all programs.

6. To integrate sustainability, ethics, and social responsibility in academic practices.

3. Scope and Applicability

This policy applies to all programs—undergraduate, postgraduate, doctoral, and diploma—offered by IES University through all its faculties and constituent institutions. It governs both academic operations (curriculum, teaching, attendance, evaluation) and examination mechanisms (assessment, grading, revaluation, results, and certification).

It is applicable to:

- Faculty of Engineering & Technology

- Faculty of Management & Commerce

- Faculty of Science & Humanities

- Faculty of Pharmacy

- Faculty of Ayurveda and Allied Health Sciences

- Faculty of Nursing and Paramedical Sciences

- Faculty of Law and Legal Studies

- Faculty of Education and Design

4. Academic Governance Structure

The governance of academic and examination processes shall be under the following statutory and functional bodies:

4.1 Board of Management (BoM)

- The BoM is the highest decision-making body on all policy matters.

- It ensures the implementation of UGC and statutory council directives.

4.2 Academic Council (AC)

- The AC is the supreme academic body responsible for maintaining academic standards.

- It approves curricula, academic calendar, examination schemes, and assessment guidelines.

4.3 Boards of Studies (BoS)

- Each faculty shall have its BoS comprising the Dean, senior professors, industry experts, and external academics.

- BoS proposes curriculum revisions, new courses, and evaluation methods.

4.4 Departmental Academic Committees (DAC)

- Headed by the Head of Department, DACs oversee teaching quality, attendance, student performance, and internal assessments.

4.5 Examination Committee (EC)

- The EC is responsible for planning, conducting, and monitoring all examinations and result processing.

5. Curriculum Design and Development

5.1 Curriculum Philosophy

The curriculum shall be outcome-based, learner-centric, and aligned with NEP 2020 principles. It shall integrate:

- Academic knowledge and practical application
- Interdisciplinary learning and project-based pedagogy
- Skill development, entrepreneurship, and innovation
- Value-based education and sustainability awareness

5.2 Program Outcomes

Each program shall define Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) mapped to the Graduate Attributes of IES University.

5.3 Curriculum Framework

Each program shall follow a credit-based system:

- UG Programs: 120–160 credits
- PG Programs: 60–80 credits
- Ph.D. Coursework: Minimum 12 credits

Choice Based Credit System (CBCS) shall be implemented across faculties, allowing flexibility through core, elective, and open courses.

6. Academic Calendar

An Academic Calendar shall be prepared by the Registrar (Academics) and approved by the Academic Council before the start of each session.

It shall include:

- Dates for commencement and conclusion of classes
- Internal and external examination schedules
- Vacations, holidays, and co-curricular events
- Last dates for submission of marks, attendance, and thesis/dissertation

7. Teaching, Learning and Pedagogy

IES University adopts blended teaching-learning pedagogy combining traditional classroom instruction with digital learning, experiential projects, and research exposure.

7.1 Modes of Teaching

- Lectures, tutorials, practicals, and field work

- Online and hybrid learning platforms

- Experiential learning through industry internships, community projects, and simulations

- Guest lectures, workshops, and seminars

7.2 Faculty Development

Continuous Faculty Development Programs (FDPs) shall be conducted to enhance pedagogical innovation, AI integration in education, and outcome-based teaching.

7.3 Academic Support

Academic mentoring, remedial classes, and peer-assisted learning shall be provided for academically weaker students.

8. Attendance and Academic Discipline

- Minimum attendance requirement is **75%** in theory and practical classes separately.

- Attendance shall be recorded digitally and monitored weekly.

- Students failing to meet attendance criteria shall be debarred from appearing in end-semester examinations except under approved medical or genuine circumstances.

9. Internal Assessment System

Each course shall have a Continuous Internal Evaluation (CIE) component contributing 40% to the final grade.

CIE shall include:

1. Class tests or quizzes

2. Assignments or project work

3. Laboratory performance

4. Seminars and presentations

5. Attendance and class participation

Transparency shall be ensured by displaying internal marks before final submission to the Examination Section.

10. End Semester Examination (ESE)

10.1 Structure

- ESE shall carry **60%** weightage.

- Examinations shall be conducted at the end of each semester in offline/online or blended mode.

- Question papers shall assess conceptual understanding, analytical ability, and application skills.

10.2 Paper Setting and Moderation

- Question papers shall be set by subject experts approved by the Examination Committee.

- A moderation committee shall ensure coverage of syllabus, balance of difficulty level, and question clarity.

10.3 Evaluation

- Double evaluation or external evaluation shall be adopted for PG and professional programs.

- Coding of answer scripts shall ensure anonymity.

- Revaluation and scrutiny options shall be provided to students.

11. Grading and Result Declaration

IES University follows a 10-point grading system based on relative or absolute grading.

Marks (%) Grade Grade Point Description

Marks (%)	Grade	Grade Point	Description
90–100	O	10	Outstanding
80–89	A+	9	Excellent
70–79	A	8	Very Good
60–69	B+	7	Good
50–59	B	6	Satisfactory

Marks (%) Grade Grade Point Description

40–49   C   5   Pass

<40   F   0   Fail

A Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be computed for each student.

12. Examination Conduct and Integrity

12.1 Code of Conduct

All examinees must adhere to the Examination Code of Conduct. Any malpractice shall be dealt with as per the University's **Unfair Means Policy**.

12.2 Invigilation

Faculty invigilators shall ensure fair conduct of examinations. Any incident shall be immediately reported to the Controller of Examinations (CoE).

12.3 Confidentiality

Examination-related materials shall be stored and transmitted securely under the supervision of CoE.

13. Revaluation and Grievance Redressal

- Students may apply for **revaluation**, **re-totaling**, or **photocopy of answer scripts** within 7 working days of result declaration.

- A **Result Grievance Redressal Committee (RGRC)** shall address all examination-related grievances.

14. Promotion and Progression

A student shall be promoted to the next semester/year if he/she has passed at least **50%** of the total subjects in the current semester, subject to departmental norms.

Backlog examinations shall be conducted along with regular sessions or as per the notified schedule.

15. Award of Degrees and Medals

Degrees shall be awarded after successful completion of prescribed coursework, examinations, and fulfillment of all academic and disciplinary requirements.

Gold and Silver medals shall be awarded based on CGPA, discipline, and contribution to research or innovation.

16. Academic Audit and Quality Assurance

An Academic Audit Committee (AAC) shall conduct internal and external academic audits once every year to evaluate:

- Curriculum delivery and learning outcomes

- Faculty performance

- Student feedback and employability outcomes

- Research and innovation output

Recommendations of AAC shall be submitted to the Internal Quality Assurance Cell (IQAC) for continuous improvement.

17. Integration of Research and Innovation

All postgraduate and final-year undergraduate programs shall include a research or innovation component.

Collaborative research, internships, patents, and publications are encouraged under the supervision of the Departmental Research Committee (DRC).

IES University fosters interdisciplinary research on:

- Sustainable technologies and healthcare innovations

- AI, IoT, and smart manufacturing solutions

- Herbal drug formulations and integrative medicine

18. Academic Ethics and Plagiarism Policy

Academic honesty is a fundamental value of IES University.

- All project reports, theses, and research papers must undergo plagiarism checks using approved software.

- A maximum similarity index of 10–15% is permissible.

- Plagiarism cases shall be handled by the University Ethics Committee following UGC regulations.

19. Use of Technology in Examination and Academics

- ERP and Learning Management Systems (LMS) shall be used for attendance, marks entry, and academic tracking.

- Online assessment tools and AI-based analytics shall support fair evaluation.

- Secure digital repositories shall maintain transcripts, certificates, and result archives.

20. Student Support and Academic Advising

Each department shall assign Academic Advisors to mentor students regarding:

- Course selection and progression

- Research and internships

- Career planning and higher studies

Special academic support shall be extended to differently-abled students and those from disadvantaged backgrounds.

21. Quality Assurance and Sustainability in Academics

IES University integrates sustainability in teaching and assessment practices through:

- Green campus initiatives linked to SDG-4 (Quality Education)

- Community engagement and rural internship programs

- Environment-friendly examination processes (digital submissions, paper reuse)

Academic policies are periodically reviewed to enhance environmental, economic, and social responsibility.

22. Policy Review and Amendments

The Academic and Examination Policy shall be reviewed every three years or earlier, based on regulatory changes or Academic Council recommendations.

Amendments shall be approved by the Academic Council and ratified by the Board of Management before implementation.

23. Implementation and Compliance

All Deans, Heads of Departments, Faculty Members, and the Controller of Examinations shall ensure strict compliance with this policy.

Failure to adhere to policy provisions shall be treated as administrative non-compliance subject to disciplinary action.

24. Conclusion

This Academic and Examination Policy underscores IES University's commitment to academic excellence, fairness, and student-centered learning. By institutionalizing structured governance, continuous evaluation, and ethical practices, the University aims to produce globally competent graduates who contribute to sustainable societal development.

Approved by:

Academic Council, IES University, Bhopal

Effective from: Academic Year _____

Signed:
Registrar (Academics)