

CREDIT SYSTEM OF EVALUATION*

Introduction

Amrita School of Biotechnology follow a credit-based system for evaluation under a semester pattern. This allows flexibility on courses, time frame, teaching and learning, evaluation procedures and mobility.

Academic year and Semesters

An academic year (July to June) consists of two semesters and possibly a summer term. Each semester has a minimum of 80-85 teaching days and about 8-10 days for the end semester examinations.

Credit based Academic System

A credit-based system is a systematic way of describing an educational programme by attaching credits to its components. Credit is a way of quantifying the knowledge content. When enough credits are accrued or earned, the programme is completed successfully.

Credit system makes educational programmes easy to understand and compare both nationally and internationally. It facilitates mobility, academic flexibility and universality and helps universities to organize as well as reorganize their study programmes quickly. It can be used across a variety of programmes and modes of delivery.

Programme

An educational programme specializing in a specific area covers many knowledge segments. An example is the B.Sc. programme in Biotechnology.

Allotment of Credits

Credits are allocated to the knowledge segments giving due importance to their weightings. The sum of the credits allotted to the knowledge segments decides the programme credits. The programme is successfully completed from the academic angle, once the specified programme credits have been earned.

Example: (For a B.Sc. Biotechnology Programme)

Knowledge Segment	Category	Credits
Language, Cultural Education & Soft Skills	S	10
Mathematics, Physics & Chemistry	M	14
Core Lifesciences	C	72
Laboratory Courses	L	24
Project/Dissertation Thesis	P	7
Total Credits for programme completion		117

Under each knowledge component, the credits are again distributed among the identified courses. The number of courses and the credits allocated to each, could vary. However, the student need to get only the minimum credits in each of the components as mentioned in the example and a prescribed minimum total number of credits for successfully completing the academic programme. Additional credits taken will be an added advantage from the professional angle, but not from the academic requirements.

Course Credits

Each course, except for a few special courses, has a certain number of credits assigned to it depending on the lectures, tutorials, laboratory works and contact hours in a week. Lectures (L) and Tutorials (T) will have one credit per each contact hour in a week. Laboratory and Practical (P) classes carry one credit for two / three contact hours in a week. Projects, fieldwork etc are given a specific number of credits without any direct reference to the hours spent.

Example:

a) A Course on Cell Biology

Number of Lecture hours per week – 3 Credits: 3
 Number of Tutorial hours per week – 1 Credits: 1
 Total credits for the course 3 + 1 = 4

b) A Laboratory Course on Microbiology:

Number of Laboratory hours per week -3 Credits: 2

These are normally indicated in the curriculum, as follows:

Category	Course Code	Course Title	Hours per week			Credits
			L	T	P	
C	BIO204	Cell Biology	3	1	0	4
L	MIC281	Microbiology Lab	0	0	3	1
P	BIO399	Project	-	-	-	7

Curriculum

Curriculum is the framework of an academic programme. In the credit based system, curriculum will specify the category, course code, course title, course delivery (Lectures / Tutorials / Lab / Project) and the credits. Curriculum is presented semester-wise for convenience and will take into account all the knowledge segments and their assigned credits. The total credits to be earned for programme completion will be specified clearly.

Our curriculum has the following credit allocations among the knowledge segments:

B.Sc. Biotechnology

Knowledge Segments	Category Admissions	2015 Admissions onwards
Language, Cultural Education & Soft Skills	S	10
Mathematics, Physics & Chemistry	M	14
Core Lifesciences	C	72
Laboratory Courses	L	24
Project/Dissertation Thesis	P	7
Minimum credits needed for programme completion		117

B.Sc. Microbiology

Knowledge Segments	Category Admissions	2015 Admissions onwards
Language, Cultural Education & Soft Skills	S	10
Mathematics, Physics & Chemistry	M	14
Core Lifesciences	C	72
Laboratory Courses	L	24
Project/Dissertation Thesis	P	7
Minimum credits needed for programme completion		117

For the **M.Sc. programmes**, a total of 66 credits have to be earned. 10 credits of project work have to be earned additionally for the successful completion of the programme.

Credit System Flexibility

Credit system allows flexibility on the selection of courses and time frame for completion of the programme. It also provides a good blend of teaching and learning, ensuring credible evaluation procedures and student mobility. The credit system is evolved around the teacher and the taught.

The prominent features of the credit system cover continuous evaluation of students' performance through well-planned assessment procedures and the flexibility to allow a student to progress at a pace suited to his / her individual ability and convenience, subject to certain conditions. While a prescribed minimum number of credits are to be earned for the award of degree, a minimum level of performance is necessary for progressing with the studies.

Class Advisors and Counsellors

Each class will have one/two class counsellor(s) to help and guide the students in the academic process, solve their problems, if there is any, as also to provide counselling and guidance for the needy. They will also monitor the progress of the students in their studies and report the same to their parents periodically.

Checks and Controls in the Credit System

To achieve purposeful flexibility, a good system control is needed. Hence there are specific rules and procedures to be adhered to in the credit system. Certain courses in each knowledge segment are identified as core courses and others as electives. There is mandatory registration and credit earnings requirements for core courses. Electives are free to be chosen from those offered, for registration. While it is mandatory to register for the elective courses, failure to earn credits in them does not necessarily mean repeating the courses. Another elective course may be permitted as a replacement course.

Certain courses are pre-requisites for advanced courses. For example, Chemistry I could be a pre-requisite for Chemistry II. This means that the student cannot take Chemistry II unless he/she has completed Chemistry I. Here the term completion means that the student has registered for the course, done all assignments and tests, attended the class with 80% or more attendance and has written the end semester examination. The student need not have to earn credits (i.e., pass the course) for fulfilling the pre-requisite needs.

Eligibility to continue the Programme

The system continuously monitors the progress of a student through the credits earned. The student should earn certain minimum number of credits before he / she becomes eligible to move to the next semester.

Minimum cumulative credits to be earned at the beginning of a semester

Sem	B.Sc. BT	B.Sc. MB	M.Sc. BT	M.Sc. MB	M.Sc. BI
2	20	20	22	20	26
3	43	41	44	40	50
4	66	63	65	62	73
5	87	86			
6	106	106			

At the beginning of an odd semester, a student shall not have more than three courses in arrears (excluding lab courses, courses in cultural education, soft skills and the failed courses wherein the student has secured 50% or more in the internal assesment).

A student having more than four courses in arrears, at the beginning of the third

semester, would not be permitted to register for any of the courses in the third semester. A student can register for the third semester courses only when he/she successfully completes the arrears or at least reduces the arrears to four or less than four.

Students having five or more than five courses in arrears, at the beginning of an odd semester (excepting the third semester), shall first register for all the available courses in arrears, during the semester and then register for the possible courses of the higher semester, subject to maximum of 20 credits, in total.

M.Sc. Biotechnology/Microbiology/Bioinformatics.

The Student has to complete all the course requirements before carrying out the Dissertation. In case of failures, they shall credit the courses as and when offered. If necessary, they will be given extra terms, as per the existing regulations, to successfully complete the courses.

Programme Duration

Programme	Duration (Semesters)	Maximum permissible duration (Semesters)
B.Sc.	6	10
M.Sc.	4	6

In extraordinary cases like illness and accidents, a student may be permitted to go beyond the maximum duration by the competent authority.

How to go about with the credit system?

The first step, in the credit based system, is the registration for the various courses. For first semester, registration is done at the beginning of the semester. In the subsequent semesters (2nd semester onwards), registration will be done at the end of the previous semester. The students have to enroll for the courses, earlier registered, at the start of the semester.

During enrolment, one can drop the earlier registered courses or add new courses, with the approval of the faculty advisor / Counsellor and the concurrence of the Dean of the School.

All students will have to register before a specified date. However for valid reasons, late registration with a fine will be permitted up to a specified date. These dates will be announced well in advance.

Registration

Students will be made aware of all information on the courses being offered in that semester. There will be an on-line registration procedure. The students have to enter the details of the courses they want to register for. In the first few semesters there may not be much of a choice to decide on. As one progresses, the flexibility will become more evident. Students have to consult the faculty members who have been identified as their advisors, for advice and assistance in registration.

Minimum and Maximum credits for which one can register in a semester is specified in the relevant curricula. Any deviations will need the approval from the Dean , School of Biotechnology.

A student is permitted to register / enroll for courses only if he / she has:

- a) Paid all fees and has no dues to the university
- b) Has maintained a progress, as required by the university
- c) Has completed any pre-requisite courses prescribed
- d) Has no disciplinary action pending against him / her

Conduct of Courses

Credit system encourages learning. Apart from regular class lectures, students will be given major assignments which will form a part of the course and will also be considered for evaluation. Seminars, design and other assignments, technical paper writing, quizzes etc. could also be a part of the course being conducted.

The teacher offering the course will evaluate the performance of the students at regular intervals and in the end semester examination. A class committee comprising all teachers handling all the courses for the class, the class advisor and students' representatives will monitor the conduct of all the courses of a class.

A course committee comprising all teachers / mentors offering a course in all the campuses will decide on the course plan, evaluation procedure and any midway correction to be taken. Decisions taken by this committee will be informed to all students who have registered for the course. The class / course committees without students' representative will finalise the grades and results for the class / course.

The following weightages are assigned for the evaluation of the courses:

% Weightage		
	2015 Admission onwards	
Type of Course	Internal	End Sem
Lecture	60	40
Laboratory	80	20
Practical Project Work	40	60

Students who have missed both the periodical tests can compensate for only one of them. The third test is not a right and students who have abstained from any regular test(s) have to give a formal application for the third test substantiating the reasons for absence through the class counsellor and the Dean.

If a student does not appear for any of the tests, he/she is not eligible to appear for the end semester examination and has to re-register for the course when offered next.

It is mandatory for the students to appear for the end semester examination / second chance examination for the completion of the course.

If the Project work is not satisfactory, the student will be asked to continue the project till he / she completes it satisfactorily.

Attendance

U. G. Programmes

- All students are required to attend 100% of the classes.
- Leave of absence could be applied for in the form provided in the School website/Store and will be granted by Counsellor only in genuine cases.
- Three types of leave are permitted, namely, Duty Leave, Medical Leave and Ordinary Leave.
- All leaves put together, as sanctioned by the Counsellor should not exceed 20% of the total classes, for eligibility to appear for the end semester examination.
- In the event of the total leave exceeding 20%, an application for condonation has to be submitted in the prescribed form indicating the entire history of leave taken.
- Condonation application containing any unauthorised absence will be summarily rejected.

Note: Application for condonation should be for the entire period of absence from the classes, and not for the shortfall from 80%.

P.G. Programmes

Students falling short of 80% attendance in any course will not be eligible to appear for the end semester examination in that course. Condonation of absence based on the request of the student may be considered in case of attendance shortage due to genuine reasons such as accident, illness etc.

Grading System

2015 Admissions onwards		
Grade Point	Grade	Rating
O	10	Outstanding
A+	9.5	Excellent
A	9	Very Good
B+	8	Good
B	7	Above Average
C	6	Average
P	5	Pass
F	0	Failed
FA	0	Failed due to lack of Attendance
I	-	Incomplete (Awarded only for Laboratory project courses)
W	-	Withheld

A student who has been awarded 'I' grade in the laboratory courses shall take up additional laboratory sessions during the first two months of the next semester and earn a pass grade, which will be reflected in the next semester's grade sheet. If the student secures 'F' grade in any of the courses, remedial measures as indicated below are applicable.

Grade Point Average

Based on the credits for which the student has registered and the grades awarded, Semester Grade Point Average [SGPA] and Cumulative Grade Point Average [CGPA] are calculated.

$$\begin{aligned} \text{SGPA} &= \frac{\sum (C_i \times Gp_i)}{\sum C_i} \\ C_i &= \text{Credit for the } i^{\text{th}} \text{ course in that semester} \\ Gp_i &= \text{Grade point for the } i^{\text{th}} \text{ course} \\ \text{CGPA} &= \frac{\sum (C_i \times Gp_i)}{\sum C_i} \\ C_i &= \text{Credit for the } i^{\text{th}} \text{ course in any semester} \\ Gp_i &= \text{Grade point for the } i^{\text{th}} \text{ course} \end{aligned}$$

Grade Sheet

Grade sheet issued to the student at the end of the semester will contain the following information.

1. Name, Roll No., Date of Birth, Grade Sheet No., Semester, Branch, Month and year of Examination.
2. Course Code, Course Title, Credits and Grade Obtained, Grade Points Earned for the courses registered.
3. Credits registered and earned during the semester.
4. Cumulative Credits earned and Grade Points.
5. SGPA.
6. CGPA.

Revaluation of Answer Papers

An aggrieved student can request for revaluation of answer script of the end semester examination, through a well laid out procedure. There will be revaluation fee for each paper. If the revaluation leads to a better grade, the revised grade will be awarded to the student and in such cases the revaluation fee will be refunded in full. Revaluation is allowed only for lecture-based courses.

Course Completion

A student is said to have successfully completed a course and earned the corresponding credits, if he / she has;

- Registered for the course.
- Put in 80% or more attendance in the course.
- Written the periodical tests and end semester examination.
- Obtained a pass grade D or above in the course.
- No disciplinary proceedings against him / her.

Second Chance Examination

A student who has secured I grade or F grade will be allowed to appear for a second chance examination in the course as per rules. However, FA grade students cannot write the second chance examination.

Second chance examination will be conducted shortly after publishing the results, as per the rules framed for the purpose. Students who were absent for the end semester examination may be permitted to appear for the second chance examination. Permission to appear for the second chance examination will be considered only on the request of the student, who should apply within a week of missing the examination giving genuine reasons for absence.

Permission to appear for the second chance examination will be granted under valid reason by the Dean on the recommendation of the Class Committee.

REMEDIAL MEASURES

B.Sc. Programmes

Re-registration

A student who has not secured a pass grade in a course in the initial registration can register for the same course when offered next along with the junior batch. Students with FA grade are also permitted to register.

Contact Courses

Students in the final semester with one or two arrears with F grade(s) can register for the contact course, if offered. The contact course will run for 45 / 60 hours of contact classes depending on the credit load of the course. Students with FA grade in a given course cannot register for the course under this option.

Reappearance

Students who have not secured a pass grade even after two registrations, or who have secured 50% or more marks in the internal assessment component can opt for this provision. Here the student can earn the credits for the course by appearing for the end-semester examination. Student with FA grade in a course cannot get a pass grade for the course by invoking this provision.

Summer Term Course

Students who have registered earlier for a course and failed can register for a vacation course, if offered. This course will run for one month during summer vacation. Summer term courses can also be used as a fast track option for students who have no arrears. Student with FA grade in the course cannot register for the summer term course.

Runtime Re-do Course

Students with F / FA grade in course can register for a runtime re-do course, if available, on the condition that the total number of credits registered in the semester shall not exceed 28 credits. Runtime re-do courses are run concurrently with a regular semester and would last a full semester.

Note : If a student has registered for a particular course in a semester, he/she will not be permitted to register for the same course, in the same semester as vacation redo/runtime redo/contact course/re-appearance etc.

P.G. Programmes

A student who has not secured a pass grade in the course has to re-register for the course when offered next.

Discipline

Every student is required to observe strict discipline and decorous behaviour both inside and outside the campus and should not indulge in any activity which may bring down the prestige of Amrita Vishwa Vidyapeetham.

A disciplinary action committee will deal with any act of indiscipline or misbehaviour,

unfair practice in the class / university examination etc., and its decision on the action to be taken shall be final. Serious acts of indiscipline may even attract penalty leading to expulsion from the University.

Award of the Degree

A student will be declared eligible for the award of the Degree, if he / she has:

- Registered and earned the credits for all the core courses and project work.
- Earned the minimum required number of credits for the branch of study as specified in the curriculum.
- Earned the specified number of credits in all categories.
- No disciplinary action pending against him / her.
- There are no outstanding dues against him / her.

Classification of successful candidates

A student shall be considered to have successfully completed the programme, if he/she has -

- a) registered and successfully completed all the core courses and projects.
- b) earned the required minimum number of credits as specified in the curriculum corresponding to the branch of his/her study, within the stipulated time.
- c) Earned the specified number of credits in all the categories of courses.

Candidates, who have successfully completed the programme, shall be classified as follows:

- a) Candidates securing a CGPA of 8.00 and above – DISTINCTION.
- b) Candidates securing a CGPA between 6.50 and 7.99 – FIRST CLASS and the same be mentioned in the Degree Certificate'.
- c) If the programme is completed after six(B.Sc.)/four(M.Sc.) semesters of study, the candidates securing a CGPA of 6.50 and above shall be classified to have completed the programme, only with FIRST CLASS.

GENERAL RULES AND REGULATIONS ON THE CAMPUS

1. Students are required to be punctual, polite, well-mannered and decently dressed.
2. Classes commence every day with a Universal Prayer of Vedic hymns. All the students shall reach their classrooms well before (8.20 a.m.). No student shall move around in the corridors during prayer. Students reaching the classrooms after prayer will be marked absent for the first period.
3. All students shall wear uniforms on all working days(except on Wednesdays

and Saturdays) and for all campus events along with their ID cards.

4. ID's should be worn (around the neck) when they are on the campus.
5. On holidays and during non-working hours, they should wear decent dress on the campus and in the Mess Halls.
6. Day-scholars are not allowed to enter the Hostel without the permission of the Chief Warden.
7. Consumption of non-vegetarian food on the campus is prohibited.
8. Smoking, use of tobacco / tobacco products, consuming alcohol and use or possession of any intoxicant on the campus are strictly prohibited.
9. Unauthorised meetings, participation in political agitations and all types of demonstrations are prohibited on the campus.
10. Damage to University property will attract penalty with replacement cost.
11. Reading / possession / circulation of any vulgar or obscene material in any media is banned in the campus.
12. Possession of mobile phones with camera and music is banned on the Campus. Basic mobile phones can be used in the hostel during 9.00 p.m. to 10.00 p.m. Any violation will lead to confiscation of the phones.
13. All students are expected to live in the hostel during their course. However local students who live with their parents within a radius of 30 kms from the campus will be permitted to come their homes.
14. Students are not permitted to live in rented houses, lodges either alone or in groups.
15. Students will arrive on time to the school and refrain from leaving early unless prior permission has been granted. Students who wish to stayback at the school after 6.00 p.m. shall get permission for the same from the Dean. They should also get a certificate from the staff in charge of the activity for which they are staying back clearly showing the time from and to which they were present in the college for that activity. This certificate will have to be produced at the hostel.
16. Students shall in general obtain a prior permission in writing from the authorities for leaving the campus during class hours (8.30 a.m to 4.40 p.m.).
17. Students shall take responsibilities for all their belongings themselves.
18. Students shall bring to the campus only those articles required for academic or co-curricular activities. They shall not bring devices like stereos, walkman, radios, camera, musical instruments, etc. to the class unless otherwise a written permission has been obtained from the authority.

RAGGING IS A CRIMINAL OFFENCE AN IT IS BANNED ON THE CAMPUS

Ragging is a criminal offence. Ragging includes tormenting others by words or deed, playing rough jokes on others, engaging in rough play, physical assault or threat, use of physical force, verbal abuse and aggression, exhibiting indecent gestures and obscene behaviour, exposing fellow students and others to ridicule and contempt, violating the status, dignity and honour of fellow students and others, violating the privacy and rights of others and harassing or exhibiting riotous behaviour.

Students involved in ragging are liable for summarily expulsion from the Institution, with a note in his / her Transfer Certificate to that effect, and the case may also be referred to the Police. In such cases, the student will not be able to continue his / her studies not only in this Institution but also in any other institution.

UNIFORM AND DRESS CODE

1. All students shall wear uniforms on all working days along with their ID cards.
2. Uniform shall strictly conform to the pattern specified.
3. On , Wednesdays, Saturdays, holidays and during non-working hours, they shall wear decent dress in the campus and the Mess halls. Boys shall wear pants and shirt and girls shall wear sari or churidhar.
3. ID's shall be worn (around the neck) on all days.
4. Wearing clothing that is torn or has holes (even if unintentional) is not permitted.
5. Hair should be kept clean, well groomed and modestly styled.
6. Students should avoid costly ornaments and undue make-up. .
7. Apparel with provocative/suggestive language, or inappropriate advertising, is prohibited.
8. Any violation of the aforesaid rules will attract severe disciplinary action which may lead to the termination of the student from the Institution. In all academic or disciplinary matters, the decision of the authorities will be final.

FEES AND DEPOSITS

Tuition fees and all other fees should be paid before the specified date and receipt obtained thereof. Students who do not produce the receipt during enrolment will not be permitted to enroll for any of the courses.