



ACADEMIC RECOVERY POLICY

A. Background and introduction:

The university is committed to motivating students strive to achieve excellence in every aspect of their academic life. The university understands that sometimes due to unforeseen reasons or due to unique personal learning needs the student may not be able to take exams or may fall short of their desired expectations in mastering a specific course.

The university has created Academic Recovery Policy that is designed to help the students to manage such exceptional situations and support them in their endeavor to achieve academic excellence. Students should note that this policy and facilitation is also designed to discourage students from using this as a tool to generally boost one's academic grades from a competitive point of view or otherwise.

B. Definitions:

1. **'Make-up Exam'** is the test that is taken for any other component excluding the end-term exam
2. **'Recourse Exam'** is the test that is taken for the end-term exams only
3. **'Repeat Course'** is re-registering for a course in subsequent semesters

C. Policy for **Make-up Exams**

1. Case for Make-up Exams:

- i. Missing the internal assessment examination
- ii. Poor academic performance in internal assessment examination
- iii. A combination of the above components

2. General conditions for Make-up exams:

- i. Total number of courses allowed for Make-up Exams: A student can request for make-up exam for any specific internal assessment component



in any course. However, it will be subject to the discretion of the faculty member for the course. It is not binding on the faculty member to allow for make-up exam.

- ii. Maximum number of Make-ups allowed: A student can take the Make-up Exam only once for any particular component in given course.
- iii. In case the new grade secured in the Make-up Exam is lower than the original grade then the higher grade will be upheld
- iv. Make-up Exam are not chargeable
- v. Make-up Exam are conducted during the semester and but before the End Semester Examination
- vi. Make-up Exams will be conducted as per the Examination Regulations

D. Policy for **Recourse Exams**

1. Cases for Recourse exams:

- i. Missing the end-term examination
- ii. Poor academic performance in end-term exam
- iii. Low Attendance (Between 60% to 75%)
- iv. A combination of the above components

2. General conditions for Recourse exams:

- i. Total number of courses allowed for Recourse Exams: A student can request for recourse exam in any number of courses in an undergraduate programme. In Post Graduate Programmes the student can take recourse in upto 4 courses in an Academic Year
- ii. Maximum number of Recourse attempts allowed per course: A student can take the Recourse Exam only once in any given course. If a student, is unable to obtain a “Pass Grade” after the recourse exam in a course, in such case he/she will have to Repeat such Course
- iii. The Recourse Exam will be scheduled within 15 days of declaration of result. In case a student is unable to take the exam at the first offering of



the same for the specific course he/she may appear for the exam whenever it is scheduled during the course of his/her study.

- iv. Students are allowed to take a Recourse Exam subject to permission from the Dean of the concerned School
- v. Students who have attendance between 60% to 75% will be given a grade drop in the recourse exam as well.
- vi. In case the new grade secured in the Recourse Exam is lower than the original grade then the original grade will be upheld.
- vii. Recourse Exam is chargeable at the rate of INR 5000 per course. However, if the student was hospitalized due to any kind of sickness or had family situations (death/major accident in the family leading to hospitalization and prolonged care and surgery) or was representing the university in different activities he/she need not pay the fee, provided an approval from the Vice Chancellor is obtained for waiver of fees for recourse examination on the recommendations of the Dean of the School
- viii. Recourse Examinations will be conducted as per the Examination Regulations

E. Policy for **Repeating a Course**

1. Cases for Repeating a Course:

- i. Poor academic performance in the components of internal assessment and/or in the end-term exam.
- ii. Unable to pass the course after taking the Recourse Exam.
- iii. Cancellation of examination due to use of Unfair means.
- iv. Ineligible to take the end term examination due to attendance being less than 60% in a course

2. General conditions for Repeating a Course:

- i. A student willing to apply for repeat shall be required to re-register in that specific course.
- ii. Repeating a course is chargeable at the rate of INR 12,000 per course.

- iii. Student shall register for Repeating a Course during the subsequent semesters or in Summer Term whenever it is being offered by the University. In case the course is not being offered in subsequent semesters or in summer term a student may be asked to complete the course by undertaking individual Course of Independent Study (CIS) under the direct supervision of a full time course incharge /instructor subject to availability of time with the course incharge /instructor. The CIS will be a semester long course.
 - iv. This course will be treated as any other course taken by the student and the student will have to undergo all the classes/lab instructions and exams to earn the new grade.
- F. A student who has to re-appear in an end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications (up to 20%) have been made in the syllabus of the course(s) and the Head of School so certifies, the examination may be held in accordance with the revised syllabus.
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