

FOLLOW UP EXAMINATION & CARRY FORWARD POLICY

1 Follow-up Examination Policy

- 1.1. A student at NIFT will be **Eligible to Appear** in Follow-up Examination in individual subject(s) in case:
- a) Student is unable to appear for End Term Examination due to medical/extenuating circumstances that have occurred within 10 days prior to commencement of End Term Examinations(*which includes the preparatory leave period*) or during the Examinations and has submitted relevant documents in support of the same. In such cases, the Follow-up will be allowed by the Campus Director(with due recommendation of the LASC), without any penalty and regular grades will be awarded to the students.
 - b) Student with shortage of attendance in individual subject(s) between 70-75% who has been provided relaxation by the Campus Director based on the documents provided by the student. The Follow-up Examination will be allowed without any penalty and **regular grades** will be awarded to the student.
 - c) Student with shortage of attendance of 65-75% in individual subject(s) (including students who have not been given relaxation by the Campus Director) will be allowed to appear in Follow-up Examination in as many subjects as applicable. The student will be awarded **regular grade** in the respective subject. Follow Up fee will be charged as applicable.
 - d) Student with shortage of attendance between 55-65% will be allowed to appear in the Follow-up Examination in as many subjects as applicable and with **one grade drop** as per the Attendance Policy. Follow Up fee will be charged as applicable.
- 1.2 A student will **Not Be Eligible To Appear** in the Follow up Examination for individual subject(s) in case:
- a) Student is having attendance below 55% in a subject;
 - b) Student who has **not been able to attain at least 30% of marks in the internal assessment**. Such a student will be considered failed in the subject and will be required to carry forward the same to the subsequent semesters.
- 1.3 The **Follow up Examination will carry a weightage of 40%** and the final result will be collated considering 60% internal assessment.

2. Carry Forward

- 2.1 The student **will be able to Carry Forward maximum three subjects** (two among the Majors and DS and one IDM) to the next academic year in case:
- a) Student is having shortage of attendance between 55-45% or below 45% in maximum of two subjects (please refer to the attendance policy for details).
 - b) Student has failed in maximum of three subjects in the End Term Examination/Follow Up Examination.
 - c) Student has not appeared in End Term Exams and Follow-up Examinations in select subjects (up to three).
 - d) Student who has not been able to attain at least 30% of marks in the internal assessment of a subject.

Signature

In all such cases, the student will be allowed to carry forward maximum of three subjects (maximum of 2 among the Majors & Deepening and one from IDM).

2.2 Modalities of Carry Forward

- a) The credits for all the Carry Forward Subjects need to be completed before the commencement of the Graduation Project.
- b) At any given time, a student will not be allowed to carry forward more than three subjects in a semester (maximum of 2 among the Majors & Deepening subjects and one from IDM). In case the number of carried forward subjects exceeds three (cumulatively of the past and present semester), the student will be required to repeat the latter semester.
- c) In the First Year, Foundation Programme, the students will be able to carry forward only two subjects (as there are no IDMs being offered).
- d) Student needs to undertake the course in its entirety by completing all assignments (Internal Assignments of 60 marks and End Term Examination of 40 marks) under the supervision of the Subject Faculty.
- e) 1/3 of the total subject hours will be offered as tutorial contact hours by the faculty to such a student. These hours will be over and above the mandated Faculty Workload of the semester.
- f) Student will be evaluated for the internal assessment (mid-term & end-term assignments) and End Term Examination through 'On the Spot' Evaluation only.
- g) Additional fee of Rs. 10,000/- will be charged for each carried forward subject (Student under SARTHAK Assistance will not be given any support for this additional fee to be paid).
- h) For all subjects that are carried forward due to attendance up to 45%, the student will be awarded two grade drops in the final result of the carried forwarded subjects on successful completion.
- i) In case the student has been awarded carry forward due to attendance below 45% or due to failure in the subject in previous semester(s), the student will be given a 'PASS' grade on successful completion of the subject. The Mark Sheet will reflect the 'F' grade as well as 'P' grade in all such cases.
- j) Additionally, a student will be allowed to carry forward the GE's in case of shortage of attendance and complete the credits within 6 years of joining a UG programme or within 4 years of joining a PG programme.
- k) Student will be allowed to proceed with the Graduation Project only after the completion of the requisite credits of all the carried forward subjects which includes Majors, DS, IDM, GE's and any other standalone subjects.

Signature