EVALUATION POLICY

National Institute of Educational Planning and Administration

(A Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi – 110016

AN OVERVIEW

The Institute offers M.Phil /Ph.D integrated programme since 2018 for its students and encourages interdisciplinary research within the broader domain of education. Through its research programmes, the Institute aims to facilitate scholars to critically analyse the planning and management of education in the country with theoretical insights as well as with empirical evidences. The Institute follows a comprehensive and robust evaluation system for its MPhil-Ph.D programme, which is continuous and involves a mix of internal assessment and evaluation as well as external evaluation of the research work.

THE ACADEMIC SYSTEM

The Institute offers three programmes leading to M.Phil. and Ph.D. degrees[i]:

1. M.Phil. Programme

2. Ph.D. Programme

3. Part-time Ph. D. Programme

These programmes are designed to build the research capacity of scholars from varied backgrounds and provide a strong knowledge and skill base in the areas of educational policy, planning, administration and finance. The research studies completed under the M.Phil, Ph. D and part-time Ph. D programmes are expected to provide critical inputs for policy formulation, implementation of reform programmes and capacity building activities.

SEMESTER SYSTEM AND PROGRAMME STRUCTURE

Each academic year is divided into two semesters – Semester I from July to December and Semester II from January to June. The programmes are divided into two parts – Part I, which comprises of course work and Part II, which comprises of dissertation or thesis work. Course work of one year duration is distributed over first two semesters.
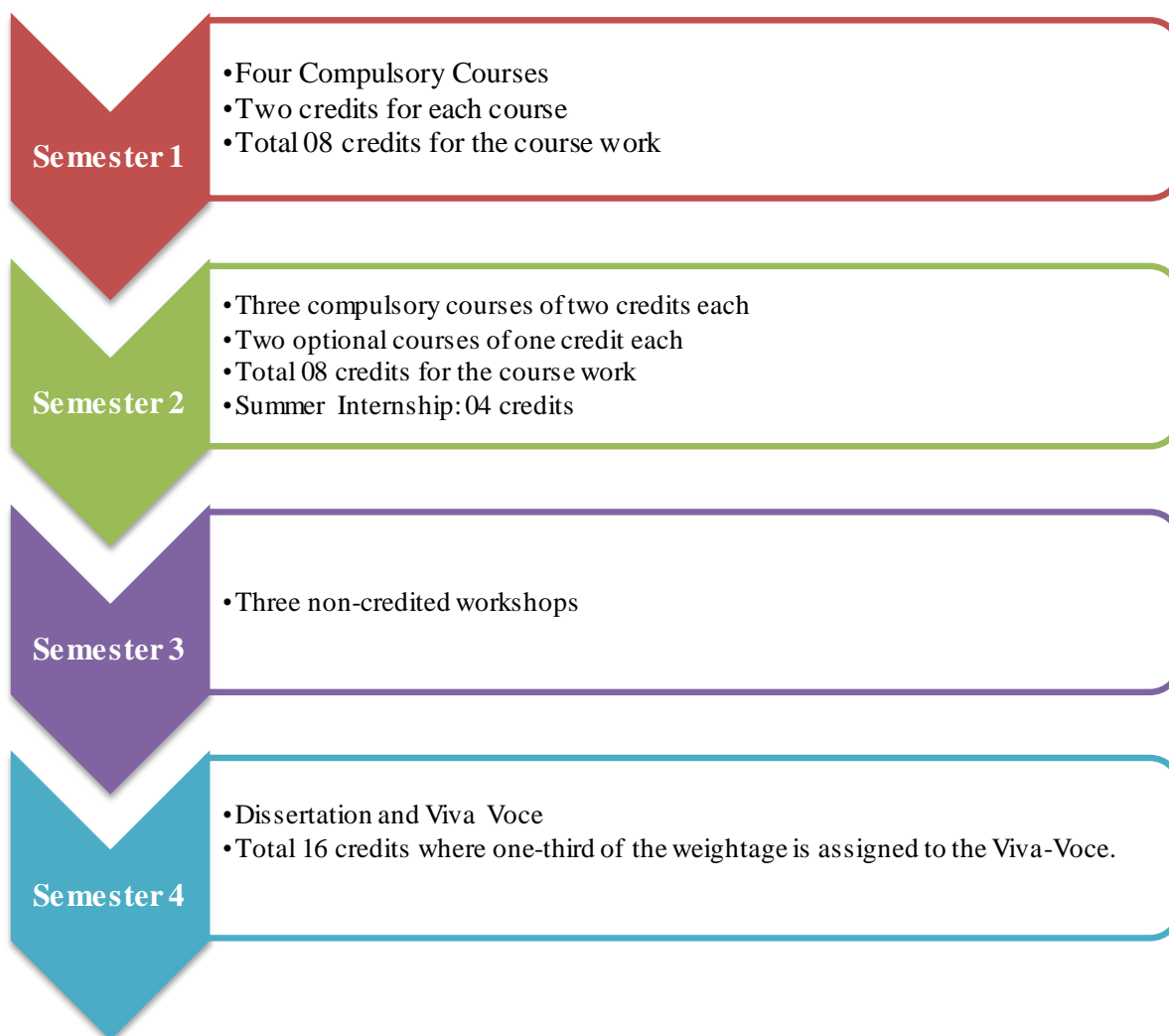
THE CREDIT SYSTEM

One credit equals to 18 hours and total credit hours to be earned by a student for the course is 648 hrs. Four Compulsory Courses of two credits each are transacted in the First Semester. In the second semester, three Compulsory Courses of two credits each and two Optional courses of one credit each are transacted. Each scholar has to choose two Optional Courses, out of the 15 optional courses offered by the Institute. Scholars are expected to complete a six- week internship at the end of the second semester comprising of 04 credits. In the Third Semester, scholars complete the compulsory course component of the M. Phil course work. There are four modules of the Third Semester course work on Guidance for Educational Research and

Writing which comprise Module A: Use of Software Application in Educational Research (Duration: 2 weeks); Module B: Workshop on Writing Skills (Duration: 2 weeks); Module C: Tutorials with Guide (Duration: Extended interaction for the whole semester); Module D: Summer Internship/Project work (6 Weeks). Whereas Module A, B and C are non -credit compulsory course, the Module D has 4 credits' course component.

Courses in the First Year are of total 16 credits. The dissertation and Viva-Voce together comprise of 16 credits. Thus, the entire two-year programme comprises of 36 credits.

After the successful completion of the course work, the scholar is required to work for the Dissertation from the beginning of the second year which lead to M. Phil. degree. He/she is also required to make presentations on the research work at least twice before the final submission.

Semester 1
- Four Compulsory Courses
- Two credits for each course
- Total 08 credits for the course work

Semester 2
- Three compulsory courses of two credits each
- Two optional courses of one credit each
- Total 08 credits for the course work
- Summer Internship: 04 credits

Semester 3
- Three non-credited workshops

Semester 4
- Dissertation and Viva Voce
- Total 16 credits where one-third of the weightage is assigned to the Viva-Voce.

M. Phil course Structure

First Semester (8 credits)		Second Semester (8 credits)	
CC-1 Perspective on Education	(2 Credits)	CC-5 Research Methodology-	(2 Credits)
CC-2 Education in India	(2 Credits)	II	(2 Credits)
CC-3 Research Methodology-I	(2 Credits)	CC-6 Educational Planning	(2 Credits)
CC-4 Educational Policy	(2 Credits)	CC-7 Educational Administration and Management	(1 Credits each)
		OC: Optional Course	
		OC: Optional course	(1 Credits each)
		(*2 Optional Course to be selected by the scholar from the List of Optional Courses)	
		Summer Internship/Project Work	(4 Credits)
Third Semester		**Fourth Semester**	
Workshop on the use of Software Application in Research Writing Workshop Tutorials with Guides		Dissertation and Viva Voce (16 Credits) (One third weightage will be assigned for Viva voce	
Total Credits=36 Credits **(1 Credit= 18 hours)** **Total Credit hours-648 hours**			

THE EVALUATION PATTERN

The Course Work is assessed through Continuous and Comprehensive Evaluation (CCE), which is based on multiple sources, criteria and techniques of assessment. It provides enough feedback and space for improvement. The inputs are obtained from the faculty members about the aptitude, motivation and preparedness of each scholar for undertaking research.

The Scheme of Evaluation involve assessment on the basis of Seminar Presentation, Term Paper and one Book Review evaluated through class / group presentation. All the three activities, namely book review, term paper and seminar carry a weightage of 10, 20 and 20 respectively. These processes, together, have 50 per cent weightage. There is a written

examination in each course that carries 50 per cent weightage (modality to be decided by the Institute). The Institute follows the 10-point grading system as under:

Range (%)	Letter Grade	Grade point
85 and above 0 9	O	9
75-84	A+	8
70-74	A	7
65-69	A -	6
60-64	B+	5
55-59	B	4
50-54	B-	3
45-49	C+	2
40-44	C	1
Below 40	C-	0

Grade point Average (GPA) of 0.5 and above to be rounded off to the next number for the purposes of awarding the final grade.

Note: 1. Scholars will be awarded Letter Grade based on their performance. Range (%), as mentioned above, is only for the purpose of declaring equivalence after completion of the respective programme(s) and will be mentioned at the back of the final grade sheet.

CONVERSION FORMULA

For easy reference at the time of converting Final Grade Awarded to Percentage form Grade Point Average, NIEPA has formulated calculation formula which is given below. This has been worked out keeping in view that scholars who applies for further study in other universities may be helpful.

Table 2: Percentage Conversion from the CGPA is given in the following table.

CGPA	Percent Range	Percent	Grade	Grade Point	CGPA	Percent Range	Percent	Grade	Grade Point
0	Below 40	7	C-	0	4.6	60-64	60.5	B+	5
0.1	Below 40	14	C-	0	4.7	60-64	61	B+	5
0.2	Below 40	21	C-	0	4.8	60-64	61.5	B+	5
0.3	Below 40	28	C-	0	4.9	60-64	62	B+	5
0.4	Below 40	35	C-	0	5	60-64	62.5	B+	5
0.5	40-44	40	C	1	5.1	60-64	63	B+	5
0.6	40-44	40.5	C	1	5.2	60-64	63.5	B+	5
0.7	40-44	41	C	1	5.3	60-64	64	B+	5
0.8	40-44	41.5	C	1	5.4	60-64	64.4	B+	5
0.9	40-44	42	C	1	5.5	65-69	65	A-	6
1	40-44	42.5	C	1	5.6	65-69	65.5	A-	6
1.1	40-44	43	C	1	5.7	65-69	66	A-	6
1.2	40-44	43.5	C	1	5.8	65-69	66.5	A-	6
1.3	40-44	44	C	1	5.9	65-69	67	A-	6
1.4	40-44	44.4	C	1	6	65-69	67.5	A-	6
1.5	45-49	45	C+	2	6.1	65-69	68	A-	6
1.6	45-49	45.5	C+	2	6.2	65-69	68.5	A-	6
1.7	45-49	46	C+	2	6.3	65-69	69	A-	6
1.8	45-49	46.5	C+	2	6.4	65-69	69.4	A-	6
1.9	45-49	47	C+	2	6.5	70-74	70	A	7
2	45-49	47.5	C+	2	6.6	70-74	70.5	A	7
2.1	45-49	48	C+	2	6.7	70-74	71	A	7
2.2	45-49	48.5	C+	2	6.8	70-74	71.5	A	7
2.3	45-49	49	C+	2	6.9	70-74	72	A	7
2.4	45-49	49.4	C+	2	7	70-74	72.5	A	7
2.5	50-54	50	B-	3	7.1	70-74	73	A	7
2.6	50-54	50.5	B-	3	7.2	70-74	73.5	A	7
2.7	50-54	51	B-	3	7.3	70-74	74	A	7
2.8	50-54	51.5	B-	3	7.4	70-74	74.4	A	7
2.9	50-54	52	B-	3	7.5	75-84	75	A+	8
3	50-54	52.5	B-	3	7.6	75-84	76	A+	8
3.1	50-54	53	B-	3	7.7	75-84	77	A+	8
3.2	50-54	53.5	B-	3	7.8	75-84	78	A+	8
3.3	50-54	54	B-	3	7.9	75-84	79	A+	8
3.4	50-54	54.4	B-	3	8	75-84	80	A+	8
3.5	55-59	55	B	4	8.1	75-84	81	A+	8
3.6	55-59	55.5	B	4	8.2	75-84	82	A+	8
3.7	55-59	56	B	4	8.3	75-84	83	A+	8
3.8	55-59	56.5	B	4	8.4	75-84	84	A+	8
3.9	55-59	57	B	4	8.5	85 and above	85	O	9
4	55-59	57.5	B	4	8.6	85 and above	88	O	9
4.1	55-59	58	B	4	8.7	85 and above	91	O	9
4.2	55-59	58.5	B	4	8.8	85 and above	94	O	9
4.3	55-59	59	B	4	8.9	85 and above	97	O	9
4.4	55-59	59.4	B	4	9	85 and above	100	O	9
4.5	60-64	60	B+	5					

Note: CGPA corresponding to 1.4, 2.4, 3.4, 4.4, 5.4, 6.4, 7.4 have been given corresponding percentages as 44.4, 49.4, 54.4, 59.4, 64.4, 69.4, 74.4. This is to avoid collapsing of percentage to higher grade point in the case of rounding off.

EXAMITATION COMMITTEE

The examination activities of the Institution are look after by the Examination Committee and Student Cell. The members of the committee are nominated by the Vice-Chancellor. At present, there are seven members headed by a chairperson. The functions of the committee are:

1. To conduct and supervise the semester end examinations

2. To collect the question papers from the respective course in charges

3. To collect the results from the respective course in charges

4. To prepare the examination results

5. To conduct M.Phil and PhD Viva-Voce

AUTOMATION OF EXAMINATION

NIEPA has always made the best use of technology by various means in conducting the examinations and also declaration of results. The institute website is used to advertise for the different programmes offered by the institute. Students apply for our programmes online using the Google forms platform, where the candidates not only also fill their application form online but also upload all relevant documents. The payment of fees for the examinations are also done online through the NIEPA online payment gateway available on our website.

The admit cards for the entrance examinations are also distributed online using the NIEPA website. The declarations of results after the written test as well the final list of selected candidates are also made available online using the website.

The pandemic did not disrupt any of our examination schedules, as we used the Google Meet and Google Forms platform to conduct them online. The proctoring of online handwritten examinations was done using the Gmeet video. The NIEPA Learning Management System which is used to transact courses online, was also used for sharing of the question paper and for uploading the written answer scripts. All pre-submission presentations and viva-voce examinations for the M.Phil and PhD programme are being conducted online using the Gmeet platform.

CONDUCT OF EXAMINATIONS AND AWARD OF GRADES

Examinations are conducted immediately after the successful completion of each semester's course transaction process. Course in charges submits the questions for the end-semester test to the Chairperson of Examination Committee. Each end semester test is being organized by the student cell under supervision of any member of the Examination Committee and the course in-Charge. Each course in charge submits the grades obtained by the scholars in the Standard

Evaluation Format (Grade Calculator) provided by the Examination Committee. The results for each course must be submitted to the Examination Committee within 30 days by the course in charges. The semester results are to be notified within 45 days from the day of the last semester examination conducted.

Results for the first, second and third semesters are notified only in Letter Grades awarded against the Grade Point Average for the course as obtained by the respective scholars, as awarded by the respective course in charge. The final result of the M.Phil programme i.e., CGPA obtained by the scholars is prepared by consolidating both the grades of course work grade and the dissertation grade (55 percent weightage to Course work and 45 percent weightage to dissertation work). Final course work grades are prepared against the total of 20 credits, whereas final dissertation grades are calculated against the total of 16 credits. For evaluation of Dissertation and Viva Voce, one third weightage is assigned for the Viva Voce. Thus, the number of credits assigned for Internal Examiner, External Examiner, and viva-voce out of total 16 credits is 5.3, 5.3 and 5.4 respectively. In the final result of the M.Phil programs, a scholar's result is awarded in Grade along with the grade points.

Important Points considered while calculating FGPA (Final Grade Point average)

1. Course Work Credit-20; Dissertation Credit-16;
2. Course work has 55% weight age
3. Dissertation has 45% weight age
4. FGPA Calculation - 55% for course work grade point and calculated grade as per the scale; 45% of Dissertation Grade Point and calculated grade as per the Scale

EVALUATION OF THE M. PHIL DISSERTATION

The M. Phil. Dissertation is evaluated jointly by the internal supervisor and the external examiner. The external examiner is appointed from a panel of experts suggested by the supervisor. On receiving the evaluation reports from both the examiners, date for the viva - voce is fixed. A viva-voce for a scholar is conducted by the examination committee in presence of both supervisor and the external examiner. On successful completion of the viva-voce, the candidate is recommended for the award of M. Phil. Degree. The M. Phil. Degree is awarded on obtaining at least B-grade in the Course work and B grade on the 10-point scale in Dissertation.

GUIDELINES FOR SUBMISSION OF PH. D THESIS

Pre-Submission

A scholar who has completed his/her doctoral research work can submit thesis for pre-evaluation. The thesis has to be presented in the pre-submission Seminar. As a part of the pre-submission seminar the scholar is expected to make a presentation of his/her research work. The presentation is reviewed by external experts, faculty members and scholars. The feedback and comments obtained during the pre-submission seminar should be incorporated into the draft thesis in consultation with the supervisor. The scholar is expected to submit his/her thesis within a period of six months from the date of pre-submission seminar. In case the scholar fails to submit within the time period, he/she is expected to make the presentation of his/her research work in the second pre-submission seminar. A penal fee is to be paid by the scholar for the same.

Submission

A scholar is expected to submit 3 copies of draft thesis in a spiral-bound form within a period of six months from the date of pre-submission to the Registrar. The student has to submit a 15-page synopsis at least two months before the intended date of submission of the thesis.

The procedure for submission of thesis is as follows:

1. Prior to the submission of thesis by the scholar, the supervisor of the scholar shall submit names of five external experts to the Steering Committee along with the contact details which will be examined by the Standing Advisory Committee (SAC).

2. The SAC recommends names of 05 external examiners to the Vice-Chancellor by adding or deleting name of experts from the list recommended by the supervisor.

3. The Vice-Chancellor nominates two external examiners out of the list of five examiners recommended by the SAC. The external examiner has to be contacted by the Student Cell for taking their consent for evaluation of thesis.

4. The thesis is sent to the concerned External Examiners for evaluation.

5. Thereafter, External examiners sends the evaluation report, duly approved, to the Institute within a period of 3 months in the prescribed format.

6. These reports are shared with the scholar and his/her respective supervisor to incorporate any suggestion/comment. The scholar is expected to revise and submit his/her thesis within a period of 4 weeks.

7. On receiving the revised thesis, the external examiners are contacted to conduct the Viva-Voice examination. After confirmation from the two external examiners the date of viva-voce is be fixed.

8. The Viva-Voce examination is conducted in the presence of both the external examiners and the supervisor of the scholar.

9. The external examiners jointly submit a report on the thesis submitted and the performance of the scholar in the viva-voce examination to the Examination Committee in prescribed proforma after conducting the viva –voce examination.

10 The report after viva-voce will have following four options:

(i). **Thesis is acceptable in the PRESENT FORM and degree may be awarded**. (In outstanding cases, examiners may approve the thesis and recommend the thesis for award of the degree without any revision.)

(ii). **Thesis is acceptable with MINOR changes;** degree may be awarded after changes are incorporated. (Candidate may be asked to carry out minor corrections in the thesis; in which case the revised version of the thesis with minor corrections needs to be approved by one of the examiners. Once it is approved the scholar can submit thesis to the Institute.)

(iii). **MAJOR changes are recommended**; thesis may be resubmitted for evaluation. (Examiners recommend major corrections in thesis; in this case the revised version of the thesis is re-examined by both the external examiners. If approved by both the external examiners thesis is resubmitted. External examiners may propose another viva-voce and accordingly it is conducted. After the approval from both the examiners the thesis would be submitted.)

(iv). **Rejection;** When one of the examiners accepts the thesis and the second examiner rejects the thesis. In this case, the thesis is sent to the third examiner, nominated by the Vice Chancellor. The recommendation of the third examiner is final and binding. b. When both the examiners reject the thesis. In this case, the thesis is rejected and registration is cancelled.

11 The thesis is accepted for award of the Degree only if both the examiners recommend so.

12. In case, scholar is unable to attend viva-voce on the fixed date due to compelling circumstances, the Vice-Chancellor on written request of the candidate may allow him/her one-time postponement up to a maximum period of three months from the date of previously fixed date, failing which the scholar is declared ineligible for the award of degree.

13. A scholar whose thesis is rejected is not permitted for registration again for the Doctoral degree on the same topic.

14 After the award of Doctoral Degree, the scholar will submit both soft and hard copies of the final thesis to the Registrar through the supervisor

15 Thereafter, submission of final thesis, the award of the Doctoral Degree will be notified through a Notification

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[i] Following NEP-2020 and UGC directives, the institute may drop MPhil Programme, while continuing Full time and Part-Time doctoral programmes.