



CSI COLLEGE  
FOR ADVANCED  
STUDIES

**ACADEMIC PROGRESS POLICY**

OBJECTIVES

1. To define the academic progress requirements for students enrolled in CSI College for Advanced Studies
2. To define the requirements for course completion.
3. To advise of the consequences when a student fails to make satisfactory academic progress.

SCOPE

1. This Policy applies to all undergraduate students in CSI College for Advanced Studies Punnakkad.

POLICY

1. Academic progress requirements of students are set out within the broader frames of UG academic regulations of Mahatma Gandhi University.
2. It is the student's responsibility to ensure that they meet the academic requirements of the program from one semester to the next.
3. Intervention and support strategies will be given to the students who are not making satisfactory progress in fulfilling the academic progress requirements through mentoring, remedial coaching, and robust method of formative assessments.
4. Students having a minimum of 75% average attendance for all the courses only can register for the examination
5. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.
6. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on the production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.
7. A separate minimum of 30% marks each for internal and external (for both theory and practical) and an aggregate minimum of 35% are required for a pass for a course. For a pass in a program, a separate minimum of **Grade D** is required for all the individual courses.
8. A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
9. A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

10. A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
11. Total Credits required for successful completion of the Undergraduate programme is 120