

GRADING SYSTEM

- (a) Each course shall have a number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned to a course will be prescribed in the course details. The course credit (C), number of lectures, tutorials, practicals (L), (T), (P) in a course are related as follows :

$$C = L + 0.5 (T+P)$$

- (b) The credits assigned to a course reflect its weightage in determination of the CGPA. There may be certain courses without any credit, and such courses shall be referred to as non-credit courses.
- (c) The students will be awarded grades using relative grading in a course and result cards will show individual course grades, the course credits and the overall weighted performance indices such as SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).
- (d) The Academic Council may permit to follow continuous evaluation or multiple intermittent system of evaluation for its programmes and/ or courses as specified in the Programme and Course details.
- (a) The components of evaluation will be as defined under the head '*Components of Evaluation*'.

SYSTEM OF EVALUATION

- (i) A student will be awarded a letter grade in each of the courses in which he is registered depending upon the weighted total marks he obtains in the various components of evaluation as defined in the Course detail.
- (ii) The following broadband letter grades will be used to report a student's performance on a 10-point scale. Each letter grade indicates the level of performance in a course and has an associated grade point value for purposes of computing the cumulative performance. There are seven letter grades: A, AB, B, BC, C, D & F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

| | | | | | | | |
|---------------------|---|----|---|----|---|---|---|
| Letter Grade | A | AB | B | BC | C | D | F |
|---------------------|---|----|---|----|---|---|---|

| | | | | | | | |
|---------------------|----|---|---|---|---|---|---|
| Grade Points | 10 | 9 | 8 | 7 | 6 | 4 | 0 |
|---------------------|----|---|---|---|---|---|---|

In addition to the above, there are three letter grades viz., I, S, and X which stands for Incomplete, Satisfactory, and Unsatisfactory, respectively. Further, for courses with zero weightage (audit) only satisfactory (S)/ Unsatisfactory (X) grades are awarded.

(a) **Guidelines for the Award of Grades**

“A teacher is the best judge in awarding the grades”. However, he has to be impartial, logical and maintain complete transparency while awarding grades.

The following are the general guidelines for award of grades:

- (1) All evaluations of different components of a course outlined in the course plan shall be done in marks for each student.
- (2) The marks of various components shall be added to get total marks secured on a 100 point scale for theory courses and laboratory courses.
- (3) For any course, the statistical method shall be used for the award of grades with or without marginal adjustments for natural cut off.
- (4) No student shall be awarded ‘**A**’ grade in any course unless he has secured a minimum of 80% marks in the total of all components of evaluation in that course.
- (5) No students shall be awarded ‘**F**’ grade in any course if he has secured a minimum of 40% marks in the total of all components of evaluation in that course.
- (6) The teacher will ensure coverage of all the contents of a course taught during the semester. The ESE question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the head of the department having following documents:
 - Lecture wise breakup of syllabus covered during semester

- (course plan)
- Attendance record
- Tutorial sheets/ Assignment sheets
- Question papers of periodic/ MSE
- Quizzes
- Question paper of ESE
- Complete details of marks with final grades.

(7) The grades so awarded shall be moderated by a Grade Moderation Committee (GMC), if required. The GMC shall consists of

- Dean Academics - Chairman
- Head of the Institution
- Programme Leader/ Head of Dept.
- Academic Counselor
- Course Teacher

(8) In case a student repeats a particular course during summer semester along with his juniors, he will be awarded only up to a maximum of AB grade based on his current performance and the grade he obtained earlier.

(b) Statistical Method for the Award of Grades

The statistical method shall invariably be used with marginal adjustment for the natural cut off. The mean and standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table given below:

Statistical Method for Grading

| Lower Range of Marks | Grade | Upper Range of Marks |
|---------------------------------|-------|---------------------------------|
| | A | $\geq \text{Mean} + 2.5 \sigma$ |
| $\text{Mean} + 1.5 \sigma \leq$ | AB | $< \text{Mean} + 2.5 \sigma$ |
| $\text{Mean} + 0.5 \sigma \leq$ | B | $< \text{Mean} + 1.5 \sigma$ |
| $\text{Mean} - 0.5 \sigma \leq$ | BC | $< \text{Mean} + 0.5 \sigma$ |

| | | |
|----------------------------|---|-----------------------|
| Mean - 1.5 σ \leq | C | < Mean - 0.5 σ |
| Mean - 2.5 σ \leq | D | < Mean - 1.5 σ |
| | F | < Mean - 2.5 σ |

(c) Awarding Incomplete Grade 'I'

A student may be awarded the grade 'I' (Incomplete) in a course if he has missed the ESE for a genuine reason, which is in the knowledge of the competent authorities, but otherwise has done satisfactorily in all other components. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). This grade must, however, be converted by the Faculty-In-Charge into an appropriate letter grade within ten days from the completion of ESE and communicated to the Dean Academics/ Controller of Examinations through the Head of the Institution by the last date specified in the Academic Calendar. Any 'I' grade still outstanding two days after the prescribed last date, shall be automatically be converted into 'F' grade. It is the responsibility of the concerned student to be in touch with the Faculty-In-Charge and get his 'I' grade converted.

(d) Repeating of 'F' Grade

'F'-grade is a fail grade. The course(s) in which a student has earned 'F' grade will be termed as back-log course(s). This grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Practicals and undergone all the evaluation process prescribed for the courses. A student with 'F' grade has to improve by repeating/ replacing the course(s) during Summer semester as per the norms of the Summer semester.

'F' grade is also awarded to a student who is not allowed to appear in ESE in a particular subject due to shortage of attendance, though he might have undergone other components such as MSE, assignments, class tests, projects, etc. Such a student will be required to repeat the course in the Summer semester in which he has secured 'F' grade.

(e) Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his

academic performance in a Semester. If the grade point associated with the letter grades awarded to a student are say, g1, g2, g3,..... and the corresponding weightage is (credits) are say, w1, w2, w3,..... the SGPA is given by:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

(f) Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed Semester. It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by:

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or improve a course, the new letter grade replaces the old letter grade in the computation of CGPA.

Note: A student is required to complete successfully all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum of CGPA 5.0 in a UG programme, and 5.5 in a PG programme.

A copy of the grade card is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

The grade card of a student may be withheld if he has not paid his dues, or if there is a case of indiscipline pending against him.

A student will be declared Fail in a semester if he obtains SGPA < 4.0 and and/ or CGPA < 4.5 in an Under Graduate programme, and SGPA < 4.5 and and/ or CGPA < 5.0 in a Post graduate programme. He will have to repeat that Semester subsequently. He will not be allowed to move to higher Semester without clearing the earlier Semester as

well as obtaining the required minimum SGPA and/ or CGPA.

'S' and 'X' are awarded only in case of courses with zero credit (audit): S for a satisfactory and X for Unsatisfactory in such a course. A student who is awarded an X grade in a non-credit (audit) course will be required to repeat the course, if he so wishes.

Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula may be used to calculate the same:

$$\textit{The Equivalent Percentage of Marks} = \textit{CGPA} * 9.0 + 5$$