GENERAL GUIDELINES FOR THE AWARD OF GRADES
(*Applicable for students of all the UG/PG programmes, admitted from 2021-22*)

1. The following are the general guidelines for the award of grades:
    i. All evaluations of different components of a course shall be done in marks assigned for the course for each student. The total of these marks shall be scaled to a 100-points scale. The rounding off shall be done on the higher side if the marks are 0.5 and above. However, it shall be done on the lower side if marks are less than 0.5.
    ii. Grade and Grade Points:
        - There are nine letter grades: O, A, A-, B, B-, C, C-, D, and F that have grade points with values distributed on a 10-point scale. The letter grades and the corresponding grade points on the 10-point scale are as given in Table 1.
        - Nine letter grade system shall be followed to reflect the student's performance in each course. These letter grades carry grade points, that are used to compute GPA/CGPA. Following table describes these letter grades.

Table 1: Grade and Grade Points

Letter Grade	Grade Point	Remarks
O (Outstanding)	10	Letter grades O to F are given only in the regular courses. O grade is awarded as equivalence to distinction in the course for exemplary performance by a student.
A (Excellent)	10	
A- (Very Good)	9	
B (Good)	8	
B- (Average)	7	
C (Satisfactory)	6	
C- (Marginal)	5	
D (Poor)	4	
F (Fail)	0	"F" grade is awarded in case of not performing in a course/under rules of minimum attendance in a course/detention due to any other reason, as notified by head of the institutes.
I (Incomplete)	Nil	Incomplete (I grade) must be converted to one of the letter grades (A to F or S/U) as per the academic calendar
W (Waived)	-	To be awarded if a student is given waiver from the course. This grade will not be included in calculation of CGPA/GPA
S (Satisfactory)	-	These grades will be awarded in case of audit courses or some specified credit courses. These grades shall not be included in calculation of CGPA/GPA.
U (Unsatisfactory)	-	

2. The letter `W' is awarded when a student earns credits at another institution and the Institute decides to waive similar credits from her/his programme of study at the University. The grade earned in lieu of which the waiver is granted is not to be used for computation of GPA/CGPA. This rule is applicable in the case of students admitted in higher semesters as per lateral entry admissions criteria. 'W' may also be awarded by Academic Council for some special cases. Reason of awarding 'W' grade shall be mentioned on transcript.

3. An "I (Incomplete)" grade may be awarded in cases when all the requirements for a course are not met by the student at the time of submission of grades and it essentially reflects as an "incomplete" status in the system. For all courses including project-based courses, this grade must be converted to a regular grade by the deadline circulated by the University. All unconverted "I" grades are automatically converted to F grade after the grade conversion deadline.

4. The mean and the standard deviation of marks obtained for all the students in a course shall be calculated and the grades shall be awarded to a student by the concerned course faculty as per university policy

5. For calculation of total marks, mean, standard deviation and the grade boundaries, the following process shall be adopted:
   a) Total marks are to be rounded off to integers.
   b) Averages are to be rounded off to two decimal places.
   c) Grade boundaries are to be rounded off to integers.

6. The grade boundaries shall be proposed by course instructor(s) and will be moderated by moderation committee.

7. The cutoff for 'F' grade will be less than 30 marks out of 100.

8. The grade boundaries as indicated above may be marginally adjusted in terms of the upper and lower limits by the moderation committee in case of rare exceptional situation arising in a particular course. Such a decision will require the due approval of Hon'ble Vice Chancellor.

9. A student has to secure a minimum CGPA of 5 at the end of the Programme to qualify for a degree.

10. If a student has a CGPA of less than '5' in any semester during the programme, he/she may apply to improve the courses in which he has 'C' or 'D' grade. However, the highest grade secured by the student will be considered as final grade. A student will be permitted at the most one opportunity for improvement in a course.

11. If a student appears in End Term Examination of a course and secures 'F' or 'U' Grade in the course, he/she may appear in the re-test of End Term Examination. However, the student who passes the course after re-test, will not be awarded grade higher than 'D' grade.

12. Re-test will be conducted only if a faculty member defines 'End Term Examination' as one of the evaluation components in the course. This component must carry the weightage of at least 30 marks out of total weightage of 100 marks.

13. In case of failing in Re-test, the student will be required to take the entire course again, registering whenever it is being offered.

14. In case of failing any CORE course, the course will come in the category of backlog courses. It is mandatory for every student to register for backlogs courses offered in a given semester. For elective courses student may register for a different course if needed.