

Teaching and Evaluation

1.1 Teaching

Each course is conducted by the Instructor-in-charge with the assistance of tutors and/or teaching assistants. The Instructor-in-charge is responsible for conducting the lectures, tutorials, and labs, holding the tests and examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term, and transmitting the grades to the DOAA's office within the prescribed time limit.

1.2 Continuous Evaluation System

(1) The Institute follows a system of continuous evaluation, in which, during a course, various instruments like tests, exams, assignments, projects, etc., are given by the instructor to assess the learning of students and assign grades. All evaluations are the responsibility of the instructor in-charge of the course. The two main exams – the mid-semester exam and the end-semester exam – shall normally be scheduled as per the academic calendar while the schedule of the rest will be decided by the Instructor. For 1 or 2 credit courses, the Instructor will decide the evaluation criteria and the schedule of tests and exams.

(2) Make-up Exam: If a student, for valid reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/she may make a request to the instructor and the academic office for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be supported by proper documentary evidence for justifying the request. For medical reasons, only two medical applications including mid-semester and end-semester would be accepted for make-up examinations during the entire duration of the B.Tech. degree completion. Further, for the grant of medical leave, students are required to upload the medical certificate within five working days from the date of the missed examination. The Institute reserves the right to get the medical certificate verified from the Institute Doctor. Finally, the request for makeup examination will be approved by the DOAA.

1.3 Grading Scheme

(1) One of the letter grades given in the following table shall be awarded to a student reflecting his/her overall performance in a course. Each letter grade carries certain points as given in the table, and these points are used in the computation of the SGPA/CGPA as explained later.

A+ (Outstanding)	10	Letter grades A+ to F and I are given only in the regular courses. This grading scheme is effectively A to F. A+ grade is only to recognize excellent performers in a course, though it has the same grade points as an A grade.
A (Very Good)	10	
A-	9	
B (Good)	8	
B-	7	
C (Satisfactory)	6	
C-	5	
D (Marginal)	4	
F (Fail)	2	F Grade is not counted in the calculation of CGPA, however, it is counted in the calculation of SGPA.
I (Incomplete)	Nil	Incomplete (I grade) must be converted to one of the letter grades (A to F) as per the academic calendar.
W (Withdrawal)	Nil	“W” grade shall be printed in the transcript of the students who do ‘Late Drop’.
S (Satisfactory)**/ X (Unsatisfactory)	Nil	S and X are grades for only certain kinds of courses like Audit course. They are not incorporated in SGPA/CGPA calculation.

(2) In the academic courses, the final grades awarded are A to F (A+ is a grade with same points as A, and is there to honor excellence).

(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 Evaluation Resource Planning (ERP) system. For all courses including project-based courses, this grade must be converted to a regular grade within one month of the end of the current term (i.e., the moderation date). For courses other than project / independent study, incomplete grade “I” is meant primarily for medical reasons. All unconverted “I” grades are automatically converted to F grade after the grade

conversion deadline, which is one month after the moderation date.

(4) In certain courses, such as Online Courses (OC, Self-Growth (SG and Community Work (CW courses, only S or X grade is awarded.

(5) The F and X grades are “fail” grades and the student shall be required to repeat the course. If the course is a compulsory course, the student shall repeat the same course in another semester/summer when the course is offered. In the case of an elective/optional course, the student can replace the course by another elective course.

(6) For at most one compulsory (core) course, after getting an F twice in the course, a student may be allowed to replace it by an elective course of the respective discipline with the prior approval from DOAA.

(7) An F and X grade obtained in any course shall be reflected in the grade sheet. However, when the course is replaced or repeated, the new grade will be used for computation of the CGPA. The pass grade for the respective course will count towards the SGPA of the semester in which the course is passed and not in the semester where ‘F’ grade was awarded. ‘F’ grade shall not be counted in the calculation of CGPA, although it is counted in the calculation of SGPA.

1.4 Change of Grade Already Awarded

As mentioned in Ordinances, a letter grade, once awarded, shall not be changed unless the request is made by the Instructor-in-Charge of the course and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within four weeks of the start of the next semester with all relevant records and justification.

1.5 (i) Grade Improvement

For some important core courses, refresher modules may be offered during vacations for students’ benefit. Based on their performance in the refresher module, only students with F or D grade may be allowed at most half the letter grade improvement (i.e. improvement from F to D or D to C- -), although any student can attend. Decision regarding whether these modules are to be offered during vacation and whether they may be used for grade enhancement will be taken every year. As with a grade change, this grade improvement will be approved and authorized by Chairman, Senate.

(ii) UG students to repeat (Improvement) of a particular course

Repeat of a course completed with pass grade may be allowed, but only the best Grade in that course will be counted for CGPA computation. Also, all attempts in that course will be recorded in the respective semesters' transcripts and the repeat course will not be permitted for late drop after mid-semester examination. For repeating a course, a student has to simply register on ERP during the course registration period.

1.6 Performance Indicators

(1) The semester performance is indicated by a Semester Grade Point Average (SGPA) which is a weighted sum of all the points earned in the courses done in a semester. The SGPA is given for each semester and is computed using the following formula.

$$\text{SGPA} = (u_1.w_1 + u_2.w_2 + \dots + u_n.w_n) / (u_1 + u_2 + \dots + u_n)$$

where u_i is the number of credits for the course i and w_i is the points earned through the letter grade in that course, and n is the number of courses taken in the semester. While doing the computation of SGPA, the course/thesis credits with grades S and X are ignored.

(2) The overall performance is indicated by a Cumulative Grade Point Average (CGPA) which is computed in the same manner as the computation of SGPA but for all the courses done in the program.

'F' grade shall not be counted in the calculation of CGPA, however, it is counted in the calculation of SGPA.

(3) The grades in courses will be announced over ERP at the end of every semester. A grade report for the semester may be issued to a student after the semester upon request. The grade report may be withheld if the student has not paid the fees or other dues, has a disciplinary case pending against him/her, has not completed other formalities, or for any other pertinent reason.