

## Section -3

### Evaluation System @ SMVDU

#### I. Evaluation System

The objective of the examination system at SMVDU is to expose students to continuous evaluation rather than focus only on semester-end examinations. This system ensures that the students develop the ability to study regularly and do not need to put in any extraordinary work towards the end of the semester. This system also puts the onus on students to perform consistently and not study sporadically. The system encourages the use of assignments to inculcate the spirit of self-learning in the students besides developing the ability to solve practical problems.

During a semester, typically comprising 90 working days, a student's assessment is based on the type of course.

#### II. Evaluation criteria for theory-based courses (Mid-term and Major Exams, Assignments, and Quizzes.)

Marks Head	Weightage	Duration
Major Examination	40	3 Hours
Mid-term Examination	20	1 ½ Hour
Assignments– At least 02 Assignments / Presentations / Survey Reports/Case-studies / Project	20	As per requirement
At least 04 Quizzes ( <b>3 announced + 1 Surprise</b> ) 2 Quizzes before mid-semester examination 2 Quizzes after mid-semester examination	20	As per requirement
<b>Total</b>	<b>100</b>	

- i. Students are required to sit for two tests, which are conducted after 45 and 90 working days approximately. These are called **Mid-term and Major** exams and the weightage is as mentioned in the above table.
- ii. Students are evaluated by the faculty member based on any one or a combination of evaluation strategies out of assignments (at least two)/Project/Presentation/Survey Reports/Case Studies, which they are required to submit on specified dates. **However, this should be notified in writing by the Course Coordinator at the beginning of the Semester to the students, Head of School, Academic Affairs Section, SAMARTH & Examination Wing.**
- iii. Students are required to appear for 04 Quizzes out of which 03 shall be scheduled while one shall be conducted as a surprise Quiz. Quiz can be conducted in Offline

mode (Paper quiz) or Computer Based Quiz with physical invigilation in both the cases.

- iv. The above-mentioned structure may vary in the B. Architecture program in specific courses which will be duly notified by the Head of the School at the beginning of the relevant Semester

At the end of the semester, the faculty member assigns a grade to each student depending on the performance of the student in that course. Using the grades that are assigned to each student in each course, the CGPA and the SGPA are calculated.

### **III. Evaluation pattern for AEC/VAC/SEC/VOC/Mandatory Courses**

Depending upon the type of AEC/VAC/SEC/VOC/Mandatory course, the course coordinator may choose a different type of evaluation strategy from among the following choices:

- a) Depending upon the nature of the course, the course coordinator may choose to use the standard mechanism as explained in Para I & II above.
- b) For courses like Sports, Yoga, NSS, NCC, Music, and other courses of similar nature, the course coordinator may choose to link the evaluation to attendance and/or participation of the students during the conduct of the course over the semester and not to Mid-term/Major exams. If need be, the course coordinator may also choose to have an evaluation (Oral/Written/Presentation/Quiz) at the end of the semester as well.
- c) The weightage of the various components shall be decided by the course coordinator judiciously. Overall, marks are to be awarded out of 100 and then converted to grades. The choice of evaluation criterion must be chosen very judiciously by the concerned course coordinator.
- d) Depending upon the nature of the course, the course coordinator may choose a combination of assignments and/or quizzes and/or presentation and/or Oral along with attendance and/or participation of the student as the criterion for evaluation of the student in the course.

The weightage of the various components shall be decided by the course coordinator judiciously. Overall, marks are to be awarded out of 100 and then converted to grade. The choice of the evaluation criterion must be chosen very judiciously by the concerned course coordinator.

The evaluation mechanism, in all cases like (ii) & (iii) above must be notified by the course coordinator at the commencement of the semester with information to all concerned including Samarth, Dean AA & Examination Section.

**IV. Evaluation Methodology for Courses (All categories of courses) with both Theory & Lab/Studio Component**

- a) Each component viz. Theory & Lab will separately be evaluated out of 100 marks each.
- b) Depending upon the weightage of the Credit of the Theory & Lab component in the course, the weightage of marks obtained in the theory & lab component will be combined to get a final score out of 100. The grade will be awarded based on this score.
- c) Attendance requirement rules will apply cumulatively (jointly) for both theory and lab components together and failure to attain the attendance requirement will render the candidate ineligible for appearing in the major exams of both the components.
- d) However, in some mixed courses with lower or equal weightage of theory & lab/studio credit e.g. L-T-P like 1-0-2 (Equal weightage of theory and lab credit), the course coordinator may also choose to adopt only one mode of evaluation for such mixed course i.e. only as a theory course (Midterm & Major) or only as a lab course (As defined at Para IX below). Such a choice must be made very judiciously by the course coordinator, in consultation with the Head of the School, and must be notified at the commencement of the semester for the information of all concerned.

**V. Evaluation Methodology for Practical Component of Course**

- a) The Lab component shall be evaluated out of a total of 100 Marks by the concerned faculty. No external examiner shall be involved.
- b) 30 % shall be assigned to the Semester Performance Record wherein 10 marks may be assigned to attendance and the course coordinator may also award performance-based marks in each lab slot.
- c) 40 % shall be assigned to the Performance of the Practical Work in the Major Exam **OR** 30 % shall be assigned to the performance of the practical work in the major exam while 10 % to Project/Group Project in the lab
- d) 30 % shall be assigned to the Vice Voce/Lab Quiz conducted in the Major exam.

**VI. Evaluation Methodology for Studio Component of Course**

- a) The studio component shall be evaluated out of a total of 100 Marks.
- b) In courses where jury evaluation is done at the end of the semester, the following will apply:
  - i. 50 marks shall be awarded by the course coordinator based on studio work during the semester
  - ii. 50 marks shall be awarded by the external jury at the end of the semester

- c) In courses where jury evaluation is not done at the end of the semester, the following will apply:
- i. 100 marks shall be awarded by the course coordinator based on studio work during the semester

## VII. Evaluation Methodology for Project / Dissertation / Internship

The evaluation methodology for the Final Semester Project/Dissertation of UG, PG & Integrated programs (besides the B.Arch. program) is as follows:

- a) The weightage to be followed for evaluation of the Final Year Project/Dissertation shall be as laid down below:

<b>Name of Program</b>	<b>Mid-Term Evaluation by School-Level Committee</b>	<b>Semester End Evaluation by Panel of External Examiner</b>	<b>Evaluation by Guide &amp; Co-Guide</b>	<b>Total</b>
M.Tech. / M.Sc. / B.Tech. / M.B.A./ M.A. / Integrated	10 Marks	60 Marks	30 Marks	100 Marks

- b) The mid-term evaluation shall be carried out by the Committee(s) to be constituted by the HoD concerned which shall comprise of 02-03 faculty members (Intra-School) with every effort being made to ensure that a student is not evaluated by a committee consisting of the student's guide.
- c) In case a student is awarded more than 85% marks by his Guide (out of 30) then a committee, constituted at the school level by the Head of School, as mentioned earlier for mid-term evaluation will evaluate if the student has done sufficient work to justify the award of the high marks. The Committee may take into cognizance the Project Journal, progress reports, mid-term evaluation report, quality of publications, etc. for this purpose.
- d) The Semester End Evaluation, in case of B.Tech./B.Des./ M.Sc./ MBA/ M.A./ Integrated Degree/FYUG shall be carried out by a Panel consisting of 2-3 External Experts, Head of School, Project Coordinator of the School and the guide/co-guide of the student.
- e) For evaluation of the Major Project/Mini Project/Minor Project/Dissertation/Internship, the evaluation rubrics shall be utilized.
- f) The upper limit on the number of dissertation/Project Reports to be evaluated by each external examiner is as below:

Name of Program	Maximum Project Reports / Internship Report/ Dissertation to be evaluated by Each External Examiner
M. Tech.	04
M.Sc./ MBA/ M.A./ Integrated Degree/FYUG	Panel of 2-3 External Experts
B.Tech. /B. Des.	
B.Arch.	Panel of 2-3 External Experts for 40 students

- g) The Heads of School shall send a List of Examiners for approval of the Competent Authority, well in time, before the conduct of the evaluation process. The List of examiners should be approved/ ratified by the BoS of the concerned School.

#### **Evaluation Methodology for Project / Dissertation / Internship carried outside the University**

The evaluation methodology for the Final Semester Project/Dissertation/internship of UG, PG & Integrated programs carried outside the university will be as per below mentioned methodology.

Name of Program	Evaluation by the External Guide (Industry/Institute)	Internal Evaluation	Total
M. Tech. / M.Sc. / B.Tech. / B. Sc/M.B.A./ M.A. / Integrated	70 Marks	30 Marks	100 Marks

#### **VIII. Evaluation in Open Book Mode**

In some courses, particularly design-related courses, the option of Open Book Mode evaluation could be utilized for the Major Examination. This methodology would be more useful where the emphasis is on information analysis, synthesis, design and testing the higher-order thinking skills of the student. The design of the question paper should be done keeping this in mind. In this mode, the student will have access to limited books (As approved by the course coordinator) during the conduct of the examination.

#### **IX. Re-evaluation of Course**

- Students must see the evaluated answer sheets of Mid-term & Major exams as per the dates mentioned in the Academic Calendar and discuss her/his performance in the evaluated answer sheet with the concerned faculty member to get the doubts clarified regarding the evaluation.
- The student is required to sign on the top cover of the evaluated answer sheet thus confirming that the answer sheet has been discussed with the faculty member and the student has clarified her/his doubts regarding the evaluation.

- c) In case the student is still not satisfied with the evaluation of her/his answer sheet even after discussion with the concerned faculty member then she/he can request for re-evaluation of her/his Major answer script by submitting an application to the Head of School (to which the student belongs) along with re-evaluation fee of Rs. 2000/ per paper, in which re-evaluation is sought, within 15 days of the date of showing the answer script. The request for re-evaluation is only admissible for the written component of the course (i.e. Answer scripts of the Major & Mid-Semester exams and does not cover Viva-Voce / Project demonstration or Jury evaluation by external expert)
- d) The request for re-evaluation will be forwarded to the Examination wing, through the Head of School & Dean of Faculty, who will get the answer sheet re-evaluated confidentially from the external examiner(s), after seeking approval of the Competent authority.
- e) The result shall be amended accordingly.

#### **X. Withholding of Result**

If the student has not paid fees to the University/ College at any stage or has pending dues against his name due to any reason whatsoever, or if any case of indiscipline is pending against him, or if the student has not submitted the Semester feedback or if there is any ambiguity in the grades of the student, the result of the student may be withheld, and she/he will not be allowed to go into the next higher Semester. The Award or issue of the Degree may also be withheld in such cases.

#### **XI. Evaluation of Results for students admitted through the Lateral Entry Scheme**

For the students who are admitted to a program through the Lateral Entry Scheme (after 10+3 Diploma/B.Sc.), the calculation of CGPA will count the credits and points earned by the student after her/his joining the B.Tech. Program in the 3<sup>rd</sup> semester. The credit requirement for the award of Degrees for such students will be less by the number of credits of 1<sup>st</sup> year in the program structure of the B.Tech. program of the batch in which the student has joined. This will apply to the students who have joined the B.Tech. program through the Lateral Entry Scheme.

#### **XII. Evaluation Indices**

The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, and the Cumulative Grade Point Average (CGPA) which is the Grade Point for all the completed semesters at any point in time. The SGPA is calculated based on grades obtained in all courses, except audit courses and courses in which S/Z grade is awarded, registered for in the particular semester:

$$\text{SGPA} = \frac{\sum (\text{Earned credits} \times \text{Grade point}) \text{ for all courses except audit, I, W \& S/Z grade courses of the Semester}}{\sum (\text{Registered Course credits}) \text{ except audit \& S/Z grade courses of the Semester}}$$

The CGPA is calculated based on all pass grades, except audit courses and courses in which S/Z grade is awarded, obtained in all completed semesters.

$$\text{CGPA} = \frac{\sum (\text{Earned Course credits} \times \text{Grade points}) \text{ for all courses except audit, I, w, \& S/Z grade courses of All Semesters}}{\sum (\text{Registered Course credits}) \text{ except for audit \& S/Z grade courses of All Semesters}}$$

**An example of these calculations is given below:**

**Semester-I**

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 2 x 5
(1)	(2)	(3)	(4)	(5)	(6)
PHL BS101	4	C (+)	4	6	24
MTL BS101	4	C	4	5	20
MEL SE101	3	A (+)	3	10	30
PCL AE101	3	B (+)	3	8	24
ECL DC101	3	F	0	0	0
EML DC101	4	B	4	7	28
PHP BS101	1.5	B (+)	1.5	8	12
MEP SE101	1.5	C (+)	1.5	6	9

**Credits registered in the semester (total of column 2 excluding W grades courses) = 24**  
**Earned credits in the semester = (total of column 2- credits lost due to F/ W/I) = 24- 3=21**  
**Points secured in this semester (total of column 6) = 147**

$$\text{SGPA} = \frac{\text{Points secured in the semester } 147}{\text{Credits registered excluding S/Z, I grade courses } 24} = 6.125$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses } 147}{\text{Cumulative earned credits, excluding audit, I \& S/Z grade courses } 21} = 7.0$$

**As can be seen, the denominator for CGPA is not the same as for SGPA because the student got an 'F' grade and thus did not earn the credit.**

**At the end of Semester –II for the same student**

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 2 x 5
(1)	(2)	(3)	(4)	(5)	(6)
ECL DC102	4	C (+)	4	6	24
PHL BS102	4	C	4	5	20
CSL DC102	3	A (+)	3	10	30
PCN AE102	4	B (+)	4	8	32
ECL ES102	3	F	0	0	0
ECP ES102	2	B	2	7	14
PHP BS102	1.5	B (+)	1.5	8	12
CSP DC102	1.5	C (+)	1.5	6	9

**Credits registered in the semester (total of column 2 excluding W grades courses) = 23**

**Earned credits in the semester = (total of column 2- credits lost due to F/ W/I) = 23- 3 = 20**

**Points secured in this semester (total of column 6) = 141**

**Cumulative points secured as of date (total of points secured in previous semesters and current semester) = 147 + 141= 288**

$$\text{SGPA} = \frac{\text{Points secured in the semester } 141}{\text{Credits registered excluding S/Z,I grade courses } 23} = 6.13$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses } 288}{\text{Cumulative earned credits, excluding audit, I\& S/Z } 41} = 7.02$$

### **XIII. Grading System**

- i. The academic performance of a student shall be graded on a 10-point scale. For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components shall be reduced to the relative weights of each component as per the scheme of teaching and examination and shall be added. Marks so obtained shall be out of 100 and the same shall be converted to grades.
- ii. The mean ( $\bar{x}$ ) and the standard deviation( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and used to convert the marks obtained(m) by a student in to grades. The structure of grading will be as given in below Table.



**Table: Structure for Grading of Academic Performance**

Letter grade	Numerical grade	Formula	Computation of grade cut off
A+ (Outstanding)	10	$m \geq \bar{x} + 1.5\sigma$	The value of $\bar{x} + 1.5\sigma$ to be taken in to account for grade computation. The grade cutoff will be $\bar{x} + 1.5\sigma$ or 91% whichever is lower
A (Excellent)	9	$\bar{x} + 1.0\sigma \leq m < \bar{x} + 1.5\sigma$	The value of $\bar{x} + 1.0\sigma$ to be taken in to account for grade computation. The grade cutoff will be $\bar{x} + 1.0\sigma$ or 82% whichever is lower
B+ (Very Good)	8	$\bar{x} + 0.5\sigma \leq m < \bar{x} + 1.0\sigma$	The value of $\bar{x} + 0.5\sigma$ to be taken in to account for grade computation. The grade cutoff will be $\bar{x} + 0.5\sigma$ or 73% whichever is lower
B (Good)	7	$\bar{x} + 0.0\sigma \leq m < \bar{x} + 0.5\sigma$	The value of $\bar{x} + 0.0\sigma$ to be taken in to account for grade computation. The grade cut-off will be $\bar{x} + 0.0\sigma$ or 64% whichever is lower
C+ (Above average)	6	$\bar{x} - 0.5\sigma \leq m < \bar{x} + 0.0\sigma$	The value of $\bar{x} - 0.5\sigma$ to be taken in to account for grade computation. The grade cutoff will be $\bar{x} - 0.5\sigma$ or 55% whichever is lower
C (Average)	5	$\bar{x} - 1.0\sigma \leq m < \bar{x} - 0.5\sigma$	The value of $\bar{x} - 1.0\sigma$ to be taken in to account for grade computation. The grade cutoff will be $\bar{x} - 1.0\sigma$ or 46% whichever is lower
D (Pass)	4	$35 \leq m < \bar{x} - 1.0\sigma$	The lower grade cutoff will be 35%
F (Fail)	0	$m < 35$	Less than 35%
I (Incomplete)	-	--	
NP (Audit Pass)	-	$35 \leq m < \bar{x} - 1.0\sigma$	The lower grade cut off will be 35%
NF (Audit Fail)	-	$m < 35$	Less than 35%
W (Withdrawal)	-	-----	
X (Continued)	-	-----	
S (Satisfactory)	-	-----	
U (Unsatisfactory)	-	-----	
Z (Non-Completion of Course requirement for Ph. D programs only)	-	-----	

In those subjects, where the total number of students is up to 30, the results in Grades shall be prepared on the basis of the actual performance of the student in the percentage scale and not on the basis of the formula approved for computation of grades.

The following are the general guidelines for the award of grades:

- a. All evaluations of different components of a course shall be done in marks for each student. The marks of various components shall be reduced to approved weights as given in the Scheme of teaching and examination and added up to get total marks secured on a 100-point scale. The rounding off shall be done only once and on the higher side.
- b. The method suggested in Table 4 shall be used for the award of grades with or without marginal adjustment for natural cut-offs.
- c. The provisional grades shall be awarded by the Coordination Committee of the course consisting of all the teachers involved in that course (in case a course is taught by more than one teacher). The course coordinator shall have the full responsibility for this purpose. The grades so awarded shall be moderated by the grade moderation committee of the respective School.
- d. For a student to get a passing grade, he/she will have to mandatorily appear in the Major examination, failing which a 'F' grade will be awarded.

### iii. **The award of 'F' Grade**

- a) The 'F' grades denote poor performance, i.e. failing course. 'F' grade is also awarded in case of poor attendance (see attendance Rules). 'F' grade secured in any course stays permanently on the grade card. The weight of the 'F' grade is not counted in the calculation of the CGPA however, it is counted in the calculation of the SGPA.
- b) In case a student is awarded 'F' Grade in a Core paper, the student has to repeat the course either in the summer semester or in a subsequent semester, when it is offered.
- c) The students having 'F' grade in a subject in either or both odd and even semesters, at the end of current Academic Year shall be allowed to register for the summer semester. This provision shall also be applicable to those students who have been detained from appearing in final examinations due to shortage of attendance/whose results have not been declared due to their involvement in use of unfair means during the examinations.

The detailed guidelines for the summer semester are given in Section 2- I (I).

In case a student is awarded an 'F' grade in an Elective paper, the student may take the same course or any other course from the same category in the subsequent semester.

- d) In case a student is awarded a failing grade in the major/minor project, he/she shall have to repeat the course in the form of a new project. Such a student will have to work full-time on the project for a minimum period of four months.

As the University follows the Relative Grading System, the CGPA to percentage equivalence is obtained by multiplying CGPA by ten (10.0)

Appearing in a Major examination is a mandatory requirement for the award of a passing grade in any course.

The description of the grades is as below:

- **A (+) & A Grade:**

'A (+)' grade stands for Outstanding achievement while A for Excellent performance.

- **B (+) & B Grade:**

'B (+)' grade stands for Very Good Performance while B for Good Performance.

- **C (+) & C Grade:**

'C (+)' grade stands for Above Average while C for Average.

- **D Grade:**

The 'D' Grade stands for Marginal performance; i.e. it is the minimum passing grade in any course.

- **F Grade**

The 'F' grade indicates failing in a course. A student must repeat all core courses (DCC/BSC/ESC/MD/Mandatory course) in which she/he obtains an F grade until a passing grade is obtained. In the case of elective courses (DEC/GEC/AEC/SEC/VAC/VOC/MI/MU) in which an F grade has been obtained, the student may take the same course or any other course from the same category.

**See the Sub-Section on Registration of Backlog Courses in the Registration Section.**

Further 'F' grades obtained in any course will be recorded permanently on the Semester Grade Sheet as well as the Transcript. The grade is not counted in the calculation of the CGPA; however, this is counted in the calculation of the SGPA.

- **S & U Grades**

The 'S' grade denotes satisfactory performance in Ph.D. thesis work whereas 'U' denotes unsatisfactory performance in Ph.D. thesis work.

- **I Grade**

An 'I' grade denotes incomplete requirements in any L (lecture), P (practical), or V (Special Module) category course. In case of absence on medical grounds or other special circumstances (Death in the immediate family (Grand Parents, Parents, Real sibling), accident/medical situation of self/Parent leading to inability to take Major exam, Placement test/interview, NCC Camp, attending event on behalf of university, participation in state/national/international event) immediately before the commencement of Major examination or during the major examination period, the student can apply for I-grade. A minimum attendance of 60% (additional criteria of at least 60% attendance in the Lab/Studio component, if applicable) is required to be eligible for consideration of award of I grade in case of Credit Course and 75% in case of Non-Credit/Audit Course. **(See Section on Re-conduct of Major Exam)**

- **NP or NF Grade**

These grades are awarded in a Non-credit course or a credit course that the student is permitted to audit. (See the sub-section on Audit of a Course under the Registration Section for rules regarding auditing a course).

The audit pass (NP) Grade is awarded if the student's attendance in the course  $\geq 60\%$  of the classes held (As per the LTP/S structure of the course) and he/she has obtained at least pass marks i.e.  $\geq 35$  marks, otherwise, the audit fail (NF) grade is awarded. Both NP and NF grades do not contribute any points towards the calculation of CGPA/SGPA.

- **W Grade**

A 'W' grade is awarded in a course where the student has opted to withdraw from the course. No points are associated with the W grade.

- **X Grade**

The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, Major Project, or Dissertation based on the application of the student. **On completion of the work, X grade can be converted to a regular grade within the first week of the next semester.** Otherwise, the student will be awarded an 'X' grade permanently and it will appear on his/her grade card. Further, the student will be required to register afresh for the course in the next semester. The credits of the course will be counted towards his total load for the semester.

In the case of Major Project Part I, the student will not be permitted to register for Major Project Part II simultaneously as Major Project Part I is a pre-requisite for Major Project Part II. A student can be awarded an 'X' grade only once in a course.

- **S & Z Grades**

The 'S' grade denotes satisfactory performance and completion of a course (Also used for Ph.D. students to denote satisfactory performance). The 'Z' grade is awarded for non-completion of the course requirements, and the student will have to register for the course until he/she obtains the 'S' grade.

#### **XIV. Re-conduct of Midterm Exam**

**In case a student fails to appear in the Mid-Term Exam** due to exceptional circumstances then re-conduct of the missed Exam may be allowed by the **Head of School (offering the course) on the recommendation of the course coordinators.** However, the application for re-conduct of the Mid-term Exam must be received within **07 working days after the end of the Midterm Exams. The approval shall mandatorily be notified and circulated to all stakeholders by the Head of the School.**

The Midterm Exam should mandatorily be re-conducted within 20 days of the last date of the Mid-term examination and before the commencement of the Major Exam.

#### **XV. Re-conduct of Major Exams**

In case of absence on medical grounds or other special circumstances (Death in the immediate family (Grand Parents, Parents, Real sibling), accident/medical situation of self/Parent leading to inability to take Major exam, Placement test/interview, NCC Camp, attending event on behalf of university, participation in state/national/international event) immediately before the commencement of Major examination or during the major examination period, the student can apply for I-grade. A minimum attendance of 60% (including all exemptions, if any) is required to be eligible for consideration of an award of I grade in case of a Credit Course/Non-Credit/Audit Course.

Application requesting, I- grade should be submitted by the student at the earliest but not later than the last day of major tests. The application is to be addressed to the Head of the School to which the student belongs, who after due scrutiny and assessment will provide a recommendation to the Dean of the Faculty for grant/rejection of approval depending on the merit of the case. The Dean of Faculty will further process the request through the Examination Wing for a grant of approval from the Competent Authority and subsequent notification to be circulated to all stakeholders. Once approved, the information will be passed on to the course coordinators also. The student should complete all course requirements within 10 days of the last date of Major tests and the Course coordinator shall announce the date of the Major exam which should be within two weeks of the commencement of next semester. Upon completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF).