

CHAPTER IV

EXAMINATIONS AND ACADEMIC PERFORMANCE OF STUDENTS

INTRODUCTION

1. This chapter deals with the conduct of exams, grading system, academic standings, academic deficiency, etc. This policy does not apply to programs of medical education.

CATEGORIES OF EXAMS

2. During each semester, students shall be assessed through various exam methods in the subjects in which they have enrolled.

End-Semester Exam (ESE)

3. ESE, **with minimum total of 100 marks**, shall be conducted for every course. Duration of the exam shall be three hours for a three Cr Hrs course, and may vary for lower course Cr Hrs. Appearing in ESE shall be mandatory for students. **'XF' grade shall be awarded to a student who does not appear in ESE, irrespective of internal and mid-semester exam marks.** The mode of ESE shall be included in course syllabus for info of students.

Internals

4. Internals comprise various types of exams which may be conducted by academic depts throughout the semester. Results of these exams shall be added to ESE result to determine the overall academic standing of a student.


(a) **Mid-Semester Exams (MSE).** An MSE of two hours duration, **with minimum total of 50 marks**, shall be conducted for every course. **Zero marks shall be awarded to a student who does not appear in MSE.**

(b) **Quizzes.** Announced or un-announced quizzes shall be conducted at regular intervals throughout the semester.

(c) **Assignments.** Course FM shall administer individual / group assignments in on-campus or take-away mode. Class presentations / classroom discussions may also be conducted under this category with approval of HoD. Graded assignments shall be returned to the students.

(d) **Practical / Lab.** Practical / lab may either be integrated (lab element shall not be graded separately) OR lab courses may be conducted to supplement theory courses. Exams of labs shall be incremental and based on specifically designed rubrics.

(e) **Final-Year Project (FYP).** Academic depts shall ensure that evaluation of FYPs is completed before ESEs. The results shall be posted along with ESE results.

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(f) **Other Curricular Activities**

(i) **CEP / CEA.** Complex Engineering Problems (CEP) and Complex Engineering Activities (CEA) may be assigned to students of engineering programs and evaluated as part of internal assessments.

(ii) **Project.** Projects may be assigned to students as research work to test ability of students to apply theoretical knowledge. Design presentations and design projects may also be assigned as per course requirement.

(iii) **Internship.** Graded internship of three Cr Hrs shall be identified in Scheme of Studies for each program. **A student who fails to complete the internship successfully, shall be awarded 'F' grade.** Academics Dte shall define the process for conduct of internship and assignment of letter grades. Academic dept shall post the grades in AUAS, along with ESE results.

5. **A minimum of two internal exams per Cr Hr, excluding MSE and project / internship, shall be conducted in every course.** Results of every internal exam shall be posted in AU Automation System (AUAS) within two weeks. **In case a student misses an internal exam due to any reason, zero marks shall be awarded, and no retake test shall be conducted.** The scheme of exams shall be included in course syllabus by the Course FM, after obtaining approval of HoD.

MODES OF EXAMS

On-Campus, Paper-Based Exams

6. The normal mode of exams at AU shall be paper-based and conducted on-campus.

Computer-Based Tests (CBT)

7. This method of exam may be used for IT intensive subjects. Course FM shall include mode of exam in the course syllabus, with approval of HoD.

Online Exams


8. This mode of exam may be opted, if necessitated by environmental / situational emergency or any other emerging rationale. The decision to conduct online exams shall be taken centrally, with the approval of the Vice Chancellor.

Take-Home Exams

9. Course FMs may administer take-home MSEs and ESEs **in Graduate (PhD / MS) courses only.** Academic depts shall forward list of all courses in the Dept with take-home exams, at least two weeks before conduct of the exam. This option may be used for MS and PhD programs as an alternate to online exams.

COURSE SYLLABUS

10. Course syllabus shall be provided to students in the first lecture of every course. It shall contain all information regarding conduct of the exams including modes and number of exams

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with weightage, etc. Course syllabus shall be approved by HoD.

Weightage of Exams

11. Weightage shall be assigned to various types of exams to determine a student's earned marks (out of 100) in a subject. Course FM, with approval of HoD, may set the weightage of various elements as per Appendix 'A' to Chapter IV.

GRADING SYSTEM

12. Award to a student based on academic performance in a course is called a Letter Grade. A grade point is associated with every letter grade. Academic performance shall be measured in terms of Grade Point Average (GPA). The grading system, types of grades and calculation of GPA are elaborated in **Appendix 'B'** to this Chapter. The following guidelines shall apply:-

(a) **Undergraduate Programs.** Relative Grading shall be used to assign letter grades to students in undergraduate courses. Course FM shall maintain record of marks obtained by each student in each exam during the semester. Overall subject percentage shall be rounded off to two decimal points. Results shall be posted in AUAS as per the procedure and timeline defined in this regulation. ***If the total number of students in a course is less than 15 (fifteen), absolute grading shall be used as per the scale defined in Appendix 'B'.***

(b) **Graduate Programs.** Absolute grading shall be used.

CONDUCT OF EXAMS


13. Exams shall be conducted under administrative arrangements of academic depts. Exams Dept shall issue final datesheets for MSE / ESE and shall issue Roll Number Slips to students for the exams. Exam seating plan shall be generated dynamically through AUAS. Detailed guidelines for each exam shall be issued by Exams Dept.

Exam Scheduling and Datesheets

14. **Internal Exams.** Internal exams shall be managed by Course FMs and monitored by respective HoDs, who shall ensure that exams are evenly paced throughout the semester and the results are posted timely in AUAS.

15. **Labs / CBT Exams.** ESEs of lab courses and CBTs shall be conducted at departmental labs and in AU computer labs concurrently with theory ESEs. However, lab / CBT ESE may be conducted one week before the theory ESEs in view of administrative considerations.

16. **MSE / ESE.** Exams Dept shall issue guidelines, four weeks in advance, to Academic depts for conduct of exams. Academic depts shall forward clash-free datesheets to Exams Dept, through coordination with concerned Depts, three weeks before the exams. Finalised datesheet shall be notified on AU webpage at least two weeks prior to MSE / ESE. Exams Dept shall facilitate conduct of exams and provide necessary guidance to Academic Depts.

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Scheduling Conflicts

17. Students enrol in courses as per their Scheme of Studies (SoS). They may also enrol in elective courses or may repeat certain courses for improvement. These requirements can result in scheduling conflicts during MSE / ESE. Depts shall endeavour to eliminate all possible conflicts while formulating datesheets to facilitate students in taking their exams. Priority shall be given to resolve conflicts that affect the maximum number of students. Resolution of scheduling conflicts shall be done in the following order of priority:-


- (a) **Priority 1 – Conflict in Core Course Exams.** All conflicts arising in scheduling exams for core courses offered as per the standards scheme of studies for a program shall be addressed first. i.e. the students who continue to progress with their initial induction class shall be facilitated first within their own departments.
- (b) **Priority 2 – Conflict in Support Course Exams.** Conflicts arising in scheduling support course exams shall be addressed next provided they affect a complete section / class of students.
- (c) **Priority 3 – Conflict for Students with Repeat / Elective Courses.** Such conflicts shall only be addressed if a rescheduling of the relevant courses does not create or cause a higher priority conflict. Otherwise, the student shall have to take the two exams on the same day with a short break in between. The student shall not be allowed to leave the exam room before both exam papers have been completed and submitted.
- (d) **Priority 4 – Individual Student’s Conflict.** Any other scheduling conflict that arises for a specific student shall be addressed in the same manner as priority 3 cases, without changing schedules of core or support courses.

EXAM OFFICIALS

18. Director Exams shall be responsible for overall planning and conduct of MSE / ESE, result declaration and record keeping. Director Exams shall issue detailed instructions regarding conduct of every exam. He shall also be the focal person for management of results in AU automation system. Other exam officials shall include the following:-

- (a) Staff of Exams Dept
- (b) Unfair Means Control Committees (UMCC)
- (c) Departmental Exam Committees (DEC)
- (d) Invigilators and other staff detailed by Director Exams

19. UMCC is nominated by VC AU under Chapter XV of AU Academic regulations. Chairman UMCC shall also act as Exam Superintendent and assist Dir Exam in overall monitoring of the exams. UMCC shall monitor conduct of ESE / MSE at all depts and shall highlight any anomalies / observations to Dir Exams as required. Members of UMCC shall not be assigned any exam-related duties by their parent depts during MSE / ESE.

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Departmental Exams Committees (DEC)

20. A three-member DEC shall be nominated by every academic dept for conduct of exams-related activities and coordination with Exams Dept. The duties of DEC's shall be to:-

- (a) Ensure all exam related activities are completed by dept faculty and staff as per the guidelines issued by Dir Exams.
- (b) Formulate date sheet and invigilation duty roster in coordination with Exams and support depts.
- (c) Ensure safe keeping of all exam material handed over to dept.
- (d) Ensure complete exam discipline during MSE / ESE.
- (e) Manage all exam processes within the dept including invigilation, answerscript merging, attendance recording, etc.
- (f) Coordinate with administrative authorities and Exams Dept for necessary administrative arrangements at the assigned exam centres.

Invigilators

21. Faculty members (regular and visiting), lab engineers and RAs / TAs / Lab in-charges of each Dept shall perform invigilation duties. **One invigilator shall be deployed for every 25-30 students in an exam room. In no case shall a room with more than 30 students have only one invigilator.** DEC's shall upload invigilation duty roster of their depts on AUAS one week before ESE / MSE.


22. **Responsibilities of Invigilators.** Invigilation is a part of instructional duties and is to be carried out in the same spirit. An invigilator is expected to be alert at every moment from seating of students till all answerscripts are collected and submitted to DEC's. Invigilators are to familiarise themselves with their directory of duties, Exam SOPs and contents of Chapter XV of AU Academic Regulations related to use of unfair means during exam. Invigilators shall perform their duties with due diligence as per SOPs, ensure exam discipline and show zero tolerance to use of unfair means.

23. **Refresher Session for FMs.** As a part of indoctrination and development, Office of Director Exam will arrange briefings for newly inducted FMs. Exams Dept shall also conduct refresher sessions for all FMs at regular intervals.

PAPER SETTING FOR MSE / ESE

Role of Course FMs, HoDs and Deans

24. Question papers shall be set by Course FMs and approved by HoDs. The question paper shall be balanced in difficult of content and shall address the whole syllabus at the required levels of Bloom's Taxonomy. Academic Depts shall institute their own processes for approval of ESE / MSE exam papers by HoDs. Course FMs shall submit approved exam papers to Exams Dept at least two weeks before start of MSE / ESE or as per schedule specified by Director Exams in exam guidelines.

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25. Course FM shall clearly state any specific instructions, notes, reference material or formula sheet which may be used by students during the exam. Open book exams shall be clearly identified in the instructions since possession of any unauthorised material by the student shall constitute a case of use of unfair means.

26. Course FM shall post solution to the exam paper on course portal immediately after the exam. In case of subjective type assessments requiring theoretical / conceptual responses, minimum acceptable key elements required in students' response shall be highlighted.

Security and Secrecy

27. Course FMs shall be responsible to maintain secrecy of exam papers. Printing of exam paper and packaging at Exams Dept shall be done only at the Secrecy Room established at Exams Dept and equipped with CCTV coverage. Room Packets containing exam papers shall be delivered to DECs not more than one hour before start of every exam session. Breach of security and secrecy shall be investigated, and disciplinary action shall be taken as per AU Regulations.

EXAMINEE ELIGIBILITY AND RESPONSIBILITIES

Eligibility to Appear in End-Semester Exams

28. A student shall be allowed to appear in End-Semester Exams if he / she:-

- (a) Is registered in the course for which exam is scheduled
- (b) Has minimum 75% attendance in the course for which exam is scheduled

Minimum Attendance Required for Exam Eligibility


29. 25% relaxation in attendance has been allowed to cater for circumstances beyond the control of a student that may force absence from classes i.e. medical reasons, family emergencies, etc. AU does not have any policy for additional absence of students for any reason, including medical reasons. **Attendance in regular, scheduled classes ONLY shall be considered for eligibility of attendance. Individual make-up classes to address attendance shortage are not allowed.**

30. In courses with integrated lab element, attendance in theory and lab classes must be maintained above minimum requirement separately. **Attendance of students on lab exam day shall not be included in the total to determine eligibility for ESEs.**

31. **Academic and Registration depts shall ensure that attendance data is updated in AUAS by the last day of classes, after which no attendance correction shall be allowed.**

Roll Number Slips

32. Roll Number Slips shall be released on the student portals after the last day of classes. Roll number slip shall be system-generated and shall show eligibility status, exam room (venue), exam date and exam time of the student for all subjects taken during the semester. The student shall print the roll number slip, check eligibility in each subject and take timely action for removal of any discrepancy before start of the exam. Possession of roll number slip shall be

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mandatory for a student to sit in ESE / MSE. **Any attempt to sit in the exam without roll number slip or with INELIGIBLE status shall be considered use of unfair means.**

Students' Responsibilities

33. Students shall report to exam room half an hour before exam commencement time on the first day and 15 minutes on subsequent days. In case of extreme emergency, HoD may allow a student to sit in exam within first 30 minutes. **No student shall be allowed to enter an exam room after 30 minutes of the start of an exam.**

34. Students shall not carry any books, notes, documents, cell phone, smart watch or electronic gadgets into the exam room and shall strictly comply with instructions related to conduct of exams and exam discipline.

35. Students shall not be allowed to leave the exam room before half of exam time is elapsed. **In case a student insists on leaving exam room before half time, his / her exam may be cancelled.**

PAPER-CHECKING AND FINAL RESULT COMPILATION

Receipt of Answerscripts

36. Answer Books with solution rendered by the students are termed answerscripts. DECs shall establish a control room within their dept to receive answerscripts from all exam rooms and sort them according to class and section. Course FMs shall collect subject-wise packets of answerscripts from DEC within 24 hours of the exam. Course FMs shall ensure that the correct number of answerscripts is handed over to them.

Loss / Damage to Answerscripts


37. In case of loss or damage to an answerscript during exam, the matter shall be referred to UMCC for investigation. Based on findings of UMCC, the following actions may taken.

- (a) If loss or damage is attributed to a student, he / she shall be awarded 'F' Grade in the course.
- (b) If loss or damage is attributable to Course FM or another staff member or a calamity, the student shall be given a chance to retake ESE.

Answerscript Showing and Award List Finalisation

38. Marked answerscripts of ESE / MSE shall be shown to students on prescribed days notified in AU Academic Calendar. Course FM shall follow the procedure specified by Director Exams for answerscripts showing. Attendance of paper showing session shall be mandatory for students. **A student missing paper showing session shall not have the right to apply for paper rechecking or marks correction after declaration of results.**

39. Award List shall be prepared by Course FM prior to paper showing and shall be approved by HoD. However, Course FM shall not reveal actual or estimated grades to students at paper showing stage. Course FM shall post the results in AUAS and copy of the award list, duly signed by the HoD, shall be forwarded to Exams Dept.

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Posting of Results

40. Course FMs shall post results of ESE / MSE in AUAS as per the dates provided in the Academic Calendar. In general, posting of results of internals conducted before MSE shall be posted in AUAS before start of MSE. **Posting of results of internals conducted after MSE shall be completed by the last teaching day of the semester.** Marked answerscripts of MSE shall be submitted to Exams Dept by Course FMs within one week of result posting.

41. Academic Depts shall ensure that queries regarding marks of internals and MSE are addressed before commencement of ESE. **No change in internals / MSE results shall be admissible after commencement of ESE.**

Compilation of Final Result

42. All Academic Depts shall forward approved Award Lists to Exams Dept by the date specified in Academic Calendar. Marked answerscripts of ESE shall be submitted to Exams Dept by Course FMs by the same date. **Final Result of a course shall not be processed in AUAS by Exams Dept till all answerscripts are received.** Exams Dept shall then direct Automation Dept to compile the final results and generate reports on academically deficient cases. Director Exams shall present the result for approval in the UFC meeting.

Errors / Omissions in Results

43. Rechecking of answerscripts shall not be authorised under any circumstances. Academic Depts may forward applications of students to address queries, errors or omissions in the ESE result **within seven working days after declaration of MSE or ESE result.** Exams Dept shall scrutinise concerned Answerscript / Award List for numerical mistakes and omissions only. In case a correction is identified, changes shall be incorporated by Exams Dept in AUAS. **Errors in posted results of internal assessments, practical, labs or MSE shall not be addressed after commencement of ESE.**

Disposal of Results, Exam Papers and Answerscripts


44. Answerscripts of ESE shall be retained in safe custody at Exams Dept for two years after declaration of results while answerscripts of MSE shall be retained till end of semester. Exam papers and Attendance Rolls shall also be disposed-off along with Answerscripts. Hard and soft copies of results / grade lists, and master copies of Exam Papers shall be kept permanently.

DECLARATION OF SEMESTER FINAL RESULT

45. Director Exams shall declare the result by uploading on AU Web Portals after compilation of the complete result. **Result of academically deficient students shall be withheld till approved by the UFC.** In case of Summer Semester, approval of result shall be accorded by VC on file.

Disposal of Academically Deficient Students

46. Students who fail to maintain CGPA above the pre-defined minimum thresholds in a semester, shall be termed as Academically Deficient Student. These students shall be placed in various categories as per Appendix 'D' to this Chapter.

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Analysis of Results

47. Exams Dept shall carry out analysis of semester result with the aim to identify focus areas for improvement during subsequent semesters. The analysis shall be shared with Academic Depts, through AUAS Dashboards, for detailed review and remedial action.

48. All Academic Depts shall constitute a Departmental Review Committee (DRC), headed by a senior FM, to review uniformity of grading, syllabus coverage and quality of Exam Papers. The DRC shall randomly select 5% Answerscripts of ESE and exam papers for their review. **Reports of DRCs shall be forwarded to Dir Exams within one month of declaration of semester results.**

RETAKE AND REPEAT OF EXAMS

Retake of Exams

49. **There shall be no retake or make-up for missed internal exams.**

50. **Retake of MSE.** Requests for retake of MSE may be recommended by Academic Depts, in extreme cases only, to AU Review Committee which shall include Dir Academics, Dir Exams and Dean concerned. Request for retake of MSE shall be processed by students to their Academic Depts within three working days of the missed paper. Academic Dept shall forward its recommendation to Exams Dept, with complete supporting evidence, within two working days.

51. In case of favourable decision by the Review Committee, the student shall be liable to pay Exam Retake Fee as per regulations. Date of retake exam shall be approved by Director Exams. **In case of MSE retake, the student shall not be awarded a grade higher than 'B' in the course.**


52. **Retake of ESE.** Requests for retake of ESE shall be processed in the same manner as for MSE. Timelines for processing request for retake shall also be the same. In case of approval, internal grades shall stand intact, and student shall be awarded 'I' grade in the course. ESE shall be retaken by the student whenever the same course is next offered. **A student will not be allowed to graduate with any pending 'I' grade.**

53. Early retake may be authorised to students of 8th semester or when a missed subject is a pre-requisite for next semester. **However, in case of early retake, the student shall not be awarded a grade higher than 'B'.**

Repeating Courses

54. A student shall repeat all courses in which he / she has earned an 'F' or 'XF' Grade, to earn a passing grade before graduation. **The student shall be required to retake such a subject the very next time it is offered at AU after his / her failure.** In case of 'F' Grade in an elective course, a student may take an alternative elective course for repetition with the approval of the concerned Dean. All attempts by the student in a subject shall be shown on final transcript, but only the highest grade shall be counted towards calculation of CGPA.

55. A student may repeat courses in which he / she earns a grade lower than 'B-' for performance improvement. **This option shall not be available to Academically Deficient Students included in list of Dismissals.** All courses that are repeated, failed or withdrawn shall be indicated on the final transcript.

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Exams in Summer Semester

56. All exam policies and procedures identified here shall be applicable to the Summer Semester. Policies on Grading and Academic Standing shall also remain applicable with the following limitations:-

- (a) Highest grade awardable in a course shall be 'B+'.
- (b) Absolute grading shall be used for undergraduate courses regardless of number of enrolled students.
- (c) **No new subjects shall be allowed to be taken in Summer Semester in any case. Students shall only be allowed to repeat previously taken subjects for improvement.**
- (d) **Retake exams will not be offered for exams missed during Summer Semester.**
- (e) **'F' grade shall be awarded if a student enrolls in a course for improvement of previous grade but does not complete the course for any reason. 'I' grade shall not be awarded in Summer semester.**
- (f) **Academic performance of summer semester shall neither lead to Dismissal or Warning, nor offset any accumulated warnings awarded during regular semesters.**

57. SGPA / CGPA shall be recomputed at the end of Summer Semester and reflected in Grade Report and Transcript.

SPECIAL CONSIDERATIONS

Conduct of Online Exams

58. Online mode of exams shall comprise a testing platform i.e. Google Classroom (GCR) / Learning Management System (LMS), and a Video Conferencing Application e.g. Zoom / Google Meet / MS Teams, etc. Other software considered useful for efficient and credible conduct of online exams may also be used as per applicability and requirement. The software platform and applications shall be centrally approved by the VC.


59. Online Exams shall be conducted under overall arrangement of Director Exams. Administrative structure at Depts shall include the following:-

- (a) **Departmental Exam Committee (DEC)** for conduct of Exams.
- (b) **Departmental Scrutiny Committee (DSC)** for scrutiny of Exam Papers.
- (c) **Departmental Technical Committee (DTC)** to guide FMs on uploading and administering Exam Papers.

60. AU Technical Committee established under Network Department shall provide technical assistance to all Depts Exams Dept shall issue detailed Directory of Duties and instructions four weeks before the exams. Depts shall arrange training of faculty on conduct of online exam in coordination with Exams Dept and CPD.

Handling Cases of Use of Unfair Means

61. Chapter XV of AU Regulations, titled 'Policy to Curb Use of Unfair Means' provides

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necessary guidance for handling plagiarism and use of unfair means cases.

Grievances Regarding Grading

62. A three-member committee, headed by a senior faculty member, shall be constituted to review grievances of the students about Course FM or grades or for any other reported issue. A student shall submit the grievance in writing to HoD within five days of declaration of grades / results. HoD shall forward the complaint to Director Exams for further action with a brief on initial investigation and recommendations.

Accessibility / Facilitation to Students With Disabilities

63. AU is committed to afford maximum facilitation to students with permanent or temporary disabilities to take their exams in a feasible environment. Students requiring such facilitation shall apply to their Academic Depts with supporting documents at least two weeks in advance of their exams. Depts shall forward such applications to Exams Dept after review by AU Medical Officer. Exams Dept shall subsequently coordinate with Academic Dept to organise requisite schedules, venues and facilities for the exam.

64. In cases where a student requires the support of an assistant for mobility, or a scribe, etc, Exams Dept shall allow such facilitation on recommendation of the Academic Depts. However, the assistant or scribe recommended in such cases shall not have a qualification higher than HSSC and shall not be a student of any university program.

EXAMS AT AU CAMPUSES AND AFFILIATED COLLEGES


65. Provisions of this Chapter shall be applicable to all AU Campuses and affiliated Colleges. However, they shall hold all exams independently under their own arrangements and may adjust exams schedules to suit local conditions.

66. Finalised exam results from campuses and affiliated colleges shall be forwarded to Exams Dept for approval of VC. Compiled result must reach Exams Dept at least one week before the planned date for declaration of result.

67. Campuses and affiliated colleges shall constitute Review Committees for checking of answerscripts and exam papers of their Campus. Random checking of answerscripts and Exam Papers of campuses and affiliated colleges shall be done by the relevant Depts at the Main Campus.

PROCEDURES AND GUIDELINES

68. In amplification of the regulations outlines in this Chapter, Exams Dept shall issue detailed procedures and guidelines for all AU Academic Depts, Campuses and Affiliated Colleges.

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APPENDIX 'A'
WEIGHTAGE OF EXAMS

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	45
(b)	Mid-Semester Exam	25
(c)	Quiz / assignment	30
(d)	CEP / CEA	
(e)	Practical / lab / projects	
(f)	Class participation	
Total		100

Practical / Lab Subjects

	Exam	Weightage
(a)	End-Semester Exam	20
(b)	Mid-Semester Exam	15
(c)	Experiment lab reports / viva voce / CEP / project / PBL	65
	Total	100

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APPENDIX 'B' GRADING SYSTEM

TYPES OF GRADING


1. **Relative Grading.** This system allows for screening of students according to their performance relative to their peers. A histogram of marks obtained by the students is drawn to identify ranges for assigning various grades. Ranges are based on upper and lower limits of percentage of students in a course that can have a particular grade.
2. **Absolute Grading.** This system allows for screening of students according to their performance on Percentile ranges defined for letter grade. The recommended thresholds are appended in Table B-1, but these may be superseded by policies governing specific levels / programs of education at AU.

Table B1-1 : Graduate Programs

S.No	Marks (%age)	Letter Grade
1	85 – 100	A
2	80 – 84.99	A-
3	70 – 79.99	B+
4	65 - 69.99	B
5	60 – 64.99	B-
6	55 – 59.99	C+
7	50 - 59.99	C
8	Below 50	F

Table B1-2 : Undergraduate Programs With Limited Enrolment

S.No	Marks (%age)	Letter Grade
1	85 - 100	A
2	80 - 84.99	A-
3	75 - 79.99	B+
4	70 - 74.99	B
5	65 - 69.99	B-
6	55 - 64.99	C+
7	50 - 54.99	C
8	45 - 49.99	C-
9	40 - 44.99	D
10	Below 40	F

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LETTER GRADES AND GRADE POINTS

Letter Grades

3. A Letter Grade is awarded to a student on the basis of his / her academic performance in a subject. A Grade Point is associated with each Letter Grade as specified in Table B-2.

Table B2

Letter Grade	Grade Points	
	Undergrad	MS/MPhil/MBA/PhD
A	4.00	4.00
A-	3.67	3.67
B+	3.33	3.33
B	3.00	3.00
B-	2.67	2.67
C+	2.33	2.33
C	2.00	2.00
C-	1.67	Not Applicable
D	1.00	Not Applicable
F	0.00	Not Applicable

4. Additionally, the following Letter Grades may be awarded under special circumstances as specified below:-

(a) **'F' (Fail Grade)**. This grade is awarded if a student does not secure passing marks in a course. This grade earns zero Grade Points.


(b) **'XF' (Non-Academic Failure)**. This grade earns zero Grade Points and the student is required to repeat the course. It is awarded under the following conditions:-

- (i) Short attendance (less than 75%) in the course during the semester.
- (ii) Failure to appear in End-Semester Exam.
- (iii) Dropping course after 5th week of the semester.

(c) **'I' (Incomplete Grade)**. This grade implies that the student has not completed requirements for award of a passing grade e.g. due to a pending retake exam, etc. This grade may also be awarded due to any lapse on part of AU / faculty, due to which the student's complete result is not entered in time. The student is awarded 'I' grade for the purpose of announcing the results later when course completion requirements are fulfilled. 'I' grade is replaced with earned grade immediately after removal of the anomaly.

(d) **'W' (Withdrawn)**. 'W' grade is awarded for dropping a course between the 3rd and 5th week of a semester or in the first two weeks of a Summer Semester.

(e) **'XW' (Administrative Withdrawal)**. This grade shall be awarded when a student is withdrawn from a course at any stage due to non-academic reasons.

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(f) **‘S’ (Satisfactory) and ‘U’ (Unsatisfactory)**. These grades are awarded to PhD and Masters students only, in their Quarterly Progress Reports for research performance. The grading of dissertation work is subsequently done by the supervisor on the basis of ‘S’ or ‘U’ grades earned by the student during research work. These grades are included in computation of Cumulative Grade Point Average (CGPA). In case a student earns two consecutive ‘U’ grades, the student may be dismissed from the course, in accordance with the policies governing graduate studies.

5. **In case a student earns an ‘I’ or ‘W’ grade in a course in a repeat attempt, such grade will not supersede the existing grade of a student in that subject**, i.e. asterisk marking shall not be done on the previous attempt. Appropriate asterisk marking shall be done only after the student completes the subject to earn an academic grade.

Grade Points

6. The Grade Points earned by a student in a course is calculated by multiplying the Grade Point associated with the Letter Grade earned with Cr Hrs of the course. Total Grade Points earned in a semester are calculated by totalling Grade Points of all courses studied in the semester as shown in Table B-3.

Grade Point Average (GPA)

7. The GPA is defined as the average of Grade Points Earned in all subjects.

$$GPA = \frac{\text{Earned Grade Points}}{\text{Total Credit Hours}}$$

Semester GPA is calculated for a student’s performance after each semester as


$$SGPA = \frac{\text{Earned Grade Points in the Semester}}{\text{Total Credit Hours of the Semester}}$$

Cumulative GPA is calculated for a student’s performance throughout the degree program as

$$CGPA = \frac{\text{Total Earned Grade Points in All Semesters}}{\text{Total Credit Hours of Studies}}$$

Table B3

Course	Letter Grade	Grade Points	Cr Hrs	Earned Grade Points
Course 1	A	4.00	3	12.00
Course 2	B+	3.33	2	6.66
Course 3	C	2.0	1	2.00
Total			6	20.66
Semester GPA			20.66/6 = 3.44	

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APPENDIX 'C' ACADEMIC STANDINGS

1. Based on the CGPA earned by a student, his/her academic standing will be determined at the end of each semester as per the following tables:-

Table C1: Academic Standings - Undergraduate Programs

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{CGPA} < 2.00$ OR $1.50 \leq \text{CGPA} < 2.00$ (during 1 st year only)	Warning
7.	$1.50 \leq \text{CGPA} < 1.80$ OR $1.00 \leq \text{CGPA} < 1.50$ (during 1 st year only)	Serious Warning
8.	$\text{CGPA} < 1.50$ OR $\text{CGPA} < 1.00$ (during 1 st year only)	Dismissed

Table C2: Academic Standings - MS/MPhil/MBA (Spring 2017 onwards)

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Very Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Satisfactory
5.	$\text{CGPA} < 2.50$	Probation - Repeat courses to improve CGPA - Max of 02 new courses allowed
6.	$\text{CGPA} < 2.50$ (Second consecutive semester) OR $\text{CGPA} < 2.00$	Dismissed



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Table C3: Academic Standings – PhD Programs

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Satisfactory
4.	$\text{CGPA} < 3.00$	Probation - Repeat courses to improve CGPA - Max of 02 new courses allowed
5.	$\text{CGPA} < 3.00$ (Second consecutive semester)	Dismissed

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APPENDIX 'D'
DISPOSAL OF ACADEMICALLY DEFICIENT CASES

1. Any undergraduate student whose CGPA is less than 2.00 at the end of a semester is termed as Academically Deficient case and is dealt with as per the following table:-

Table D1: Disposal of Academically Deficient Undergraduate Cases

Criteria	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$ OR $1.50 \leq \text{CGPA} < 2.00$ (during 1 st year only)	Warning	<ul style="list-style-type: none"> • Must clear existing 'F' and 'I' grades • Retake courses with grades < C+ • Student on first Warning must improve CGPA to at least 2.00 within next two semesters • Academic workload for next semester defined by academic dept with approval of Dir Academics
$1.50 \leq \text{CGPA} < 1.80$ OR $1.00 \leq \text{CGPA} < 1.50$ (during 1 st year only) $1.80 \leq \text{CGPA} < 2.00$ (if already on Warning / Serious Warning) Accumulated 'F' Grades 16-20 Cr Hrs	Serious Warning	<ul style="list-style-type: none"> • Must clear existing 'F' and 'I' grades • Retake courses with grades < C+ • Max 02 (two) new course allowed • Must improve CGPA to at least 2.00 and reduce accumulated 'F' grades below 16 within next semester • Academic workload for next semester defined by academic dept with approval of Dir Academics
$\text{CGPA} < 1.50$ Three consecutive Warning / Serious Warning Accumulating 'F' Grades 21 Cr Hrs or more	Dismissed (Except final Semester)	<ul style="list-style-type: none"> • Final semester students allowed to continue to <ul style="list-style-type: none"> - achieve 2.00 CGPA - clear accumulated 'F' and 'I' grades

2. In Graduate programs (MS / MPhil / MBA), a student shall stand dismissed if his / her CGPA remains below 2.50 for two consecutive semesters.

3. In PhD programs, a student shall stand dismissed if his / her CGPA remains below 3.00 for two consecutive semesters.

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