

NUTECH ACADEMIC STANDARDS & ACADEMIC DEFICIENCIES **FOR AWARD OF BACHELOR DEGREES**

1. Background

There are two grading systems being followed by national / international universities, “**Absolute Grading System**” and “**Relative Grading System**”. National University of Technology (NUTECH) is following “**Relative Grading System**” like other top ranking universities of the country and world.

UG academic standards are based on the best international and national practices. Academic deficiencies are with a purpose to achieve desired standards in the best possible manner.

2. Grading

2.1 Letter Grades The grades to be awarded to students who satisfactorily complete the work of a subject by the end of a semester and the definitions of these grades are:-

- **A** Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.
- **B** Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.
- **C** Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
- **D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- **F** Failed. This grade also signifies that the student must repeat the subject to receive credit.
- **XF** If a student has less than 75% attendance. This grade also signifies that the student must repeat the subject to receive credit.
- **I** means the work required for the subject has not been completed due to any reasons acceptable to Departmental Board of Studies.
- **W** will be awarded on dropping of a course.

Note. Modifiers of plus (+) shall be allowed on the grades of **B, C** and **D**. These modifiers will also be reflected on the students' academic transcript.

2.2 Determination and Finalization of Letter Grades The basis for determining a student's grade in a subject/course shall be left at the well-considered discretion of the Departmental Board of Studies (DBS). The grade/ marks earned by a student in Assignments, Quizzes, Laboratory work, Mid Semester Exam, End Semester Exam etc. shall be converted into percentage by the concerned faculty. The overall subject percentage obtained by students shall be rounded off by the faculty up to two decimal points (e.g. for 2.495 will be rounded off as 2.50). Letter Grades shall be awarded on relative grading basis according to the distribution gap method on the performance of a particular class by the faculty teaching the subject/course, and shall be approved by DBS. **DBS will be held on or before Thursday of 1st week after examination week. The grade sheets of each subject in triplicate, duly signed by respective faculty member and Head of Department, shall be sent to the Examination office on or before Friday of 1st week after examination week.**

2.3 Grade Point Average Grade Point Average (GPA) is a number representing the average value of accumulated grade points earned in a semester or in a degree program, and is based on letter grades earned by students. GPA shall be computed from the grade points assigned to letters grades. Grade points for letter grades are as given below:-

Letter Grade	Grade Points
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0
XF	0.0
W	0.0 (for dropping of course)
I	(0.0) Incomplete

2.4 **Semester Grade Point Average (SGPA)** SGPA is calculated by summing up grades points earned in all the subjects taken in a semester and dividing the sum by the total number of credits of the subjects taken in that semester.

2.5 **Cumulative Grade Point Average (CGPA)** CGPA is the cumulative grade point average of all the semesters completed. CGPA is calculated by summing up grades points earned in all the subjects taken in any number of semesters and dividing the sum by the total number of credits taken in those semesters.

2.6 **Freshman Grading** The Freshman grading will done as under:-

- In the first year including *ICAT*, freshmen will be graded on a **Pass** or **No-record (NR)** basis.
- Students securing **C** or better grades will be considered as Pass, and **A-C** grades will be reflected on the transcript.
- Freshmen will receive no credit for subjects with **D+, D or F** grades and these subjects will not appear on their transcripts.
- **D+, D or F** grades in freshman year will also not be used for the purpose of computation of SGPA/CGPA. However *XF grade will be counted towards SGPA / CGPA calculations.*
- **D+, D and F** will be considered as **Failed** which has to be cleared by the students whenever offered in future in line with relevant grading policy prevalent in that particular semester i.e (minimum 'C' grade in Freshman year and 'D' and above from Sophomore year onwards).

2.7 **Grading after Freshman Year** Regular A–F grading will be used after freshman year. D and above grades will be considered as Passed and all grades including F will be reflected on transcript, and will be used for computation of SGPA/CGPA.

3 **Academic Deficiencies** A student who obtains one or more of the following is considered academically deficient, namely:-

- An **XF/F** grade in any subject,
- **D+ or lower grades in any semester of freshman year,**
- SGPA/CGPA less than 2.00,
- CGPA < 2.00 in consecutive two semesters, or

- “I” (Incomplete) grade in any subject.
- “W” for dropping of a course.

4 **Disposal of Academically Deficient Students** Consequent to the identification of academic deficiencies, following disposal will be recommended by the Examination Office.

- Advisory Note/ Academic Warning,
- Probation,
- Suspension, or
- Withdrawal.

4.1 **Academic Warning** Academic warning will be awarded to the deficient students under following circumstances:-

- Student earns D+ or lower grades in any semester of freshman year.
- Student earns “XF” or “F” grades in a subject in any semester.
- SGPA / CGPA is less than 2 in a semester.
- He/she does not qualify for probation/withdrawal.

4.2 **Probation** “Probation” means that a student is deficient in academic / discipline standards and warrants consistent monitoring. A student shall be placed on academic / discipline probation under the following conditions:-

- *CGPA is less than 2 in any semester other than freshman year.*
- On disciplinary grounds when recommended by the Committee on Discipline.

While on second consecutive academic probation, the student cannot register for new courses and will decide which courses to repeat in consultation with his/her academic advisor.

4.3 **Suspension**. Suspension means that a student is not allowed continuing regular academic activities for a semester. A student will be recommended for suspension under following conditions:-

- On disciplinary ground when recommended by the Committee on Discipline.
- If absence of student is greater than 25% in a semester on medical ground or reasons beyond his control.

- If absence of a student is greater than 25% in all subjects in a semester.
- If a student remains absent for more than 30 but less than 45 consecutive days without any valid reason.
- While on suspension a student will be permitted to repeat courses already taken, if any, offered in suspended period.

4.4 **Suspension of Registration**

- *If a student remains absent for 45 or more consecutive days, his/her admission / registration may be suspended under following condition:-*
 - *Prolonged Absence (without any intimation or valid reason)*
 - *Disciplinary grounds*
 - *Medical Reasons*
- *However, such student may resume the same program subject to meeting the following conditions:*
 - *Has completed minimum one year of studies and attained minimum require CGPA i.e 2.00.*
 - *Has been recommended by the respective HoD.*
- *On re-admission, the student will pay the prescribed admission fee. The rate of fee will be as applicable to students of the semester which s/he joins.*
- *While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original / first admission.*
- *Prolonged absence must have valid reasons. Same will be intimated to registrar office ensuring physical receipt. Onus of ensuring receipt of intimation in Registrar Office remains with respective students.*
- *No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.*
- *After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.*
- *Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted*

admission.

4.5 **Withdrawal** means that a student is considered unsuitable for further studies at NUTECH and is withdrawn from the program. A student will be withdrawn from the university under following circumstances:-

- Earns five 'F / XF' grades or more in first semester only.
- The student accumulates ten or more F/XF grades.
- Earns three consecutive academic probations up till and including sixth semester.
- Earn two consecutive probation on disciplinary grounds or overall three disciplinary probations when recommended by the respective Discipline Committee.
- Cannot complete his degree requirements within the maximum stipulated time of seven years, even if he/she utilizes the summer semester.
- *A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for "Suspension of Registration".*

4.5 All Deficient cases will be served with "Warning", by the Exam office. Distribution of the copies of warning is as under:-

- 1x copy to student.
- 1x copy to Parents/Guardian.
- 1x copy to HoD.
- 1x copy in Student Dossier.
- 1x copy of Student Advisor.

5 **Approval and Declaration of Results**

- After the results are received from each Department, the Examination Office shall compile the final results. The final results shall show the grades obtained in each subject of the semester, SGPA, CGPA, and academic deficiencies and their disposal. Committee on Academic Performance (CAP) shall communicate its decisions by end of 1st week of next semester. The final results shall be approved by the Rector.
- As per NUTECH policy, result of the student will be only shared with him/her, parents/Guardians and Academic Department. Therefore, the provisional/final result will not be uploaded on the NUTECH website and neither will be posted anywhere in publically. The provisional results indicating letter grades, SGPA and

CGPA shall be declared by the Examination Office at least three days before the commencement date of next semester/term. The final results indicating letter grades, SGPA, CGPA and disposal of academic deficiencies shall be declared by the Examination Office by end of 2nd week of next semester/term.

6. **Adding / Dropping of courses**

- For Fall and Spring semester, full-term subjects may be added to registration until the end of the third week of the term and half-term subjects may be added until the end of first week of half-term. For summer session, subjects may be added until end of first week of summer session. For ICAT, subjects may be added with the approval of faculty in charge of the subject.
- Dropping of course(s) shall be allowed within the first Four weeks of start of a semester for half-term subjects and summer session, upto a date, 2 weeks after start of classes. It shall be ensured that minimum number of credit hours is not less than 15 and maximum number of credit hours does not exceed 18.
- A student taking less than regular semester load will not be considered for any academic honour / award.
- Student having W on the transcript will not be considered for academic honour / award.
- A student will be allowed to have a maximum of two Ws in a semester. S/he cannot accumulate more than four Ws at any one particular time during course of studies.

7. **Repetition of Subjects and Improvement of Grades Undergraduate**

Students are allowed to improve grades/GPA through repetition of subjects during their degree program; for the purpose of improvement of grades, a particular subject can be repeated only once. Failed subject can be repeated any number of times. In case of repetition of a subject, better grade will be reflected on the transcript. A student who improves a subject/course shall not be eligible for top academic honor / award on basis of a new earned grade(s).

8. **Deferment / Freezing of Semester(s)** A student may seek deferment / freezing from regular studies subject to the following conditions:-

- Deferment / freezing will generally be requested before the start of a semester.

However, in exceptional cases it may be requested latest by the 2nd week of a semester.

- During the period of deferment, he/she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- He/she shall pay 25% tuition fee to maintain his/her registration.
- The student has requisite time available to complete his/her degree within the stipulated time.

Deferment/freezing of a semester will be approved by CAP.

9. **Issue of Academic Transcript/Detailed Marks Sheet** A student desirous of obtaining Academic Transcript may apply to Controller of Examinations NUTECH along with the prescribed fee, as per the policy issued on the subject.