



Academic (UG) Section

DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009

Shahbad Daulatpur, Bawana Road, Delhi-110042

F. No: 105(504)DTU/Acad-UG/B.Tech Registration/2016-17 /1710-1715 Date: 07.06.2017

Circular

Sub: Grades preparation and moderation

This is to bring to your notice that the central evaluation of answer books of the end term examination 2017 is nearing completion. All course coordinators are therefore requested to adhere to the general guidelines as per Ordinance and Regulations 1A (B. Tech)/5A (B. Tech. Evening) applicable w.e.f AY 2015-2016 onwards for the grades preparation which are reproduced below:

Guidelines for grade preparation

1. All letter grades must be prepared as per Annexure-B1 to regulation R-19(1A)/R-18 (5A).
2. Letter grades to be awarded are 'O', 'A+', 'A', 'B+', 'B', 'C', 'P' and 'F'.
3. **Number of 'O' grade must not exceed 10% of total students registered in the course.**
4. A minimum of 'P' grade must be awarded if a student scores more than or equal to 35 marks in aggregate in a course.
5. A minimum of 'C' grade must be awarded to students who score 46 or more marks out of 100. A 'C' grade can however be awarded for less than 46 marks also depending on the mean and the standard deviation of marks obtained by all the students in a course.
6. As per Annexure- B3 to regulation R-19 (1A)/R-18 (5A). 'I' grade must be awarded to the students who did not appear for end term examination of a course due to medical reasons or other special circumstances and have applied for award of 'I' grade through the course coordinator.

Grade moderation

Attention of all the HODs is requested to regulation R-20 regarding provision of grades moderation in Ordinance and Regulations 1A (B. Tech)/5A (B. Tech. Evening).

All the HODs are requested to notify a grade moderation committee in respect of all B. Tech. Programmes (IV semester) and B.Tech. (Evening) (II and IV Semester) for grades moderation comprising of

Head of the Department – Chairperson
Two Professors of the department
Two Associate Professors of the department
Two Assistant Professors of the department

The chairperson is requested to convene a meeting of the grade moderation committee wherein, course coordinators will project the excel sheet of grades before the committee. Utmost care must be taken at the grade moderation committee level in finalization of the grades particularly in the award of 'O' and 'C' grades. Further, the committee must ensure awarding 'I' grade to students who have applied through the course coordinator.

R. Pandey / 7/6/17

(Dr. Rajeshwari Pandey)
Associate Dean Academic (UG)

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Copy to:

1. PS to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor.
2. PAs to the PVCs for kind information to the Pro Vice Chancellors.
3. Registrar.
4. All HoDs with a request to make a copy available to all course coordinators.
5. All Deans.
6. Programmer Academic Section (UG) to upload on University Website.

R. Pandey / 7/6/17

(Dr. Rajeshwari Pandey)
Associate Dean Academic (UG)