F. No: 105(504)DTU/Acad-UG/B. Tech Registration/2016-17/3246 - 54   Date: 17/11/17

Circular

Sub: Grades preparation and moderation

All course coordinators are 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 showing answer sheets to students

(i) A student should be allowed to go through his/her answer sheet(s) of MTE and the ETE and point out any discrepancy in its evaluation on a day fixed by the Course Coordinator/Chairman, Grade Moderation Committee. Objections will be entertained right then, and not even on the next day.

(ii) Head of Departments will ensure that end term examination answer sheets are shown to the students before the day of moderation, on a date to be specified and prominently displayed by the respective teachers.

(iii) The answer sheets of the End-Term Examination shall not be shown to a student after finalization of the grades by the Grade Moderation Committee.

(iv) The course Co-ordinators are advised to collect an excel file of his/her course from academic section for compiling of marks & preparing grades.

Guidelines for grade preparation

1. All letter grades must be prepared as per Annexure-B 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. For courses in which number of students is less than or equal to 30, grades should be awarded based on absolute marks system (Reference Annexure B2 table 6).

7. 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.
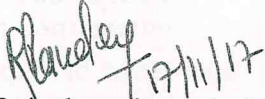
Grade moderation

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 (III and V semester) and B. Tech. (Evening) (I, III and V 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 on **05/12/2017 (Tuesday)** 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.

The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Controller of Examinations.
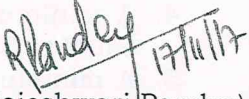
(Prof. Rajeshwari Pandey)
Associate Dean Academic (UG)

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Copy to:
1. PS to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor.
2. PA to the PVC-I for kind information to the Pro Vice Chancellors-I.
3. PA to the PVC-II for kind information to the Pro Vice Chancellors-II.
4. Registrar.
5. All HoDs with a request to make a copy available to all course coordinators.
6. All Deans.
7. Controller of Examinations.
8. Supdt. central evaluation of Answer sheets.
9. Programmer Academic Section (UG) to upload on University Website.

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