



F7s-6040-8  
12.03.2021

राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

No. – NITR/AC/2021/M/ 0325

Date – 12/03/2021

TO WHOMSOEVER IT MAY CONCERN

In terms of the decision taken by the Senate vide Resolution No Senate-98[2021]-12(7) dated 10-02-2021, the following conversion formula may be notionally adopted by the concerned Institute/ organization at their own discretion to obtain equivalent percentage for the CGPA awarded to the students of the Institute:

$$\text{EQUIVALENT PERCENTAGE} = \text{CGPA} \times 10$$

The details of the grading pattern being followed by the Institute is as annexed herewith (total 04 pages).

The undersigned is duly authorized to issue this certificate.

  
12-03-2021

Assistant Registrar  
(Academic- Res)

**Note:** The Institute does not issue any separate certificate or related document for the above mentioned conversion formula. The students/Alumni/Organization etc. may download it from the Institute website.



**APPENDIX - I****GUIDELINES FOR AWARD OF LETTER GRADES**

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher / coordination committee of a subject while converting marks into letter grades.
2.
  - (a) The grades 'F' and 'Ex' are to be considered as bench mark grades.
  - (b) The cut-off marks below which a student would be assigned an 'F' grade is 35 for the theory component and 40 for the laboratory component.
  - (c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be judged against best students of previous batches to be awarded the 'Ex' grade.
3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
  - (a) The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by the teacher's/coordination committee's perception the general level of the class is considered to be appreciably higher than that of other batches, the average performance may be assigned 'B' grade.
  - (b) All other marks for grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'Ex' grades, which have already been assigned, by choosing appropriate boundary marks between grades.
  - (c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	<= 10%
A	:	10 - 20 %
B,C,D	:	20 - 35%
P	:	10 - 25%
F	:	0 - 5 %

4. For classes where excessive bunching occurs resulting in almost all the marks tending to cluster into same category, conversion from marks to grade may be done using the table given below. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cut-off) marks by +/- 5 marks.

Range of Marks	Grade
(90 - 100)	Ex
(80 - 89)	A
(70 - 79)	B
(60 - 69)	C
(50 - 59)	D
(35 - 49)	P for Theory Courses
(40 - 49)	P for Laboratory Courses
< 35	F for Theory Courses
< 40	F for Laboratory/Design Courses



5. The Coordination Committee will moderate the results of the different sections of a class if wide disparity in performance across sections are observed.
6. In the case where a student appears in an alternative mid semester or a supplementary examination, the conversion from marks to grade would be done applying the same norm as was framed for the original class.

Ordinarily a student appearing in an alternative mid semester or supplementary examination in a theory course or repeating experiments in a laboratory / design course will get one grade less than what he/she deserves otherwise (to account for the additional time the students get for preparation), but not less than P grade. Award of full credit in a supplementary examination or in a backlog paper will require at least 95% attendance in the class, in addition to providing a justified cause for missing the examinations.

The teachers will send the basic grade to the AR (Acad) who will adjust the grade as per rules before posting in the Institute records.

7. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national / international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher/coordination committee may allocate him/her additional time with permission of Dean(AA). In this case, an I-grade may temporarily be allocated to the student in the subject. However, the requirement has to be fulfilled within 3 weeks after the end of the end-semester examination and the grade finalized.
8. There is no provision for supplementary examination in the laboratory component. If a student cannot clear the laboratory component of a particular subject, he/she will be assigned the grade 'F' in that subject. In extra-ordinary circumstances, to be decided by the Senate or Chairman, Senate on its behalf in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer vacation. If the student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year.



■■■

## APPENDIX – II

**GRADING SYSTEM**

1. As a measure of students' performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance	Letter grade	Grade point per credit
Excellent	Ex	10
Very Good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	2

In addition, there shall be three transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject.

- I - for "Incomplete Assessment"  
 X - for "Debarred" (due to poor attendance, disciplinary action or any other reason)  
 UR - for "Unregistered" (a student needs to register for the course afresh and attend classes.)

The grades I and X will be converted to the normal letter grade when the assessment process is over or when the student completes the examination. Normally, he does not have to attend classes for the conversion.

When a student is required to register afresh for a course and to attend classes, he is given the status "UR" in that course. Such a situation shall arise when a student is deregistered for having poor attendance record, a paper is scratched and a student de-registered for examination malpractice or as some other disciplinary measure, or fails to clear an F grade through supplementary exams and backlog papers during the next one year. When a student goes past a semester without acquiring the required number of credits, the courses in the grade card will also show "UR" status against courses not completed by the student.

2. Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for in the semester, 'c<sub>i</sub>' is the number of Credits allotted to a particular subject, and 'g<sub>i</sub>' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

3. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$



Where 'm' is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, 'c<sub>i</sub>' is the number of Credits allotted to a particular subject s<sub>i</sub> and 'g<sub>i</sub>' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s<sub>i</sub>. CGPA and SGPA will be rounded off to the second place of decimal and recorded as such. All courses registered including EAA will count towards calculation of SGPA and CGPA.

In addition to registered courses, a student may 'audit' additional courses with the consent of the teacher. Those courses will not appear in official records and will not count towards calculation of SGPA and CGPA.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The SGPA, CGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

For determining the inter se merit ranking of a group of students, only the rounded off values (to 2 decimal places) of the CGPAs will be used.

4. When a student gets the grade 'I' for any subject(s) during a semester the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
5. When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only '2' points for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.
6. Courses with status "UR" will not be counted in calculation of grade point averages.



www.nitc.ac.in