Academic Cell

Guidelines for Performance (CGPA)/Grade Improvement Scheme for UG/PG

(a) Students who secured CGPA less than 6.75 (required CGPA for first class as per AICTE norms) for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course/subject with poor grade (grade can be in between CC to DD) and permitted to reappear for the End Semester Examinations for improving the grade and in turn CGPA. The student can register maximum TWO subjects/courses from a semester with poor grade.

(b) A student shall appear for grade improvement examination either from 5th Semester or within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.

(c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Head of the Department from where the student has graduated. After review, Dean Academics shall send the application to Controller of Examination. No student shall be admitted once the semester credit registration process of that semester ends.

(d) A student shall choose maximum two theory courses/subjects from previous semester (either odd or even) offered from second year to the final year for which the student has secured minimum grade from CC to DD. The student shall be required to register for End Semester Examination of courses/subjects in a particular semester in which those courses/subjects are offered by paying the appropriate fees as laid down by the institute from time to time.

(e) The internal marks of the student for the subjects for which he/she has registered for Grade Improvement will be retained as it is and he has to appear for End Semester Examination of that subject.

(f) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute He/she shall give an

affidavit on 100 Rs. judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.

(g) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course/subject instructions. But he/she must have to appear for all the End Semester Examinations (ESE) conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.

(h) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on accountof absentee for any of the examinations.

(i) A student wishing to use the facility of grade improvement shall be required to pass in all the two courses in a single attempt. He/she shall not be entitled for the Re-examination or Summer Term in such cases.

(j) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.

(k) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state *"Grade Improvement"*. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

Dean Academics	CoE	Director
Dr.Swati Dixit	Dr.Tushar Shende	Dr.Vivek Kapur