

S.V.NATIONAL INSTITUTE OF TECHNOLOGY, SURAT.**Report on Conversion of Cumulative Grade Point Average (CGPA) into Percentage Marks**

No: CED/119 /2017

7-04-2017

A committee was constituted for reviewing existing criteria of CGPA conversion into percentage mark at the institute level vide office order no. Dean(Acad)/688/16-17 dated 1-3-2017. The committee reviewed the norms for conversion of CGPA into percentage from various institutions like IITs, NITs, Universities, UPSC and others as under:

1. UPSC documents for Civil Services Preliminary Examination.
2. Academic Regulation of NIT, Hamirpur
3. IIT Kanpur- CGPA to Percentage Marks conversion Certificate
4. Academic Regulation IIT, Kharagpur
5. Minutes of Eight Meeting of Senate held on 26.10.2004 of MNNIT, Allahabad
6. NIT Jamshedpur dated 18.12. 2013
7. NITW/AA-I/2015 dated January 23, 2015 of NIT Warangle
8. No. F. 4(P) 34 Senate/MNIT/Acad/2016/5430 dated 14.03.2016 of MNIT, Jaipur
9. UPSC documents for Civil Services Preliminary Examination.

Copies of the above documents are enclosed herewith.

At present institute follows following formula for conversion of CGPA into marks according to circular No. Acad/Certi/395/2010-2011 dated 03.09.2010 (Copy enclosed):

$$\% \text{ Marks} = (\text{CGPA} - 0.5) * 10$$

The committee has gone through the documents of CGPA to Percentage Marks conversion from the Institutes mentioned above. The generalized formula adopted by them is as follows:

$$\% \text{ Marks} = \text{CGPA} * 10$$

IMPORTANT

1. Candidates applying for Civil Services Examination or Indian Forest Service Examination or both will have to fill in this common Application Form.
2. Applicants are advised to go through the common reasons on account of which online applications may be rejected by the Commission. These may be carefully noted so that chances of application being rejected are minimized to the best possible extent.
3. **The Experience of Commission (UPSC) shows that major rejections happen due to the following reasons.**
 - (a) Application being rejected on the grounds of bad quality of uploaded photograph. Sample 1 2 3 4 5 6 7 8
 - (b) Application being rejected on the grounds of bad quality of uploaded signature. Sample 1 2 3 4
 - (c) Application being rejected on the grounds of swapping of photograph with that of signature. Sample 1
 - (d) Application rejected due to submission of photograph only, i.e no signature submitted or photograph submitted at the place of signature as well. Sample 1
 - (e) Application rejected due to submission of signature only, i.e no photograph submitted or signature submitted at the place of photograph as well. Sample 1
 - (f) Only PART-I of the application being submitted to the Commission and not submitting PART-II. This renders the application as incomplete. Sample 1
 - (g) Multiple applications submitted. However fee deposited (TID**) against a particular application (RID*) being mentioned for some application having a different RID. Sample 1 2 3
 - (h) Applicant submitted PART-I and paid fee as well, but did/could not complete PART-II i.e. failed to submit photograph and signature. Sample 1
 - (i) Application being rejected on the grounds of non submission of payment proof to the Commission within specified time in case of fictitious payment ***cases (which are intimated to the applicant through e-mail as well as published on the website of the Commission within 2 weeks after the last date of receipt of online application).
 - (j) **Candidate may click here to download exhaustive samples of rejected applications (.pdf) in .ZIP Format**
 - (k) For the sake of guidance to the applicants, one sample application form, complete in all respects has been provided here, please click here to download.

* RID is Registration ID, which is generated by the system when the applicant completes PART-I registration of his application.

** TID is Transaction ID, which is given by Bank official when the applications deposits his/her fee through cash mode and it is automatically generated when Internet Banking or credit/debit card mode is used for making the fee payment.

***Fictitious payment cases are those cases for which the Commission does not receive any information from the bank authorities to which the applicant has claimed to have deposited his/her fees.

**INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM for Civil Services
(Preliminary) Examination 2013**

1. Log on to <http://www.upsconline.nic.in/> to access the home page of the ONLINE APPLICATION.
2. Click on "Online application for various examinations of UPSC".
3. Before filling up the form candidates are advised to carefully go through the detailed Notice No 04/2013-CSP for Civil Services and/or No 05/2013-IFS for Indian Forest Services as the case may be, which is available in the "Examination Notice" submenu of the "Guidelines to the Candidates" menu.
4. Place the mouse over the 'Examination' menu. The link would display a set of two options namely "PART-I Registration" and "PART-II Registration".
5. Clicking on "PART-I Registration" link would take you to the list of all the active examinations, where you can select to apply for any of the listed examination by clicking on the link "Click Here" against each exam.
6. Clicking on "PART-II Registration" would take you to the second part of the online application, which we will discuss later in these instructions.
7. When the candidate clicks on Click Here link for the particular examination (as indicated in step 4) he will be redirected to a new page for entering into PART-I Registration of Online Application.
8. Click on the **Continue** button to proceed for the PART-I Registration. Clicking on 'Continue' button opens-up a fresh blank form for the PART-I Registration. Candidate has to fill all details as required in the form. Fields with red STAR (*) marks are mandatory and essential to be filled in by the candidate. Fields which are not marked as red STAR (*) are not mandatory. Below every field clear instructions for filling up are written which should be carefully read and strictly followed by the candidates while filling up the form.
9. Candidates are advised to correctly indicate their graduate stream as required on the form using the dropdown menu. It may be noted that to be eligible for the Indian Forest Service (Main) Examination the candidate must hold a Bachelor's degree with at least one of the subjects namely Animal Husbandry & Veterinary Science, Botany, Chemistry, Geology, Mathematics, Physics, Statistics and Zoology or a Bachelor's degree in Agriculture, Forestry or in Engineering. Hence the option to be considered for the Forest Service (Main) examination would be shown only to candidates who indicate their graduation in any of these streams/subjects. In case the candidate is eligible for IFS, he is required to select Optional Subjects available on third page only for statistical purposes. The candidate will, however, be permitted to change his Optional Subjects at time of filling of Detailed Application Form. If a candidate is a graduate from any other stream other than the subjects mentioned above, the candidate is required to select "OTHERS" or "Literature" (as the case may be) in the relevant dropdown menu. In such a case he would be eligible to be considered for the Civil Services (Main) examination only. It may be noted that a candidate graduating in any of the streams which make him eligible for the Indian Forest Service examination, is also eligible to apply for the Civil Service examination.
10. Candidates are requested to ensure that they are eligible for both the services before opting for 'BOTH' on the form.

11. In case of Civil Services examination, if a candidate is a graduate in Literature of any of the Languages indicated in the dropdown menu, he would be required to select the Literature subject from the relevant dropdown menu. In such a case he would be eligible to opt for either the Literature in that subject as his optional subject or any of the other optional subjects available in Group I as an optional subject in the Civil Services (Main) examination. In all other cases, he can only opt for any of the subjects indicated in Group I as his optional subject for the Civil Services (Main) examination. Candidates would however be required to indicate their optional subject for the Civil Services (Main) examination, only at the time of applying for the Civil Services Main examination.
12. Candidates may note that SC, ST, Physically Challenged and Women candidates are not required to pay fee. When the candidates choose "Female" in Gender field; Yes in "Physically Challenged" field; ST or SC in "Community" field; "YES" response is automatically indicated in the "fee remission claimed" field by default which is not required to be changed. These candidates will not be taken through the "fee payment details page" where the candidates are supposed to fill in the Payment Details while filling up Part-II of the Online Application.]
13. Click on "Continue" button at bottom of the page to go to the next page.
14. The system asks if the candidate wishes to apply for '**Age Relaxation**'. The candidate will be given the option to select the category under which he/she is applying for age relaxation. (Candidates are advised to refer to the detailed Notice No. 04/2013-CSP which is available in the website www.upsconline.nic.in for details on the age relaxation categories and quantum of relaxation.
15. The system asks for the % age of marks obtained at the Graduation Level. This information is for statistical purposes only. In cases where grades/CGPA are awarded by the University, the equivalent percentage of marks, as per University guidelines, may be filled. In cases where there are no guidelines on this issue, the indicative percentage of marks may be calculated based on the CGPA. For example, if a candidate obtained a CGPA of 7.0 out of 10, then the percentage may be filled as 70%.
16. The system displays all the information provided by the candidate in the application form for verification. 'Update' button is also provided therein at the bottom of the Online Application details to move back and make any correction in the information filled in. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled up. No change in information filled in by the candidates would be allowed at any subsequent stage of the examination process.
17. **Declaration box:** At the bottom of the page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on '**I Agree**' or '**I Do Not Agree**' buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. **Accepting to agree only will submit the candidate's Online Application**, and the Part-I data submitted would be saved and a **Registration Id** generated for the candidate.
18. The system displays the system generated unique '**Registration ID**' along with the essential identification information about the candidate viz. 'Name', 'Father's Name', 'Mother's name', 'DOB', 'Address', 'Examination Centre' etc. opted by the candidate. The candidate is also intimated that he has completed PART-I of the Registration of Online Application procedure. **The candidates may however note that Application would be treated as incomplete and rejected unless accompanied with Part-II Registration.**

19. Here PART-I of the Online Application procedure is completed. A candidate has to complete the PART-II Registration for the successful Online Application submission.

[CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "Print" OPTION AVAILABLE BELOW NOTE-2 THEREIN. THEY WILL BE REQUIRED TO INPUT THEIR REGISTRATION ID and DOB at subsequent stages.

CANDIDATES OPTING TO DEPOSIT FEE IN CASH ARE ADVISED TO TAKE PRINT OF PAY-IN SLIP BY USING THE OPTION "Print Bank Pay-in-Slip". Using this pay-in slip, they can deposit the fee in cash at any branch of STATE BANK OF INDIA. The Bank will not accept any other pay-in slip or challan than the one printed through the "Print Bank Pay-in-Slip" OPTION of this Online Application. After receipt of cash, the Bank would stamp the pay-in-slip and also provide a "TRANSACTION ID". The candidate would have to log in again and proceed with PART-II Registration process.

NB : FEE EXEMPTED CATEGORY CANDIDATES; CANDIDATES OPTING TO DEPOSIT FEE THROUGH VISA/MASTER CREDIT/DEBIT CARD OR BY USING INTERNET BANKING FACILITY OF STATE BANK OF INDIA AND ITS ASSOCIATE BANKS i.e. STATE BANK OF BIKANER & JAIPUR/STATE BANK OF HYDERABAD/STATE BANK OF MYSORE/STATE BANK OF PATIALA/STATE BANK OF TRAVANCORE CAN STRAIGHTAWAY PROCEED TO COMPLETE PART-II REGISTRATION BY CLICKING ON THE LINK "PART-II Registration" AT THE BOTTOM OF PAGE 5.]

PART-II Registration

PART-II REGISTRATION COMPRISES FOUR STEPS:-

1. UPLOADING OF PHOTOGRAPH
2. UPLOADING OF SIGNATURE
3. FEE PAYMENT
4. EXAMINATION CENTRE HAS TO BE CHOSEN FROM THE AVAILABLE DROP DOWN MENU.

FOR FEE PAYMENT CANDIDATES HAVE THREE OPTIONS:-

1. THEY CAN PAY CASH AT ANY BRANCH OF STATE BANK OF INDIA THROUGH THE PAY-IN-SLIP GENERATED BY THE ONLINE APPLICATION PROCESS.
2. THEY CAN PAY ONLINE USING THE INTERNET BANKING FACILITY OF THE STATE BANK OF INDIA/STATE BANK OF BIKANER & JAIPUR/STATE BANK OF HYDERABAD/STATE BANK OF MYSORE/STATE BANK OF PATIALA/STATE BANK OF TRAVANCORE IF THEY ARE CUSTOMERS OF THESE BANKS AND HAVING THEIR INTERNET BANKING FACILITY.
3. THEY CAN PAY ONLINE USING ANY VISA/MASTER DEBIT OR CREDIT CARD ISSUED BY ANY BANK/INSTITUTION.

N.B. THE ONLINE APPLICATION PROCESS DOES NOT TAKE THE FEE EXEMPT CATEGORY CANDIDATES (i.e. SC, ST, PH and Female CANDIDATES) THROUGH THE FEE PAYMENT AND FEE DETAILS SUBMISSION STEPS AND AFTER FILLING UP PART I REGISTRATION THEY CAN STRAIGHTAWAY PROCEED TO PART-II REGISTRATION BY USING THE LINK AT THE BOTTOM OF LAST PAGE OF THE PART-I REGISTRATION.

BEFORE PROCEEDING TO FILL IN PART - II REGISTRATION CANDIDATES MUST ENSURE:

1. That if paying through cash at SBI, they have paid the requisite fee at any branches of the SBI and obtained TRANSACTION ID. In the other two online modes of payments, Transaction ID is generated and filled in automatically.
2. That they have scanned images of their photograph and signature # in .jpg format, each of which should not exceed 40 KB in size and must not be less than 3 KB in size for the photograph and 1 KB in size for the signature.
3. Each of the scanned images of the photograph/signature should not exceed 40 KB in size (for photograph, the pixel size is 140 pixels height x 110 pixels width and for signature it should be 110 pixels height x 140 pixels width) and also to be ensured that the uploaded photograph/signature are proper.

The candidate should scan his signature, which has been put on white paper with Black Ink pen.

[Candidates using MSWindow/MsOffice can easily obtain photo and signature in .jpg format not exceeding 40KB by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature (scan at 200 dpi) can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced to desired size by using crop and then resize option (please see point 3 above for the pixel sizes) in the 'Image' menu. Similar options are available in other photo editor also.]

Part II Registration

If you have logged out after completing Part-I Registration, go through the following steps for Part-II Registration:

- Log on to <http://www.upsconline.nic.in/>.
- Place the mouse over the 'Examination' menu. The link would display a set of two options namely "PART-I Registration" and "PART-II Registration".
- Click on Part-II Registration.
- In the dialog box which opens up, fill in your REGISTRATION Id and Date of Birth (DOB) and then press **SUBMIT** button.

Payment of Examination Fees online

- A fresh page opens up indicating your Registration Id and showing three options of payments, viz, "Pay by Cash"; "Pay by Card" and "Pay by Net Banking" each option accompanied with a **radio button**.
- Click on the radio button corresponding to the choice of your payment and then click on **CONTINUE**.

- If paying by cash, fresh window opens wherein TRANSACTION Id given by the State Bank of India and Date of Transaction is to be filled in. The TRANSACTION Id given by the BANK is to be a **SEVEN OR EIGHT DIGIT NUMERIC CHARACTER**, which is to be filled in the Transaction-Id field.
- Considering the All India spread of the SBI there is a possibility of writing of Transaction ID on the Pay-in-slip by the bank staff variously as **TId - 0012121212 OR J - 0012121212 OR 0012121212** etc. if in eight digits **OR AS TId - 001212121 OR J - 001212121 OR 001212121** etc if in seven digits. **CANDIDATES ARE REQUESTED TO FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ANY ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES. In above two cases fill in Transaction Id as 12121212 OR 1212121.**
- After filling in Transaction Id and Date of Transaction Click CONTINUE. A fresh page opens indicating payment details filled in. After verification Click SUBMIT. Fresh page opens intimating submission of payment details and prompting to PROCEED to complete uploading of Photo and Signature.
- Candidates opting to pay through Visa/Master Credit/Debit card or STATE BANK OF INDIA/STATE BANK OF BIKANER & JAIPUR/STATE BANK OF HYDERABAD/STATE BANK OF MYSORE/STATE BANK OF PATIALA/STATE BANK OF TRAVANCORE Internet Banking facility would be directed to their respective sites and after completing payment process would be directed back intimating payment details and prompted to PROCEED to complete uploading of Photo and Signature.

Note: If the candidate has opted for the fee remission in the PART-I Registration these payment option and pages will not be shown to him and he will be directed to the photograph & signature specimen uploading page.

Uploading of Photographs and Specimen Signatures

1. Here the **candidate** is required to upload the images of recent **Photograph and Signature Specimen**. Images to be uploaded should be only in .jpg format of size not exceeding 40 KB each and must not be less than 3 KB in size for the photograph and 1 KB for the signature.
2. After uploading a fresh page shows the preview of the uploaded images by the candidate. *Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the upper row and the specimen signature in the lower row.* In no case these rows should be swapped and uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the candidature of the candidate is liable to be cancelled by the commission and no representation from the candidate will be entertained by the commission regarding any change for the wrong data uploaded /filled up by the candidate. If the candidate is satisfied with the uploaded images he may CONFIRM the uploading of photograph and signature by clicking on **Confirm Upload** button. *If by any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button.* They can view reloaded Photograph/signature by clicking on "Image refresh" button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on **Confirm Upload** button.

**RULES AND REGULATIONS FOR
UNDERGRADUATE
PROGRAMMES (B.Tech. & B.Arch.)**



**NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR -177 005 (H.P.)**

- Head of the Department
- Coordinator of departmental society/student activities
- One coordinator of co-curricular activities (Institutional level)
- One nominee of the senate.

Students are required to undergo 4-6 weeks of industrial training (on site training for civil and architecture students) after the end of fifth semester.

- iii) The evaluation and award of grades for major project shall be done by the committee consisting of:
- Project Coordinator
 - An External Examiner nominated by the Chairman (Senate) from the panel of examiners submitted by Head of the Department in consultation with DUGC.
 - Minimum two faculty members nominated by Head of the department preferably one from other department.

6.4 Grading System

a) Grades and Grade Points

At the end of the semester a student is awarded a letter grade in each of his/her courses taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work (if any), etc. besides regularity of attendance in classes. The awards/grades are submitted in the Dean Academics office positively within the prescribed time limit of five days after the end semester examination.

There are seven letter grades: A, AB, B, BC, C, D and F. The letter grades and their numerical equivalent on a 10-point scale (called Grade Points) are as follows:

| | | | | | | | |
|--------------|----|----|---|----|---|---|---|
| Letter Grade | A | AB | B | BC | C | D | F |
| Grade Points | 10 | 9 | 8 | 7 | 6 | 4 | 0 |

In addition, there are three letter grades, viz: I, S and X, which stand for Incomplete, Satisfactory and Unsatisfactory, respectively. Further, for courses with zero weightage (Audit) only Pass (P)/Fail; (F) grade are awarded. The institute will follow absolute grading system.

b) Criterion for the Award of Grades

The following are the general guidelines for the award of grades:

- i) All evaluations of different components of a course announced in the course plan shall be done in marks for each student.

- ii) The marks of various components shall be added to get total marks secured on a 100 point scale for theory courses and laboratory courses.
- iii) For any course, criterion as list in Table-3 shall be used for the award of grades.
- iv) The teacher will ensure coverage of all the contents of a caught during the semester. The end semester examinations question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the Head of the Department having following documents.

- Lecture wise breakup of syllabus covered during semester (course plan).
- Attendance record
- Tutorial sheets/Assignment sheets
- Question papers of periodical/minor exams
- Quizzes
- Question paper of end semester examination
- Complete details of marks with final grades

- v) Concerned teacher shall submit on-line as well as forward an authenticated copy of these awards to the head of the department for onward transmission to Dean (Academic) office. He will also display the list of students getting 'F' grade (marks < 40%) in the Department.

c) Criterion for Award of Grades

Table-3:

The grades will be awarded as under: -

| Grade | Percentage score, X |
|-------|---------------------|
| A | $X \geq 90\%$ |
| AB | $80 \leq X < 90\%$ |
| B | $70 \leq X < 80\%$ |
| BC | $60 \leq X < 70\%$ |
| C | $50 \leq X < 60\%$ |
| D | $40 \leq X < 50\%$ |
| F | $X < 40\%$ |

The following formula for converting grades into percentage of marks be adopted.

$$\% \text{age of marks} = \text{CGPI} * 10$$

d) Awarding Incomplete Grade 'I'

A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed, for a genuine reason which are in the knowledge of DUGC, the end semester examination but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Faculty-in-Charge into an *appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Dean Academics office by the last date specified in the academic calendar*. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into F grade.

e) Project Grades

Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades (i.e., within one week of the last date of the end semester examination). An 'I' grade will not be given for mere non-completion of project due to the lack of facilities, etc. An 'I' grade may be given only on medical grounds. If the department feels that a student has to complete his/her project in another semester, the DUGC will seek prior permission of SUGC and the student will be required to get formally registered.

f) Repeating of F-Grade

F-grade is a fail grade. The course(s) in which a student has earned F-grade will be termed as back-log course (s).

CPI TO PERCENTAGE CONVERSION CERTIFICATE

INTRODUCTION

Institute follows a grade based system and awards A*,A,B,C,D,E,F,S,X grades to the students. As such no equivalence of CPI to percentage is provided. However, notionally, the CPI may be multiplied by a factor of 10 to obtain the numerical percentage. A certificate stating above is called CPI to percentage conversion certificate.

A student has to pay an amount of Rs.200/- or US \$ 10.0 towards processing fee.

MODE OF COLLECTION

If the student or his/ her representative is unable to collect the certificate in person from the DOAA office, Institute can post the same at his/ her requested address on payment of Rs. 500/- (if to be posted within India) else, US\$ 20 (if to be posted outside India).

MODE OF PAYMENT

Payment, in total, may be made through Bank Draft drawn in favor of "THE REGISTRAR, IIT KANPUR" payable at "KANPUR"

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

| | |
|-------------------|-----------------------|
| Bank name: | STATE BANK OF INDIA |
| Bank branch: | <u>IIT KANPUR</u> |
| Bank A/c No.: | 10426002137 |
| Bank Swift code: | SBININBB499 |
| Beneficiary code: | SBIN0001161 |
| Beneficiary name: | Registrar, IIT Kanpur |

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to kdehy@iitk.ac.in (for Postgraduate Programmes) and ashiss@iitk.ac.in or hariss@iitk.ac.in (for Undergraduate Programmes).

WHERE TO POST

You may post your application along with Demand draft at the following address:

Assistant Registrar (Academic Affairs)

Room No. 201
Academic Affairs Building
(Adjacent to Staff Canteen)
Indian Institute of Technology Kanpur
Kanpur - 208 016
Uttar Pradesh
India

Upon receiving the bank draft/ net banking transaction receipt, postal address(s) (at which the certificate is to be posted), and other relevant paper(s), if any, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 4 working days from the day of receiving the above documents to process an application (this excludes postal time).

XXXXX

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.

- 24.4 **Conversion of CGPA into percentage Marks:** In case of a specific query by students/employers regarding conversion of CGPA into percentage marks, the following formula will be adopted for **notional conversion of CGPA** into percentage marks. **Formula : % Marks = CGPA*10**

25. Assessment of Performance

There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose.

- 25.1 In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
- 25.2 (a) The grades **F** and **EX** are to be considered as bench mark grades.
 (b) The range of cut-off marks below which a student would be assigned an 'F' grade is 30-35 for the theory component and 35-40 for the laboratory component, the exact cut-off marks is to be decided by the teacher/co-ordination committee.
 (c) The exceptionally brilliant performance is to be assigned an 'EX' grade. Even the best student of any class needs to be good enough to be awarded the 'EX' grade.
 (d) For subjects which have a laboratory component (P-component) along with the theory, to secure any grade higher than 'F' a student has to achieve individually more than the cut-off marks in both the theory component and the laboratory component. Separate marks, each out of 100 (hundred), in the theory component (L- & T- components) and the laboratory component are to be ascertained first. A composite mark for the subject out of 100 is then to be computed by taking appropriate contribution of theory component and the laboratory component as shown in Table 25.1:

Table : 25.1

| L-T-P | Credit | Theory (L-T component) | Laboratory (P-component) |
|-------|--------|------------------------|--------------------------|
| 4-0-6 | 8 | 50 | 50 |
| 3-0-6 | 7 | 40 | 60 |
| 4-0-3 | 6 | 70 | 30 |
| 3-1-3 | 6 | 70 | 30 |
| 1-0-8 | 6 | 20 | 80 |
| 3-1-2 | 5 | 80 | 20 |
| 3-0-3 | 5 | 60 | 40 |
| 3-0-2 | 4 | 75 | 25 |
| 2-0-3 | 4 | 50 | 50 |
| 1-0-5 | 4 | 25 | 75 |
| 2-0-2 | 3 | 70 | 30 |
| 1-0-3 | 3 | 30 | 70 |
| 1-0-2 | 2 | 50 | 50 |

Minutes of the meeting of Senate held on 26.10.04 at 3.30 P.M. in the Conference Room of the Institute.

1. The Chairman welcomed new members of the Senate Prof. Mahesh Chandra Tyagi, Prof. Vineeta Agrawal, Prof. Dinesh Chandra and member Prof. Vimal Singh who had joined his duties after availing long leave.
2. The Senate decided to defer the confirmation of minutes of the meeting held on 19.7.04.
3. The Senate approved the list of B.Tech., M.Tech., MCA, MMS, MBA(IBIT), Ph.D. students for the Academic year 2003-04 for award of degree in the convocation to be held on Nov.3, 2004. (List enclosed as "Annexure")
4. The Senate decided to award the following medals, (as awarded in earlier convocations).
 - (a) Institute Gold Medal to topper of B.Tech.Final year (All Branches Combined).
 - (b) Gold Medal to topper of each branch B.Tech./M.Tech./MCA/MMS/ MBA (IBIT) Final year.
 - (c) Silver Medal to toppers of B.Tech. 1st, 2nd & 3rd year students.
5. The Senate decided the following rules for award of medals:

A student shall be awarded Gold/Silver medal if he/she has secured highest Cumulative Performance Index (CPI)/aggregate marks amongst students from respective disciplines or branches graduating in an academic year and:

 - (i) has completed academic program in minimum specified period.
 - (ii) has not been declared academically deficient/failed in any subject in any semester during his/her academic program.
 - (iii) has not been warned penalized for any act of indiscipline during entire stay in this Institute.

Further, it was decided that if more than one students secure same highest CPI/aggregate marks, all of them will be awarded the medals.

6. The Senate decided to withdraw the proposal for forming one single DUGC/DPGC of Physics, Chemistry & Mathematics Departments.
7. The Senate considered the mercy appeal of Rashid Nawab a terminated student of MBA (IBIT) Registration No.2002MB08 and the direction given by the Hon'ble High Court. Following decision was taken:

"The Academic performance of Rashid Nawab was not satisfactory. He obtained D-grades in 4 papers & E-grades in 4 papers out of total 9 papers. In these circumstances even if he is given a chance to re-appear in 2 papers and clears those papers, as provided in Resolution 4.04, still he will continue to have E-grades in rest of 2 papers, as such he would not be eligible to continue in the program as per section 7.7.4(iii) of the ordinance under these circumstances he cannot be allowed to continue in the program."
8. The Senate considered the request of Ms. Priya Srivastava for providing equivalent grade for Percentage of marks. The Senate authorized Dean (Academic Affairs) to respond to all such queries and inform them that there is no conversion formula for grade to marks or marks to grade. However, notionally the CPI may be multiplied by 10 to get the Percentage of marks.
9. Senate considered the proposal of merging of the School of Management Studies and the Department of Humanities & Social Sciences and name it as Department of Management & Social Sciences. The Senate approved the merger and the name of the Department. The same be sent to BOG for ratification.

The meeting terminated with a vote of thank to the Chair.

Approved
Kishna Kumar

(R.P.Fewari)
Registrar

Minutes of the meeting of Senate held on 26.10.04 at 3.30 P.M. in the Conference Room of the Institute.

Following members were present:

1. Dr. Krishna Kumar (Chairman Senate)
 2. Dr. B. D. Chaudhary
 3. Dr. R.N. Sahi
 4. Dr. Krishna Kant
 5. Dr. S.K. Agrawal
 6. Dr. S. Sheel
 7. Dr. I.K. Bhat
 8. Dr. Triloki Nath
 9. Dr. S.N. Tiwari
 10. Dr. T.N. Sharma
 11. Dr. L.C. Malhotra
 12. Dr. V.K. Nema
 13. Dr. Vimal Singh
 14. Dr. R.K. Srivastava (CED)
 15. Dr. S.C. Prasad
 16. Dr. Rakesh Mathur
 17. Dr. R. Kumar
 18. Dr. R.C. Mehta
 19. Dr. P.K. Mishra
 20. Dr. Sudarshan Tiwari
 21. Dr. P.R. Agrawal
 22. Dr. S.K. Duggal
 23. Dr. Mahesh Chand
 24. Dr. Dinesh Chandra
 25. Dr. R.K. Srivastava (MED)
 26. Dr. Peetam Singh
 27. Dr. Vineeta Agrawal
 28. Dr. N.D. Pandey
 29. Dr. Mahendra Kumar
 30. Sri R.P. Tewari, Registrar/Secretary
-
1. The Chairman welcomed new members of the Senate Prof. Mahesh Chandra Tyagi, Prof. Vineeta Agrawal, Prof. Dinesh Chandra and member Prof. Vimal Singh who had joined his duties after availing long leave.
 2. The Senate decided to defer the confirmation of minutes of the meeting held on 19.7.04.
 3. The Senate approved the list of B.Tech., M.Tech., MCA, MMS, MBA(IBIT), Ph.D. students for the Academic year 2003-04 for award of degree in the convocation to be held on Nov.3, 2004. (List enclosed as "Annexure")
 4. The Senate decided to award the following medals, (as awarded in earlier convocations).
 - (a) Institute Gold Medal to topper of B.Tech.Final year (All Branches Combined).
 - (b) Gold Medal to topper of each branch B.Tech./M.Tech./MCA/MMS/ MBA (IBIT) Final year.
 - (c) Silver Medal to toppers of B.Tech.1st, 2nd & 3rd year students.
 5. The Senate decided the following rules for award of medals:
A student shall be awarded Gold/Silver medal if he/she has secured highest Cumulative Performance Index (CPI)/aggregate marks amongst students from respective disciplines or branches graduating in an academic year and:

- (i) has completed academic program in minimum specified period.
- (ii) has not been declared academically deficient/failed in any subject in any semester during his/her academic program.
- (iii) has not been warned penalized for any act of indiscipline during entire stay in this Institute.

Further, it was decided that if more than one students secure same highest CPI/aggregate marks, all of them will be awarded the medals.

- 6. The Senate decided to withdraw the proposal for forming one single DUGC/DPGC of Physics, Chemistry & Mathematics Departments.
- 7. The Senate considered the mercy appeal of Rashid Nawab a terminated student of MBA (IBIT) Registration No.2002MB08 and the direction given by the Hon'ble High Court. Following decision was taken:

"The Academic performance of Rashid Nawab was not satisfactory. He obtained D-grades in 4 papers & E-grades in 4 papers out of total 9 papers. In these circumstances even if he is given a chance to re-appear in 2 papers and clears those papers, as provided in Resolution 4.04, still he will continue to have E-grades in rest of 2 papers, as such he would not be eligible to continue in the program as per section 7.7.4(iii) of the ordinance under these circumstances he cannot be allowed to continue in the program."

- 8. The Senate considered the request of Ms. Priya Srivastava for providing equivalent grade for Percentage of marks. The Senate authorized Dean (Academic Affairs) to respond to all such queries and inform them that there is no conversion formula for grade to marks or marks to grade. However, notionally the CPI may be multiplied by 10 to get the Percentage of marks.
- 9. Senate considered the proposal of merging of the School of Management Studies and the Department of Humanities & Social Sciences and name it as Department of Management & Social Sciences. The Senate approved the merger and the name of the Department. The same be sent to BOG for ratification.

The meeting terminated with a vote of thank to the Chair.

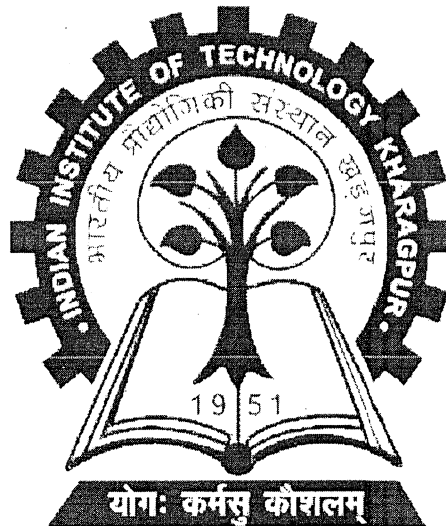
(R.P.Tewari)
Registrar

RULES AND REGULATIONS

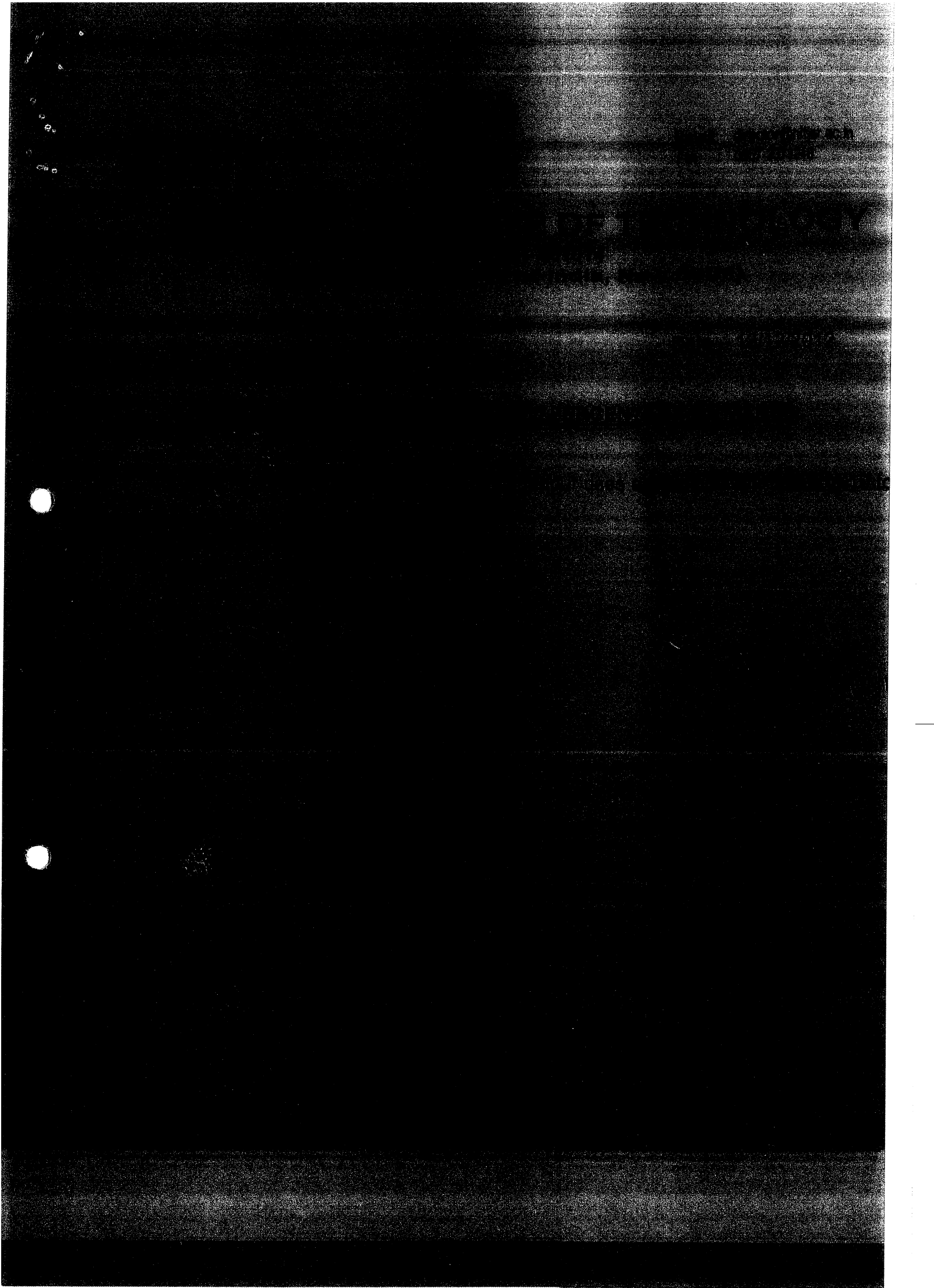
for

**B.Tech. (Hons.),
Dual Degree,
Interdisciplinary Dual Degree,
B. Arch. (Hons.),
Integrated M. Sc. Degrees,
2 Year M.Sc. of Joint - M.Sc. - Ph.D.
6 Year Dual Degree M.Sc. - M.Tech.**

Indian Institute of Technology Kharagpur



भारतीय प्रौद्योगिकी संस्थान खड़गपुर





NATIONAL INSTITUTE OF TECHNOLOGY
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ACADEMIC SECTION (EXAMINATIONS)

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No. NITW/AA-1/2015/

January 23, 2015

TO WHOM SO EVER IT MAY CONCERN

National Institute of Technology, Warangal provides CGPA (Cumulative Grade Point Average) to all the students and as such does not have any equivalence formulae to convert the CGPA to percentage.

The maximum CGPA that can be earned by a student is 10.00 only.

DVLN Somayajulu
DVLN SOMAYAJULU 23.1.15 -
Dean, Academic
Prof. D.V.L.N. Somayajulu
Dean (Academic)
National Institute of Technology
Warangal-506 004.

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

F. No. F.4 (P) 34 Senate/MNIT/Acad/2016/5430

Dated: February 29, 2016
14/3/16

OFFICE ORDER

As per decision taken by Senate in its 34th meeting held on 10th February 2016 vide Item No. 34-5.2. Malaviya National Institute of Technology Jaipur adopted following formula for notional conversion of CGPA into percentage marks in place of existing formula:

$$\% \text{ Marks} = \text{CGPA} \times 10$$

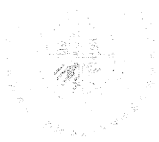
This is in supersession of Order No. F.4 (P) 9/Acdm/MNIT/2014/14.


Dean, Academic

Copy to:

1. All Head of the Departments.
2. PS to Director.
3. PA to Registrar.
4. Guard File.


Assistant Registrar (Academic)



READ: Resolution No. 10 of Twentieth Senate meeting held on 9th May 2010

CERTIFICATE

This is to certify that the Institute has adopted the following formula for the conversion of Cumulative Grade Point Average (CGPA) to Percentage and award of Class for the **UG students** who were admitted till the academic year 2007-08.

- (1) Average Percentage of Marks : $CGPA \times 10$
- (2) Award of Class
- | | |
|------------------------------|--------------------------|
| First Class with Distinction | : 70% and above |
| First Class | : Below 70% and upto 60% |
| Second Class | : Below 60% and upto 50% |
| Pass Class | : Below 50% and upto 45% |

Further, it is to certify that the following formula of conversion of Cumulative Grade Point Average (CGPA) to Percentage and award of Class will be applicable to all the **UG entrants** who sought admission from the academic year 2008-09 onwards

- (1) Average Percentage of Marks : $(CGPA - 0.5) \times 10$
- (2) Award of Class
- | | |
|------------------------------|--------------------------|
| First Class with Distinction | : 70% and above |
| First Class | : Below 70% and upto 60% |
| Second Class | : Below 60% and upto 50% |
| Pass Class | : Below 50% and upto 40% |

(Dr. K.P. Desai)
DEAN, ACADEMIC

(Dr. P.L. Patel)
DEAN, R & C