



CIRCULAR

Dated: 02.05.2025

Sub: Clarifications about UG Rule Position with Regard to Backlog/Re-Registration/I-Grade Students

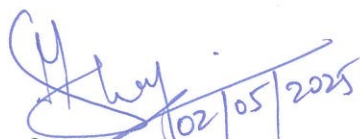
Some faculty members, through their letters or verbally, have desired a clarification on rule position with regard to Backlog/Re-Registration/I grade students of UG Programmes and their evaluation. The same is clarified as under:

1. F grade is fail grade and is awarded to a student who secures less than 40 marks in all the three components of evaluation combined. The course(s) in which a student has earned F grade will be termed as backlog course(s). The evaluation of this F grade (backlog) student will be conducted as:
 - a. There is no supplementary for 1st to 4th semesters. Backlog students from 1st to 4th semesters have to clear their backlog(s) with the regular students in subsequent regular examinations. A notice, regarding submission of examination forms is issued by Academic Section, well before the start of every Mid Term examination (for 1st to 4th semesters) and at this stage backlog students have discretion to apply online (submit the form) for both Mid Term and End Term Examinations or only for End Term Examination. A notice is also issued, well before the start of every regular End Term examination and at this stage backlog students can apply online for End Term Examination, if they have not done previously.
 - b. Backlog(s) of 5th, 6th and 7th semesters can be cleared in subsequent supplementary examinations conducted in February (just before Spring Session) or with the regular students in subsequent regular examinations.
 - c. Backlog(s) of 8th semester can be cleared in subsequent supplementary examinations conducted after 1 month from the regular 8th semester examination or with the regular students in subsequent regular 8th semester examinations.
 - d. For all these backlog students falling in a, b & c above, the marks in continuous assessment component of evaluation obtained by them in their admission batch (regular) semester will remain the same and only the marks obtained by them in Mid Term and/or End Term Examinations (and/or: whether they have written both exams or one exam) will change and grade will be awarded accordingly.
2. F grade is also awarded to a student who is not allowed to appear in end semester examination in a particular subject due to shortage of attendance (or detained due to any disciplinary reason), though he/she might have undergone other components such as mid-term exams, assignments, projects etc. Such a student will be required to repeat the course in which he/she has secured F grade with regular semesters. These students are also called **re-registration students**. The norm of the institute, which has been applied to many such students, is that these students will register for their re-registration courses after completing

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their 8th semester. The evaluation of these F grade (re-registration) students will be conducted as:

- a. These students will attend full classes with regular students in their re-registration course(s) and will be evaluated for all the three components of evaluation namely, Continuous Assessment (24 marks), Mid Term (26 marks) and End Term (50 marks).
 - b. Hence, marks for these re-registration students, for all the three components of evaluation, will change and grade will be awarded accordingly.
3. I grade refers to an incomplete grade which is required to be converted into a regular letter grade. A student may be awarded the grade I (incomplete) in a course if he/she has missed the end semester examination (but has done satisfactorily in all other parts), for a genuine reason under extraordinary circumstances like death of a family member or sickness. The student must bring such a situation in the notice of his/her Department and DUGC of the Department will take a decision about awarding (or not-awarding) of I grade to the student. The evaluation of these grade I (incomplete) students will be conducted as:
- a. End Term examination for I grade in respect of the concerned students is to be conducted before the immediate Mid Term regular examination of subsequent semester. It can also be undertaken with any supplementary exam if the supplementary exam falls before the immediate regular examination or if the student gets F grade after appearing in the examination conducted before the next immediate regular examination.
 - b. I grade answer scripts should be forwarded to Associate Dean Examination with relevant question paper and order issued by the concerned Head of Department for award of I grade which will be processed only after receipt of all the above (Answer Script, Question Paper & Order for I Grade) from the Department concerned.
 - c. For I grade students, the marks in Continuous Assessment and Mid Term components of evaluation obtained by them in their admission batch (regular) semester will remain the same and only the marks obtained by them in End Term Examinations will change and grade will be awarded accordingly.



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No: NIT/DAA/2025/181

Date: 02.05.2025

Copy to:

1. All HODs/HOCs for information
2. All Deans for information
3. Associate Deans (F&SE and PG/ Academic Affairs/Academics (UG)/ Examinations)
4. Chairperson CSC with a request to arrange uploading the Notice on Institute Website
5. Co-ordinator 1st Year
6. SS to Director for information of the Director
7. Concerned file