



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

P.O.: IIT Kanpur, 208 016, Uttar Pradesh, India

शैक्षिक विभाग

ACADEMIC SECTION

Dean of Academic Affairs

अधिष्ठाता, शैक्षिक कार्य

November 16, 2012

Sub: **End-Semester Examination (2012-13-I)**

Dear Colleagues:

Please find below some points that you should be aware of regarding end-semester exams and grade submission:

1. The End semester examinations are scheduled during the period **Nov. 18 - Nov. 27, 2012 (Sun-Tue)**. For any deviation, please seek prior-permission from this office.
2. You may submit grades online on OARS. In case, you wish to submit grades in hard copy, you may submit them to UG office or PG office (depending on whether the registered students are UG or PG). A Duplicate copy may be retained by you for future reference. **Each student in the course list must be awarded a grade (Do not strike off any name)**.
3. The list of students with 'I' or 'F' grades should be sent to the DUGC or DPGC Convener, as the case may be.
4. The list of students who do not appear in the End-Semester Examination must be sent to the UG/PG Office.
5. The UG/PG Office will issue a receipt indicating the date and time of receiving of the grades, for all hard copy submissions.
6. As per the modified rules, (as approved by the Senate in its meeting held on June 6, 2011) the final grades must be sent to the UG/PG Office within the time limit detailed below:
 - a) Courses with 50 students or less: with in 72 hours
 - b) Courses with more than 50 but less than 150 students: with in 96 hours
 - c) Courses with more than 150 students: with in 120 hours

Exceptions, if necessary, must be discussed with the undersigned in time. Last date for the receipt of grades is **December 4, 2012 (Tuesday)** for the exams held on last day of examination. **Please adhere to the time limit.**

7. Please do not disclose the final grades to the students.

P.T.O

M. Khan
Circulate

8. Please retain the End-Semester Examination answer scripts for at least one semester for future reference.
9. Senate in its meeting held on 19-2-1983 decided that the students should be shown the evaluated answer scripts. The Instructor In-charge should announce the time at which the student may look at their graded answer scripts. Kindly ensure that the time does not clash with any of the other scheduled exams of the students in the course.
10. A list of students, approved by the Chairman, SUGC/SPGC who are allowed to take the make-up examination, will be sent to the Instructors In-charge by **December 2, 2012 (Sunday)**, along with the schedule. The dates for the conduct of make-up examinations are **December 3 & 4, 2012 (Monday & Tuesday)**. The grades for make-up examinations are to be sent to the UG/PG Office within 24 hours of conducting the examination.
11. Any 'I' grade if not converted to a regular grade (A*, A, B, C, D, E or F) by **December 6, 2012**, will automatically be converted to 'F' grade.
12. If a student has not appeared in any Mid-Semester Examination, the Instructor is free to ascertain the proficiency of the student by whatever means considered appropriate by him/her.

-/sd

(Dheeraj Sanghi)