

1. **GRADING**

1.1. **Pre-requisite for Course-wise Grading**

- i) Internal marks (out of 40) will be submitted by the course faculty. Any queries regarding internal marks are in the exclusive purview of the course faculty and the PGDM office will have no role. Once internal marks are submitted to the PGDM office by the course faculty, it is treated as final.
- ii) A student scoring less than 16 marks (40%) out of 40 in the internal assessment and/or 24 marks (40%) out of 60 in End-Term examination will be declared failed and allotted Grade "F". Overall if a student scoring less than 45 marks (45%) out of 100 will also considered as FAIL (F).
- iii) A student who has not taken an exam for any reason, with or without permission, will be shown as "Absent" – marked as Z.

A detailed grading process is explained below.

1.2. **Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)**

In every course, the student is evaluated based on two components: continuous internal evaluation and end term examinations. Marks from both components added together to arrive at the final marks. In each of the components, student must score a minimum of 40 percent of the marks to be declared as pass, and both components put together passing marks is 45 percent. Any student scoring less than the minimum prescribed marks in each subject shall be declared fail. All the students who have scored above 45 marks will be considered for grading. Grading is done on a relative based methods using statistics.

The grading is done in the following steps:

1.3. **Conversion of marks to Standardized-scores**

For a given course, marks obtained by each student will be converted to a



standardized score using following formula

$$\text{Standardize Score} = \frac{(\text{student mark} - \text{mean of class})}{\text{sample SD of class}}$$

1.4. Conversion of Standardized Score to Letter Credit

From the standardized scores calculated as mentioned in 1.3, a lowest score (negative number) is identified. The highest score is positive value of this negative number.

Once the highest number is such calculated, a range of normal scores are made based on these lowest and highest numbers. This range of normal numbers is then divided into nine equal baskets and are named from A+ to C-.

A student's standardized score is then matched into these baskets to decide a letter grade.

The following table shows an illustrative example. If a student's standardized score for a particular course is 1.285, then the student will get an A+ for this course.

Please note that for each course the basket scores will be different. Therefore, the same standardize score may get a different grade depending upon the range that is generated for that particular course.

Std Score	Grade
-1.645	C-
-1.635	C-
-1.625	C-
-1.275	C
-1.265	C
-1.255	C
-0.915	C+
-0.905	C+
-0.895	C+
-0.545	B-
-0.535	B-
-0.525	B-
-0.175	B
-0.165	B
-0.155	B
0.185	B+
0.195	B+
0.205	B+



0.555	A-
0.565	A-
0.575	A-
0.925	A
0.935	A
0.945	A
1.285	A+
1.295	A+
1.305	A+

Notes:

- This system has been tested for a class of as low as 10 students and is found to work fine for grading.
- If majority of the students get similar marks (e.g. 80 marks) in a particular class, the grades are likely to hover around B.
- The mean for a course to be revised every year by including the data for past years for the same course to get robust results.

1.5. Conversion of Letter Credit to Grade Point

Once the grade are calculated as above, the following table will be used to convert the letter grades to grade points.

Letter Grade	Grade Point	Equivalent %
A+	9	100.00
A	8	88.89
A-	7	77.78
B+	6	66.67
B	5	55.56
B-	4	44.44
C+	3	33.33
C	2	22.22
C-	1	11.11
F	0	0

A % equivalent of a student scoring a grade point of 7.5 will be equal to

$$\text{Equivalent \%} = \frac{7.5}{9} * 100 = 83.33 \%$$



1.6. Grade Point Average (GPA) Calculation:

GPA is used to measure and monitor the student's academic progress. It is the basis of their Academic Standing and determines whether they are eligible to progress with their studies at the KIAMS.

The GPA is calculated by dividing the sum of all grade points by the sum of all credits attempted. Courses where the student has been designated as either AU (Audit) or AB (Not appeared / Not permitted) are not included in GPA calculations.

GPA calculations are done in four steps:

- We convert the letter grade for each course to a Grade Point Value. Note that notations of AB (Not appeared) are not included in any GPA calculation.
- We calculate the Total Number of Grade Points for each course by multiplying the course's Grade Point Value by the number of credits assigned to the course.
- We calculate the sum of the attempted course credits for the Term. Then we add up the total number of Total Grade Points.
- Finally, we calculate the Grade Point Average by dividing the total number of grade points by the sum of the attempted credits.

$$\text{GPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where C1, C2, C3....denote Credits associated with the courses taken by the students and G1, G2, G3....are the grade points of the letter grades awarded in the respective courses in a Term.

On the other hand, the value added courses or the Non letter grades obtained in a course will not alter the GPA, since the same are not accounted for in the GPA calculation.

This table illustrates an example of a GPA calculation:

Course	Grade	Grade Point	Credits	Grade Credit Points
1GC01	A	8	3	24
1GC02	A+	9	2	18
1GC03	B-	4	3	12
1GC04	B+	6	3	18
1GC05	C	2	3	6
1GC06	C+	3	3	9



1GC07	B-	4	2	8
1GC08	B	5	3	15
1GC09	Z	--	--	--
			22	110
GPA = Total Grade Points/ Total credits = 123 / 24				5.00

1.7. Cumulative GPA (CGPA) Calculation:

The CGPA is calculated by dividing the sum of total grade points achieved at KIAMS by the sum of all credits attempted at KIAMS.

The CGPA is used to describe overall performance of a student in all courses in which he/she is awarded letter grades, since his/her entry into the institute up to the latest semester. It is the weighted average of grade points of all letter grades received by the student from his/her entry into the institute and is computed as follows:

$$CGPA = \frac{TC_1 GP_1 + TC_2 GP_2 + TC_3 GP_3 + TC_4 GP_4 \dots\dots\dots}{TC_1 + TC_2 + TC_3 + TC_4 \dots\dots\dots}$$

Where $TC_1, TC_2, TC_3, TC_4 \dots$ denote Total Credits associated with the term secured by the students and $GP_1, GP_2, GP_3, GP_4 \dots$ are the Total grade points awarded in the respective terms.

On the other hand, the value added courses or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

Following table illustrate an example of CGPA Calculation:

Term	Credits	GPA scored	GPA Credit Points
1	25	5	125
2	25	7.1	177.5
3	18	6.5	117
BI	6	7	42



4	20	5.2	104
5	18	5.6	100.8
6	6	5.8	34.8
	118	42.2	701.1
CGPA = Total GPA Credit Points/Total GPA			5.94

