

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR PROFICIENCY TRANSCRIPT

(As approved by Senate in its 62nd meeting held on 27 December 2022 and
in its 66th meeting held on 16 October 2023)

1. All students shall be provided an “**Academic Transcript**”, which will contain the grade details of all courses taken towards meeting graduation requirements. This shall include courses which are part of Minor(s), Honours, Double Major, Dual Degree and also courses which have been repeated or substituted for grade improvement.
2. Students who opt for doing any additional learning courses shall be provided a transcript covering grades for successfully completed additional courses only. The grades for such courses shall be reported as Pass (P) irrespective of the actual level of grade obtained. This transcript is referred to as the “**Proficiency Transcript**”. Such additional courses shall include courses which are taken as part of additional learning including short courses, additional elective courses and additional project courses.
3. Students can declare a course as “Additional Learning” any time during their programme or at the time of graduation claim. Courses once declared as for “Additional Learning” cannot be considered for including in the Academic Transcript.
4. Courses declared as “Additional Learning”, in which a student secures a failing grade will not be included in the transcripts.