

**Office of Associate Dean - Academics**  
**GITAM Deemed to be University**

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**Evaluation Policy 2025-26**

**Policy Document**

**Purpose**

The assessment and evaluation of student performance in all courses shall be governed by the provisions and guidelines outlined in this Evaluation Policy.

The Evaluation Policy shall be applicable to:

- All Undergraduate (UG) programmes offered by the Schools of Business, Humanities and Social Sciences, Science, and Technology from the Academic Year 2025–26 onwards.
- All Postgraduate (PG) programmes offered by the Schools of Humanities and Social Sciences, Sciences, and Technology with effect from the admitted batch of 2025–26.

**Policy Overview**

The Evaluation Policy exemplifies transparency by clearly defining assessment components alongside attendance thresholds and detailed grading tables, which allow students to trace exactly how marks convert into letter grades and grade points. Such clarity aligns with educational best practices that emphasize transparent and consistent systems to reduce bias and build trust.

It's built on quantitative rigor, using weighted composite scores and a hybrid grading approach: absolute grading for smaller classes, and percentile-based relative grading for larger cohorts. This ensures fairness in recognizing student achievements across courses of varying difficulty, echoing research on how relative curves help maintain consistency and curb grade inflation in large classes.

Moreover, pedagogical fairness is embedded to cater to diverse learning and assessment styles. The policy also offers structured remediation through script review, revaluation, and capped supplementary exams, ensuring students are supported rather than penalized for attendance or performance issues. In essence, by integrating systematic weightages, equitable grading scales, and clear recovery paths, this policy fosters a fair, accountable, and inclusive academic environment.

**1. Grades and grading system**

GITAM follows the mixed mode of evaluation procedure viz., absolute, and relative grading system for all its credited courses. At the end of the semester, a student is assigned a composite 'Letter Grade' for each course in which they are enrolled, based on their performance in all the course's evaluation components during the semester.

The letter grade and its corresponding 'Grade Point' represent the outcomes of qualitative and quantitative assessments of a student's performance in a course. The grades and grade points in each system are detailed in the following sections.

### **1.1 Absolute Grading**

Absolute Grading (AG) will be adopted for the following courses.

1. Theory courses for student strength less than 21<sup>\*</sup>
2. Theory and practical (combined) courses for student strength less than 21<sup>\*</sup>
3. Lab/Practical courses (except the chosen lab courses)
4. Project courses
5. Internship courses
6. Skill development courses
7. Audit/Mandatory courses
8. In any course, if the student's strength is less than or equal to 20.

- \* For Core courses the student strength is decided by combining the number of students enrolled in all the three campuses. Whereas for elective courses it is the number of students enrolled in a specific campus.

A final letter grade will be awarded in each course at the end of the semester based on the student performance during a given semester. The letter grades and the corresponding grade points are given in the Annexure-VI.

For awarding the grade, the total marks obtained by the student are "rounded up" to the next integer. A student who earns a minimum of four (4) grade points (P grade) in a course is declared to have completed the course.

#### **1.1.1 Exemption from Absolute Grading**

However, certain courses mentioned above (1.1) may be exempted from the AG system and follow the relative grading system with recommendation from the respective BoS based on the nature of the course and its pedagogy.

### **1.2 Relative Grading**

RG overcomes problems encountered with AG, including inconsistency in the level of the question paper, evaluation etc. Grades and grade points are assigned based on the percentiles determined for a normal distribution as given in the Annexure-V.

Applicability of Relative Grading:

- For Core Courses, grading shall be carried out across all three campuses.
- For Elective Courses, grading shall be carried out within the respective campus.
- If a Core Course is offered as an Elective, the grading shall be carried out across all three campuses.

## **2. Assessment Structure**

The UG programme structure in these schools comprises Theory (T), Practical (P), and combined (TP) courses. Course Champions, who are appointed by the Dean of the respective School for each semester across the three campuses, coordinate the course delivery and teaching-learning processes along with assessment procedures for these courses. These Course Champions, in consultation with all faculty members offering the respective courses, determine the instructional design and delivery approach.

## **2.1. Assessment Structure for Theory Courses**

The evaluation of student performance in theory courses shall be based on the following three components:

- Sessional I: 30 marks
- Sessional II: 45 marks
- Learning Engagement (LE): 25 marks

Sessional I shall be scheduled around the midpoint of the semester (approximately the 8th week, as notified in the Academic Calendar) and shall assess content from Units I and II of the syllabi. Sessional II shall be conducted at the end of the semester and shall cover Units III, IV, and V. The Learning Engagement component shall span the entire duration of the course, incorporating activities and assessments aligned with all five units, each carrying equal weightage.

The Learning Engagement schedule shall be planned by the course instructor in consultation with the course champion appointed for the course. Each of the three components, Sessional I, Sessional II, and Learning Engagement shall be independently assessed using the relative grading (wherever applicable) and combined (weighted method) together to arrive at the grade and grade point for a course.

For Sessional I & Sessional II, **a minimum of 75% attendance is mandatory**, failing which they shall be awarded an R grade and shall take up the annual supplementary examination scheduled to be conducted in the month of June.

### **2.1.1 Evaluation and Grading for Sessional I & II**

The grading methodology shall be determined based on the type of course, viz., relative grading shall be applied across all campuses for Core Courses and within the respective local campus for Elective Courses. To ensure fairness and objectivity, all answer scripts shall be randomized, and each faculty member shall evaluate a randomly assigned set of scripts, proportional to the number of students to whom they are offering the courses in the current semester.

### **2.1.2 Grade Point Table for relative grading**

In all courses where relative grading is applicable, the Grade Point table in Annexure-I shall be used for sessional assessments. The percentile in the given table is calculated for students securing at least 1/3<sup>rd</sup> of the sessional marks. If the student does not secure at least 1/3<sup>rd</sup> of the sessional marks, they will be awarded the "I" grade for the sessional. The grade points for an 'I' grade will be considered as 4 at the end of the semester, subject to meeting the overall pass criteria, i.e., 25 out of 75.

### **2.1.3 Grade Point Table for absolute grading**

In all courses where absolute grading is applicable, the Grade Point table in Annexure-II shall be used for sessional assessments. The percentage in the given table is calculated for students securing at least 1/3<sup>rd</sup> of the sessional marks. If the student does not secure at least 1/3<sup>rd</sup> of the sessional marks, they will be awarded the "I" grade for the sessional. The grade points for an 'I' grade will be considered as 4 at the end of the semester, subject to meeting the overall pass criteria, i.e., 25 out of 75.

#### **2.1.4 Evaluation and Grading for Learning Engagement**

Learning engagement shall be assessed by the course offering faculty member during the period of study of the course for 25 marks on a relative grading scheme following the table in Annexure-III. Irrespective of the marks obtained, all **participating students** (not receiving an 'L' and 'Ab' grades) in the class shall be fit into the grading scheme. However, the faculty members have the freedom to move the percentage of students into any two adjacent grades within a particular bracket.

Students who take part in the activities defined under the LE component of a course are considered participating students. The course champion or instructional faculty shall determine the minimum level of engagement required. Students who do not meet this minimum threshold shall be classified as "Unsuccessful in LE" and shall not receive any grade points for this component. Likewise, students who do not participate in any LE activities will be classified as "Absent" and shall also not receive any grade points for this component.

#### **2.1.5 Grade Point Calculation for the Course**

To be eligible to pass a course, a student must obtain a minimum of 25 out of 75 marks from Sessional I and II combined. However, the final course grading will be determined using weighted grade point on the overall assessments, i.e., Sessional I, Sessional II and LE:

***Weighted Grade Point for a course***

$$= (\text{Grade Point in Sessional I} \times 0.30) + (\text{Grade Point in LE} \times 0.25) + (\text{Grade Point in Sessional II} \times 0.45)$$

The grade for the course will be awarded based on the table in Annexure –IV, after calculating the weighted grade point for the course.

Ready reckoner is available in Annexure- VII that includes sample calculation

#### **2.2. Assessment Structure for Practical Courses**

Practical courses are assessed under Continuous Evaluation for a maximum of 100 marks in absolute grading if not mentioned otherwise. Assessment in practical courses comprises weightage given to components like data collection, experiments, observations, data analysis, results presentation, and record work submission.

The minimum pass mark for practical courses is 35 and 50 for Relative and Absolute grading courses, respectively, and follows the grade table in Annexure- V and VI, respectively.

#### **2.3. Assessment Structure for Combined (TP) Courses**

For courses having both theory and practical components, 70% of the weightage will be for the theory component and 30% weightage for the practical component. The student will need to secure a passing grade in both components.

Assessment is carried out based on the criteria specified for both theory and practical components and follows Sections 2.1 and 2.2, respectively.

## **2.4. Assessment Structure for Capstone & Research Projects**

Students can perform Project work or Research individually or in a group (not exceeding four (4) members). Capstone and Research Projects assessed under continuous evaluation for 100 marks, and the student must obtain a minimum of 50% marks to complete the course successfully. Evaluation includes weightage for periodic reviews, reports and final viva voce. Absolute grading is applicable as mentioned in Annexure-VI.

## **2.5. Assessment Structure for Internship**

For internships, the student will submit a report on the successful completion of the training. Students are required to submit individual Internship reports. The faculty will assess the submission, including checking for plagiarism and conducting a viva voce to assign the grade. The student must obtain a minimum of 50% marks to complete the course successfully. Absolute grading is applicable as mentioned in Annexure-VI.

## **2.6. Assessment Structure for Non-graded courses**

Non-graded courses are assessed as 'Satisfactory' or 'Unsatisfactory'. No letter grade will be assigned for these courses. These courses may be either of "theory" type or "practical." The minimum pass mark for the award of a satisfactory (S) grade is 40. A score less than 40 will lead to an un-satisfactory (U) grade. These courses shall not be a part of SGPA/CGPA calculations. Students are required to get an S grade to meet the graduation requirements.

## **2.7. Answer script review and revaluation**

The answer scripts in sessional I & II can be reviewed by the individual students on request during the time notified by the respective schools / departments. The students who are not satisfied with the evaluation can apply for re-evaluation of the answer script through proper channel by paying the applicable fee.

## **3. Supplementary examinations**

All students who have attendance less than 75% (R grade) or 'F' grade will appear for supplementary exams in the month of June every year subject to appropriate grade caps. All Supplementary examinations shall be of 3 hours duration for 100 marks, covering all units.

### **The appropriate grade caps for supplementary examinations:**

- Missed either of the Sessional but maintained an attendance of 75% and genuine cases as approved by the school-level attendance committee – Actual grade.
- Attendance between 50-75% - grade cap B
- Attendance less than 50% - grade cap C

Also, students having R, F, Ab and U grades from the AY 2025-26 onwards Continuous Evaluation (CE) marks shall not be carried forward and students shall appear for 100 marks supplementary exam with an absolute grading and grade cap of B. A maximum of eight letter-graded courses can be attempted for supplementary examination in a year.

## **4. Exceptions**

Students who already have CE marks (till the AY 2024-25), will continue the existing practice.

## 5. Annexures

### Annexure-I: Sessional Grade Point Table for relative grading

S. No.	Grade	Description	Percentile	Grade Points
1.	O	Outstanding	93.3	10
2.	A+	Excellent	84.1	9
3.	A	Very Good	69.1	8
4.	B+	Good	30.8	7
5.	B	Above Average	15.8	6
6.	C	Average	6.6	5
7.	P	Pass	2.2	4
8.	I	Incomplete	0	-
9.	R	Insufficient attendance	0	-
10.	Ab	Absent	0	-

### Annexure-II Sessional Grade Point Table for absolute grading

S. No.	Grade	Description	Percentage of marks	Grade Points
1.	O	Outstanding	90 and above	10
2.	A+	Excellent	80-89	9
3.	A	Very Good	70-79	8
4.	B+	Good	60-69	7
5.	B	Above Average	50-59	6
6.	C	Average	40-49	5
7.	P	Pass	33-39	4
8.	I	Incomplete	<33	-
9.	R	Insufficient attendance	-	-
10.	Ab	Absent	0	-

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**Annexure III: Grade point table for Learning Engagement**

S. No.	Grade	Description	Grade Points	Percentage of students	
1.	O	Outstanding	10	10%	Bracket 1
2.	A+	Excellent	9	15 %	
3.	A	Very Good	8	15 %	
4.	B+	Good	7	25%	Bracket 2
5.	B	Above Average	6	25%	
6.	C	Average	5	10%	
7.	L	Unsuccessful in LE	-	-	Bracket 3
8.	Ab	Absent	-	-	Bracket 4

**Annexure-IV Grade Point Calculation for the Course**

Weighted Grade Point (WGP)	Letter Grade	Grade points
> 9.00 and $\leq$ 10.00	O (Outstanding)	10
> 8.00 and $\leq$ 9.00	A+ (Excellent)	9
> 7.00 and $\leq$ 8.00	A (Very Good)	8
> 6.00 and $\leq$ 7.00	B+ (Good)	7
> 5.00 and $\leq$ 6.00	B (Above Average)	6
> 4.00 and $\leq$ 5.00	C (Average)	5
4.00	P (Pass)	4
> 0 and < 4.00	I (Incomplete)	*

**Annexure-V: Relative Grading Table**

S.No	Grade	Description	Grades based on percentile for a normal distribution	Grade Point
1.	O	Outstanding	93.3	10
2.	A+	Excellent	84.1	9
3.	A	Very Good	69.1	8
4.	B+	Good	30.8	7
5.	B	Above Average	15.8	6
6.	C	Average	6.6	5
7.	P	Pass	2.2	4
8.	F	Fail	0	0
9.	Ab	Absent		NA
10.	S	Satisfactory for Non-graded courses		NA
11.	U	Unsatisfactory for Non-graded courses		NA
12.	R	Insufficient attendance in the course		0
13.	W	Withdrawal from the course		0



**Annexure-VI: Absolute Grading Table**

S.No.	Grade	Grade Points	Absolute Marks/Remarks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80-89
3.	A (Very Good)	8	70-79
4.	B+ (Good)	7	60-69
5.	B (Above Average)	6	50-59
6.	C (Average)	5	41-49
7.	P (Pass)	4	33-40
8.	F (Fail)	0	Less than 50 for Practical/Project
9.	Ab (Absent)	NA	--
10.	S	NA	Satisfactory for Non graded courses
11.	U	NA	Unsatisfactory for Non graded courses having less than 40
12.	I	NA	Incomplete (Only for project/Internship courses)
13.	R	0	Insufficient attendance in the course
14.	W	0	Withdrawal from the course

**Annexure-VII Ready reckoner Grade Point Calculation for the Course**

**Student's Relative Grade calculation for the course (For illustration purposes only)**

Assessment	Score	Grade	Grade Point
Sessional 1	25 / 30	A+	9
Sessional 2	40 / 45	A	8
Learning Engagement	NA	B	6

**Weighted Grade Point calculation:**

**Weighted Grade Point**

$$\begin{aligned} &= (\text{Sessional 1} \times 0.30) + (\text{Sessional 2} \times 0.45) + (\text{Learning Engagement} \times 0.25) \\ &= (9 \times 0.30) + (8 \times 0.45) + (6 \times 0.25) \\ &= 2.7 + 3.6 + 1.5 \\ &= 7.8 \rightarrow \text{'A' grade with a grade point of 8} \end{aligned}$$

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Sessional I (S1)		Sessional II (S2)		S1+S2	Learning Engagement (LE)		Weighted Grade Point (S1, S2, LE)	Final	
Grade	Grade Point	Grade	Grade Point	Marks	Grade	Grade Point		Grade point	Grade
Ab/R	0	Ab/R	0	0	C	5	1.25	2	F
Ab/R	0	Ab/R	0		O	10	2.5	3	F
Ab/R	0	Ab/R	0		L/AB	0	0	0	F
P	4	I	0	<25	C	5	2.45	3	F
P	4	I	0		O	10	3.7	4	F
I	0	P	4		C	5	3.05	4	F
I	0	P	4		O	10	4.3	5	F
I	0	I	0		L/AB	0	0	0	F
I	0	I	0		C	5	1.25	2	F
Ab/R	0	I	0		C	5	3.05	4	F
Ab/R	0	I	0		O	10	4.3	5	F
Ab/R	0	I	0		L/AB	0	1.8	2	F
I	0	Ab/R	0		C	5	1.25	2	F
I	0	Ab/R	0		O	10	2.5	3	F
I	0	Ab/R	0		L/AB	0	0	0	F
P	4	Ab/R	0		C	5	2.45	3	F
P	4	Ab/R	0		O	10	3.7	4	F
P	4	Ab/R	0		L/AB	0	1.2	2	F
Ab/R	0	P	4		C	5	3.05	4	F
Ab/R	0	P	4		O	10	4.3	5	F
Ab/R	0	P	4		L/AB	0	1.8	2	F
P	4	P	4	>= 25	L/AB	0	3	3	F
P	4	P	4		C	5	4.25	5	C
I	4	P	4		L/AB	0	3	3	F
I	4	P	4		C	5	4.25	5	C
P	4	I	4		L/AB	0	3	3	F
P	4	I	4		C	5	4.25	5	C
Ab/R	0	P	4		C	5	3.05	4	P
Ab/R	0	P	4		L/AB	0	1.8	2	F
P	4	Ab/R	0		A	8	3.2	4	P
P	4	Ab/R	0		L/AB	0	1.2	2	F