

For dates of mid sem and comprehensive examinations refer to the Timetable, and Part II of the course handout. Rooms allotted for the mid sem & comprehensive examinations will be displayed in the Notice Board(s).

**6. Make-up:**

Make-up for any component of evaluation will be given only in genuine cases of absence. Permission of the Instructor-in-charge, before the examination, is necessary, if the absence is anticipated. The request for make-up should reach the Instructor-in-charge at the earliest. The make-up will be arranged normally in about a week from the date of the regular examination.

**7. Return of marked answer books:**

The marked answer books are normally distributed in the classroom within a week after the examination on two consecutive turns, beyond which the same may be collected from Instructor's chamber within one week. In the case of comprehensive examination, the answer books will be distributed to the students at a pre-announced venue and time before finalization of the grades. Request for recheck of the answers must be made immediately upon receipt of the answer books.

**8. Discussion of performance:**

At the time of or before the distribution of marked answer books, performance vis-à-vis the expected correct answers will be discussed. The highest, lowest, and average marks will also be announced simultaneously.

**9. Mid-semester grading:**

Mid-semester grading will be announced normally on or before of October 21<sup>st</sup>, 2019. It is done in the same manner as that of the final grading as explained below in item 11.

**10. Pre-comprehensive total:**

Students must check their pre-comprehensive total of marks with their respective instructors before the comprehensive examination.

**11. Final grading:**

Total marks of all the students in a course will be tabulated in a histogram. The performance of the class will be analyzed in terms of the average, highest and lowest marks and dividing lines between various clusters. Gaps between clusters and the nature of clusters will guide drawing the dividing lines between various grades. A student may be awarded one of the following letter grades with the corresponding grade points: A(10), A-(9), B(8), B-(7), C(6), C-(5), D(4) & E(2). In a class of large size, the C-band will usually include the average mark. This is not a hard and fast rule, and exceptions may arise in cases of small classes or a skewed histogram etc.

If a student gives the instructor inadequate opportunity to evaluate him/ her by absenting himself/ herself from one or various components of evaluation, he/ she will get an NC report (Refer to 4.19, 4.20 of the Academic Regulations).

**12. Chamber consultation hours:**

Each instructor will specify the chamber consultation hours during which the student can contact him/her in his/her office for consultation.

**13. Notice:**

Notices, concerning a course will be displayed on one specific Notice Board only. (For details see part II of handout).