

Policy on Grading System

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1. Name, Aim, and Scope

- a. This policy will be called the “Policy on Grading System” and it documents the grading system followed by Shiv Nadar Institution of Eminence Delhi NCR [hereinafter University].
- b. The policy standardises the University’s grading system such that students are subjected to a transparent, fair, and motivating environment for academic excellence.
- c. It applies to all undergraduate, postgraduate, and doctoral students enrolled with the University for full-time, part-time, in-person, online or hybrid programs and shall come into force from the date of its notification on the University’s web portal. It supersedes all previous policy guidelines on grades and grading systems applied to the students.

2. Definitions

- a. **Audited Course / To Audit a Course:** A student wishing to attend a course without it being counted towards their Grade Points (CGPA) or Credits may choose to ‘Audit’ such a course. Auditing a course requires the approval of the course instructor in consultation with the Office of the Dean of Academics. Each course instructor will determine the parameters that will constitute a ‘successful audit’.
- b. **Core Common Curriculum [CCC]:** They are a set of foundational courses mandatory for undergraduate students across different Majors. It requires students to successfully complete a set number of credits worth courses offered under the CCC category.
- c. **Core Courses:** Mandatory courses within a student’s academic program (Major) that must be successfully completed with a passing grade to fulfill the degree requirements of that discipline.
- d. **Credit:** Credit or academic credit is a standardised unit that quantifies student learning in terms of time spent on a course, academic effort, and the successful completion of the course assessment. The number of credits assigned to a course typically reflects the time commitment expected from the average student, in different formats such as lectures/ tutorials/ practical/ experiential, for successful completion of the course.
- e. **Grade Points:** Numerical values assigned to specific grades to represent a value within a standardised grading scale. It is to quantify academic performance and calculate metrics such as Semester Grade Point Average and Cumulative Grade Point Average.
- f. **In-Person Course:** Courses in which lectures, tutorials, and other instructional components are conducted primarily in offline mode. Up to 10% of the total teaching components may be delivered online, subject to prior approval from the Dean of Academics.
- g. **Letter Grades:** A standardised set of symbols that formally represents a student’s performance in a course that reflects the extent of achievement of their learning outcomes.
- h. **Major:** The main academic discipline that a student formally enrolls for is the Major. This academic discipline typically gets noted on the degree certificate and transcripts. Example, B.Tech in Mechanical Engineering, B.Sc. (Research) in Mathematics, M.Sc. (Research) in Economics. To

successfully complete the requirements of a Major, a student shall successfully complete a set number of credit courses. The majority of these credit courses shall fall within the student's major discipline. Within a student's major discipline, their courses are further divided into core courses and major electives.

- i. **Major Elective Course:** A course offered within the academic discipline of a student's major that is not mandatory but is to be selected from an approved list of courses contributing to the fulfilment of degree requirements within that discipline.
- j. **Major Specialisation:** It is an approved sub-field or focused track within a major that allows for in-depth study of a niche area within the discipline. The relevant department and the school decide the requirements for a specialisation. The degree certificate awarded shall record the specialisation. Example – B.Sc. (Research) Chemistry with Specialisation in Computational Chemistry. A specialisation can also be inter-disciplinary.
- k. **Minor:** It refers to a secondary field of study that students can choose to study along with their Major, subject to the set of requirements identified by departments offering the courses for the same. It allows students to explore a discipline of study that is separate from their Major.
- l. **Non-Contributory Courses:** Courses that do not contribute to students' CGPA. Examples include Audited Courses, and non-graded but credited internships among others.
- m. **Online Course:** A course in which all its instructional components are primarily held online, with the flexibility of conducting assessments online or in-person.
- n. **Operational Grades:** They are non-academic symbols used to record administrative actions and outcomes for non-contributory / contributory courses. These grades can be temporary or permanent in certain cases.
- o. **University - Wide Electives [UWE]:** Undergraduate students are granted the flexibility to pursue a minimum number of credit courses by choosing courses offered by departments other than their Major discipline.

3. Letter Grades and Grading Points

- a. The University aligns its Letter Grades and Grade Points System with the National Credit Framework which reiterates the 2014 Guidelines on Choice Based Credit System. Find the University's letter grades and the corresponding grade points in the following table.
 - i. For all student cohorts admitted in the academic year 2025 and thereafter, the following grading system will be applicable -

Grade Point	10	9	8	7	6	5	4	0	0
Letter Grade	O	A+	A	B+	B	C	D	F	Ab

- ii. For all student cohorts admitted prior to the academic year 2025, the following grading scale remains applicable in accordance with the policies in effect during their period of enrolment.

Note: Only 'E' grade is discontinued across batches. 'F*' grade remains applicable for the cohorts admitted prior to 2025.

Grade Point	10	9	8	7	6	5	4	0	0
Letter Grade	A	A-	B	B-	C	C-	D	F	F*

- b. Students receive operational grades, such as the following, for courses that do not contribute to the semester grade point average and/or cumulative grade point average.¹

Letter Grade	Description	Declared By
I	Incomplete	Controller of Examination with approval from Dean of Academics
R	Result Withheld	Examination Disciplinary Committee/ Controller of Examination
W	Withdrawn from the Course	Dean of Academics
Z	In Progress (Multi-Semester Course); Interim Grade (Course On-Going)	Relevant Department, Dean of Academics
TR	Transfer Credit	Dean of Academics
AP	Audit Pass	Faculty
AF	Audit Fail	Faculty
S	Satisfactory	Faculty
U	Unsatisfactory	Faculty

- c. For SWAYAM courses, a uniform absolute grading with normal letter grades is followed. Submission of a completion certificate mandatory for credit transfer. 'F*/Ab' grade is awarded if a student fails to submit the completion certificate for enrolled SWAYAM Courses.

- i. For all student cohorts admitted in the academic year 2025 and thereafter, the following grading system will be applicable:

Grade	Range of Marks
O	86-100
A+	76-85

¹ The 'E' grade, which was part of the previous grading system, is now **discontinued** and will **not be used in any upcoming courses**. This applies uniformly across both the old and new grading frameworks. Its removal ensures consistency and eliminates ambiguity in academic records and evaluation practices.

A	68-75
B+	61-67
B	54-60
C	47-53
D	40-46
F	Marks < 40
Ab	Final Exam Not Given (for SWAYAM)

- ii. For all student cohorts admitted prior to the academic year 2025, the following grading scale remains applicable in accordance with the policies in effect during their period of enrolment.

Range of Marks	Grade
86-100	A
76-85	A-
68-75	B
61-67	B-
54-60	C
47-53	C-
40-46	D
Marks < 40	F
Final Exam not given	F*

- d. The grade points with letter grades 'A'/'O' to 'Ab'/'F*' are considered for the calculation of the semester grade point average and cumulative grade point average.
- e. 'A'/'O' is the highest letter grade awarded to a student who has passed the course. While 'D' is the minimum passing grade.
- f. An 'Ab'/'F*' is given to a student who has failed to meet the minimum attendance requirements for a course. Its grade point is equivalent to an 'F' grade.
- g. Students who fail to attend the final examination for their respective SWAYAM courses shall be given the 'Ab'/'F*' grade.
- h. As required by the relevant curriculum, courses that only contribute to earning credits, shall award students the grade 'S' on the satisfactory completion of the course or 'U' on unsatisfactory performance in the course. The course instructor shall inform the students within 1st week of the course commencement what constitutes satisfactory performance.
- i. To earn the S grade, the performance required needs to be met as identified by the relevant course instructor, along with meeting the minimum attendance requirements for courses that mandates attendance requirements.
- j. A course instructor may allow a student to audit a course which does not count towards the calculation of SGPA / CGPA or towards credits earned. Upon successful completion of the course audit, an 'AP'

grade is awarded to the student. On the event a student fails to meet the successful auditing requirement of a course, an 'AF' grade is awarded.

- k. The grade ('AP' or 'AF') will appear in the Semester grade sheet. All courses that have been successfully audited (i.e., those with an 'AP' grade) by the student will appear as 'AP' in the student's Final Transcript issued at the time of graduation.
- l. The 'I' grade is awarded to a student if they are unable to sit for their end term examinations of a designated semester due to valid medical reasons. A course with an 'I' grade will pause that semester's SGPA calculation as well as the CGPA. However, once the grade is converted to a letter grade between 'A'/'O' and 'F', it will be considered in the semester where the course was taken as well as the CGPA calculation. The procedure to gain 'I' grade is to contact the Office of Dean of Academics with all the necessary documents within three days of scheduled date of the end-term exam, but before the result submission date. An 'I' grade is to be converted into a letter grade (A/O – F) within first half of the subsequent semester, failing which it would be automatically converted to a 'F' grade. 'I' grade can also be awarded by the Dean of Academics under exceptional circumstances.
- m. If for any exceptional reason, for example, a serious medical condition, a student is unable to continue in a course they are registered in, they may apply to withdraw their registration from the course with the Dean of Academics. The application must be made as soon as the student assesses that they may not be able to continue with their studies due to their medical condition. In case the application is approved, the student shall be awarded the letter grade 'W' in all enrolled courses of the semester, and the courses will not count towards calculations of their SGPA/CGPA. Subsequently, the student will be permitted to enrol in subsequent semesters only upon submission of the fitness certificate from medical professional.
- n. A 'Z' grade in a course must be converted to a letter grade from 'A'/'O' to 'F', or 'I', in the subsequent semester. If the 'Z' grade is converted to an 'I' grade, then rule 3 (l) is applicable. A 'Z' grade is not used to calculate the SGPA/CGPA, however, it is considered in the semester when the letter grade between 'A'/'O' to 'F' is awarded.
- o. An 'R' grade is awarded for a course when the result is withheld, due to investigation by the Disciplinary Committee or Proctorial Board or other reasons. It does not count towards the calculation of SGPA/CGPA.

4. Course Repetition due to Fail Grade

a. Core Courses

- i. A student receiving Fail grade in a core course, must self-register to repeat the course at their earliest opportunity, under the guidance of their undergraduate advisor.
- ii. Upon securing a passing grade ['D' or above] in their second attempt, the original Fail grade will be shown as cleared in the subsequent grade sheet.
- iii. If the new grade obtained is again a Fail grade, then the student must continue repeating the course until a passing grade ['D'] or higher is achieved.

- iv. An attendance waiver shall be given to students who are repeating a course because of F grade. However, this won't be afforded to students who have failed to meet their attendance requirements in their previous iteration of the course.

b. Elective Courses

- i. A student receiving a Fail grade in an elective course may **repeat [ii]** the course or **substitute [5 (b)]** the course with another course in the same category (Major elective, CCC, UWE)
- ii. In **repeating** the same elective course if the student secures a grade 'D' or above, then the original Fail grade will be replaced with the grade secured and the course will be marked as cleared.
- iii. A student repeating a course shall not have their SGPA changed for the semester when they had originally undertaken the course irrespective of their new grades in the repeat attempt. However, the new grade shall be utilised in calculating the student's CGPA, and the old grade will be excluded.

5. Course Substitution for Elective Courses

a. Eligibility Criteria

- i. For cohorts admitted in 2025 and later on, a maximum of two course substitutions is allowed to a student in the entirety of their undergraduate program.
- ii. For cohorts admitted prior to 2025, a course may be considered for substitution only if it was offered and completed within the preceding three semesters from the time of the substitution request. Further, only one substitution per semester is permitted.
- iii. A substituted course cannot be re-substituted or be subject to improvement.

b. Rules and Outcomes upon Approval

- i. In substituting the elective course, the new course grade will replace their previous grade in the CGPA calculation without changing the SGPA.
- ii. A SWAYAM course may be substituted by another SWAYAM course or in-person course. However, an in-person course shall only be substituted by another in-person course and cannot be substituted by a SWAYAM course.
- iii. The substituted course shall be counted towards the minimum course load as well as towards the maximum course load in a semester.
- iv. Approval for the same is subject to availability of seat in the said course.
- v. A non-waivable fee may be prescribed by the Academic Council, or any other competent authority for substituting a course.
- vi. Students will be required to meet the attendance requirements for the substituted course as applicable.
- vii. A course with any credit can be substituted with a course of a different credit, as long as both courses belong to the same category.

- viii. If a student obtained a passing grade in a course which they later substituted, they may continue to use the said course to fulfil prerequisite requirements for subsequent courses.

6. Grade Improvement

a. Eligibility Criteria

- i. For cohorts admitted in 2025 and later, a student may apply for grade improvement in maximum of two courses during their undergraduate program. A grade improvement application for a course will be considered if it is the first improvement attempt for that course.
- ii. For cohorts admitted prior to 2025, a course may be considered for grade improvement only if it was offered and completed within the preceding three semesters from the time of the improvement request. The application will be considered only if it is the first improvement attempt for that course.

b. Application Process

The student may seek grade improvement by applying to the Office of Dean of Academics through the Undergraduate Advisor of their Major Discipline.

c. Rules and Outcomes upon Approval

- i. In improving the course grade, the new grade will replace the old grade in CGPA calculations as well as the final transcript.
- ii. The improvement shall not be counted towards the minimum course load but shall be counted towards the maximum course load in a semester.
- iii. A non-waivable fee may be prescribed by the Academic Council, or any other competent authority for improving a course grade.

7. Repetition, Improvement or Substitution of SWAYAM Courses

- a. Any grade in a SWAYAM course can be improved/ substituted if the same SWAYAM course is notified by the Office of Dean of Academics in the subsequent semester.
- b. If the said SWAYAM course is not notified in the subsequent semester, then it can be substituted as per the rules regulating substitution of optional courses [5].
- c. To improve a SWAYAM grade, the rules regulating grade improvement [6] shall be applicable.
- d. Submission of the course completion certificate from SWAYAM is mandatory for credit transfer.

8. Repetition or Improvement of Courses - Grading & Attendance Requirements

- a. A student repeating / improving a course shall complete all the graded components of the said course.

- b. Students who seek to repeat or improve a course shall be exempt from the attendance requirement, provided they had met the attendance criteria during their previous attempt of the same course. This does not apply to courses that are substituted.
- c. Students utilizing valid attendance waivers will be responsible to meet all the graded assessments requirements of the course including continuous evaluation, and no special or differential assessments will be provided.

9. Credits and Credit Requirements

- a. To graduate with a four-year degree, a student shall earn a minimum number of credits as per their degree requirements.
- b. The credits assigned to a course are calculated based on the number of contact hours per week for the duration of a semester. The credit listing will be in the form of Lecture Hours (L): Tutorial Hours (T): Practical Hours (P) where,
 - i. Lecture - standard classroom teaching where the course instructor conveys in-depth knowledge, theories, and concepts.
 - ii. Tutorial - interactive sessions with a small group of students which is focused on problem-solving, discussion, and application of the theories/concepts imparted in the Lectures.
 - iii. Practical - hands-on laboratory work, fieldwork or other such activities where students apply their knowledge and skills.

Example: A course with 3:1:1 credit is a 5-credit course where the student shall attend 3 hours of Lecture, 1 hour of Tutorial, and 2 hours of Practical/Lab session every week for a whole semester.
- c. Students earn the credit value of a course upon successfully meeting its requirements, demonstrated by receiving a pass grade of 'D' or higher.

10. Semester Grade Point Average (SGPA)

Each grade [A/O to F*/Ab] has a grade point attached to it [Refer to **3 (a)**]. SGPA is the grade point average of the grade points of all the credit courses that a student has registered for, in that semester. This average is weighted by the credits assigned to the respective course. It is calculated using the formula below:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where,

i denotes a course the student has registered in and completed in that semester

$i = 1, 2, \dots, n$

C_i is the number of credits associated with course i

G_i is the grade point earned in course i

11. Cumulative Grade Point Average (CGPA)

- a. CGPA is the weighted average of all grade points earned, calculated in proportion to the credit value of each course completed up to the time of calculation. The following formula is used to calculate CGPA:

$$CGPA = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where,

j denotes all courses the student has registered in and completed at the University

$j = 1, 2, \dots, m$

C_j is the number of credits associated with course j , and G_j is the grade point earned by the student in course j .

12. CGPA to Percentage Conversion

The conversion factor to be applied to CGPA is 10. Thus, it shall be calculated as follows:

$$\text{Percentage Score Equivalent of the CGPA} = CGPA \times 10$$
