

# Grade sheet

## (a) For MS/PhD scholars admitted up to January,2021

For research scholars, the number of courses considered for CGPA calculation is different. Please refer to the table below for the minimum number of courses based on which CGPA is calculated for different programs.

MS degree	Best <b>5 courses (minimum)</b> fulfilling total credit requirement for the program/department and for which you have received the grade. (3 Core + 2 Electives)
Direct PhD	Best <b>8 courses (minimum)</b> fulfilling total credit requirement for the program/department and for which you have received the grade. (5 Core + 3 Electives)
PhD	Best <b>4 courses (minimum)</b> fulfilling total credit requirement for the program and for which you have received the grade. (2 Cores + 2 Electives)

- *For every program/department, there is a Total credit requirement for coursework. The Core and Elective courses together must fulfill this total credit requirement. If it's not fulfilling it, then a sufficient number of courses should be converted to Core/Elective to meet this requirement. Please check the "MS/PhD Ordinance" for the total credit requirement for your program.*
- *The minimum course number mentioned above excludes the ID6020 course. It is a compulsory pass/fail course for all scholars and will not impact the CGPA calculation.*

The final grade sheet will list all the courses you have taken while completing your degree. The courses taken are categorized into following 3 types:-

1. Core Courses.
2. Elective Courses.
3. Optional Courses.

**In the grade sheet, CGPA is calculated based on only Core and Elective courses. Optional courses are not considered while calculating CGPA.** You can check the type of courses you have completed under the "**Grade Info**" option in the Workflow.

The scholars who have taken more courses than the minimum required but want their CGPA to be calculated based on the criteria mentioned in the above table must **change the type of the remaining courses to "Optional" by raising the official request to the academic section.**

There are 2 ways by which scholar can raise the request for changing the course type:-

**1. Forwarding mail to [resprocess@iitm.ac.in](mailto:resprocess@iitm.ac.in) :-**

1. Send a mail to guide keeping GTC/DC members in CC, requesting to approve the course list and course type. The mail **must** contain the following details for all the courses that you have taken.
  - a. Course number.
  - b. Course title.
  - c. Current course type (Core/Elective/Optional).

- d. New course type (Core/Elective/Optional).
2. Once you get approval mail from the guide, save that mail as a "PDF." Then send a mail to [resprocess@iitm.ac.in](mailto:resprocess@iitm.ac.in), adding all the above-mentioned details of course work again. For reference, attach the PDF of the guide approval mail.
3. Wait for 2 days to get a reply. **You will receive the grade sheet with the requested changes.** You can check the "Grade Info" option in your Workflow to confirm that the requested changes have occurred.

## 2. Through Workflow:-

1. Send a mail to guide keeping GTC/DC members in CC, requesting to approve the course list and course type. The mail **must** contain the following details for all the courses that you have taken.
  - a. Course number.
  - b. Course title.
  - c. Current course type (Core/Elective/Optional).
  - d. New course type (Core/Elective/Optional).
2. Once you get approval mail from the guide. Save that mail as a "PDF." Then raise a ticket in the Workflow to academic section adding again all the above mentioned details of course work and for reference attach the PDF of the guide approval mail.
3. Wait for 2 days to process the ticket from the academic section. Once you receive a response, you can check the "Grade Info" option in your Workflow to confirm that the requested changes have taken place.
4. After confirming that the course type has been changed as requested, you can raise a ticket requesting the grade sheet to the academic section.

**For placement purposes, please follow the first method of submitting the request for getting a grade sheet.**

## Direct PhD scholars receiving both M.S. and PhD. degree after completing the program.

For these scholars, CGPA will be calculated based on the best **8 courses (minimum)** (5 Core + 3 Elective) fulfilling the minimum credit requirement for the program along with the following compulsory credit courses.

Mathematics department	MA6999 only.
Other departments	XX6999 and XX7999 (XX is department code).

**The compulsory courses will be considered for the final CGPA calculation.**

## Important points

1. In the grade sheet all the courses taken by the students will be mentioned irrespective of the grade received in the subject. **Students can not drop any course to avoid mentioning any course in which he/she has performed poorly. Such requests will not be entertained by the academic section.**
2. For compulsory courses, in case if the course type is "Optional" then it must be

converted to "Core".

3. If no of courses required to meet the minimum credit requirements is more than the mentioned in the table then the **type of the extra courses needed to fulfill the requirement can be changed to either "Core" or "Elective"**.
4. **Grade sheet will not be issued or will show "Results Awaited status" if evaluation of any Core/Elective course is pending.** In such a case, please contact the corresponding faculty of the course to know the status and if possible request the faculty to release the grade for the course. After receiving the grade, raise the ticket again and for reference attach the PDF of mail from the faculty.
5. Transfer credits are not included in Earned credits and not considered for CGPA calculation. Transfer credits + Earned credits should meet the Total Credit requirement.
6. Scholars residing on campus are advised to visit the academic section and collect the hard copy of the grade sheet. Other scholars can request a soft copy of the grade sheet mentioning that they are not on the campus. (In case a soft copy does not have a Dean AR signature still it can be used for placement purposes).

**(b)For MS/Ph.D. scholars admitted from July,2021 onwards**  
**(Based on 295<sup>th</sup> Senate Meeting held on 28.02.2022)**

1. The **erstwhile notion of core and elective courses should be removed, and replaced with a basket** instead. The basket will have twice the number of required courses, and will be recommended by the GTC at the start of the programme.
2. **For MS scholars**, the Senate recommends that **all courses successfully cleared by the scholar be considered in the computation of the CGPA.** The Senate noted that for M.S students, successful clearance of a course means that the grade obtained should be C or higher.
3. **For Ph.D. scholars**, the basket will have twice the number of required courses. **The best four courses will be used for computation of the CGPA.**