

Institute of Business Management

“I” Grade Policy

A student can apply for “I” grade for a course after satisfying the following criteria.

1. If the student missed final examination of a course due to a genuine reason for example, serious illness/death in immediate family or important official assignment may apply for “I” grade within three weeks from the date of the paper, with sufficient documentary evidence in support of his/her request.
2. He/she has completed 80 % class attendance in that course during the semester.
3. He/she has secured at least 60 % aggregate marks in the two hourly exams in the course..
4. Students would not be eligible for “I” grade for a course, if aggregate marks in two hourly exams are less than 60%, despite the fact the total marks including sessional marks are more than 60 %. In such case, sessional marks would not be considered.
5. After the above eligibility criteria is satisfied, student will be charged Rs.1,000 being “I” grade processing fee for changing his FI grade to “I” Grade after the approval of Controller of Examination.
6. The student being awarded “I” grade will have to appear in the final examination of the subject course in the following semester.
7. “I” grade of the student would be changed to letter grade by Rector subject to following two conditions:
 - (i). if he/she secured atleast 60% marks in the final exam, these marks would be added to previous aggregate marks of hourly exams and sessional marks to determine the letter grade. .
 - (ii). If he/she secured less than 60% marks in the final exam, these marks would be added to previous marks of hourly exams only to determine the letter grade. Sessional marks would not be considered in that situation.
8. If the student failed to appear in final exam in the subsequent semester, “I” grade would be changed to FI grade by Rector. .
9. If due to some genuine reasons as specified in point no.1 above, the student was not able to appear in the final exam in the following semester, he/she may apply for extension in “I” Grade with sufficient documentary evidence, for approval of Rector. In case the course is not offered in the next semester the extension will consequently be transferre next to next semester.l