



{ **ACADEMIC SECTION** }

NOTIFICATION

Pursuant to the approval of the Competent Authority, the modalities to be followed for online Uploading of Grades on the Institute Web Portal, submitting its hard copy to the Academic Section and Result preparation/ declaration are hereby notified for compliance by all concerned, as under.


1. The List of students who have not registered for a particular semester shall be provided by the Academic Section to HODs and Associate Dean (Examination & Evaluation) for information of all concerned.
2. The students who have registered for a particular Semester shall only be allowed to appear in the End Semester Examinations.
3. The concerned Faculty member shall submit the grades online within the stipulated time as specified in the Academic Calendar.
 - (i) In case any subject is found to be not available for uploading of Grades on the web portal then the concerned Faculty Member is required to immediately inform the same to the Dealing Assistant-Results through email.
 - (ii) Marks of all the registered students (for Continuous assessment, Mid-Semester evaluation, End Semester Examination) have to be uploaded on the webportal. In case any student did not appear for End-Semester Examination, for some reason(s), then in that case the Marks for End Semester Examinations have to be entered as 0 but marks for Continuous assessment and Mid-Semester evaluation are necessarily required to be uploaded on web portal for that student also.
 - (iii) It shall be the responsibility of the concerned HOD to ensure timely uploading of Grades by the Faculty Members on the Institute web portal. In case any Faculty Member is not available for uploading of Grades on the portal then the HOD is required to assign this task of uploading the Grades to some other Faculty Member of the Department.
4. The concerned HODs/ HOC shall forward the List of uploaded grades (*duly signed by the concerned faculty Member*) for all Subjects of a particular programme and Semester to the Academic Section within three days of the Last date for Grades submission on webportal, as per the Academic Calendar. So as to ensure uniformity, the format of the forwarding letter shall be as per Annexure-I.
5. The Grades finalized/uploaded on the Institute Web Portal shall only be considered for result processing.
6. In case of Dual Degree programme (*for 7th Semester onwards*), appropriate link (UG Programme OR PG Programme's course/subject), as applicable is required to be carefully chosen by the concerned Faculty Member while uploading the Grades.
7. In case the Faculty Member fails to upload the Grades on the Institute webportal timely or requests for any modification to already uploaded Grades, then permission of the Director shall have to be obtained by him/her through concerned HOD and will have to himself/ herself upload the Grades in the Academic Branch by coordinating with the Dealing Assistant- Results, in time bound manner.
8. The problem faced, if any, while uploading of Grades on the Institute Web Portal, is required to be immediately communicated to the Faculty-In-charge (Result Processing), and to Sh. Jagdish Verma -SSO, Computer Centre, NIT Hamirpur (jagdish@nith.ac.in) for its timely rectification.

Encl.: Annexures I

No. NIT/HMR/Academic/14/2022/7133-58

Copy to:

1. Director, for kind information please
2. All Deans
3. All Head of the Departments/ Centre
4. Associate Dean (Examination & Evaluation)
5. Faculty Incharge (Result Processing)
6. Sh. Jagdish Verma -SSO, Computer Centre
7. Dealing Assistant (Result), Academic Branch


Deputy Registrar
Dated: 29/11/2022


Deputy Registrar