



Academic Handbook

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Welcome to UPES!



1. Introduction

Welcome to UPES! This Student Academic Handbook is your essential guide to academic policies, procedures, and resources that will support your learning journey from admission to graduation.

It outlines key information on course registration, assessments, grading, academic integrity, and student support services. You are encouraged to refer to this handbook regularly and stay updated via ERP and LMS for any official updates.

2. Academic Schedule

At UPES, an academic year starts in August and ends in July of the following calendar year. The academic year is divided into two mandatory semesters:

- Fall Semester (August –December) and
- Spring Semester (January –May).

Additionally, there is an optional Summer Semester (June –July) which students can attend according to their requirements. Before the start of each academic year, the Academic Council releases the academic calendar specifying the duration and schedule for each semester.

Link: [Academic Calendar](#)

3. Credit Requirement for the Award of a Degree

Each degree program at UPES mandates a minimum of 40 credits per academic year, depending on the standard duration of the program.

The minimum credit requirement for various programs is as follows:

Duration of the Degree Program	Number of credit
Three years	120
Four years	160
Five years	200

Each school / cluster / department / center of the university should ensure that the number of credits offered annually for each program is at least 40. If additional credits are required for a particular degree, approval must be obtained from the Board of Studies and the Academic Council. This information should also be publicized for wider dissemination.

Explanation

Credit: A unit that represents the amount of work associated with a course. It serves as a measure of the workload, determining the required number of instructional hours per week over the course of a semester, typically spanning 15 weeks.

The credit structure is represented as L:T:P, where L stands for lecture hours, T for tutorial hours, and P for practicum hours. Each course may consist of various components such as lecture-only, lecture with exercises, lecture with learning and exercises, or purely exercises (typically tutorials). One credit is equivalent to one contact hour of lecture or tutorial per week. For practicum activities—such as laboratory work, seminars, internships, studio sessions, field projects, or community service—the credit is equal to 2 contact hours per week. Upon successfully completing a course (i.e., meeting the minimum required performance), the student earns the corresponding number of credits offered by that course.

4. Duration of the Program

The standard duration of any bachelor's degree at the university is four (4) years, with several exit options.

These are:

- a) Undergraduate Certificate after one (1) year or two (2) semesters of study in the chosen study areas. A student must complete at least 40 credits during the academic year and one vocational four (4) credit course during the summer vacation of the first year. These students can return to undergraduate studies within three years and complete their degree within the prescribed maximum of seven years.
- b) Undergraduate Diploma after two (2) years or four (4) semesters of study, with a minimum of 80 credits and one vocational four (4) credit course during the summer vacation of the second year. These students can return to undergraduate studies within three years and complete their degree within the prescribed maximum of seven years.
- c) Bachelor's Degree after three (3) years or six (6) semesters of study with at least 120 credits earned by the students.
- d) A four (4)-year Undergraduate Degree with Honors is awarded if the student earns at least 160 credits in the respective programs.
- e) A Four (4)-Year Undergraduate (Research) Degree with Honors is awarded when a student undertakes research in the fourth year of undergraduate studies. With prior permission from the University, students could undertake a research project or dissertation under the guidance of a faculty member at UPES or at a reputed research institute in India or abroad. The main discipline will be a research project or dissertation. Students who complete 160 credits, including at least 12 credits in research project or dissertation, will be awarded UG (Research) with Honors degree.

The maximum duration: According to UGC guidelines the maximum duration of the program is $N + 2$ years, where N is the prescribed duration of the program.

For example, a B.Tech. program is typically of four (4) year's duration, and the maximum time allowed for completion of that degree would be $4 + 2$, i.e., six (6) years. It can be extended in exceptional cases, by one additional year with special permission from the Vice-Chancellor.

Note: 40% of credits in any category can be earned through online courses approved by the department and institution in accordance with UGC rules.



5. Multiple Entry Points to Any Program

Lateral Admissions

In accordance with National Education Policy 2020, students holding undergraduate certificates or degrees from recognized Indian institutions—or possessing equivalent qualifications from accredited foreign institutions—may be admitted to UPES undergraduate degree programs. Such admissions are subject to fulfilling the specific criteria set by the respective school and the availability of seats. To be eligible for a UPES degree, these students must complete at least 50% of the total credit requirements of the program at UPES.

5.1. Dual Degree

A student can pursue two full-time academic programmes in physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme.

A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes simultaneously.

6. Major & Minors

6.1. Major

A major refers to the specialized field of study offered by a department or school in which a student focuses—such as Sociology, Economics, Literature, or Electrical Engineering. The student's degree will explicitly mention their major; for example:

- B.Tech. in Mechanical Engineering or
- B.A./B.Sc. in Liberal Studies with a Specialization in Sociology

A major represents the primary academic focus, and students must earn a specific number of credits—typically around 50% of the total program credits—through courses in their major. Each school is responsible for defining and publishing the credit requirements necessary to earn a major or minor.

Minimum Credit Requirements: Each major must include at least 60 credits.

Double Major

A student can earn both a single and a double major if they complete the credits specified by the offering schools. The credits of the same course can be counted twice for each major.

For example, if "Introduction to Programming" is offered as a common course for both B.Tech. in Computer Science and B.Tech. in Mechanical Engineering, a student pursuing a double major in these disciplines is not required to repeat the course. However, pursuing a double major might result into an extension of the duration of the degree program and the student may have to spend extra semester(s) at the university. The student will be liable to pay the prescribed fee for any extra semester(s), if applicable.

6.2. Major Specialization

A student may also choose to specialize in a sub-field relevant to their major.

For example, a student pursuing a major in Computer Science may choose to specialize in Artificial Intelligence (AI). The credit requirement for a specialization within the student's major will be decided by the relevant department or school. In this case, the degree awarded will mention the specialization along with the major, for example: B.Tech. in Computer Science with Specialization in AI.

6.3. Minors

Every undergraduate student may opt to pursue a Minor in a different academic discipline provided they meet the selection and credit requirements set by the school offering the same. The student must fulfil the credit requirements specified by the offering school to obtain a minor in their chosen program.

The minor must be in a different area of study than the student's Major. For example, a student majoring in Computer Science can choose to do a minor in Physics. The degree offered to a student with a major and a minor in such cases will be B.Tech. Computer Science with a Minor in Physics.

The school offering the minor will have the sole authority to approve a student's application to pursue a minor.

To earn a minor, a student is expected to devote additional time apart from the minimum program duration, i.e., six (6) or eight (8) full semesters.

Minimum Credit Requirement: A minor requires at least 24 credits.

Note: The credits from the exploratory courses may be used to fulfill the minor requirement.

6.4. Interdisciplinary/Multidisciplinary Programs

The Academic Council may approve interdisciplinary or multidisciplinary majors and minors in line with NEP 2020 guidelines.

All credit requirements for Majors, Minors, or Specializations must be approved by the Academic Council.

7. School For Life Credits

A minimum of 18 credits must be earned through the courses offered by the School for Life. The tentative list of courses is given below:

Life Skills Courses (two (2) credits each), making a total of 12 credits:

- Managing Self
- Time & Priority Management
- Communication Skills (Oral)
- Communication Skills (Written)
- Working with People
- Deepening Self

Environment Sustainability & Climate Change (two (2) credits each), making a total of four (4) credits:

- Environment Sustainability & Climate Change (Theory)
- Environment Sustainability & Climate Change (Living Lab)

Technologies of the Future (two (2) credits)

Note: The Academic Council may revise the list of courses from time to time.

8. Exploratory Courses

An exploratory course is any course outside the student's chosen major that is not classified as a life skills course. These courses may or may not have prerequisites—that is, other courses that must be completed prior to enrollment.

Credits for exploratory courses cannot be earned from:

- a) Core or required courses within the student's major
- b) Elective courses within the student's major (i.e., major electives)

Credit Requirement: Students must earn at least 18 credits through exploratory courses.



9. Course Levels (Course Codes)

Courses are coded based on learning outcomes, the level of difficulty, and academic rigor. The code structure is as follows:

0-99

Prerequisite/non-credit courses. These are foundational courses required to complete a core course. They are pass/fail in nature and do not carry credit. This coding structure replaces the informal practice of offering transfer or remedial courses at some colleges/universities.

100-199

Basic or Introductory Courses. Designed to help students build foundational understanding and explore subjects that may inform their choice of major. These may also serve as prerequisites for higher-level courses. They cover basic theories, concepts, perspectives, principles, methods and critical thinking methods.

They provide broad exposure to disciplines in the arts, humanities, social sciences, natural sciences, professional or craft fields, and builds a foundation for more advanced courses.

These courses support general education and prepare students for deeper study and professional engagement.

200-299

Intermediate-level courses. These courses are department-specific and intended to fulfill the credit requirements of the minor or major. These courses may be part of the core course and may be prerequisites for advanced major courses.

300-399

Upper-level undergraduate courses. These are typically core or elective requirements in disciplinary or interdisciplinary fields, contributing directly to degree completion.

400-499

Advanced courses. These include lecture courses with practice, seminar-based courses, theses, research methodology, advanced laboratory experiments/software training, research projects, practical training, internship/apprenticeship projects at the undergraduate or first-year postgraduate level.

500-599

First-year postgraduate courses for a two-year graduate program.

600-699

Courses for the second year of a two-year Master's or one-year Master's program.

700-799 and above

Doctoral program courses.

10. Registrations

10.1. Students Enrolling in the First Semester

a) Registration Deadline:

Students seeking admission to a program must complete their registration within the date specified by the university.

b) Document Verification:

At the time of admission, students are required to bring all original certificates/documents for verification. Any discrepancies in the information provided by the student will lead to automatic cancellation of the admission.

c) Undertaking:

In cases where students are unable to produce a required certificate/document for verification, they would have to sign an undertaking stating that they would submit the same within two months from the date of admission. Failing this would lead to the cancellation of their admission.

10.2. Re-registration of Currently Enrolled Students

At the start of every semester, students are expected to clear all their financial dues / pay the requisite fees. Post payment of fees, students will be re-registered for the next semester.

a) Late Payment:

Late payment of fees would result in late re-registration and subsequently the loss of attendance towards the classes held since the start of the given semester, affecting student learning, grades, and CGPA.

b) Late Registration Fee:

Students who fail to register for courses within the stipulated time will be charged a late registration fee which is currently INR 5000.

c) Appeal:

Students can, however, appeal to the Dean, Director or VC in case there is a genuine reason for the delay in re-registration. All such cases need to be informed to the Dean or Director of the respective school and then forwarded with appropriate recommendations to the VC for final approval.

Note: Students are solely responsible for the loss of attendance and academic participation owing to delayed re-registrations. No special consideration shall be given if they fail to meet the overall attendance requirements for the semester.

10.3. Eligibility Criteria for Re-registration

Students can re-register only when they have:

- a) Cleared all dues (tuition fee and if applicable, hostel charges) from the previous semester or year;
- b) Duly paid the required tuition fee and other charges, including hostel charges where applicable, for the current semester;
- c) Not been debarred on disciplinary grounds or any other grounds of malpractice from re-registering by the University.

Students must register into their respective programs at the start of every semester. Registration includes enrollment into the courses the student intends to pursue in that semester.

Registration Requirements

- A student seeking admission into a first-year undergraduate must register for eight (8) full semesters, in case of a 4-year degree or six (6) full semesters for a 3-year degree.
- An undergraduate student will have a maximum of 12 semesters to fulfill the credit requirements towards a 4-year degree program or 10 semesters for a 3-year degree program.
- All incoming students to an undergraduate program will be registered as full-time students.
- A full-time student is required to enroll in a minimum of 12 credits each semester. A student is allowed to sign up for a maximum of 27 credits in a semester. Exceptions may be permitted via recommendation from the Program Lead/ Cluster Head/ Dean of the School and written approval from the Dean of Academics.

11. Attendance Policy

Students at UPES are expected to attend regular classes for their registered courses. A maximum attendance shortage of 25% per course may be permitted only in cases of medical or official duty leave. Certain courses may have additional attendance requirements for lab work, field visits, or similar academic activities. The details of these requirements will be communicated to students at the start of the course. Failure to meet the minimum attendance requirement in any course will result in an F grade for that course. Students who fail due to attendance shortfall will not be permitted to take a supplementary examination, as they did not meet the minimum attendance requirement for their summative (End-Term) assessment. Such students will be required to repeat the entire course when it is offered again, either in the odd semester, even semester, or during the Summer Semester.

12. Progression Policy

A student will automatically progress from one semester to the next, regardless of their Semester Grade Point Average (SGPA). However, beginning from Semester 2, specific programs may include curricular prerequisites. Students will not be allowed to enroll in a course if they fail to meet its prerequisites. This may prevent them from registering for certain Major Core, Major Elective, or Exploratory Courses, and could potentially delay their ability to fulfill graduation credit requirements. To support students aiming to improve previously earned grades, raise their Cumulative Grade Point Average (CGPA), or meet prerequisites for future course enrollment, a Summer Semester may be offered. The Summer Semester will have a separate fee structure, which will be communicated to students prior to its commencement.

13. Summer Semester

13.1. Eligibility

Students eligible to enroll in the Summer Semester include:

- Those debarred due to attendance shortage (i.e., below 75% as per the UPES Attendance Policy)
- Those seeking to:
 - Improve grades or boost their CGPA
 - Fulfill prerequisites for advanced courses
 - Fast-track their graduation
 - Pursue double majors or minors
 - Earn additional specializations

Fees: The Summer Semester will have a separate fee structure, with students currently required to pay ₹5000 per credit.

Assessment Scheme: Assessment of any course offered during the summer semester will be similar to the assessment scheme of a regular semester.

Attendance Criteria: As in the regular semester, students must maintain 75% attendance during the Summer Semester. Failure to meet this requirement will result in the need to retake the course in future semesters, as and when it is offered.

Limit: Students can enrol in a maximum of two (2) courses only in the summer semester.

13.2. Implications of Opting Out of the Summer Semester

Students who choose not to attend the Summer Semester and instead repeat the course in a regular semester must consider the following implications:

- **Timetable Clashes:** There is a high probability of conflicts between the regular semester timetable and the subsequent batch timetable where the failed course is offered.
- **Exam Schedule Conflicts:** End-semester exams of the regular semester may clash with the exams of the subsequent batch.
- **Prerequisite Restrictions:** If the failed course is a prerequisite for an advanced course, students will not be allowed to register for the advanced course until the prerequisite is cleared.
- **Graduation Delays:** Failure to clear prerequisite courses may delay graduation and placement opportunities.
- **Financial Implications:** Additional semesters due to backlog courses may result in higher financial costs.
- **No Additional Fee for Regular Semester Repeat:** If students opt to repeat the course in a regular semester, no extra fee will be charged, but scheduling conflicts may arise.

14. Supplementary Examination

A student is eligible to appear for a supplementary examination under the following conditions:

- a). They have received an 'F' grade in a course due to poor academic performance, not due to attendance shortage (i.e., they maintained the required 75% attendance).
- b). They have already passed a course but wish to improve their grade for better CGPA, placement opportunities, or academic standing.
- c). They need to clear a prerequisite course in order to become eligible for enrolling in a higher-level course in the upcoming semester.

Fees: The university currently charge a fee of ₹2000 per supplementary examination. Any revisions to this fee, once approved by the fee committee, will be communicated to students.

Limit: A maximum of two (2) supplementary exams will be allowed during any academic cycle. However, for graduating batch students may appear for maximum of three (3) supplementary exams.

Weightage: The supplementary exams will have the same weightage as the Summative Assessment (End-Term Exam), which currently stands at 30% of the total grade.

15. Evaluation/Assessment

UPES follows an instructor-led, formative (continuous) evaluation system. The assessment structure for theory papers in both undergraduate and postgraduate programs is as follows:

	Assessment Component	Weightage
1.	Formative Assessment	50%
2.	Mid Semester Examination	20%
3.	Summative Assessment	30%

Given the regulatory requirements set by statutory bodies like BCI, PCI etc. certain schools may implement customised assessment frameworks.

15.1. Assessment Details:

- Assessment and evaluation criteria for each course will be shared with students on the first day of class and made available on the university's Learning Management System (LMS).
- If a course is offered to multiple student batches, the course instructor is responsible for maintaining consistency in the assessment and evaluation scheme across all batches.
- The final grades for such multi-batch courses will be reviewed and determined by a Moderation Committee, and the moderation process will remain confidential.

15.2. Contesting Grades:

All students have the right to contest their evaluations. They will have the chance to view their end-term answer sheets (if applicable) on a designated viewing date specified in the academic calendar. After this date, students will not be permitted to review their answer sheets.

15.3. Re-evaluation:

If a student is dissatisfied with the marks/grade awarded in a course, they may request a re-evaluation for the end-semester component of that course. The Office of the Controller of Examinations (CoE) will notify students of the timeline to request such re-evaluations.

15.4. Final Grade Calculation:

The final grade awarded in a course reflects the student's performance in both:

- Continuous/ Formative Assessment (70%)
- Summative Assessment (30%)

15.5. Supplementary Examination:

Where applicable, will carry a 30% weightage, equivalent to the weightage of Summative Assessment (or End-Term Exam). A change in continuous assessment is only possible if the student repeats the course.

15.6. Formative/Continuous Assessment Components

Formative (or continuous) assessment evaluates a student's academic performance on an ongoing basis through regular coursework, including:

Assignments

- Quizzes (including surprise quizzes and class tests)
- Projects and mini-projects
- Presentations and group discussions
- Class participation
- Term papers
- Open-book examinations
- Other academic tasks as defined by the instructor

The course plan for each course will specify the formative assessment components and their respective weightages. The assigned faculty must share the detailed course plan with students on or before the first day of class.

15.7. Grade Capping

Supplementary Examinations:

There is no grade capping for supplementary exams, allowing students to fully demonstrate their academic improvement.

Grade Improvement Attempts:

If a student attempts to improve their grade in a passed course, the new grade earned will be recorded on the transcript, along with a remark indicating it was a grade improvement attempt.

However, students who repeat or improve a course grade will not be eligible for inclusion in the university merit list or for medal awards.

16. Directed Reading Or Independent Study

Directed Reading (DR) or Independent Study may be offered to advanced learners who have demonstrated consistent academic excellence and are capable of handling an additional credit load, subject to approval by the respective course faculty.

DR may also be granted to students under extenuating circumstances. The final decision to approve a Directed Reading request rests with the Dean of the School.

The faculty member offering the course must inform both the Controller of Examinations (COE) and the student(s) undertaking Directed Reading about the assessment guidelines followed by the university.

Upon successful completion of the course, the faculty member will submit the marks and final letter grade to the Office of the Controller of Examinations.

Any student enrolled in Directed Reading or Independent Study to clear a course or improve a grade will be required to pay the prescribed fee.

17. Grading Scheme

The following grade conversion scale shall be applicable for calculation of SGPA/CGPA:

Grading System Policy

The Absolute Grading System will be followed when the batch size is up to 21 students.

The Relative Grading System will be used when the batch size exceeds 21 students.

Passing Criteria for Both Systems

- For UG Students:

A total score of less than 35 marks in a course will result in an F grade.

- For PG Students:

A total score of less than 40 marks in a course will result in an F grade.

- For UG & PG:

Students scoring 85 marks or above will be awarded the highest grade, i.e., O grade.

- For UG & PG:

Grade C is the minimum passing grade. Students receiving C or above are considered to have passed the course.

Grade boundaries are confidential and a prerogative of the course instructor in case the grading scheme is relative. However, a faculty member shall announce the grade boundaries along with the assessment criteria and grading rubric as part of the course outline for the absolute grading scheme. A suggestive structure for absolute grade boundaries can be (a faculty member has the freedom to change these grade boundaries – these are only indicative in nature).

GRADE	DESCRIPTION	GRADE POINT
O	Outstanding	10.0
A+	Excellent	9.0
A	Very Good	8.0
B+	Good	7.0
B	Above Average	6.0
C+	Average	5.0
C	Pass	4.0
F	Fail	0.0
Ab	Absent	0.0
R	Result Withheld	-
W	Withdrawn from the Course	-
Z	Course Continuation (for yearlong projects etc.)	-
AP	Audit Pass	-
AF	Audit Fail	-
S	Satisfactory (for mandatory, non-contributory course)	-
U	Unsatisfactory	-
TR	TransferCredits (for Study Abroad or Exchange Programs or Lateral Admissions)	

17.1. Absolute Grading System –UG

(If batch Size = <21)

MINIMUM	MAXIMUM	POINT	GRADE
85	100	10	O
75	84	9	A+
65	74	8	A
55	64	7	B+
45	54	6	B
40	44	5	C+
35	39	4	C
<35		0	F

17.2. Absolute Grading System – PG

(If batch Size = <21)

MINIMUM	MAXIMUM	POINT	GRADE
85	100	10	O
75	84	9	A+
65	74	8	A
55	64	7	B+
50	54	6	B
45	49	5	C+
40	44	4	C
<40		0	F

17.3. Explanation of Special Grades and SGPA/CGPA Calculation

- Only courses assigned letter grades from O to F will be included in the calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

- **Non-contributory courses**

As designated by the department, will be graded as, S (Satisfactory) for successful completion and U (Unsatisfactory) for poor performance.

These courses do not count toward SGPA/CGPA. The course instructor will define what constitutes satisfactory performance and communicate it on the first day of class. This information will also be made available on the Learning Management System (LMS).

- **Audit a Course**

Students may audit a course with prior approval from the instructor. However, the Dean of Academics holds final authority to grant audit permissions.

If successfully completed, the student will receive an AP (Audit Pass) grade.

If not, an AF (Audit Fail) grade will be recorded.

Audited courses do not contribute to SGPA/CGPA or earned credits. AP/AF grades will appear in the Semester Transcript, and AP grades will also be reflected in the Final Transcript.

- **'I' Grade (Incomplete)**

A student may be awarded an 'I' (Incomplete) grade if they are unable to complete the course requirements within the semester due to extraordinary circumstances, such as, university official duty or documented medical issues.

To be eligible, the student must apply to the Dean of Academics or the Director/Dean of Students with supporting documentation as early as possible.

An 'I' grade must be converted to a letter grade (between O and F) within the deadline announced by the Controller of Examinations, failing which it will be automatically converted to an F grade.

A course with an 'I' grade will not count toward SGPA/CGPA until it is converted.

Once converted to a letter grade, it will be included in the original semester's SGPA.

- **'W' Grade (Withdrawn)**

If a student feels unable to complete a course academically, they may apply for withdrawal before the announced last date by submitting a request through the Cluster/Department Head to the Dean of Academics.

Approval will be granted only if the student still meets the minimum credit and course load requirements for that semester.

Upon approval, the student will receive a 'W' grade, and the course will not count toward SGPA/CGPA.

- **'Z' Grade (Course Continuation)**

The 'Z' grade is assigned to courses that extend into the next semester (e.g., yearlong projects).

The Z grade must be converted to a letter grade (A–F) or 'I' by the end of the subsequent semester.

If converted to 'I', the rules for incomplete grades apply.

Z grades are not included in SGPA/CGPA until replaced by a letter grade.

- **'R' Grade (Result Withheld)**

The 'R' grade indicates a withheld result. It does not count toward SGPA/CGPA until the final grade is assigned.

17.4. SGPA and CGPA Calculation

The performance of a student will be calculated in terms of two indices, namely, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).

The SGPA is the grade point average for a semester, calculated based on the grades obtained in all courses registered during that semester.

$$SGPA = \frac{\sum_{i=1}^s (G_i * C_i)}{\sum_{i=1}^s C_i}$$

Where:

C_i = Credits of Course i

G_i = Grade Points earned in Course i

s = No. of Courses registered in that Semester

The CGPA is the overall grade point average up to the end of a given semester. It includes grades from all completed semesters.

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i}$$

Where:

C_i = Credits of Course i

G_i = Grade Points earned in Course i

s = No. of Courses registered in that Semester

17.5. CGPA to Percentage Conversion

The University Academic Council has approved a CGPA to percentage conversion factor of 10. The CGPA for any student shall be calculated as follows:

Percentage Score equivalent to the

$$CGPA = (CGPA) * 10$$

17.6. External Credit/s Earned by UPES Students

Students pursuing a degree at UPES may earn academic credits from other institutions toward their UPES degree through the following modes:

- Through a dual-degree agreement between UPES and another institution
- Through an exchange program between UPES and another institution
- By visiting another recognized/accredited institution and completing approved courses
- By completing courses on approved national MOOC platforms, such as SWAYAM, SWAYAM+, or other platforms endorsed by the Academic Council

However, the transfer of external credits is subject to the following conditions:

- Application Process**
Students must apply to their Cluster/Department at least four weeks before visiting the host institution. The Department will respond within two weeks of submission with:
 - Core courses at UPES that may be waived based on transferred credits
 - External credits eligible under Major Electives and Life Skills categories
 - Late applications may be rejected.
- Eligibility**
Students are eligible for external credit transfer only after completing two semesters at UPES. A minimum CGPA of 6.0 is required.
- Minimum Grade Requirement**
A minimum of C+ grade (i.e., 5.0 out of 10) is required for any course to be considered for transfer.
- Transfer Credit Limit**
Except in dual-degree programs, credit transfer cannot exceed 25% of the total minimum credit requirement for the UPES degree.
- No Duplicate Credit**
Credit will not be granted twice for the same or equivalent course.
A student who transfers a course from another institution cannot earn credit for an equivalent course at UPES, and vice versa.
- Non-eligible Courses**
The following types of courses are not eligible for credit transfer:
 - Courses at a lower level than those being pursued at UPES
 - Non-academic, remedial, or developmental courses
 - Audited courses

17.7. Grades and Transcript Guidelines

- Grades may only be transferred if an official agreement exists between UPES and the partner institution, including a grading equivalency chart.
- If only credits (not grades) are transferred, the grade entry will be marked as TR (Transfer), and such courses will not be factored into CGPA calculations.
- The student's transcript will indicate credit transfers by listing 'Transfer' in the Status column, along with the name of the credit-granting institution.

17.8. For Online/MOOC Courses

Before enrolling in any SWAYAM or similar online course, students must:

- Consult their Cluster/Department
- Ensure curriculum mapping and credit equivalency approval
- Confirm the course's eligibility for credit and/or grade transfer
- Award of credit will be done only if the student has earned a certificate

18. Clearing, Substitution, And Improvement

To qualify for any undergraduate (UG) or postgraduate (PG) degree from UPES, students must earn a defined number of credits in their major or specialization.

There are generally two types of required courses:

- Mandatory Courses
- Elective Courses

Students must complete all mandatory courses in their chosen discipline and select a minimum number of electives designated by the department or faculty.

18.1. Clearing an F Grade in a Mandatory Course

If a student receives an F grade in a mandatory course:

- They must self-register for the same course at the earliest opportunity.
- If the student earns a C grade or higher in the second attempt, the F grade will be removed from all future transcripts, and the new result will indicate that the course has been cleared.

18.2. Clearing an F Grade in an Elective Course

If a student receives an F grade in an elective course:

- They may re-register for the same course at the earliest opportunity.
- Upon earning a C grade or higher in the second attempt, the F grade will be removed from all the subsequent transcripts and marked as cleared.

18.3. Substituting an F Grade in an Optional Course

If a student receives an F grade in an elective course and chooses not to repeat it:

- They may substitute it with another course of the same category, i.e., Major Elective, Exploratory, or Life Skills.
- The new grade earned will replace the F grade, and the substituted course will count toward credit requirements.

18.4. Improving an Earlier Grade by Repeating the Course

Students may wish to improve their grade in any course (mandatory or elective), subject to the following:

- The new grade will replace the earlier grade in CGPA calculation and appear in all subsequent transcripts.
- Only one improvement attempt is permitted per course.
- If a student receives an F grade, they must repeat the course until they earn a passing grade (C or higher).
- The improvement course counts toward the maximum credit load allowed per semester.
- A non-waivable fee may be prescribed by the Academic Council or other competent body for improvement attempts.

18.5. Earlier Grade Improvement by Substituting Courses

Students may substitute one elective course with another to improve their grade under the following conditions:

- Only one substitution is permitted during the entire duration of the program.
- A course that has been substituted cannot be substituted again.
- Only the grade from the new substituted course will count toward the CGPA and appear on the transcript.
- No further improvement attempts will be allowed for the substituted course.
- The substituted course is in addition to the minimum required load.
- It also counts toward the maximum course limit per semester.
- Approval is subject to seat availability in the course.
- A non-waivable substitution fee may be prescribed by the Academic Council or competent body.

18.6. Grading and Attendance Requirements for Clearing, Improving, or Substituting:

- a). Students repeating a course for clearing, improvement, or substitution must participate in all graded components of the course.
- b). Attendance is mandatory unless waived by the instructor under the following conditions:
- Timetable conflict with regular registered courses
 - The student has already met attendance requirements for the repeated course in a previous attempt

18.7. Requirement for Student attendance:

It is expected that students will attend all lectures, tutorials, and lab sessions that they have registered for. The attendance policy will be applicable here as well.

19. Audited Course/ To Audit A Course

If a student wishes to attend a course to acquire more knowledge without that course being counted towards their CGPA, they can choose to audit that course. The instructor of the said course holds the complete decision-making power to grant or reject permission for any request of course audit by the student. The instructor of the course will also set the conditions that the student is expected to meet for auditing the course. For any audited course, students will only be given AP (on passing the course) or AF (on failing the course) letter grades, and these grades will be reported only in the semester transcript. Subsequent transcripts, including the final transcript, will report only those audited courses where the student had acquired an AP letter grade.

19.1. Non-contributory Courses:

Non-contributory courses are those that may not contribute towards a student's CGPA or SGPA. These non-contributory courses may include Internships along with the courses that the student has chosen to audit.

20. Moderation Of Results

The authority to moderate the results of graduating students lies with the Moderation Board, constituted in accordance with the University Rules.

20.1. Declaration & Rectification of Results

The Examination Board will review results after tabulation and moderation according to the procedure for approval. It reserves the right to rectify or reject the result of a student, even after it is published, under these conditions:

- The student was found ineligible to appear for the examination.
- The student was found guilty of using unfair means or engaging in misconduct during the examination
- A clerical or procedural mistake was found in the student's result.

Vice Chancellor	Chairman
Pro-Vice Chancellor	Member
Vice Provost	Member
Dean of the respective School	Member
Registrar	Member
Controller of Examinations	Member secretary

20.2. Viewing Day

On the viewing day as determined by the University Academic Calendar, a student will be entitled to view their answer sheets for the end-of-term examination or the summative component. No student will be allowed to view their answer sheets after the viewing day

20.3. Re-evaluation Process

Once the results are declared, students will be notified about the opening of the re-evaluation window through the student portal. A student may apply for re-evaluation within seven (7) days from the date of result publication by submitting a formal request via the online portal and paying the prescribed fee per course.

Re-evaluation applies only to the End-Term (Summative) Assessment component. It does not apply to Formative Assessments or Mid-Semester Exams.

Note: For courses assessed entirely through Continuous Assessment (100%), re-evaluation may apply to the relevant components as specified in the course plan.

- Upon receiving the request, the original course instructor will be asked to conduct a thorough reassessment of the eligible components.
- In the event of any error that leads to a change in marks or grade, the concerned faculty must notify the Office of the Controller of Examinations (CoE) for timely rectification.
- Once all faculty responses are received, re-evaluation outcomes will be reviewed by the Grievance Redressal Committee for Examination Evaluation.

Composition of the Grievance Redressal Committee for Examination Evaluation:

- Controller of Examinations – Chairperson
- Nominee of the Dean from the concerned School – Member
- Designated Officer from the CoE Office – Member Secretary

The approved results of the re-evaluation will be published on the student portal with the remarks: 'Change' or 'No Change', as applicable.

20.4. Appeal Process for Re-evaluation Results

If a student remains dissatisfied with the outcome of the re-evaluation, they may submit a formal written appeal to the Vice Chancellor through the Office of the VC within 15 days of the re-evaluation result declaration.

In such cases:

- A second independent re-evaluation of the answer script will be conducted by a faculty member nominated by the concerned Dean, who is not the original evaluator.
- The result of this second review will be considered final and binding. It will be published on the student portal in accordance with the approved academic regulations.

20.5. Rectification of Marks/Grades

- Requests for correction of marks or grades must follow the established Grievance Redressal mechanism outlined above.
- In extraordinary circumstances, the Vice Chancellor may approve a rectification within six (6) months from the original date of result publication or prior to the start of the next examination cycle, whichever is earlier.
- No rectifications will be entertained beyond the six-month period under any circumstances.

21. Summer/Winter Trainings/Internships

As part of their program requirements, students are expected to complete a summer or winter training/internship lasting between 6 to 8 weeks, as prescribed.

- Students are required to maintain a record, workbook, or journal detailing the activities undertaken during their summer or winter internships.
- Additionally, they must submit a comprehensive report on their internship to the faculty course coordinator within one week of the start of the next semester.

A committee of faculty members will evaluate and grade the quality of the student's work during their internship. The student will be required to present their internship experience to the committee as part of the evaluation process. The committee will then submit the student's grades to the Office of the Controller of Examinations.

22. Dissertation/Project Work

As part of the program structure, each student is required to complete a dissertation or project under the supervision of one or more UPES faculty members from their department, cluster, school, or the university, depending on the project's focus.

If needed, experts from industry, corporate organizations, or top educational institutions in India or abroad may also be involved as co-supervisors.

Students must consult with potential faculty supervisors who have relevant expertise to the project at least one week before starting their dissertation or project work and obtain their approval before submitting the topic to the course coordinator. The course coordinator will then compile a list of the projects, including the students' names, assigned topics, and supervisors' names. This list must be forwarded to the Examination Section after receiving approval from the dean or director of the respective school.

The dissertation/project work must adhere to the following requirements:

- Address a pertinent issue within the discipline or across multiple disciplines.
- Incorporate a comprehensive review of current knowledge in the field through a literature review.
- Demonstrate the student's own research efforts and findings.
- Display the student's ability to critically analyse and evaluate information.
- Exhibit satisfactory language, style, and formatting in its presentation.

In the dissertation/project, the student should clearly and extensively provide the following information:

- Properly acknowledge the sources of all referenced information.
- Indicate the extent to which the student has utilised the work of others and specify the portions that constitute their original contribution.
- Specify whether the dissertation/project was conducted independently or in collaboration with others.
- Include a plagiarism check report generated by Turnitin.

As part of the submission for assessment, the relevant supervisor(s) must provide a certificate confirming that the student completed the dissertation or project independently or in collaboration with other student(s).

22.1. Submission Of Dissertation/ Project Work

Upon completing their dissertation or project work, each student must submit two hard copies to the relevant department by the specified deadline, through the designated coordinator. Late submissions will not be accepted unless special permission is granted by the dean or director of the respective School.

22.2. Evaluation Of Dissertation/Project Work

Every eligible student registered for the program must present a seminar about their dissertation or project work. This seminar will be held in front of a committee established explicitly for this purpose by the Dean/Director of the school. The committee typically comprises two or three examiners, with one being the faculty supervisor of the project and the others being UPES faculty members from the same or different clusters/schools. The Department/Cluster Head will appoint the examiners based on the recommendation of the Course Coordinator. The committee will assess the acceptability of the dissertation and determine the final grade, which will then be communicated to the Examination Department by the Course Coordinator.

22.3. Re-Examination Of Dissertation/Project Work

If a student is unable to attend the seminar and viva-voce for their dissertation or project, or if they do not pass the examination, they may be granted an additional six months from the date of the result announcement to resubmit their work and participate in the seminar and viva-voce. In exceptional cases, the Vice Chancellor may extend this period further. The evaluation process will follow the previously outlined guidelines.

If a student repeatedly fails the seminar, their name will be removed from UPES records.

23. Change Of Rules

The Academic Council or competent authority reserves the right to amend, augment, clarify, interpret, add to, delete from, or otherwise modify these rules in the best interests of the University. The student shall be informed of any such changes via the electronic medium, ERP, and LMS. Aggrieved students can appeal to the Dean of Academics, with any concerns related to such changes, and the Academic Council/competent authority shall take into consideration the report of the Dean of Academics related to the student's appeal. The decision taken by the Academic Council/competent authority in such cases will be final.

24. Key Academic Policies

POLICY	LINK
Student Medal Policy	link
Academic Malpractice & Plagiarism Policy	link
Minimum Standards Continuation of Merit-Bases Scholarship/Financial Aid	link
Policy for Differently-Abled Students	link

25. Prescribed Fee

Supplementary Examination	Rs. 2,000 per course
Re-evaluation of answer sheet*	Rs. 500 per course
Duplicate Grade Card/Transcript fee	Rs. 2000 per copy
Duplicate Degree	Rs. 2500
Summer School	Rs. 5000 per credit
Percentage conversion certificate	Rs. 500 per certificate

26. Glossary Of Key Academic Terms

TERM	DEFINITION
Academic Year	The university calendar from August to July, including two mandatory semesters and one optional summer term.
Credit	A unit of academic work. 1 credit = 1 hour of lecture/tutorial or 2 hours of practical/lab per week.
L:T:P	Format for course structure: Lecture : Tutorial : Practical.
Major	Your main field of study (e.g., B.Tech in CSE). Requires at least 60 credits.
Minor	A secondary subject area (in a different discipline). Requires at least 24 credits.
Double Major	Completing credit requirements for two major fields of study.
Specialization	A focused sub-area within a major (e.g., AI under Computer Science).
Exploratory Course	Courses outside your major (not life skills courses). Helps broaden learning.
School for Life (SfL)	Courses focused on life skills, sustainability, and communication. Students must complete 18 credits.
F Grade	Indicates failure in a course. May be cleared through Summer Semester or Supplementary Exam.
Supplementary Exam	A second attempt at the End-Term exam (30% weight) to clear F or improve grades. Only allowed if attendance $\geq 75\%$.

Summer Semester	A short semester (June–July) to repeat full courses, improve CGPA, or earn extra credits (max 2 courses).
SGPA	Semester Grade Point Average — your average for one semester.
CGPA	Cumulative Grade Point Average — your overall academic performance across all semesters.
Prerequisite	A course that must be passed before taking a related advanced course.
I Grade (Incomplete)	Given when a student misses part of the course due to approved reasons (e.g., illness). Must be completed later.
W Grade (Withdrawn)	Assigned when a student officially drops a course within the allowed timeframe.
R Grade (Result Withheld)	Used when a student's result is pending due to academic or disciplinary issues.
Z Grade	Used for year-long projects that extend into the next semester. Must be converted to a regular grade later.
Audit Course	Taken for interest, not counted in CGPA. Grades: AP (Pass) or AF (Fail).
Directed Reading	Special, guided study with a faculty mentor — usually for advanced learners or special cases.
Attendance Requirement	Students must maintain at least 75% attendance in each registered course to appear for exams.
Plagiarism	Copying someone else's work without credit. Considered a serious academic offence.
EDC	Examination Disciplinary Committee — investigates and resolves exam-related misconduct and plagiarism cases.

