Help Document for Grade Correction

Process Flow Diagram:



User Roles:

Employee	Role
Faculty:	Provide Change of Grade Correction
CC Chairperson:	CC Chairperson Approval
HOD:	Approval by HOD
Dean Acad Courses:	Approval by Dean

For Faculty:

Step 1:

1.Login proof at: <u>https://workflow.iitm.ac.in/employee</u> Choose the "Grade Correction" menu from Academics - Grades - Correction.

Tasks	Views	Academics ICSR Human Resources	Main Stores Main Accounts M	emberships General Task Status	
Inbo	X	Approvals .	r	Search all Columns +	Enter Search Text
IIIDO	~	Student Noting		Search an Columns -	
]	Grades .	> Upload	TASK NAME	PROCESSED ON
	۵	Guest Faculty	Corrections	itimation_5309	09-01-2020 15:48:44
	۵			cremtimation_5298	02-01-2020 11:01:45
	۵	Introduce/Modily Courses		Payment_14478	10-12-2019 15:04:23
	~	Research Scholar	·	Makeup Exam_846	25-10-2019 11:55:12
	•	Reports .	/	Leave Application_33550	03-05-2018 16:03:57
	۵	Attendance	,	Leave Application_26991	20-10-2017 15:15:45
	۵	Course Details		Submission of Immovable Property Ret_80	12-05-2017 17:02:40
		Non IITM Faculty Creation			

2. To fill the student details enter student roll number. Student Name will be auto populated.

Student Details							•
Roll No *	Name		Course No - S	emester *	Course Name		
BT17D401	LAVANYA RAAJARAAM		-Select-	•			
Branch		Period		Mark Before C	hange	Attendance Before Change	Grade Before Change
					0.0		
Mark After Change *	Attendance After Change *	Grade After Ch	ange *				
0.0							

3. Select the Course No-Semester from the dropdown the other details such as Course Name, Branch, Period, Make Before Change, Attendance Before Change, Grade Before Change will be auto populated.

Student Details							*
Roll No *	Name		Course No - S	emester *	Course Name		
BT17D401	LAVANYA RAAJARAAM		BT5250-02	-	Synthetic Biolo	ogy	
Branch		Period		Mark Before C	hange	Attendance Before Change	Grade Before Change
Bio Technology		JAN-MAY 201	8		64.0	VG	А
Mark After Change *	Attendance After Change *	Grade After Cha	ange *				

4.To fill the Mark After Changes and Attendance should be either 'G', 'VG' or 'P' Grade After Change will be auto populated.

Student Details								•
Roll No *	Name		Course No - Se	emester *	Course Name			
BT17D401	LAVANYA RAAJARAAM		BT5240-02	-	Computationa	I Systems Biology		
Branch		Period		Mark Before Cl	nange	Attendance Before Change	Grade Before Change	
Bio Technology		JAN-MAY 2018	3		61.0	VG	В	
Mark After Change *	Attendance After Change *	Grade After Cha I	nge *					

5.To fill the Recommended Acation Enter Remarks, Click Submit button to Complete the task.

Recommended Ac	tions	•
Remarks *	ОК	
	Save and Hold Submit Can	cel