

# || ACAD GRADE CORRECTION

## OVERVIEW

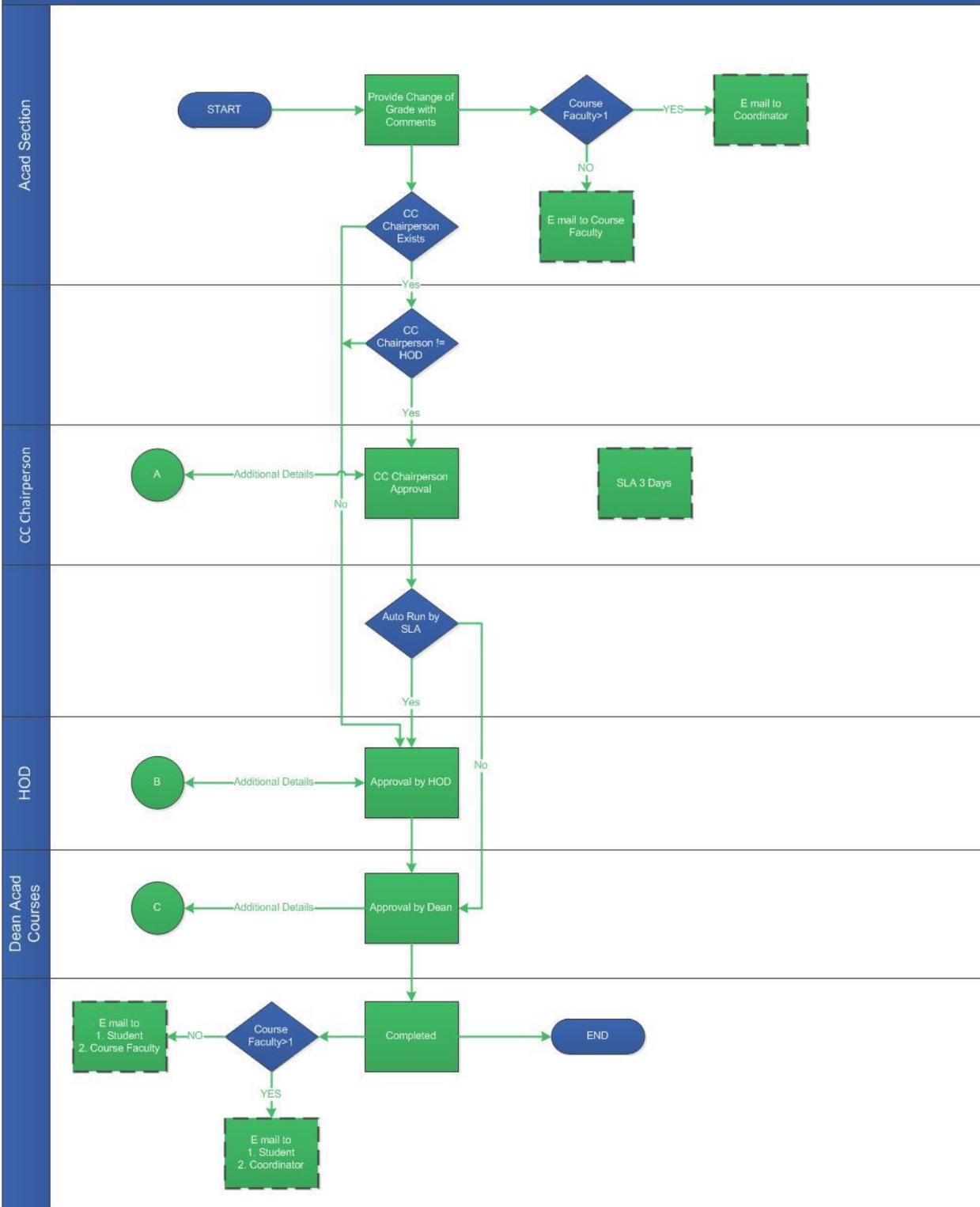
### 1.1 Scope

This process describes the procedure involved by the Courses /Research Dealing Assistant in submitting the Student Grade Correction.

### 1.2 Process Flow

# ACAD GRADE CORRECTION – IIT MADRAS

Change of Grade -(ACAD-GRC-003)



## 2.2.1 Process Description

### 2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Student Details
  - Roll No.
  - Course No - Semester.
  - Name.
  - Branch.
  - Period.
  - Mark before change
  - Attendance before change.
  - Grade before change.
  - Mark after change.
  - Attendance after change.
  - Grade after change.

### 1.3 User Roles:

User	Roles
Courses / Research Dealing Assistant	New Grade Correction
HOD	Approve Details
Course Dean	Approve Details

### 2.2.1.2 Functional Specifications

1. When the user invokes the ‘Grade Correction’ process, the system generates the ‘Grade Correction’ details screen.
2. System allows the user to enter the valid ‘Roll No’ in the required text field.

3. System allows the user to select the course no and semester from the ‘Course No - Semester’ drop down. By selecting the course no and semester all other details such as: Name, Branch, Period, Mark before change, Attendance before change, Grade before change will be auto populated.
4. System allows the user to enter the ‘Mark after change’ for the selected course. Enter the total marks out of 100.
5. System shall allow the user to enter the ‘Attendance after change’ in required text field.  
**Note:** Ensure that the attendance code should be VG, G or P. By entering the ‘Mark after change’ and ‘Attendance after change’, new grade for the particular cutoff mark will be auto populated in the ‘Grade after change’ text field.
6. System allows the user to enter remarks and submit the task.
7. System generates an automated E-Mail alert to the initiator once the task is submitted.

### 2.2.1.3 User Interface Design

#### **For Courses / Research Dealing Assistant:**

When the user invokes the ‘Grade Correction’ process, the system generates the ‘Grade Corrections’ details screen.

Grade Corrections - Request Grade Change

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Guidelines ▼

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Student Details ▲

Roll No *	Course No - Semester *	Name	Branch	Period	
<input type="text" value="CS15D00"/>	<input type="text" value="CS6760 -01"/>	<input type="text" value="SARATH"/>	<input type="text" value="Computer Science and Engineering"/>	<input type="text" value="JAN-MAY 2015"/>	
Mark Before Change	Attendance Before Change	Grade Before Change	Mark After Change *	Attendance After Change *	Grade After Change *
<input type="text" value="99.0"/>	<input type="text" value="VG"/>	<input type="text" value="S"/>	<input type="text" value="50.0"/>	<input type="text" value="G"/>	<input type="text" value="C"/>

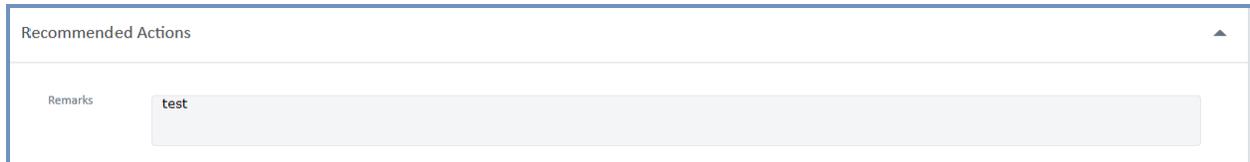
User shall enter the valid ‘Roll No’ in the required text field.

User select the course no and semester from the ‘Course No - Semester’ drop down. By selecting the course no and semester all other details such as: Name, Branch, Period, Mark before change, Attendance before change, Grade before change will be auto populated.

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User shall enter the ‘Mark after change’ for the selected course. Enter the total marks out of 100.

User shall enter the ‘Attendance after change’ in required text field. **Note:** Ensure that the attendance code should be VG, G or P. By entering the ‘Mark after change’ and ‘Attendance after change’, new grade for the particular cutoff mark will be auto populated in the ‘Grade after change’ text field.

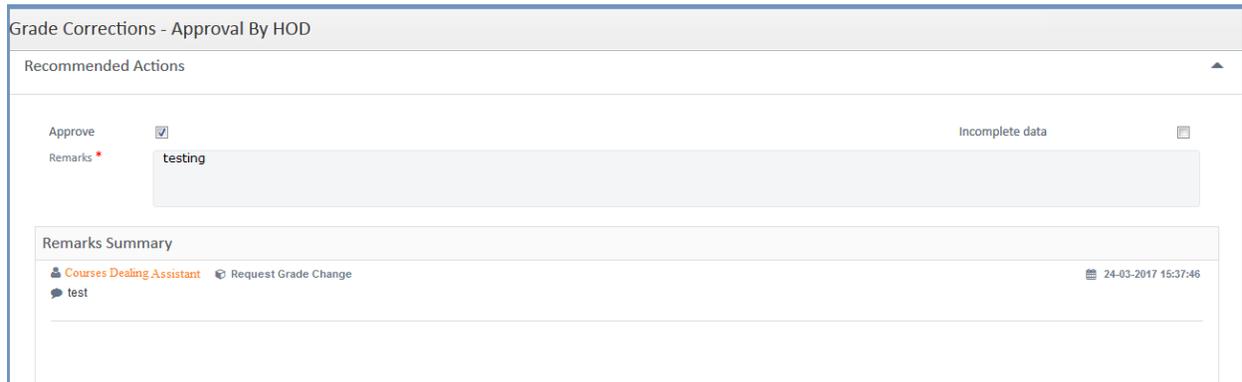


The screenshot shows a table with one row. The column header is 'Recommended Actions'. The row contains a 'Remarks' field with the text 'test' entered.

User enters the remarks in the ‘Recommended Actions’ grid and submits the task.

System generates an automated E-Mail alert to the initiator once the task is submitted

### **For HOD**



The screenshot shows the 'Grade Corrections - Approval By HOD' interface. It includes a 'Recommended Actions' table with 'Approve' (checked) and 'Incomplete data' options. A 'Remarks' field contains 'testing'. Below is a 'Remarks Summary' section with a message from 'Courses Dealing Assistant' dated 24-03-2017 15:37:46.

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the dealing assistant for additional details. All the other information will remain un-editable. User enters the remarks and submits the task.

**For Courses Dean**

Grade Corrections - Approval by Dean

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Recommended Actions ▲

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Approve  Incomplete data

Remarks \*

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Remarks Summary

Hod approval	Approval By HOD	24-03-2017 15:38:16
testing		
<hr/>		
Courses Dealing Assistant	Request Grade Change	24-03-2017 15:37:46
test		
<hr/>		

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the dealing assistant for additional details. All the other information will remain un-editable. User enters the remarks and submits the task