

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

Academic Office

No.Acd./PG-Circular/EndSemesterExam/2017

Date : 13<sup>th</sup> November 2017

**Sub : Submission of Grades for the End Semester Examination -  
Autumn Semester 2017-2018**

The Autumn Semester 2017-2018 End Examination is scheduled from 11<sup>th</sup> November, 2017 to 22<sup>nd</sup> November, 2017. **The last date of submission of grades is 4<sup>th</sup> December, 2017.**

Heads/Conveners of the academic units are requested to bring to the notice of all faculty/course instructors that the online grading is to be submitted latest by the 4<sup>th</sup> December, 2017 and also submit a duly signed hard copy of the grades to the Academic Office for record. **The ON-LINE interface will be closed on 4<sup>th</sup> December, 2017 (Mid-night).**

**All grades submitted after 4<sup>th</sup> December 2017 will be treated as `Late Grades' and are required to be submitted by stating the reasons for delay. As decided in the Senate, such late grades will be processed and accepted only after approval of the Chairman, Senate.**

In case of difficulty in printing from on-line grading interface, you may please send hand written copy of grades **on or before 4<sup>th</sup> December 2017.**

Sd/-

Joint/Assistant Registrar (Academic)

To,

All Heads of Departments/ Centres/ Schools and Conveners of Interdisciplinary Programmes

Cc:

1. Dean of Academic Programmes
2. Incharge, ASC Section – **for information**
3. The concerned Staff, Academic Section – To update the online system