IUB
Independent University, Bangladesh

Office of the Controller of Examinations

Notification

Spring 2024 Semester/ Trimester Final Examinations and Grade Submission

Spring 2024 Semester Final Examinations of all the undergraduate and graduate programs will be held in accordance with the schedule notified earlier. The grade reporting deadline of various programs is detailed below:

Programs	Examination Dates	Grade Reporting Deadline
All the undergraduate programs (except Bachelor of Pharmacy and Bachelor of Laws)	From Sunday, 21 April 2024 to Thursday, 25 April 2024	From Monday, 22 April 2024 to Thursday, 2 May 2024
Bachelor of Pharmacy	From Saturday, 1 June 2024 to Wednesday, 12 June 2024 and from Sunday, 23 June 2024 to Tuesday, 25 June 2024	From Wednesday, 26 June 2024 to Sunday, 30 June 2024
Bachelor of Laws	From Thursday, 30 May 2024 to Tuesday, 11 June 2024	From Wednesday, 12 June 2024 to Monday, 24 June 2024
All the graduate programs	From Sunday, 21 April 2024 to Thursday, 25 April 2024	From Monday, 22 April 2024 to Thursday, 2 May 2024

Concerned faculty members will have access to online grade submission during the dates as mentioned above. The URL for electronic grade submission is www.iras.iub.edu.bd

The faculty members are requested to submit all the grades meeting the deadlines. The uniform grading system and a suggestive tabulation sheet along with the guidelines for grade submission/ change are attached herewith for information and compliance of all concerned.

18 April 2024

Controller of Examinations

Uniform Grading System

Letter Grade	Numerical Equivalence	Explanation/ Types of Grades	Grade Point
A	90% and above	Excellent	4.00
A-	85% to less than 90%	Excellent	3.70
B+	80% to less than 85%	Good	3.30
B	75% to less than 80%	Good	3.00
B-	70% to less than 75%	Good	2.70
C+	65% to less than 70%	Passing	2.30
C	60% to less than 65%	Passing	2.00
C-	55% to less than 60%	Passing	1.70
D+	50% to less than 55%	Deficient Passing	1.30
D	45% to less than 50%	Deficient Passing	1.00
F	Less than 45%	Failing	0.00

Letter Grade	Explanation/ Types of Grades	Grade Point
I	Incomplete	0.00
W	Withdrawal	0.00
Y	Audit	0.00
O	Administrative Withdrawal	0.00
Z	No Grade Received	0.00
P	Pass	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
T	Repeated (Credit Not Allowed)	0.00
R	Repeated (Credit Allowed)	0.00
E	Examination	0.00

- The grade I (Incomplete) is given if any student has completed most of the course work but has not fulfilled all the requirements of the course. The student is required to complete all course work in consultation with his/ her course instructor before the end of the following semester, failing which the grade I converts to the grade F. In such a case, the student is not required to register for the course in the subsequent (following) semester.

- The grade W means withdrawal. A student may decide to withdraw from a course in consultation with his/ her instructor and academic advisor meeting the official deadline for withdrawal.

- The grade Y means audit. A student may decide to audit a course as per the rules and regulations. In such a case, the student is required to pay full tuition fees and attend the classes. However, he/ she does not need to complete any assignment and appear at any examination. No credit is earned.

- If any student is administratively discontinued by the management as a punitive measure, the student is given the grade O.

- The grade Z is officially assigned if no grade is received within the grade reporting deadline.

Independent University, Bangladesh (IUB)

School of ....

Department of ....

Section: .... **Course No.:** ....

Course Title:..

Semester: .... **Year:** ....

TABULATION SHEET *

Sl. No.	Student ID	Name of the Student	Class Test/ Quiz/ Assignment etc. (20)	Attendance (10)	Mid Term Exam (30)	Final Exam (40)	Total (100)	Grade

_____
Name and Designation of the Faculty

_____
Signature of the Faculty and Date

* It is a suggestive format of Tabulation Sheet. The distribution of marks may vary depending on the nature of course.

Grade Submission Guidelines

(1) The faculty members will log in IRAS for online grade submission. The URL for grade submission is www.iras.iub.edu.bd.

(2) The course instructors will maintain a detailed calculation with necessary break-up of marks in a tabulation sheet and submit the grades along with the tabulation sheet in PDF format directly to the system (i.e., IRAS) meeting the grade reporting deadline.

(3) The system (i. e., IRAS) will not allow submission of grade without uploading the Tabulation Sheet in PDF format.

(4) The Head of the Department, the Dean of the School, and the Controller of Examinations, as detailed below, will have access to preview the grades and tabulation sheets immediately after submission of the grades and tabulation sheets to the system (i.e., IRAS).
     (a) Head of the Department: The courses offered by the concerned department.
     (b) Dean of the School: The courses offered by the concerned school.
     (c) Controller of Examinations: The courses offered by all the departments and schools.

(5) Concerned Head of the Department, in consultation with the Dean of the School, will review the grades after grade submission in the following (subsequent) semester. The purpose of the review is twofold:
     (a) to remain vigilant regarding such issues and concerns as grade inflation, major fluctuations in grade distribution, and other inconsistencies; and
     (b) to explore the opportunities and make suggestions towards improvement in the grading system.

The Steps to be Taken for Grade Submission •

The faculty members are required to take the following steps for grade submission:

(1) Log in IRAS.
(2) Download the Grading System for detailed information regarding Grade Submission.
(3) Select Course ID and Section.
(4) Click the button 'Load Data'.
(5) Select the grade, as earned by each student.
(6) Click the button 'Get Token' (you can try maximum of 4 times).
(7) Check your IUB e-mail ID and get a Token. The Token will remain valid for 30 (thirty) minutes.
(8) Insert the Token in the blank box next to the button 'Get Token'.
(9) Browse the Tabulation Sheet in PDF format and check the grades.
(10) Click the button 'Submit' for final submission of the grades and tabulation sheets.

• The screenshot at page 4 may be seen.

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The Steps to be Taken for Grade Submission

The faculty members are required to take the following steps for grade submission:

- **(1)** Download the Grading System for detailed information in relation to Grade Submission.
- **(2)** Select Course ID and Section.
- **(3)** Click the button "Load Data".
- **(4)** Select the grade (except W, O, Y, Z, E, T and R) as earned by each student.
- **(5)** Click the button 'Get Token' (you can try maximum of 4 times).
- Check your IUB e-mail ID and get a Token which remains valid for 30 (thirty) minutes.
- **(6)** Insert the Token in the blank box next to the button 'Get Token'.
- **(7)** Browse the Tabulation Sheet in PDF format and check the grades.
- **(8)** Click the button 'Submit' for final submission of the grades and tabulation sheets'.

Campus	Dhaka Campus	Year	2022	Semester	Spring
Course ID	HRM370	Section	2		

Download Grading System

Load Data

Sl.	Student Id	Name of the Student	Grade
1	1610185	Minhaz Ahmed Bhuiyan	C+
2	1610190	Mehdy Hasan Arpon	A-
3	1611255	Parsa Fatema Ismail	B
4	1620466	Afrida Tasnim	B+
5	1631284	Md. Zihad Khan Shakkhar	B-
6	1710911	Shadman Rashid	B+
7	1711013	Farhin Jahan Nafisa	B+
8	1711137	Tahosina Era	B+
9	1711404	Syed Iqram Mahmood	C+
10	1721971	Famia Mubashira	A-
11	1730855	Anamika Yeasmin	B
12	1731021	Zannatul Ferdoush Zara	B+
13	1810244	Shahriar Rahi	B+
14	1810632	Sadia Islam Upoma	B+
15	1810795	Md.Touhidul Islam Saurav	B
16	1810860	Kaniz Fatema Ritul	C
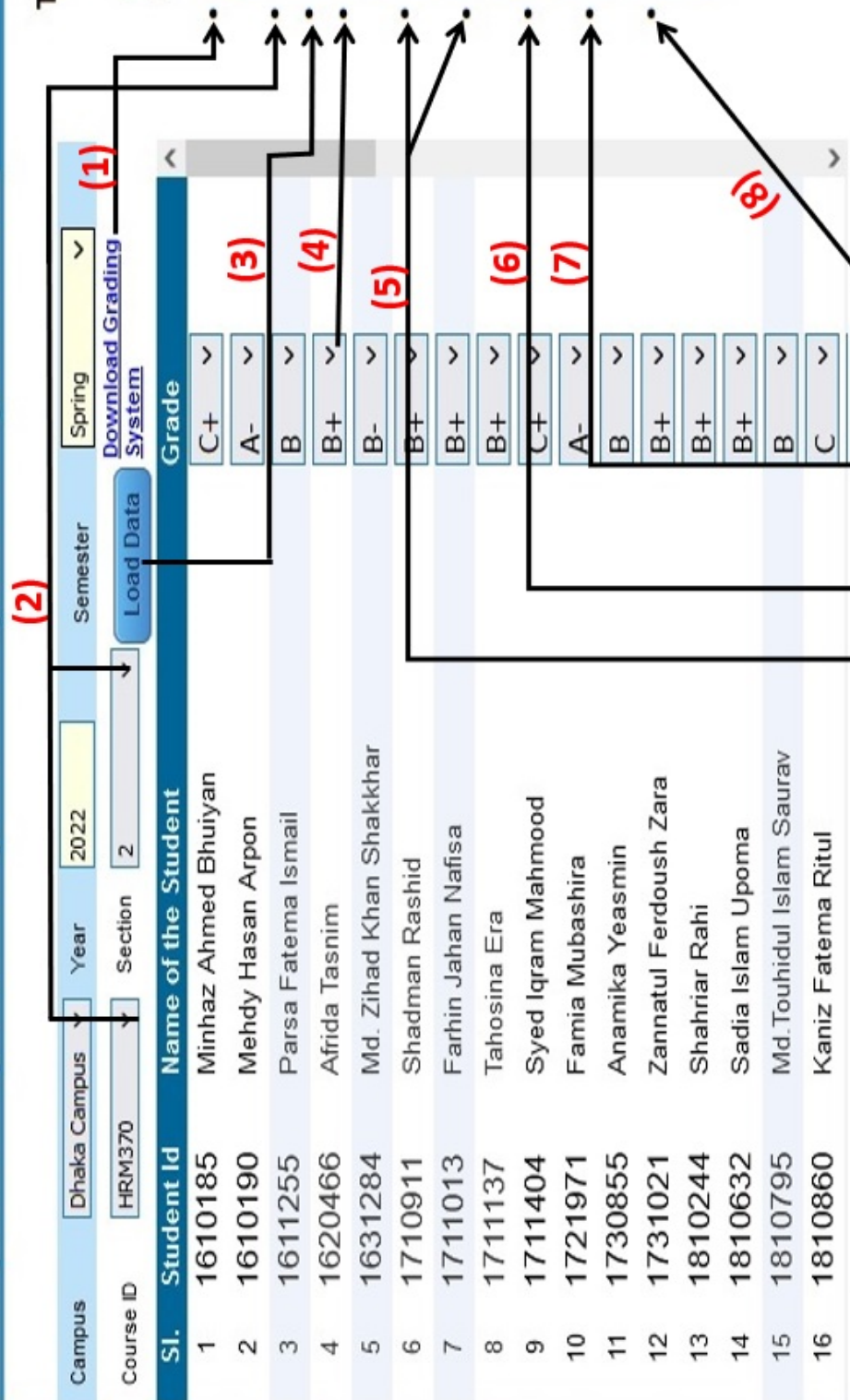
Get Token

Tabulation   Browse...   No file selected.

Submit | Preview Grade | Download Tabulation

(4)

Grade Change Guidelines

Grade change requests are considered only in extreme circumstances. Typically, change of grade is not encouraged merely to increase GPA of any student, or prevent any student on academic probation from being dismissed from IUB, or help any student qualify for financial assistance.

(1) Only the course instructor has the authority to initiate a request for grade change on any valid reason. In absence of the instructor, the Head of the Department can initiate grade change as a special case.

(2) If any grade has been assigned incorrectly due to clerical or procedural error, or because of failure to submit the grade by the grade reporting deadline, or due to any unavoidable circumstance, concerned instructor will submit a proposition for grade change in PDF format with precise reason and justification along with necessary break-up of marks as recorded earlier and as proposed for change to the Controller of Examinations through the concerned Head of the Department and the Dean of the School.

(3) The PDF will be detailed invariably with all necessary information including the Name of the Student, Student's Identification Number, Course Code, Course Title, Section (of the student for the course), Department (course's), School, Semester with Year, Current Grade (as recorded in IRAS) and the Grade Proposed for Change along with break-up of marks, Name and Designation of the Instructor, Status of the Instructor (part-time/ full-time), Employee Identity Number (instructor's), Instructor's e-mail Address, and Remark (if any).

(4) The PDF will be submitted to the concerned Head of the Department for review and further transmission.

(5) The PDF, as deemed appropriate, may be forwarded from the Head of the Department to the Dean of the School and, subsequently from the Dean of the School to the Controller of Examinations.

(6) The Head of the Department, the Dean of the School, and finally the Controller of Examinations will review the requested change to ensure that the University policies have been followed. Once the requested change is endorsed by the Controller of Examinations, the IRAS Team will inform the Course Instructor via a system generated mail. Upon receipt of the mail, the course instructor will log in IRAS, change the grade electronically and update the university database at the earliest.

(7) All information regarding grade change should be kept under strict confidentiality until the proposed change is finally endorsed. The grade, as proposed for change, may not be accepted for any non-conformity of the university policies and/ or information error. In such a case, concerned instructor will be informed by the Head of the Department/ the Dean of the School/ the Controller of Examinations, as appropriate.

(8) IUB official e-mail ID should be used invariably for any correspondence in relation to grade change.

(9) If the grade of a student is recorded as W (Withdrawal) due to any reason, the student may apply through proper channel before the examination week for removal of the grade. Any change relating to Withdrawal is discouraged after the examination unless there is a very special or compelling case.

The Steps to be Taken for Grade Change: •

The faculty members are required to take the following steps for grade change:

(1) Log in IRAS.
(2) Download the Grading System for detailed information regarding Grade Change.
(3) Select Year, Semester, Course ID and Section.
(4) Type Student ID
(5) Select the grade you propose for change.
(6) Click the button 'Get Token' (you can try maximum of 4 times).
(7) Check your IUB e-mail ID and get a Token. The Token will remain valid for 30 (thirty) minutes.
(8) Insert the Token in the blank box next to the button 'Get Token'.
(9) Browse your proposal (in PDF format) for grade change with precise reason/ justification and necessary break-up of marks (both recorded and proposed).
(9) Click the button 'Submit' for final submission of your proposal in PDF format to the concerned authority for review and/ or approval in due course.
(10) Click 'Grade Change Status' to update the university database on receipt of approval from the Controller of Examinations.

• The screenshot at page 7 and page 8 may be seen.

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The Steps to be Taken for Grade Change

1. Grade Change Request

Year	2022	Semester	Spring	Course ID	HRM370	Section 2
Course Title	Labor Economics and Compensation Theory		Name of the Faculty	A.N.M. Shibly Noman Khan		
Student ID	1820227	Sadia Islam				
Recorded Grade	B	Proposed Grade	A			

Get Token

Grade Change Proposal in PDF   **Choose File** No file chosen   **Submit**

2. Grade Change Status

Semester	Course ID	Sec.	Student ID	Recorded Grade	Proposed Grade	Remarks (if any)	Status	Update
Spring 2022	HRM390	1	1820316	B	C-		Pending	Update
Spring 2022	HRM370	2	1820227	B	B+		Approved	Update

(1) The faculty members are required to take the following steps for grade change:

Download the Grading System for detailed information in relation to Grade Change.

(2) Select Year, Semester, Course ID, and Section.

(3) Type Student ID.

(4) Select the Grade (except W, O, Y, Z, E, T and R) you propose for change.

(5) Click the button 'Get Token' (you can try maximum of 4 times).

Check your IUB e-mail ID and get a Token which remains valid for 30 (thirty) minutes.

(6) Insert the Token in the blank box next to the button 'Get Token'.

Browse your proposal (in PDF format) for grade change with precise reason/ justification and necessary break-up of marks (both recorded and proposed).

(7) Click the button 'Submit' for final submission of your proposal in PDF format to the concerned authority for review and/ or approval in due course.

(8) Click 'Grade Change Status' to update the university database on receipt of approval from the Controller of Examinations.

(9)

(7)

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1. Grade Change Proposal Download Grading System

Semester	Student ID	Course ID	Sec.	Name of the Faculty Member	Recorded Grade	Proposed Grade	Application in PDF	History	Remark's in around 300 words (if any)	Sent Back	Forwarded	Approved
Spring 2022	1820316	HRM390	1	A.N.M. Shibly NomanKhan	B	C-	Application	G.C.H.		Sent Back	Forwarded	Approved

2. Grade Submssion Status

Year	Semester	Course ID	Name of the Course	Sec.	Name of the Faculty Member	Tab.Sheet	Grade
2022	Spring	HRM410	Contemporary Human Resource Practices in Bangladesh	1	A.N.M. Shibly Noman Khan	TabSheet	Grade
2022	Spring	HRM410	Contemporary Human Resource Practices in Bangladesh	2	Afreen Ahmad Hasnain	TabSheet	Grade
2022	Spring	HRM460	International Human Resource Management	1	Awal Al Kabir	TabSheet	Grade
2022	Spring	HRM460	International Human Resource Management	2	Abdullah Al Ahad	TabSheet	Grade
2022	Spring	HRM460	International Human Resource Management	3	Afreen Ahmad Hasnain	TabSheet	Grade
2022	Spring	HRM380	Industrial Law and Relations	1	Bushra Sanjana	TabSheet	Grade
2022	Spring	HRM380	Industrial Law and Relations	2	Shafiqul Alam	TabSheet	Grade
2022	Spring	HRM543	Labor Relations & Collective Bargaining in a Global Economy	1	Shoaib Ahmed	TabSheet	Grade
2022	Spring	HRM545	Personnel Training & Development	1	Shoaib Ahmed	TabSheet	Grade
2022	Spring	HRM546E	Strategic Human Resources Management	1	Faizul Latif Chowdhury	TabSheet	Grade
2022	Spring	HRM370	Labor Economics and Compensation Theory	1	Bushra Sanjana	TabSheet	Grade
2022	Spring	HRM370	Labor Economics and Compensation Theory	2	A.N.M. Shibly Noman Khan	TabSheet	Grade
2022	Spring	HRM541	Manpower Planning and Personnel Policy	1	Mohammad Thoufiqul Islam	TabSheet	Grade
2022	Spring	HRM542E	Labor & Industrial Law	1	Ziaur Rahman	TabSheet	Grade
2022	Spring	HRM360	Manpower Planning and Forecasting	1	Abdullah Al Ahad	TabSheet	Grade
2022	Spring	HRM360	Manpower Planning and Forecasting	2	Shafiqul Alam	TabSheet	Grade
2022	Spring	HRM390	Strategic Human Resource Management	1	A.N.M. Shibly Noman Khan	TabSheet	Grade
2022	Spring	HRM390	Strategic Human Resource Management	2	Ikramul Hasan	TabSheet	Grade

(8)