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## Notification Regarding "I" Grade

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**DoAA Office** <doaaoffice@thapar.edu>  
To: students@thapar.edu  
Cc: doateam@thapar.edu

Tue, Jan 6, 2026 at 12:42 PM

### **NOTE: READ THIS EMAIL CAREFULLY**

Dear Students,

I hope this message finds you in good health.

This is to inform you about the procedure for applying for an **'I' (Incomplete) grade**. Students who were unable to appear in the **End Semester Test (EST)** of any course due to **genuine medical reasons** may apply for the award of an 'I' grade.

*In addition, to accommodate cases related to placement-related clashes and postponed examinations (8 December 2025), two new categories have been incorporated into the list of permissible reasons. This enhancement has been introduced to support affected students and ensure that their cases receive appropriate consideration.*

The procedure for applying for an 'I' grade is outlined below:

**Step I:** The concerned student must submit a **duly filled online application** through the e-ticketing system at: <https://eticket.thapar.edu/> [LAST DATE TO APPLY IS 16<sup>th</sup> January 2026]

After logging in, select the option **"DoAA – Application for I-Grade"** from the drop-down menu. Students are advised to carefully read the requirements and instructions provided on the e-ticketing portal. All information must be supported by **authentic and verifiable records**. Submission of incorrect, misleading, or false information may lead to the **direct award of an 'F' grade** in the concerned course.

**Step II:** The application submitted through the e-ticketing system will be scrutinized by the **DoAA office**. If found eligible, the request for the 'I' grade will be approved. The approved 'I' grade will be reflected in the student's **WebKiosk** approximately **7–10 days after the declaration of the current semester results** (tentatively around **25<sup>th</sup> January 2026**).

**Step III:** Students whose cases are approved by the DoAA office must subsequently apply for the **Auxiliary Examination** once the relevant form is notified and pay the prescribed examination fee. The Auxiliary Examinations are tentatively scheduled to be held in the **first/second week of February 2026**.

*Certain scenarios are eligible for exemption from the examination fee. Therefore, students are advised not to send individual emails to the DoAA or the DoAA Office requesting a fee waiver. Details of the scenarios for which the fee is waived will be explicitly communicated in a subsequent email issued along with the Auxiliary Examination notification.*

For any further clarification, students may contact the **DoAA office**.

Many Thanks,

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**Office of Dean Academic Affairs**  
**Thapar Institute of Engineering & Technology**  
**(Deemed-to-be-University)**  
**Patiala -147004 (Punjab), INDIA**  
**Phone: 0175-2393012, 2393232**  
**Email: [doaaoffice@thapar.edu](mailto:doaaoffice@thapar.edu)**