



# IIBM EXAM POLICY

Issued on June 2019

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## About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India.

Under MOSC, runs the prestigious **Bombay Orthodox Diocese Centre**, more popularly known as the **Bombay Diocese**. Under the aegis of the **Bombay Diocese**, two Trusts of **MOCCB and VES**, pioneering in education from KG to PG, are well known for its chain of educational institutes established all over Maharashtra & Gujarat.

The **VES Trust**, hosts a total of three institutes namely **IIBM, DMTIMS and WCCBM** in its Sanpada, Navi Mumbai Campus.

The **Indira Institute of Business Management (IIBM)** was established in the year 2008. The Institute houses one post graduate program **Master of Management Studies (MMS)** in affiliation with **University of Mumbai** and approved by the **All India Council of Technical Education (AICTE)** and Government of Maharashtra with an intake capacity of 120 seats with the University of Mumbai syllabus for its academic curriculum.

Dotting its landscape with a vibrant array of shopping malls, multiplexes, and entertainment hubs around, IIBM is an ideal locale for students aspiring to seek higher education in management.

Since its founding in 2008, IIBM has produced more than fifteen cohorts of student leaders, each distinguished by a global outlook, who have not only carved out prominent leadership positions in the corporate but also sustain an active alumni network both nationally and internationally. The Institute continues to nurture a culture and environment that reinforce its overarching vision, instilling values that shape character and foster a competitive learning atmosphere, thereby empowering every member of its community to realize their fullest potential.

### **Vision:**

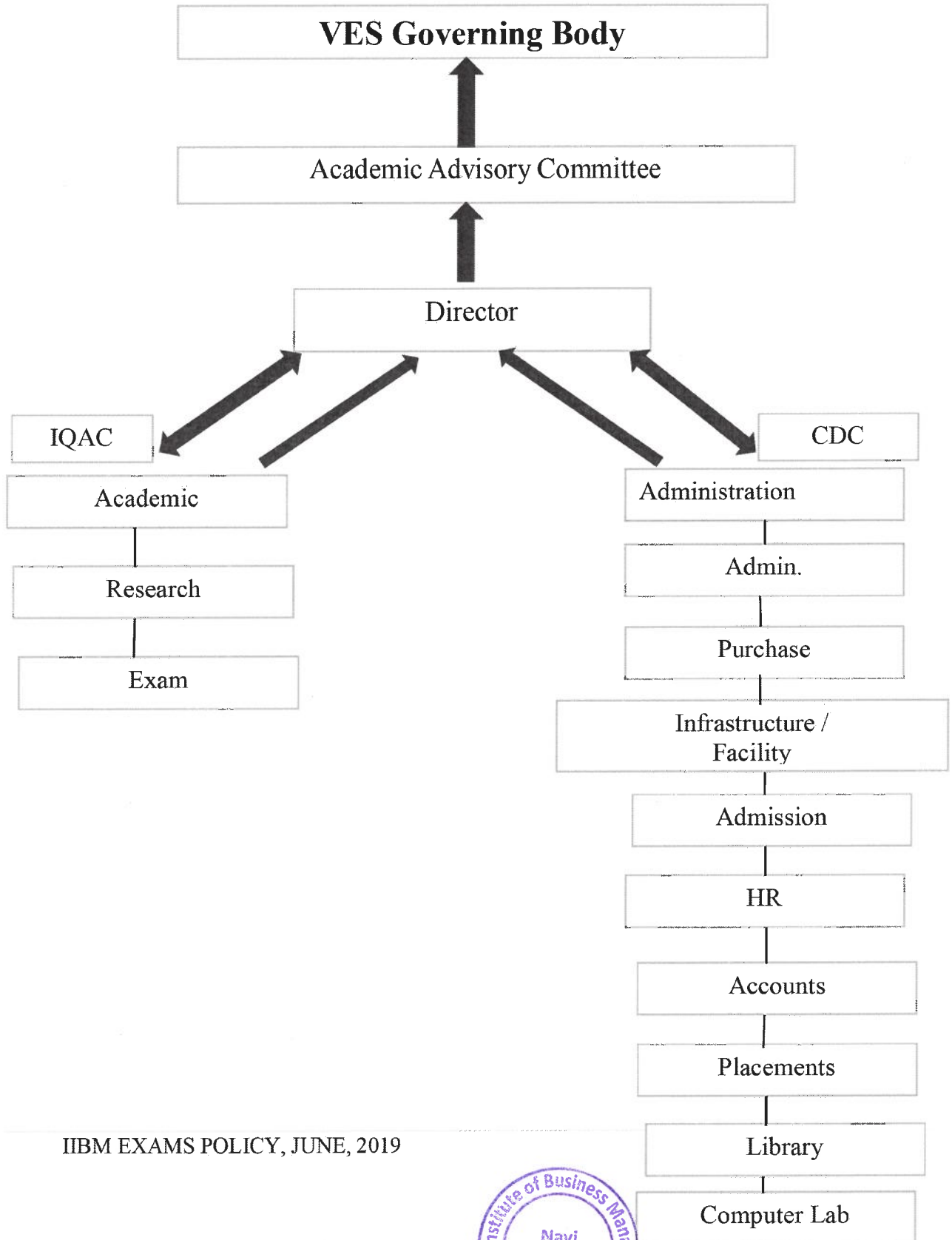
To be one of the most preferred Institutes in higher management education.

### **Mission:**

- To provide education that enables students to apply knowledge of management in their respective domains.
- To inculcate and nurture a sense of ethics and values among students.
- To develop managerial, analytical and collaborative skills related to the business environment.



## Organogram of IIBM



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This IIBM Examinations Policy document outlines the principles, guidelines, and operational procedures governing examinations of the **Master of Management Studies (MMS)** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)**. The objective is to ensure transparency, rules and structure based implementation of examinations and compliance with regulatory frameworks.

## **Section 1: Examination Office**

### **1. About the Examination Office:**

The Examination office of Indira Institute of Business Management (also referred to IIBM) lies within the campus of IIBM. It is a fully functional department of the Institute with specific objectives that are later mentioned in the below document, having an organization structure and fixed duties and roles for each staff in the Exam office.

The Exam office is functional during the working hours whereby students can approach any staff in the Exam office for purposes related to their exam, mark lists, transcripts, or correspondence with the University of Mumbai in relation to their exam.

#### 1.1 The objectives of the Exam office are:

1. To ensure that Exams (Internal and University related) are carried out at the specified times in a smooth manner.
2. To ensure fair and equitable process in conducting the exams.
3. To ensure that students receive mark list at the end of every semester exam
4. To ensure that students grievances and suggestions related to exams are heard and solved in the best manner possible.



## 1.2 Composition of the Exam office

Sr. No:	Designation	No:	Major Duties (not limited to)
1.	Head - Examination / Examination Incharge	1	Ensure proper conduct of exams, declaration of timetable, decision on unfair means, declaration of results
2.	Examination Officer	1	Ensure proper conduct of exams, Documentation works related to exam, transcripts, university correspondence, mark list printing

The Examination office has drafted the following policies to ensure that the exams are being carried out fairly, smoothly and in the most effective manner. The policies have been drafted keeping in view of the University of Mumbai examination norms and regulations too.

The Examination Office is solely the statutory authority for conducting the Examinations (Internal and University assessed papers) and making policy decisions regarding the same.

## **Section 2: Examination Details**

### **2.1 Introduction of Credit and Grading System**

MMS syllabus based on the Choice Based Credits and Grading System. (CBCGS) as per the University of Mumbai norms is evaluated as

### **2.2 Course Evaluation Scheme**

Each subject is of 100 marks is evaluated by

- 1 Semester end Examination will be conducted for 60 Marks
- 2 Internal Assessments will be conducted for 40 Marks.

The allocation of 40 marks for the Internals, shall be on the following basis: -

- 1 Attendance (5 marks)
- 2 Class Room Participation (5 Marks)
- 3 Class test (10 marks)



- 4 Alternatively, the above can be combined to ensure a mid-term test of 20 marks
- 5 The rest of the 20 marks can be allotted through the below mentioned activities at the faculty's discretion.
  1. Group Presentations
  2. Case Studies
  3. Assignments
  4. Projects
  5. Quizzes
- 6 If in a certain academic year, the decision is to implement the midterm examinations, then it should be ensured that the midterm examinations are held of each subject of that particular AY.

### **2.3 Semester Examinations**

The MMS degree programme under the new credit-based grading system shall be of two years duration consisting of Four (04) Semesters. It is suggested that, depending on the dates of course commencement and examination dates declared YoY, by the University of Mumbai, the semester examinations for the Master of Management Studies will be held at the end of every semester i.e., at the end of Semester I, Semester II, Semester III and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e. November / December), Semester II examination will be held in the first half of the calendar year (April / May), The Semester III examination will be held in the Second half of the academic year (i.e. November / December), Semester IV examination will be held in the first half of the calendar year (April / May) respectively.

### **2.4 Examination / Assessment and Grading**

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination. Internal Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually. The modes of evaluation and distribution of weight age for each of the assessments is given in the syllabus manual of the programme. Normally weightage of Internal Assessment and End Semester Examination is 40 and 60 percentage respectively.

**Mode of Assessment/Evaluation Mode of Evaluation for Theory Course: -**

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The various modes of assessment used for rating learners' performance in a theory course include

1. Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 40 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.
2. The end semester examination will be held at the end of the Semester planned by the Institute and the relative weightage for this would be 60 percent. It is normally of 3 hours duration and will cover the full syllabus of the course. The end semester examination is mandatory. The grade for theory courses can be awarded only after successful completion of both Internal Assessment and End Semester Examination of the respective course.

### **2.5 Grading of Performance**

#### **Letter Grade and Grade Point Allocation**

The Credit and Grading System in MMS Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for MMS program are given below: A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. The student should reappear for the said evaluation/examination in due course.

Range of % of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 & Above	O	10	Outstanding	9.51-10
75-79.99	A+	9	Excellent	8.51-9.50
70-74.99	A	8	Very Good	7.51-8.50
65-69.99	B+	7	Good	6.51-7.50
60-64.99	B	6	Fair	5.51-6.50
55-59.99	C	5	Average	4.51-5.50
50-54.99	P	4	Pass	4.0-4.50
Below 50	F	0	Fail	< 4





Absent	AB	0	Fail
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## **2.6 SGPA / CGPA Calculation**

### **SGPA/ CGPA Calculation**

#### **Semester Grade Point Average (SGPA)**

The performance of a learner in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the learner during the Semester. For example, if a learner passes five courses (Theory/Projects etc.) in a semester with credits  $C_1, C_2, C_3, C_4$  and  $C_5$  and learners grade points in these courses are  $G_1, G_2, G_3, G_4$  and  $G_5$  respectively, then learners' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the "*F* or *AB*" grade awarded in that semester. For example if a learner has failed in course 4, the SGPA will then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 \text{ * ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

## **2.7 Cumulative Grade Point Average (CGPA)**

### *Heads of Passing*

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g., 40 marks (IA), 60 marks (ESE). Passing standard will be 50% in each individually, i.e., 20 marks in (IA) and 30 marks in ESE.

### **2.8 Promotion of Learner and Award of Grades**

A learner will be declared PASS and be eligible for Grade in M.M.S. course (Post Graduate Programme) if a learner secures at least 50% marks separately in each head of passing as mentioned above.

***Report Card will contain only Grades and no numerical marks.***

At the end of each Semester the Grade card which states the performance of the learner in that Semester, is prepared and issued to the learner. The Grade Card will contain the courses undertaken by the learner,



credits of each course, Grade obtained by the learner and SGPA / CGPA in the format given by the University.

### **2.9 Carry Forward of Marks**

In case of a learner who does not fulfill criteria mentioned in section 2.8 and fails in the Internal Assessment and/or End Semester Examination in one or more courses:

- 1 A learner who PASSES in the Internal Assessment but FAILS in the End Semester Examination of the course shall reappear for the End Semester Examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2 A learner who PASSES in the End Semester Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Assessment of that course. However, his/her marks of the End Semester Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

### **2.10 Re-examination of Internal Assessment and End Semester Examination**

Re-examination for Internal Assessment and End Semester Examination should be completed, as per the schedule planned by the respective institutes, before the commencement of next semester theory examination.

Example: A learner who is supposed to reappear for Internal Assessment or End Semester Examination in Semester-I course will appear for the re-examination before commencement of End Semester Examination of Semester-II. However, if a learner must appear for the reexamination for a subject in semester II, then the examination should be conducted and the result should be declared by the institute before the examination forms for the semester III are sent to the University.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment



problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period.

### **2.11 Rules for Standard of Passing and Allowed to Keep Terms (ATKT)**

1. Under the newly introduced credit-based grading system of MMS programme, a learner in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e. internal examination and external examination, as per the standard of passing.
2. Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as “Fail” as per the standard of passing of examination.
3. A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS programme.
4. A learner who has failed in more than two subjects/papers/courses in the Semester I exam shall not be permitted to proceed to Semester II of his/her first year MMS programme. He/ She will, however, be eligible to re – appear for the subjects in which he /she has failed in the first semester by re – registering himself/herself in the supplementary examination to be conducted by the institute.
5. A learner who has passed in both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS programme.
6. A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS programme.
7. A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS programme. She/he will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester by re – registering himself/herself in the supplementary examination to be conducted by the institute/university or both.



8. A learner who has passed in all the semester examinations of MMS i.e Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re – register himself/herself for improvement of his/her semester examination results.

9. A learner who has not appeared in the internal examinations conducted by the institute for due to hospitalization shall as a special case be permitted to appear in those subject (s)/ course(s)/ paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Director of the institute.

### **2.12 Award of Grace Marks for Passing a Course**

Maximum grace marks to be awarded per course are classified as

1. Grace marks awarded for passing the course (as similar with Ordinance 0.5042 of University of Mumbai)
2. Grace Marks awarded for Passing a Semester (as similar with Ordinance 0.5045 of University of Mumbai.)

### **2.13 Unfair Means Resorted by candidates in the Conduct of Examinations.**

Resorting to malpractices at examinations is a serious crime in the educational system in general and examination system in particular. It shows disrespect towards the college and demotivates sincere candidates. Hence, such cases need to be dealt with sternly and individuals involved need to be punished. Various malpractices during examinations involve any acts done by the examinees at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral act. These may include activities such as copying the answers of other candidate/s, unwarranted signalling at the time of examination, carrying prohibited material along at the time of taking the examination, disclosing own identity through the answer book, putting pressure on the examiner/s, etc. In such cases the decision of the Unfair Means Inquiry Committee (UMIC) is final.

### **2.14 Rules for Attendance/ Detention**

The following are the rules for appearing for semester exams



- 1 The student will be allowed to appear for semester exams if the consolidated attendance for all subjects per semester of a student is **above 75%** and students having below 50% are detained from appearing for Semester exams. The student might be allowed to appear for exams in extreme cases, with appropriate prior approval from the Directors office, in writing, supported with leave of absence and its valid documentation.
- 2 The student will not be allowed to appear for the semester exams in case of any deficit in payment of their fees.
- 3 The student will not be allowed to appear for exams if the student has been involved in any malpractice/undesired behavior and in case of related pending cases against the student

### **2.15 Fine and Penalty:**

The following chart shows the various fine/penalty that might be imposed in certain circumstances

<b>Sr No:</b>	<b>Particulars</b>	<b>Fine Amount (Rs)</b>
1	Reporting for exam without Hall ticket	Rs. 200 (Rupees Two Hundred Only)
2	Reporting for exam without ID card	Rs. 200 (Rupees Two Hundred Only)
3	Reporting for exam not in IIBM uniform <b>(Uniform means: IIBM Uniform Shirt, Trousers, Uniform IIBM T-shirt, Black Formal Shoes)</b>	Rs. 200 (Rupees Two Hundred Only)
4	Re issue of Hall tickets (in case of damage to old ones)	Rs 200 (Rupees Two Hundred Only)
5	<b>Re-VIVA</b> of SIP and Final Year projects of Functional, Social relevance and General each	Rs. 200 (Rupees Two Hundred Only) per project
6	<b>Re-exam</b> fees per subject	Rs. 500 (Rupees Five Hundred Only) per subject  (Which is more or less the charges of ATKT as per the norms of University of Mumbai)
7	<b>Re-evaluation</b> fees per Subject	Rs. 100 (Rs One Hundred Only)



## **Section 3: Conduct of Examination**

### **I. Pre Examination Tasks**

#### **3.1 Preparation of timetable**

- 1 Examination Department shall strive to prepare the examination time table at least 20 days prior to the commencement of the examination. This shall be done in consultation and consideration of the other departments like Academics, Placements etc.
- 2 The time table is to be approved by the Director. The approved timetable is to be sent to the students at least 15 days prior to the start of exams.

#### **3.2 Issuing of Hall ticket form and receipt of filled hall ticket forms from student**

- 1 The Exam office should intimate the students at least one week before regarding the issue of blank hall tickets by email. The day and time that the students can collect the blank forms should also be mentioned.
- 2 The student should fill in the details in the hall ticket form and handover the same to the Exam department within 2 days of receipt of the blank form. The student should ensure that the details are correct and the latest photo of the student is pasted in the form. Hall ticket forms with incorrect details /without signature / without proper photo might be rejected and returned back to the student

#### **3.3 Rules for Issue of Hall ticket forms to students**

- 1 Students who have deficit in fee or those students who do not fulfil 75% attendance will not be issued hall ticket form
- 2 In case of fee default, in extreme cases with the permission of the Director, students may be issued hall tickets on the assurance that they will pay the remaining fees or else the exams written by those students will be considered void and cancelled



- 3 In case if students do not fulfil their attendance even after the students are given chance, then then the exams written by those students will be considered void and cancelled
- 4 No hall ticket will be issued on the first day of exam
- 5 New Hall tickets will be issued in case if old hall ticket is damaged/lost and will incur fine as per the fine chart mentioned in Sr. No. 2.15

### **3.4 Receipt of Question paper and Printing of question paper**

- 1 2 sets of question paper should be sent by the subject faculty to the exam date before one week of start of exams as per the format sent by the Exam office.
- 2 Question paper should be checked for quality and format. In case if the Question paper does not adhere to the format style or quality then the subject faculty might have to prepare a new set of question paper and sent the same to the exam department.
- 3 The Exam office staff should ensure the quality of the question paper before printing the same.
- 4 The question paper should be printed in the presence of any staff in the Exam department. It should be sealed and kept in safe place till the start of the exam.
- 5 Question papers should be printed as per the number of students in each exam room. The room number, number of students, subject name, batch, and the semester exam name should be mentioned in the envelope containing the question paper
- 6 2 questions papers should be printed additionally for each exam room and kept along with the question papers in the envelope.

### **3.5 Preparation of Seating arrangements & Invigilator chart.**

1. The exam office should inn the meanwhile, prepare the students seating arrangements based on the number of students appearing for the exam and the seating capacity of the exam room
2. One room should be allocated for safe keeping of bags of students and should be marked as 'Bag deposit room'
3. Ideal space should be maintained in between the seats of students in the exam room so that the



invigilator can move in between the seats and cross talks between students can be avoided.

4. Invigilators should be assigned based on 1 invigilator: 40 students
5. Invigilator duty chart should be set based on available faculty or non-faculty (ensure that faculty do not have class/duty or non-faculty do not have urgent duties on those days) and it should be ensured that the same subject faculty who teaches the subject is not kept as invigilator for the exam day.
6. Invigilator duty chart should be approved by the Director and signed by each of the invigilators to avoid last minute confusions. Changes in the Invigilator duty list have to be approved by the Exam in charge and Director

## **II. During the course of the Examination Tasks**

### **3.6 Instructions for Invigilator**

1. Invigilators should report to the Examination Office 20 minutes before the start of exam for collection of answer booklets, question papers and stationery.
2. Invigilators should reach the examination hall 10 minutes before the start of exam after which the students should enter the exam room.
3. Invigilators should not carry any electronic device (mobile phones/wireless devices are restricted) or any books to the examination hall. All requirements are to be informed to the Office assistant/peon who will be stationed outside the exam room
4. Invigilator is to take signature from 2 students on the envelope containing the Question paper.
5. Invigilator is to sign on the Main answer booklet after ensuring that the students have entered all the details in booklet. Invigilator must ensure that all additional answer sheets are signed and Institute seal is present in all answer sheets.
6. Invigilator should ensure that students have Hall tickets, ID card and are in uniform. In case of any default in the mentioned requirements, Exam in charge is to be informed and the decision is to be taken.
7. Invigilator is to ensure that attendance form and Supervisor report is filled.





8. Invigilators should ensure that the white/black boards in the examination hall are clean except for the seating arrangements or instructions mentioned by the Exam office.
9. Invigilators should immediately report to the Examination In-charge or the Director for any case of copying or misconduct by a student during the examination. Observed details should be mentioned on the first sheet of the answer booklet. The students should not be allowed to continue writing the exam.
10. Unfair means format should be filled, signature of the students should be taken and all documents are to be sealed and handed over to exam department for safe custody. This will be presented in the Exam Committee.
11. Invigilators are to inform the students to tie their papers when the bell for the last 10 minutes rings.
12. Reliever is assigned to the class room and his duty is assigned for 10 minutes maximum. Kindly resume exam supervision duty within the allotted time.
13. Reliever has to sign the attendance chart available with the supervisor.
14. Internal swapping of invigilation duties must be avoided (unless in case of emergencies only with prior permission from Director and Exam in charge) so that last minute confusion can be avoided.
15. Invigilators are to collect the papers when the final bell rings. All students are to submit the papers and invigilator should ensure that all students have submitted the papers
16. The Invigilator is to handover the answer sheets to the exam department properly based on the roll numbers of students and inform the exam department regarding any absentees
17. The exam department must ensure that all papers are received properly in roll number sequence. The exam department will keep the same answer sheets in sealed envelopes to be handed over to the concerned subject faculty for correction

### **3.7 Instructions to students**

1. All the students are to appear for their exams in IIBM Uniform (IIBM Uniform Shirt, Trousers, Uniform IIBM T-shirt, and Black Formal Shoes) except on Wednesdays when the students can wear



the IIBM official T-shirts and clean jeans. (Jeans should not be torn / patched/ unclean). They should wear clean and polished black shoes every day.

2. All students are to bring their ID card and Hall ticket. Do not write anything on Hall ticket/ ID card.
3. Fine or penalty will be imposed if the students are not in Uniform/not bringing their ID card/Hall ticket. (Please check the fines chart given below)
4. Hall Tickets should be maintained properly and it should be produced, when asked during the exams to the Invigilator.
5. Students are to enter the exam room 10 minutes before the start of exam and after the Invigilator enters the exam room.
6. Students will not be allowed to enter the exam room 15 minutes after the commencement of the examination. Those who are reaching after 15 minutes of the start of exam will not be permitted to write the particular subject exam.
7. Students are not allowed to move out of the exam room during the exams for whatever reasons. In case they want to leave the exam room, it should be after submission of their answer sheets only
8. Those who do not want to write their exams can do so only after 30 minutes of the start of exam.
9. Books, study materials, note books, blank papers are not allowed to be carried inside the exam room. Please check for any papers/notebooks lying near your seats and report to the invigilator regarding the same.
10. Transparent Pouches and Transparent Water Bottles are only allowed in the Exam room.
11. Only Regular calculators are allowed for the exam wherever required unless until separately conveyed in writing by the respective faculty.
12. Mobile phones, smart watches and any other wireless devices are not allowed inside the Exam room. They should be kept in your bags in silent mode.



13. No student should enter the examination room with the bags. Bags should be kept outside the exam hall at the designated rooms. This room will be opened 15 min prior to exam then locked and then re-opened for 15 minutes from the final bell of exam.
14. Ensure to write proper details on the top of the Main answer booklet within the first 15 minutes. Do not write your names. Students are to ensure that they have signed the Main answer booklet before submitting it to the Invigilator.
15. Students are not allowed to talk inside the exam room, look around wasting time or engage in gestures during exam. Eating, chewing gum is strictly prohibited during exam
16. Students are not allowed to exchange stationery among themselves during exam. Students are to bring their own self-sufficient stationeries with them. No exchanges or sharing of items will be permitted.
17. Students must submit the Main answer booklet along with the supplementary answer sheets to the Invigilator. Invigilator will not accept those answer sheets that are handed over by the students late/after the student has left the exam room with the answer sheet.
18. On completion of the paper, students are to leave the examination hall only after getting permission from the Invigilator.
19. No student will be allowed to move out of the exam room if they complete within the last half hour. In case if any student completes within the last half hour of the exam, they are to reverse their answer books on the table and remain silent till the completion of the exam.
20. No Unfair means in the exam will be accepted. Answer sheets of the defaulters will be confiscated. Those who adopt any kind of unfair means will be suspended from appearing for the rest of exams with immediate effect after meeting necessary documentations.

### **3.8 Unfair Means Action:**

1. In case if any student is seen to practice any unfair means the following steps should be followed:
2. Confiscate the paper and any other material (including electronic items) found in the possession of the student.
3. Inform the Exam in charge immediately



4. Hand over the answer sheet and the material confiscated to the Exam in charge
5. Unfair means format shall be filled with the signature of the Invigilator/Reliever and the student
6. Examination department will forward all such cases under misconduct or unfair means during the entire period of examination for investigation and decision to the Unfair means Committee
7. The Examination department will inform the date of hearing to both the Unfair Means committee members and student who was caught under the unfair means.
8. The student shall appear in person before the Unfair Means Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein.
9. If the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, based on the available evidence/documents, which shall be binding on the student concerned.
10. The decision will be informed to the students and same will reflect in the result release by the Examination department.
11. The quantum of the punishment will be based on the evidences produced and the degree of misconduct. It can range from dismissal /suspension from institute to monetary fine.

### **III. Post Examination Tasks**

#### **3.8 Correction of Answer papers**

1. The exam office should inform all faculty and non-faculty on the last day of completion of the exam by official email regarding the completion of the Semester exams
2. The exam office shall intimate the subject faculty to collect the answer sheets and sign in the handover format
3. It is suggested that the Exam Office will strive to practice Central Assessment of papers, to the extent possible. The CAP center will be inside the Institute premises itself. CAP period should not exceed 7 working days during which the faculty of the concerned subjects are to correct the answer sheets and submit the marks to the Exam office.



4. The concerned faculty shall correct the answer sheets within one week of receiving the answer sheets and submit the external marks (60 marks) to the Exam office
5. Internal marks (40 marks) should also be handed over within the date stipulated by the exam office to consolidate the marks of the students
6. In case if students fail in the Internals, then the concerned subject faculty is to provide a task/assignment which the students has to complete within the time specified by the faculty, or else if the students does not submit the same, the marks as given by the faculty will be taken and the student declared as Failed in Internal.

### **3.9 Grace Marks**

1. The process of grace marks will be simultaneously completed by the Examination department
2. Grace marks will be clearly shown in the consolidated mark list which is to be handed over the Director
3. A student shall be entitled to the benefit of grace marks as per decision of the Examination Review Committee.
4. Once a student gets grace marks then he/she cannot avail further grace marks for the same subject.
5. If a student fails even after granting of grace marks, then the decision is to be made by the Director, Exam review Committee and the concerned faculty and their decision will be final. The same decision is to be documented as 'Resolution' which is kept by the Exam office for future reference.

### **3.10 Declaration of results**

1. The Exam office consolidates all the marks received from the concerned subject faculty and prepare the initial mark list of all students.
2. Grace marks is applicable as per the University norms (1% of the total marks of all the subjects in a particular semester i.e., if in a semester there are 8 subjects and the total marks is 800 then the student is eligible for a grace mark of 8 in all the subjects combined)
3. The result of the semester examination should be declared within 45 days of the last day of the exam
4. The names of those students who have successfully completed their semester exams (both internal and



external) will be released

### **3.11 Re-evaluation of Answer paper**

1. The student can apply for reevaluation of answer sheet within a period of 2 working days from date of declaration of the result.
2. The student has to submit an application form for reevaluation of answer sheet along with receipt of the fees paid in to accounts office as per the policy i.e., is Rs. 100/- per subject
3. Reevaluation fees once paid will not be returned.
4. The reevaluation of answer sheet result will be declared within a period of 7 working days from last date of submission of application form.
5. Re- evaluation of the answer sheet will be carried out by a faculty other than the faculty who taught the subject
6. If in case there is any increase in marks then the new increased marks will be declared as the new mark or else if there is decrease in original marks, the same original (initial) mark shall be considered as the result of the subject.

### **3.12 Conduct of ATKKT exams**

1. The students who did not successfully pass the semester exam (who have failed in their first attempt scoring less than 50% out of 60 marks) will be required to appear for the ATKKT exams
2. Students will be permitted to appear for ATKKT exams not beyond two times, after due approval from the competent authority and submission of documents justifying the need. If the student does not clear the above attempts, he / she will have to appear for the same in the next AY.
3. Students who are appearing for the ATKKT exam need to pay the ATKKT fees (as explained in the Fine/penalty chart) which is Rs. 500/subject
4. In certain cases where the student could not appear for the initial exam, in which he/she's approval for absence was granted both by the Exam office and the Director, the student need not pay the ATKKT fees and in such cases the exam will be considered as Re- exam and not as ATKKT.



5. The ATKKT timetable will be declared by the Exam office and intimated to the respective students individually
6. Invigilators for ATKKT exam will be allocated and the rules for Invigilators and Students for ATKKT exams remains the same as mentioned for the initial exams.
7. Results for declaration of the ATKKT exams should be within 15 days of the conduct of final exam. (This also depends on the number of ATKKT subjects)
8. Please refer 2.11 (Rules for conduct of ATKKT) for further details on ATKKT exams

#### **Section 4: Rules for Academic Performance and its relation with Placements Assistance**

No placement assistance will be provided from the Placement office of the Institute if deficit is found in the below mentioned THREE areas:

##### **I) Attendance Deficit:**

Only those students maintaining 75% attendance in all semesters till placement season commences, will be permitted to take part in the Institute's placement process, barring those extreme cases, wherein students may be allowed to take part in placement process, with appropriate prior approval from the Directors office, in writing, supported with leave of absence and its valid documentation.

##### **II) Exam Performance deficit:**

Only those students will be eligible to participate in the Placement process meeting below conditions.

- i. He/she has to clear all the subjects (**min 30 out of 60 marks**) in the first attempt of main exam or the first ATKKT/the first re exam whichever the case maybe
- ii. He/she has to pass in the **internal exam (20 out of 40 marks)** in the first attempt of internal assessment of 40 marks for the subject or he/she has to clear it in 1 more additional attempt given to the student by the subject faculty failing which the student will not be allowed to participate in the placement process.

##### **III) Timely Fee payment deficit:**

Students will not be permitted to participate in the placement process if their full two years fees are not paid on or before the last due date of fee payment or before the placement season begins, whichever is earlier



## **Section 5: Other policies related to Exam Office**

### **5.1 Issue of Transcripts**

The Exam office shall issue transcripts to students who would like to pursue further education /migrate to foreign countries. The rules related to this are as follows:

1. Students who wish to apply for transcripts are to apply for the same by sending an official request to the exam office of IIBM in its official email: [iibmexam@indiraiibm.edu.in](mailto:iibmexam@indiraiibm.edu.in).
2. Students are to pay the required transcript fees of Rs. 3000 and show the receipt to the Exam office.
3. The exam office shall inform the process and it would take around 15 days for the transcripts to be ready to be handed to the students.
4. The exam office shall prepare 3 copies of the required documents containing the following:
  1. Covering letter in letter head
  2. Printed Mark list of all semesters (exactly how it appears in the mark list)
  3. Copies of all mark lists, final degree certificate (which is received along with Semester IV) and Convocation if available
5. A copy of the above Sr. 1, 2 and 3 should be in sealed envelope while handing over the same to the student.
6. A copy of the same is to be taken and kept for future reference and filed in the Transcripts File.

**Exam Office**

IIBM EXAMS POLICY, JUNE, 2019



**Director**

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