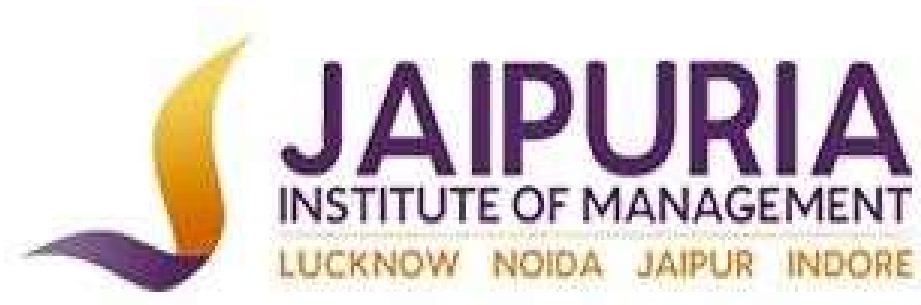


JAIPURIA INSTITUTE OF MANAGEMENT

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Examination Policy

JAIPURIA INSTITUTE OF MANAGEMENT

1. Assessment Structure

The Institute follows a continuous assessment system using multiple assessment methods to monitor student's academic progression. The evaluation focuses more on higher-order thinking skills such as comprehension, analysis, synthesis, evaluation, creative thinking, and practical insight in postgraduate programs. The purpose of assessment is to measure students' knowledge, skills, and application abilities concerning the intended learning outcomes in the course

1.1 Assessment Techniques/ Tools

Various techniques/tools used for the assessment of the academic performance of students consist of a basket which includes end-term examinations and a variety of components of continuous evaluation such as,

- a. Classroom Participation
- b. Quiz (Announced or Unannounced)
- c. Take-Home Assignments
- d. Project Assignments
- e. Individual / Group Presentations
- f. Oral Examinations (VIVA)
- g. Essay Writings
- h. Classroom Exercises
- i. Case Analysis
- j. Hall Examination (Offline or Online)

1.2 Assignment of Weightage to Assessment Components:

The Course outlines of the respective courses specify the weights of each assessment component.

1.3 Duration of Centralized Examinations

The duration of the end-term examination (online or Hall Examination) shall be 120 minutes.

1.4 Project and Other Assignments in the Course

All project reports and course-related assignments, etc. shall be submitted to the concerned instructor/s as per the dates announced by the instructor/s.

1.5 GRADING SYSTEM

- i) If the batch size is up to 30, Grading shall be done on the basis of the absolute grading system
- ii) If the batch size is more than 30, the grading will be done based on the Relative Grading System, considering the minimum (but not less than 35) and maximum marks of the course.

- iii) A student who accumulates more than two permanent 'F' equivalents (even after Improvement Examinations) at any point during the first year will be subject to academic dismissal from the Programme/Institute. It implies that a student can carry two permanent 'F' equivalents to the second year. An 'F' equivalent is computed by adding 'number of permanent F grades x 1' and 'number of permanent D grades x 0.5'.
- iv) A student who accumulates more than three permanent 'F' equivalents (i.e., up to two permanent 'F' equivalents carried from the first year) at any point during the second year will be subject to academic dismissal from the Programme/Institute. It implies that a student who carries 1 permanent 'F' equivalent from the first year can accumulate the maximum of two permanent 'F' equivalents in the second year; one who carries two permanent 'F' equivalents from the first year can accumulate a maximum of one permanent 'F' equivalent in the second year.
- v) A student who gets a permanent Trimester Grade Point Average, TGPA, (even after the Improvement Examination) of less than 2.75 at the end of the first trimester, will be subject to academic dismissal from the Programme/Institute.
- vi) A student who gets a permanent CGPA (even after the Improvement Examination) of less than 3.00 at the end of the second /third trimester will be subject to academic dismissal from the Programme/Institute.
- vii) The grading system gives the course instructor sufficient freedom to decide the evaluation pattern based on the concurrent evaluation. However, the instructor will ensure that at least 40% of the total assessment is through examination mode (End-Term). Hence, a maximum of 60% of the complete evaluation through the 'Continuous Evaluation' components.
- viii) The respective course instructors award numeric marks to each of the evaluation components. The total score is obtained by taking a weighted average of the numeric marks of various components as specified in the course outline. Total marks thus received are converted to a letter grade based on the relative performance of the student. The letter grades are assigned on a 10-point scale, with the grade 'A+' being the highest and 'F' or fail grade being the lowest.
- ix) *Conversion of numeric marks to letter grades:* There is no fixed formula for the conversion of numeric marks to the letter grades; however, Course Instructors will consider the following points while assigning slabs for letter grades in the final mark sheet.
 - a. A student who scores less than 35% numeric marks (overall) will be given an 'F' grade in the course.
 - b. The cut off numeric marks for all other grades (other than grades F, FA, and I) will be decided by the Exam Cell.
 - c. The total number of 'A' grades awarded (A-/A/A+) will not be more than 20% of the students in the course. The number of C+ grade and below will at least be 10% of the students in the course
 - d. Based on the grade slab thus provided by the Course Instructor, the Examination Cell shall finalize the grades for each student under the course, subject to any moderation, as per process.
- x) Each letter grade assigned, has a grade point associated with it. The grade point model is described in table 1.

- xi) **Trimester Grade Point Average (TGPA):** The performance of a student in a particular trimester is measured by Trimester Grade Point Average (TGPA), which is a weighted average of the grade points secured in all the courses taken in trimester and scaled to 10. TGPA is computed up to two decimal places.

Example: Suppose a student is registered for four 3-credit courses and two 1.5-credit courses during a trimester (that is, total of 15 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the particular courses, his/her TGPA will be computed as follows:

$$TGPA = \frac{9 \times 3 + 7 \times 3 + 6 \times 3 + 4 \times 3 + 10 \times 1.5 + 3 \times 1.5}{15} = \frac{97.5}{15} = 6.50$$

- xii) **Cumulative Grade Point Average (CGPA):** Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all courses subscribed by a student up to the trimester for which the results are last available.
- xiii) **Conversion Formula for CGPA to Percentage of Marks:**
Conversion formula for CGPA to percentage of marks shall be, Percentage = (CGPA-5)*8+60.
It is to be construed that a CGPA of 5.00 is equal to 60 %.

Table 1: Grade Point Model

Letter Grade	Grade Point	Remark
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	Eligible for Improvement Examination (with upper limit of B+ on final grade)
C	3	Eligible for Improvement Examination (with upper limit of B+ on final grade)
C-	2	Eligible for Improvement Examination (with upper limit of B+ on final grade)
D	1	Eligible for Improvement Examination (with upper limit of B+ on final grade)
F	0	Eligible for Improvement Examination (with upper limit of B+ on final grade)
FA	0	Eligible for Improvement Examination (with upper limit of C+ on final grade)
I	0	Awarded in case of absence from the End-term examination if the decision on final grade is pending

1.6 EXAMINATIONS

- (i) The Institute believes and practices continuous feedback on performance and follows a system of continuous assessment. The course instructor shall use at least three continuous assessment components. End-term examinations are compulsory in all courses.
- (ii) The Office of Controller of Examination (OCE) will conduct hall examinations (end-term) and process the results under the guidance of Dean (Academics). Given the recent past of pandemic trends and due to some unforeseen reasons, the hall examinations may be replaced with online examinations on Moodle or other platforms with strict norms and SOPs.
- (iii) There will be an Examination Committee with Controller of Examinations (CoE) as its chairperson and Program Director(s) and as ex-officio members.
- (iv) The slots for hall examinations, i.e., end-term examinations, will be published in the academic calendar. The schedule for end-term examinations shall be announced by the Office of Controller of Examination (OCE). At the same time, the Instructors of the respective courses shall decide the dates for other continuous assessment components. Usually, the thirteenth week of the term shall be the week for end-term examinations. In addition, towards the end of each term, the OCE shall publish dates for end-term examinations for different subjects being offered during that term, along with the format (hall exam or online).

1.6.1 End-Term Examination:

- i) Appearing in End-Term examinations is mandatory for all the courses subscribed by a student during a trimester.
- (ii) Suppose a student misses the End-Term examination of a course. In that case, he/she shall be liable to be awarded a 'Permanent F' grade and shall not be allowed to appear in the Repeat Examination, except under the provisions of Section 1.6.2

1.6.2 Repeat Examination

- (i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. Usually, the Repeat Examination shall be combined with the Improvement Examination mentioned under Section 1.6.3
- (ii) No fee will be charged for appearing in the Repeat Examination.
- (iii) Repeat Examinations will be held only for end-term examinations. However, students who could not appear in the end-term examination may be permitted to appear in Repeat Examination, subject to the following pre-approved conditions:
 - a. Student's participation in his/her placement process;
 - b. Being on duly approved official/institutional duty.Under rare circumstances, the application for Repeat Examination may be considered with due approval of the Dean Academics and Program Director due to personal reasons such as:
 - c. Significant sickness of self;
 - d. Death in the close family etc.

- (iv) In case of (a) and (b) above, the student must submit a written application, duly endorsed by the concerned faculty/task head, to the Programme Director within seven calendar days of completing the end-term examination. Then, subject to approval from the Director, such students will be permitted to appear in the Repeat Examination. Otherwise, the 'Permanent F' grade assigned to the student in the particular course, in accordance with Section 1.6.2 (ii), shall stand awarded.
- (v) In case of (c) or (d) above, the student must represent his/her case in writing to the Programme Director, along with supporting documents, within seven calendar days of completion of the end-term examination. The Programme Director shall put up the case before the Programme Committee. The Programme Committee shall examine the case to assess its merit/ authenticity. If satisfied, the Programme Committee may, subject to approval from the Director, allow the student to appear in the Repeat Examination. Otherwise, the 'Permanent F' grade assigned to the student in the particular course in accordance with Section 1.6.2 (ii) shall stand awarded.
- (vi) If a student chooses not to appear in the Repeat Examination permitted under Section 1.6.2, the 'Permanent F' grade awarded to him/her in the particular course in accordance with Section 1.6.1 (ii) shall stand awarded.
- (vii) Normal grade drop due to attendance criterion shall be applicable to repeat examination under all circumstances.

1.6.3 Improvement Examination

- (i) If a student gets 'C+/C/C-/D' or 'FA' grade in any course in a trimester, they shall be eligible for appearing for the Improvement Examination in the concerned course.
- (ii) However, a student may appear in a maximum of three courses (per trimester) of his/her choice for the Improvement Examination.
- (iii) Students appearing in the Improvement Examination of a course shall be understood to have surrendered the grade obtained in the end-term examination for that course, and the end-term marks originally obtained by him/her will be treated as null and void.
- (iv) The grade obtained by him/her after the Improvement Examination shall be awarded as his/her permanent final grade without recourse.
- (v) The OCE shall notify the Programme Office to communicate the list of eligible students for Improvement Examination and the timeline for submitting a written application and the requisite fee on the official batch email IDs.
- (vi) The application for appearing in Improvement Examination must be accompanied by a written application and deposit of a fee of `2500/- (Rupees Two Thousand Five hundred only) per course, on or before the timeline notified by the OCE.
- (vii) The OCE shall announce the schedule of Improvement Examination, which shall be the same as the schedule for Repeat Examinations referred in Section 1.6.2
- (viii) Marks obtained by a student in a course after the Improvement Examination will be considered final and 'permanent' to assign the grade earned.
- (ix) Suppose a student does not apply and/or submit the requisite fee for Improvement Examination

on or before the due date or fails to turn up for the Improvement Examination after submission of fee. In that case, it shall be assumed that he/she is not interested in appearing in the Improvement Examination, and the marks and grade originally assigned shall stand awarded as final.

- (x) The resulting marks earned due to taking the Improvement Examination shall be added to the marks originally scored in the continuous evaluation components to arrive at the final total marks and grade. These shall be used to calculate the TGPA or CGPA.

Example:

Assume that a course has the following weights for evaluation purposes: Quiz: 20%; Project: 20%; Assignment/Case Analysis: 20%; End-Term: 40%. Suppose a student scores the following weighted marks in different components of the course: Quiz: 4/20; Project: 10/20; Assignment/Case Analysis: 6/20; End-Term: 14/40. His/her total marks will be 34/100 and he/she will be awarded an 'F' grade in the course. Suppose the student appears in the improvement examination of the course and scores 20/40. His/her final marks in different components will be: Quiz: 4/20 (Same); Assignment/Case Analysis: 6/20; Project: 10/20 (Same); End-Term: 20/40. His/her total marks will be 40/100 and he/she will be awarded the appropriate grade in accordance with the original grading slabs as proposed by the course instructor in the mark sheet of that course.

- (xi) TGPA obtained by a student after the Improvement Examination will be treated as the final and 'permanent' TGPA in the trimester. If a student does not apply/appear for Improvement Examination, the original TGPA obtained by him/her in the main/repeat examination will be treated as final and 'permanent' TGPA in the course.
- (xii) Grade drop due to attendance criteria will not be applicable in case of Improvement Examination; however, the highest grade that a student can earn in an Improvement Examination shall be capped at B+.
- (xiii) However, if a student appears in the Improvement Examination due to 'FA' grade earned originally in a course, the upper limit of 'C+' on the final grade in the course shall be applicable.

1.6.4 Responsibility of the student to share his/her academic performance and related matters with his/her parents/guardian:

It is the student's responsibility to regularly share his/her academic performance, including results and notices issued by the Institute, with his/her parents/guardian.

1.6.5 Parents are also responsible for updating themselves with information about their ward's performance through regular access to Moodle and other interfaces provided by the Institute.

1.6.6 Feedback

The Institute follows a policy of continuous assessment and feedback. The purpose of feedback is to enhance learning and to help the student to reflect upon his/her learning habits and style. It should strengthen a student's ability to learn. The instructor shall promptly respond to queries related to feedback.

1.6.7 Schedule of Examination

Two weeks before the commencement of each end-term examination, the Office of Controller of Examination shall prepare and publish a schedule of examinations for each course conducted by the Institute.

1.6.8 Examinations: Code of Conduct

The Institute will notify in writing a code of conduct during examinations for students; it will be mandatory for students to abide by it.

1.6.9 Academic Integrity at Examinations/ Tests/ Assignments(Offline/Online Mode)

- (i) Students enrolled at the Institute shall maintain the highest standards of academic honesty. They are responsible for making known academic dishonesty to their course instructors and, if necessary, to the Programme Director.
- (ii) Academic dishonesty includes, but is not necessarily limited to, the following:
 - a. Cheating - Giving or receiving unauthorized assistance in any academic exercise or examination, including using or attempting to use any unauthorized materials, information, or study aids in an examination or an academic activity.
 - b. Plagiarism - Representing ideas, language, any other material or works of art of others as one's own, reproducing copyrighted material or results without due written permission.
 - c. Falsification - Falsifying or inventing any information, data, or citation, without adequate grounds, in an academic exercise.
 - d. Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without prior authorization and approval of the current instructor.
 - e. Complicity - Facilitating any of the above actions, or performing another student's work, then presenting as his or her assignment.
 - f. Interference - Interfering with the ability of a student to perform his or her assignments.
- (iii) If a situation of academic dishonesty arises that is not covered in the above Section [Section (ii)], the Examination Committee shall recommend the Dean Academics. They, in turn, shall initiate necessary action.

1.6.10 Handling of Cases of Unfair Means in Hall Examinations (Including Online Mode)

- (i) Any suspicious activity observed by the invigilator shall qualify for being put up to the Examination Committee under the Unfair Means Policy.
- (ii) The invigilator shall seize all the incriminating material/evidence from the candidate and then obtain a written statement duly signed by the candidate. The invigilator shall then issue a new answer script and allow the student to continue to write his/her answers for the remaining period of that examination. Finally, the matter shall be reported to the Controller of Examination with all relevant documents on the same day, which, in turn, will refer it to the Examination Committee.
- (iii) The student shall be given a fair opportunity to defend his/her case in front of the Examination Committee, as per the date announced by the CoE.
- (iv) The student reported for having used unfair means / possessing incriminating materials will then be allowed to appear in subsequent examinations of that term. However, suppose the same candidate is again found guilty of indulging in misconduct or malpractice during following examinations; in that case, she/he shall face harsher consequences that can go up to expulsion from all remaining examinations or the Institute.
- (v) The Examination Committee at the Institute shall determine its inquiry procedure in each case. After necessary investigation and inquiry will submit a report with recommended punishment to the Dean (Academics) and on approval will issue the required order of punishment.
- (vi) In case of academic dishonesty in tests/ quizzes/ assignments, etc., the concerned instructor shall report the incident to the Dean (Academics), who, in turn, will initiate action.

1.6.11 Sanctions

- (i) Any student found guilty of academic dishonesty may, for the first offense, receive anyone, or a combination, of the following penalties:
 - a. Failure for the academic exercise in component for which academic dishonesty was found.
 - b. Grade drop in the course.
 - c. Any other punishment recommended by the Examination Committee.
- (ii) For the second offense of academic dishonesty, a student may be subject to any combination of the above penalties and, with the concurrence of the concerned authority, suspension from the Institute for one year.

1.6.12 Feedback, Fairness and Grievance Redressal

- (i) The student's grievance shall be taken sympathetically, and the student shall be given a fair chance to state his/her viewpoint. If the grievance is found to be genuine, it shall be redressed

immediately. If an instructor feels that she/he needs time to reconsider her/his decision, the student shall be informed accordingly.

- (ii) Any grievance related to assessment shall be first reported verbally by the aggrieved student to the course instructor. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.
- (iii) In case the student is not satisfied with the response forwarded by the course instructor, she/he may then report the matter in writing to the concerned Programme Director, who shall then mediate and speak with the concerned instructor if required, with Dean (Academics). It is expected that the remaining grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.
- (iv) If the issue is not resolved to the student's satisfaction, he/she may approach the Director and submit the grievance in writing. The Director shall respond to it in writing within two weeks. The Director's decision in the matter shall be final and binding.
- (v) In addition to the internal Grievance Redressal mechanism, students may share their grievances by writing to ombudsman.noida@jaipuria.ac.in as per Clause 1 of Section 23 of AICTE Act, 1987.

1.7 Declaration of Results

- (i) The Office of Controller of Examinations will declare the Provisional Trimester Result within 30 days of the last day of end-term examinations.
- (ii) Result of repeat examination and improvement examination will be declared within seven days of the last day of repeat or improvement examinations in the form of final and permanent course grades.
- (iii) The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the Provisional Trimester Result) within seven days of declaration of result of repeat and/or improvement examination.
- (iv) At the end of each trimester, an 'Academic Performance Summary' of that trimester will be given to the student by the Institute.
- (v) At the end of the program, the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue an official grade sheet of his/her performance to the student.

1.8. Completion of the Program

The normal period to complete the requirements for the PGDM is two years. However, students who fail to meet the minimum academic requirements may be allowed to complete the program in one more year on account of extenuating circumstances. In any case, such students must complete the requirements before 30th June of the extended year.