

### 3.1 Assessment Structure

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progress. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and applications illustrated and discussed in the respective courses as per the assessment plan provided in the respective course outlines. The purpose of assessment is measurement of learning which are both of formative nature as well as of summative nature. In Post Graduate Programs, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking, and practical insight.

### 3.2 Assessment: Tools and Techniques

Various techniques/tools are used for assessment of academic performance of students. Basket of tools include mid-term and end-term examinations, and a variety of components of continuous evaluation such as,

- i. Class Participation
- ii. Quiz (Announced or Unannounced)
- iii. Take Home Assignments
- iv. Project Assignments
- v. Individual/Group Presentations
- vi. Oral Examination (Viva-voce)
- vii. Essay Writing
- viii. Classroom exercises/ Quiz based on flip videos
- ix. Case Analysis
- x. Reflective Notes
- xi. Discussion Forum

Above components are illustrative in nature and not exhaustive.

### 3.3 Proportion of weightage to assessment components

The proportion of weightage to different assessment components varies from course to course. The details of the assigned weightage for different assessment components can be found in the respective course outlines. Broadly assessments are categorized as hall

examinations and continuous assessments. Hall examinations includes mid-term and end-term examinations, whereas continuous assessments come in different format likes quizzes, project assignments, role plays, class performance, discussion forum, and these are evenly spread over the entire trimester duration. Broad breakup of the weightage is provided in the table 3.1.

**Table 3.1: Assessment components and their weightage**

Component	Comments	Weightage*
End-term Examination	This component shall be based on the entire syllabus of the course. However, the first half and the second half of the syllabus will have around 40% and 60% weightage, respectively.	40%
Continuous Assessment	The instructor will select various Continuous Assessment Tools	40%

Further it is provided that no component, except End-Term examination, will have more than 20% weightage. There will be no make-up assessment for the assessment component missed by student, on their own account (e.g. student fail to take his/her quiz will not be given another chance). In case of students could not appear in given time bound assessment due to his/her academic/placement depositions by the institute/compelling medical reasons (with medical leaves duly approved by concerned authorities), they will be given a chance to make up for the missed assessment, by the concerned course instructor. For this the timely request need to be made by the students to the course instructor along with a copy marked to the Program Director.

### 3.4 Duration of Centralized Examinations

The duration of mid-term and end-term examination is given in table 3.2.

**Table 3.2: Duration of Centralized Examinations**

Name of Examination =>	End-term
Duration =>	120 minutes

### 3.5 End Term Examination

Appearing in end-term examinations of all the courses subscribed by a student during a trimester is mandatory. If a student, who is otherwise eligible, misses end-term

examination of a course without sufficient reasons, he/she will be awarded '*permanent F*' grade and will not be allowed to appear in Repeat Examination.

### **3.6 Eligibility for appearing in the End term examination**

- Student must satisfy/fulfill the minimum attendance criterion norm
- Student must have given the course/faculty feedback for all the courses studied during the concluding trimester
- Student must not have any pendency regarding tuition fees, hostel fees, Mess charges, certification course fee, or other charges/dues
- Student must not have been debarred from appearing in end term examination by Discipline Committee of the Institute on account of non-compliant behavior.

### **3.7 Examination Schedule and Notification**

The Institute follows the system of continues assessments of the students' learning and provide a regular feedback to its students about their academic performance. The course instructor usually uses at least three continuous assessment components. End-term examinations are compulsory in all courses. Mid-term examinations will be conducted for the courses, where the course outlines provide for the same in the assessment criterions. For the courses taught in the 6th trimester, there will be no mid-term examinations.

The slots for hall examinations, i.e., mid-term and end-term examinations, will be published in the academic calendar. The schedule for mid-term and end term examinations shall be announced by the Office of Controller of Examination (OCE), while the dates for other continuous assessment components shall be decided by the instructors of the respective courses. Normally the sixth week of the Term shall be the week for mid-term examination, while the end-term examination shall be conducted during the thirteenth week of the Term. Towards the end of each term, the OCE shall publish the dates for end-term examinations for all subjects, offered during the concluding term.

*The CoE in consultation with Dean (Academics) and Program Academic Committee members may decide to conduct online examinations in lieu of hall examinations in any course or in all the course of any given trimester. The CoE will carry out the necessary and timely notification in this regard.*

### 3.8 Grading System

The grading system is based on concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. Numeric marks are awarded to each of the evaluation components. The total score is obtained by taking the weighted average of the numeric marks of the various components as specified in the course outline. The total marks thus received are converted to a letter grade, based on the relative performance of the student. The letter grades are on a 10-point scale with the grade ‘A+’ being the highest and ‘F’ being the lowest or a fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 3.3.

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:

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

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.

Conversion of numeric marks to letter grades: Course Instructors will consider the following points while awarding the letter grades.

- a. A student who scores less than 35% of numeric marks (overall) will be given an ‘F’ grade in the course.
- b. The cut off numeric marks for all other grades (other than F, FA, and I grades) will be decided by the course instructor based on the distribution of numeric marks in the course and the overall performance of the class.

**Table 3.3: Grading Model**

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Remark</b>
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	---
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

*Conversion Formula for CGPA to Percentage of Marks: It is to be construed that a CGPA of 5.00 is equal to 60 %. Conversion formula for CGPA to percentage of marks shall be, Percentage= (CGPA-5)\*8+60.*

### 3.9 Re-Examination

- Repeat examination will be held within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result. Normally, repeat examination shall be combined with the improvement examination.
- Repeat examination will be held only for end-term examination. Those students who could not appear in end-term examination may be permitted to appear in Repeat Examination subject to the conditions laid out below. Reasons for missing the end-term examination of one or more course(s) during a trimester may include:
  - i. Student's participation in his/her own placement process
  - ii. Being on duly approved official/institutional duty
  - iii. Personal reasons such as major sickness of self, death in close family, etc

No fee will be charged for appearing in the Repeat examination, subjected to fulfillment of above eligibility criterion.

- In case of (i) and (ii) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Program Directors, within 7 calendar days of completion of the end-term examination. Subject to approval from the Program Director, such students will be permitted to appear in the repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course.
- In case of (iii) above, the student has to represent his/her case in writing to the Program Director along with supporting documents within 7 calendar days of completion of the end-term examination. Program Director will put up the case before the Program Committee. The Program Committee will examine the case to assess its merit/genuineness. If satisfied, the Program Committee, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course
- If a student does not appear in the repeat examination, the 'permanent F' grade awarded to him/her in the course.
- Normal grade drop due to attendance criterion will be applicable to repeat examination as well.

### 3.10 Improvement Examination

Improvement examination will be scheduled within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result.

- If a student gets 'C-' or 'C' or 'D' or 'F' or 'FA' grades, in any course in a trimester, he/she can appear in Improvement examination in the concerned course to improve the grades. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.
- The student appearing in the Improvement examination of a course will not lose his/her grade(s) obtained in the end-term examination. The best of the grade obtained in the improvement examination or one obtained in the regular end term examination, will be considered for the incorporation in the final TGPA
- OCE will notify on the official batch email IDs the list of eligible students for improvement examination along with the timeline for submission of written application and the requisite fee.
- For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE. Fee for improvement examination in case of FA grades will be Rs. 2,500/- per course.
- Office of CoE, will announce the schedule of improvement examination.
- If a student does not apply and/or submit the requisite fee for improvement examination on or before the due date or does not turn up for the improvement examination after submission of fee, it will be assumed that he/she is not interested in appearing in the improvement examination.
- Only one chance of appearing in Improvement examination of a course will be given.
- If a student appears in improvement examination of a course, the mid-term and end-term marks originally obtained by him/her will be treated null and void.
- The marks scored in Improvement examination will be scaled up to the combined weightage of mid-term and end-term components of the respective course (i.e., 60%). The resulting weighted marks will be added to the marks originally scored in continuous evaluation components to arrive at the final grade.

- Grade obtained by a student in a course after the Improvement examination will be considered as final and ‘permanent’ grade in the course. If a student does not apply/appear for improvement examination, the original grade obtained by him/her in main/repeat examination will be treated as final and ‘permanent’ grade in the course.
- TGPA obtained by a student after the Improvement examination will be treated as 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 main/repeat examination will be treated as final and ‘permanent’ TGPA in the course.
- Grade drop due to attendance criteria will not be applicable in case of improvement examination but the highest grade that a student can earn in the improvement examination is B+.
- In case, a student appears in Improvement examination due to ‘FA’ grade in a course, the upper limit of ‘C+’ on the final grade in the course will be applicable.

**Note:** It is responsibility of a student to regularly share his/her academic performance including results and all relevant notices issued by the Institute with his/her parents/guardians. Nevertheless, the Program Management Center will send the attendance and academic performance report to all parents/ guardians at the end of each trimester.

### **3.11 Examination Code of Conduct**

The students enrolled at the Institute shall maintain the highest standards of academic honesty. They have the responsibility to make known the existence of academic dishonesty to their course instructors and, if necessary, to the Program Chairperson. Academic dishonesty includes, but is not necessarily limited to, the following:

- a. Cheating - Giving or receiving unauthorized assistance in any academic exercise of examination which includes using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.
- b. Plagiarism - Representing the ideas or language of others as one’s own.
- c. Falsification - Falsifying or inventing any information, data or citation in an academic exercise.



- d. Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.
- e. Complicity - Facilitating any of the above actions or performing work that another student then presents as his or her assignment.
- f. Interference - Interfering with the ability of a student to perform his or her assignments.

If a situation of academic dishonesty arises that is not covered in the above section [section (ii)], the Examination Committee shall make a recommendation to the Director, who, in turn, shall initiate the action.

Exam Admit Card will be issued by Exam Department to each student after ensuring that she/ he fulfills the following criterion:

- Meeting minimum attendance norm ( $\geq 60\%$ )
- Must have submitted course/ faculty feedback before mid/ end term exam
- Must not have any fee/ any other dues, outstanding
- Not debarred from appearing in examination by Discipline Committee.

### **3.12 Compliance to plagiarism policy**

All project reports and course-related assignments, etc. need to be submitted through dashboard interface within the prescribed time limits. All submissions will be screened for plagiarism check and will call for resubmission/ rejection (within the extended time frame as will be notified) in case of submission found plagiarized for more than 30 percent or beyond the limits specifically prescribed by the course instructor.

### **3.13 Handling of Cases of Cheating in Hall Examinations**

- I. 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. 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 for initiating appropriate action against the delinquent.

II. The student reported using unfair means / possessing incriminating materials will then be allowed to appear in subsequent examinations of that term. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that trimester, he/she shall be expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/malpractice.

### **3.14 Sanctions**

Any student found guilty of academic dishonesty may, for the first offence, receive one 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.

For second offence of academic dishonesty, a student may be subject to any combination of the above penalties and, with concurrence of the Director, suspension from the Institute for one year.

Further to above if any student who is holding the post of honor/ responsibility like member of Student Council /Committee head etc. and found involved in any act of academic dishonesty or found guilty of use of unfair means during the examination, will be stripped of his/her position in the council/committee.

### **3.15 Grievance Redressal**

- The grievance of a student shall be taken sympathetically and the student shall be given a fair chance to state his/her viewpoint. If the grievance is genuine, it must be redressed immediately. If an instructor feels that he/she needs time to reconsider his/her decision, the student must be informed accordingly.
- Any grievance related to the assessment is to be first reported verbally to the course instructor by the aggrieved student. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.
- In case the student is not satisfied with the response forwarded by the course instructor, he then reports the matter in writing to the concerned Program Chairperson, who then shall mediate and speak with the concerned instructor and

if required with Dean (Academics). It is expected that the rest of grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.

- If the issue is not resolved to the satisfaction of the student, the student can approach the Director and give the grievance in writing. The Director shall respond to it within two weeks in writing. Director's decision in the matter will be final.

### **3.16 Course Feedback**

Institute will take the students' feedback for each course before mid-term & end-term examinations. It is mandatory on the part of each student to provide all the feedbacks for all courses on timely basis through their dashboard, failing which they will not be allowed to take their examinations.

### **3.17 Declaration of result**

- The Office of Controller of Examinations will declare the Provisional Trimester Result as per the time line stated in academic calendar.
- Result of repeat examination and improvement examination, in form of final and permanent course grades, will be declared within 7 days of the last day of repeat and /or improvement examinations.
- 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 7 days of declaration of result of repeat and/or improvement examination.
- At the end of each trimester, an 'Academic Performance Summary' of that trimester will be given to the student by the Institute.
- 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 to the student an official grade sheet of his/her performance.

### **3.18 Convocation and Award of Diploma**

The "Post Graduate Diploma in Management" will be conferred on all the students who have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation. Students failing to participate in convocation but

otherwise eligible for award of diploma can collect their diplomas from Program Management Center after the convocation.

### **3.19 Transcripts**

Transcript in printed format will be issued to the students only after the completion of the course. If some information is required for some official purposes like bank loans, summer training, placements, etc. a provisional academic progress report will be issued. We also send a comprehensive feedback to the parents twice during the trimester. The feedback is holistic, covering all aspects ranging from academic performance to participation in institute's activities, communication, discipline and attendance by all the faculty of the institute.

### **3.20 Awards and recognitions for scholarly performance during annual convocation**

The institute confers various awards and recognition to the students for their outstanding and meritorious academic performance. Top three student in each program scoring the highest overall CGPA are awarded with the chairman's gold medal, vice chairman's silver medal and director's bronze medal, in descending order of their ranks. Similarly, the certificate of merit is presented to the students who scores the maximum grade point average (GPA) in specialization area. For specialization area topper (only one position for each specialization) all the elective courses completed by the student in specific specialization area, exclusive of open area elective courses and liberal art courses, will be considered for computing the GPA. Further the minimum CGPA/ GPA score, to qualify for meritorious award/ medals/ certificates and recognition must be at least of 7.00. These awards and recognitions are conferred/ presented during the convocation ceremony of the graduating batch.

