

**JAIPURIA INSTITUTE OF MANAGEMENT  
LUCKNOW**



JAIPURIA

**Examination Policy**



## VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



## MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



## 1. Examination Policy

The Institute follows comprehensive approach towards supporting and evaluating academic performance of the students. Such an evaluation system encompasses provision of disincentive to abstain from classes and concurrent academic assessment in form of quizzes, assignments, projects etc. in addition to centralized mid-term and/or end-term examination.

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progression. The assessment is undertaken 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. The purpose of assessment is measurement of learning. In post graduate programmes, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

Various techniques/tools are used for assessment of academic performance of students. Basket of tools include mid-term and/or end-term examinations and a variety of continuous evaluation tasks such as, Class Participation, Quiz (announced or unannounced), Take Home Assignments, Project Assignments, Individual/Group Presentations, Viva Voce, Essay Writing, Classroom Exercises, Case Analysis, Reflective Notes, Role Plays, etc. The duration of mid-term and end-term examinations will be 60 minutes and 120 minutes, respectively.

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.

The slots for centralized examinations, i.e., mid-term and/or end-term examinations, are given 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 continuous assessment components shall be decided by the instructors of the respective courses. Normally the 6<sup>th</sup> week of the Term shall be the week for mid-term examination (if applicable), while the end-term examination shall be conducted during the 12<sup>th</sup> week of the Term. Towards the end of each term, the OCE shall publish the dates for end-term examinations for different subjects, being offered during that term.

### 1.1. Mid-term examination:

- (i) All students are required to appear in mid-term examination of all the courses (as applicable) subscribed by them during a trimester. However, mid-term examination will not be conducted for any course in the sixth trimester.
- (ii) Institute will not hold Repeat mid-term examination for any course.
- (iii) If a student misses mid-term examination of any course he/she will be awarded zero marks in the mid-term component of the concerned course.
- (iv) However, if a student misses the mid-term examination due to some exceptional reasons he/she can represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the mid-term examination.

## **1.2. End-term examination:**

- (i) Appearing in end-term examinations of all the courses (as applicable) subscribed by a student during a trimester is mandatory.
- (ii) If a student misses end-term examination of a course he/she will be awarded 'permanent F' grade and will not be allowed to appear in Repeat Examination, except under the provisions of section 7.4.3.

## **1.3. Repeat examination**

- (i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. In normal course, Repeat examination shall be combined with the Improvement examination mentioned under 7.4.4
- (ii) No fee will be charged for appearing in the Repeat examination.
- (iii) 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:
  - a) Student's participation in his/her own placement process
  - b) Being on duly-approved official/institutional duty
  - c) Personal reasons such as major sickness of self, death in close family, etc.
- (iv) In case of (a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Programme Chairperson within 7 calendar days of completion of the end-term examination. Subject to approval from the 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 accordance with section 7.4.2 (ii) will stand.
- (v) In case of (c) above, the student has to represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Programme Chairperson will put up the case before the Programme Committee. The Programme Committee will examine the case to assess its merit/genuineness. If satisfied, the Programme Committee, subject to approval from the Director, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 7.4.2(ii) will stand.
- (vi) If a student does not appear in the repeat examination permitted under the section 7.4.3(iv) or 7.4.3(v), the 'permanent F' grade awarded to him/her in the course in accordance with section 7.4.2(ii) will stand.
- (vii) Normal grade drop due to attendance criterion will be applicable to repeat examination.

#### 1.4. Improvement examination

- (i) Improvement examination will commence within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result.
- (ii) If a student gets 'C' or 'C-' or 'D' or 'F' or 'FA' grade in any course in a trimester, he/she will be eligible for Improvement examination in the concerned course. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.
- (iii) The student appearing in the Improvement examination of a course will have to surrender his/her grade obtained in the end-term examination. The grade obtained by him after the Improvement examination will be his/her permanent grade.
- (iv) 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.
- (v) For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 3000/- per course on or before the timeline notified by the OCE.
- (vi) OCE will announce the schedule of improvement examination.
- (vii) 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.
- (viii) Only one chance of appearing in Improvement examination of a course will be given.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) 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+.
- (xiv) 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.

**1.5. Responsibility of student to share his/her academic performance and related matters with his/her parents/guardian**

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

**1.6. Time schedule of Examination**

The Office of Controller of Examination shall prepare and publish a schedule of examinations (Mid Term and End Term) for each and every course conducted by the Institute.

**1.7. Academic Integrity at Examinations/ Tests/ Assignments**

- (i) 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 Programme Chairperson.
- (ii) 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/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 make a recommendation to the Director, who, in turn, shall initiate the action.

**1.8. 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, who, in turn, will refer it to the Examination Committee.
- (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.

## 1.9. Sanctions

- (i) 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.
- (ii) 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.

## 1.10. Course Feedback

All students are required to give a written/online feedback on the courses studied by them during each trimester.

## 1.11. Grading System

- (i) 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 fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 2.
- (ii) 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:

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

- (iii) *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.

- (iv) *Conversion of numeric marks to letter grades:* Course Instructors will consider the following points while awarding the letter grades.
- A student who scores less than 35% numeric marks (overall) will be given an 'F' grade in the course.
  - 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 2: 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

## 2. DECLARATIONS OF RESULTS

- The Office of Controller of Examinations will declare the Provisional Trimester Result as per the schedule given in the 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.

- (iv) 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 Programme 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. ACADEMIC DISMISSALS, ELIGIBILITY FOR AWARD OF DIPLOMA**

- (i) A student who accumulates more than 2.00 permanent ‘F’ equivalents (even after the improvement examinations) at any point of time during the first year will be subject to academic dismissal from the Programme/Institute. It implies that a student can carry a maximum of 2.00 permanent ‘F’ equivalents to the second year. An ‘F’ equivalent (FE) of a course is computed in following manner:
- In case of ‘F’ grade:  $FE = (\text{No. of credits of the course} \times 1.0)/3$
  - In case of ‘D’ grade:  $FE = (\text{No. of credits of the course} \times 0.5)/3$
  - In case of other grades:  $FE = 0$
- (ii) A student who accumulates more than 3.00 permanent ‘F’ equivalents at any point of time during the second year will be subject to academic dismissal from the Programme/Institute.
- (iii) A student who gets permanent TGPA (even after the improvement examination) of less than 2.75 at the end of 1st trimester will be subject to academic dismissal from the Programme/Institute.
- (iv) A student who gets permanent CGPA (even after the improvement examination) of less than 3.00 at the end of 2nd/3rd trimester will be subject to academic dismissal from the Programme/Institute.
- (v) A student who gets permanent CGPA (even after the improvement examination) of less than 3.25 at the end of 4th trimester will be subject to academic dismissal from the Programme/Institute.
- (vi) A student dismissed from the Programme/Institute may re-join the Programme in the next academic year in the concerned trimester by paying the requisite fee and with due approval from the Director.

- (vii) A student must have minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3 for the award of diploma.
- (viii) In case a student fails to meet the requisite academic criteria (as per section 7 (vii) above), he/she can opt for one of the following two options, after giving a written undertaking/understanding that he/she will be permanently out of the Programme and Institute if he/she will not fulfil the minimum academic requirements for award of the diploma in the extended year :
- a) He/she can re-join the Programme in the 5<sup>th</sup> trimester in the immediately next academic year, or
  - b) He/she can re-join the Programme in the 4<sup>th</sup> trimester in the immediately next academic year.

#### **4. COMPLETION OF THE PROGRAMME**

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 Programme in one more year on account of extenuating circumstances. In any case such students must complete the requirements before 30<sup>th</sup> June of the extended year.

#### **5. CONVOCATION & AWARD OF DIPLOMA**

The "Post Graduate Diploma in Management" will be conferred on all participants who at the end of two-year have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation.