Deccan Education Society
Institute of Management Development and Research (IMDR®), Pune

Examination Policy and Procedures
For Continuous and Term End Assessment

Extent of application

This policy, contained in this manual, shall be called the "Deccan Education Society's Institute of Management Development and Research (IMDR®), Pune Examination Policy and Procedures", governing the evaluation, assessments and conduct of examination of students of the PGDM program.

Application

a) This policy shall apply to the continuous assessments and examination of students enrolled for the PGDM program at DES's Institute of Management Development and Research (IMDR®), Pune.
b) This policy shall be aligned with the AICTE norms regarding student assessments and evaluation provided in the annual Approval Process Handbook (APH) or other published document by the regulator, incorporating all rules and regulations and any changes, thereof.
c) In respect of matters not specifically provided for in this policy, the Local Management Committee of IMDR, shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as the policy.
d) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Local Management Committee of IMDR, whose decision shall be final.

Evaluation Mechanism

Assessment for a course in a semester is of two types based on the type of course

1. Continuous Assessments
2. Term-end Examination

1. Continuous Assessments
Continuous assessments of students' performance shall be carried out continuously throughout the semester. This shall be by way of his/ her performance in classroom discussion, case studies, project work, presentations, assignments, quizzes, class tests, on-line tests and any other mode of performance assessments as deemed fit by the faculty, as per the requirements of the subject and students' skill development. Forty percent weightage shall be given to this assessment. Each assessment shall be mapped to Course Outcomes as per the Outcome Based Education System.

2. Term-end Examination
Term-end is the final assessment which a student shall take for every course at the end of a semester. This assessment maybe carried out in an online mode or in pen and paper format. The assessment format shall be decided by the Director in consultation with the faculty members and academic committee. The assessment shall be mapped to Course Outcomes as per the Outcome Based Education System. The duration of each examination will be 2 hours and 30 minutes.

Assessments and Examination Responsibilities

Examination planning, procedures and conduct shall be the responsibility of the institutional committee on Academics. The personnel responsible and their roles shall be as given in the table below –

S.N.	Personnel	Role
1.	Controller of Examination	Overall planning and conduct of examination, declaration of results, issue of diploma certificates, allocation of responsibilities, and grievance redressal
2.	Exam and Academic Coordinator	Regular, repeat and backlog exam schedule and conduct, preparation and declaration of result, maintenance of all exams related data and records, management of all related online and offline processes, uploading of result on NAD
3.	Clerk/Office Assistant	Support in marks verification and result preparation and other online and offline processes

Continuous Assessments

A meaningful number, mix and spread of appropriately weighted assessment opportunities that adequately and progressively cover course outcomes and assesses the performance and progress of each individual student shall be conducted for each subject. The number of assessments shall vary between a minimum of two and a maximum of four, in accordance with the nature and requirement of the subject. Method of assessment shall be decided by individual faculty depending on the nature and learning requirement of the subject and OBE. The details of the mode of assessment and schedule shall be communicated to the students appropriately and documented in course file as per protocol.

Student Eligibility and Term-end Exam Schedule

The exam schedule for all semester exams shall be notified in the academic calendar in the first week of July for odd term and first week of December for even term. Examination timetable for PGDM I and PGDM II shall be displayed on IMDR notice board and will also be communicated to the students on email. Thereafter Academic Committee shall plan, organize and conduct the exams, get the answer books evaluated, prepare the exam report, publish the result, print mark sheets and issue the mark sheets within one month from the date of the last exam held adhering to statutory compliance, timeliness, confidentiality and objectivity.

Term-end Exam Rules

Rules governing the conduct of term-end examination are as follows.

1. Hall ticket shall be uploaded 15 days prior to the date of exam enabling the students to download and carry them during the exam.
2. Regular examinations for odd semester will be held in November/December and for even semester will be held in April/May every year.
3. Misconduct/ misbehavior/ cheating by a student during examination time, will disqualify the student from writing the examination on that particular day. Answer paper of that student will not be assessed for that particular subject.
4. Students should remain present in the examination hall 10 minutes before the exam starts. Late comers will not be allowed to appear for the examination.
5. Payment of full tuition and other applicable fees as well as clearing of all dues is mandatory for students to be eligible to appear for the term end examination, failing which student will not be allowed to appear for the examination.
6. Students are advised to contact Controller of Examination for further clarification.

The above rules are subject to change only with the approval of the Director.

Question Paper Setting and Printing Process

The procedure to be followed for question paper setting for term end examination is as given below -

1. Email is sent to all regular and visiting faculty for submission of question paper with question paper template, instructions and timelines by Exam Coordinator.
2. Question paper template is based on OBE policy.
3. Faculty submits two sets of question papers and model answers to the exam coordinator in person within the stipulated timelines.
4. Prints of the two sets of question paper, subject-wise is taken and sealed with director's signature
5. Random set is chosen one day prior to the examination for printing of multiple copies.

Defaulters' List

Defaulters shall not be allowed to appear for the term-end examination. The defaulters' list is prepared as per the following procedure –

1. All the faculties are given the attendance sheet in Excel format at the beginning of the semester
2. Faculties are expected to mark the attendance whenever their lectures are scheduled.
3. Students with less than 75% attendance in a subject is treated as a defaulter and shall not be allowed to appear for the term-end examination of that subject.
4. Faculties are expected to submit the list of defaulters who do not fulfil the minimum attendance criteria to the Exam Coordinator
5. Exam Coordinator prepares the final list of defaulters for every subject and communicates to the defaulter students after approval from Director-IMDR.
6. Defaulters' names are removed from the list of students appearing for regular term-end examination and the list of defaulters' is uploaded on ERP before the start of the exam.
7. Defaulters shall carry backlogs for particular subjects in the next term. All rules applicable for backlog exams will apply to defaulters in this situation.

Regular Term-end Examination Conduct Process

Term-end examination for both odd and even semesters shall have the following procedure –

1. Examination Dates and schedule shall be according to the Academic Calendar
2. Question papers are received as per Exam paper setting process
3. Exam timetable is published on the notice board for the students and communicated by email.
4. Examination dates and timetable are configured on ERP
5. Hall ticket is made available on ERP for the students who generate it and take a print.
6. Exam supervisors are identified and allocated for the exams.
7. Squad duty list comprising of teaching and non-teaching staff is prepared and duties are allocated.
8. Generate student attendance reports to be used during the exam by the supervisor from ERP.
9. Prepare and keep ready supervisors report
10. Print question papers for the exam as per protocol.
11. Allocating students to examination block. A notice to this effect is displayed at the entrance of the institute as well as in each exam block.
12. Exam block details are displayed in each block.
13. All supervisors shall report to the examination room 30 minutes before the commencement of the exam.
14. Question papers, answer sheets, attendance sheet, and supervisor's report are handed over to the supervisors.
15. Supervisors report to their designated exam block 15 minutes before the commencement of the exam.
16. Intimation of exam commencement through a bell is done as follows –

1. First Bell – 10 minutes before the commencement of the exam
2. Second Bell – At the time of exam start
3. Third Bell- After one hour of start of the exam
4. Fourth Bell – After two hours of start of the exam
5. Fifth Bell - 10 minutes before the end of the exam
6. Sixth and Final Bell – At the end of the exam

17. At the final bell, supervisors collect the answer sheets and submit to the exam coordinator in the examination room.
18. Answer sheets are verified and received by the exam coordinator.
19. Answer sheets are masked for preparation for correction work.
20. Correction work to be conducted as per CAP rules

Centralized Assessment Process (CAP)

Following procedure shall be followed for the smooth conduct of Centralized Assessment Process (CAP)-

1. Make arrangement for CAP before the exam starts including allocation of space, stationery, and other necessities.
2. CAP work commences with the receipt of the answer sheets from examination hall.
3. Answer sheets are masked before issue for correction work.
4. Intimate faculty examiners via email for the correction of the answer sheets.
5. Answer sheets are issued and corrected in the CAP room.
6. Corrected answer sheets are verified, received and unmasked.
7. Marks are entered in ERP and entered marks are verified by allocated staff member
8. After verification, marks are frozen, and grace marks policy is applied, if required.
9. Second verification shall be carried out for finalization of marks.
10. ERP team is intimated for preparation of results. The ledger is generated.

Passing Criteria, Backlogs and Grace Marks

At the term-end evaluation and submission of continuous assessments marks by respective faculty, Academic Committee announces the result. To pass a subject, student must score minimum 40% marks in both – continuous assessment and term-end examination and overall, 50% aggregate in a subject. Passing criteria or minimum marks for each subject shall be 16 out of 40 for continuous assessment and 24 out of 60 for term-end examination. Aggregate marks for passing shall be 50 out of 100.

If a student is unable to score passing marks in a specific subject(s), he/she will carry a backlog in the subject and shall be allowed to keep term with the backlog(s). At the end of the two-year PGDM program, the student will be declared "Pass" only if all subjects are cleared and there are no backlogs. In case, the student is carrying a backlog at the end of two years in any subject, the student shall be allowed to appear for the backlog(s), till five years from the date of joining of the PGDM program. In any circumstances the student shall be declared "Pass" once all backlogs have been cleared.

In case the student is unable to clear backlog(s) within five years from the date of joining of the program, the student shall have to take readmission to the PGDM Program.

Grace marks of maximum 2 (two) per subject for continuous assessments or term-end examination or aggregate, as maybe required, shall be permissible to the students. Gracing of two marks, if required, will be done after conversion only.

Students, who have failed in continuous assessments/term-end examination/aggregate, will have to appear for the written exam of 60 marks which will be converted to 100 marks. This applies to backlog students of all previous batches also.

Examination Result Process

Examination Result process including includes the following procedure -

1. Results shall be declared after one month from the date of last paper. After declaration of results on ERP students can view their marks.
2. Mark sheets shall be issued after 15 days from the date of declaration of the result.
3. Student may generate marksheet from ERP and take a print semester-wise
4. PGDM I marksheet is printed to include semester 1 & 2 marks within 15 days of declaring the result. PGDM II marksheet is printed to include semester 3 & 4 marks within 15 days of declaring the result
5. Students are intimated to collect their marksheet from Exam Coordinator via a notice on the notice board and also by email.
6. Marksheet is collected and received signatures are taken from students
7. PGDM I & II marksheets are also uploaded on National Academic Depository which can be printed by students after following due procedure

Rechecking/Revaluation

Rechecking/Revaluation shall be carried out as per the following procedure -

1. Rechecking/Revaluation form should be filled within 10 days of the date of results with the necessary fee (Rs.500/- per subject).
2. Only students who have failed are allowed to fill Rechecking/Revaluation form.
3. Rechecking/Revaluation will be done only for regular students and not for backlog students.
4. Maximum of 40% of original marks will be considered for Rechecking/Revaluation result.
5. Rechecking/Revaluation result will be declared after 21 days from the last date of application for revaluation.
6. After the declaration of the result Rechecking/Revaluation forms are configured on ERP.
7. Students seeking revaluation/rechecking shall fill up the relevant form on ERP.
8. Receive requests from students for revaluation/rechecking.
9. Revaluation/rechecking challan is generated on ERP.
10. Challan is filled by students, verified by Exam Coordinator and submitted in bank with the revaluation/rechecking fee
11. Rechecking/revaluation work carried out
12. As per the revaluation/rechecking result, marks are updated on ERP.
13. Ledger is generated and result is declared

Backlog Exam Conduct Process

1. Students should clear all backlogs within five years from the year of admission, failing which student will have to take new admission.
2. Students appearing for backlog examination shall fill examination form and pay the backlog exam fee (Rs.1000/- per subject) 15 days before the examination.
3. Backlog Examination Applications are received, and examination schedule is prepared and communicated to the appearing students.
4. All backlog exams are conducted following due procedure, as laid down for term-end examination.
5. Correction of papers and declaration of results are as per due procedure followed for regular term-end examination.

Examination Grievance Redressal

1. Grievances are received by Exam Coordinator on examinations email address
2. Grievances are discussed with the Academic Committee members in presence of Director-IMDR for grievance handling and solution

3. The student is informed about the decision on email.
4. If the decision cannot be taken at the institute head level, then grievance is taken in the LMC meeting.
5. The decision taken in the LMC meeting is informed to students.