ISBMS Education Foundation's
IMPERIAL
School of Banking and Management Studies

Examination Policy and Procedures

1. Preamble

This document titled ***"Examination Policy and Procedures"*** defines the system for evaluation, assessment, and conduct of examinations for the **Post Graduate Diploma in Management (PGDM)** program of **ISBMS Education Foundation's Imperial School of Banking and Management Studies** (hereafter referred to as ***"the Institute"***).

The policy ensures **fairness, transparency, confidentiality, accountability, and academic integrity**. It is framed in accordance with the **AICTE Outcome-Based Education (OBE) Framework** and **AICTE Approval Process Handbook (APH)** guidelines.

2. Scope and Application

- This policy applies to all **Continuous Assessments (CA)** and **Term-End Examinations (TEE)** conducted for the PGDM program.
- It ensures continuous and summative evaluation of students, linking assessments with defined Course Outcomes (COs).
- In any matter not specifically covered under this policy, the **Examination Department** shall act as the competent authority to issue clarifications or directions.
- All interpretations, clarifications, or disputes shall be resolved by the **Director** in consultation with the **Examination Department and Academics**, and their decision shall be final and binding.

3. Evaluation Mechanism

3.1 Continuous Assessment (CA)

The Continuous Assessment (CA) component aims to evaluate students' academic progress and professional competencies throughout the term. It promotes consistent learning, analytical thinking, and application of concepts in practical and corporate contexts.

It includes:

- In-Class Activities: Class Tests (2) and Case Studies (3)

- Participation and Attendance
- Mid Term Examination
- Capstone Project

3.1.1 In-Class Activities

The *In-Class Activities* component of Continuous Assessment is designed to promote experiential learning, application of management concepts, and active student engagement. It integrates academic theory with practical business scenarios, encouraging students to think critically and work collaboratively

In-Class Activities shall be conducted in varied and interactive formats to assess multiple managerial competencies. Faculty may choose one or more of the following formats depending on the learning objectives of the course:

- **Class Test (Analytical / Conceptual):**

A short, structured assessment conducted during the term to evaluate comprehension, analytical reasoning, and application of classroom learning. It may include short cases, problem-solving questions, or decision-based scenarios.

- **Case Study Analysis and Presentation:**

Students will be given real-life or simulated management cases to analyse individually or in groups. Evaluation will be based on depth of analysis, problem identification, quality of recommendations, clarity of presentation, and ability to defend arguments during discussion.

- **Role Play / Simulation Exercise:**

Students will enact managerial or business situations to demonstrate understanding of leadership, negotiation, conflict resolution, and decision-making skills. These activities aim to foster behavioural and interpersonal learning outcomes.

- **Group Discussion (GD):**

Group discussions will assess students' ability to express ideas logically, think critically under pressure, and engage respectfully with diverse viewpoints. Topics may relate to current affairs, management themes, or course-specific issues.

- **Collaborative Group Tasks / Workshops:**

In certain courses, the in-class activity may take the form of a mini-workshop or peer-learning exercise that requires teams to design solutions or business models within limited time frames.

Process / Procedure to be Followed for In-Class Activities:

The conduct of *In-Class Activities* shall follow a systematic process to ensure fairness, uniformity, and academic rigor across all courses and sections.

Design and Communication

- Each course faculty shall define the **assessment plan**, specifying the type and tentative schedule of in-class activities.
- The Assessment should include at least 3 Activities related to Case Study
- The faculty shall design the activity in any of the approved formats — **class test, case study analysis, presentation, role play, simulation, or group discussion** — ensuring it assesses both conceptual and applied learning.
- Faculty shall **communicate the finalized activity details** (date, type, mode, evaluation parameters) to the **Academics Team** at least **two working days**
- Group activities should have clear role allocation and measurable individual contributions.
- Activities shall be conducted **within the classroom or through simulation platforms**, depending on course design.
- Students must adhere to academic integrity norms — plagiarism, proxy participation, or use of unauthorized material will attract disciplinary action.
- Faculty should ensure all students are given **equal opportunity** to participate and present.

Evaluation and Feedback

- Every In-Class Activity shall be evaluated for 10 marks. Each Course shall have 5 In-Class activities.
- Faculty are encouraged to provide **constructive feedback** after the activity to aid student improvement.
- Marks shall be awarded objectively and recorded in the **Evaluation Sheet** immediately after assessment and Submit the evaluation sheet to Academic Team.

Documentation and Submission

- Academic Team must maintain the following records for audit and moderation purposes:
  - Activity plan
  - Attendance list of participants
  - Evaluation sheets
  - Copy of case / task / scenario used
- The final marks must be submitted to the **Examination Department** within the stipulated timeline as per the academic calendar.

Absenteeism and Re-Activity Policy

- No re-conduct of the activity will be permitted.

3.1.2 Participation and Attendance

Participation and attendance reflect a student's commitment, discipline, and engagement in the learning process. Marks under this component shall be awarded based on regular attendance, punctuality, active contribution during class discussions, teamwork in group activities, and overall professional conduct. The Academic Team shall submit the attendance report to Examination Department along with In-Class Activity Evaluation sheet.

3.1.3 Mid-Term Examination

The Mid-Term Examination is an integral part of Continuous Assessment (CA) designed to evaluate students' conceptual understanding, analytical skills, and application of theories covered in the first half of the course. It serves as a formal academic checkpoint, helping students and faculty assess learning progress before the end-term evaluation.

Structure and Format

- Each course will have **one Mid-Term Examination** of **30 marks**, contributing **20%** to the overall Continuous Assessment.
- The duration of the examination shall be **90 minutes** (1.5 hours)
- The exam pattern may include **3 Sections:**

Section A – Conceptual Question comprises of 10 question of 1 mark each
Section B – Case lets or Short Answers (any 2 out of 3) of 5 marks each.
Section C – Case Study of 10 marks

- The question paper must align with the **Course Objectives.**
- Re-tests will **not be permitted**.

Question Paper Setting and Approval

- Faculty members are responsible for preparing the **question paper and Submit to the Examination department** as instructed by the Examination Department.
- The paper must be submitted to the **Academics Team / Examination Cell** for **review and moderation** to ensure alignment with institutional standards and avoid content overlap.
- All **question papers shall be uploaded by the respective faculty** to the designated Campus examination room within the prescribed deadline.
- Once approved, the question paper shall be securely stored and printed by the Examination Cell following institutional confidentiality and invigilation protocols.

Evaluation and Documentation

- All answer scripts must be evaluated as instructed by the Examination in the examination room, Faculty shall not be allowed to carry the scripts outside the examination room.
- Faculty must follow rubrics, marking schemes, and evaluation keys approved.
- All question papers, answer keys, and mark sheets must be stored digitally in the **Examination Repository**
- Access is restricted to authorized academic and examination staff.
- Physical scripts must be stored as per institutional policy.

Absenteeism and Re-Activity Policy

- No re-conduct of the examination will be permitted.
- No revaluation shall be allowed.

3.2 Term-End Examination (TEE)

The Term End Examination (TEE) is designed to evaluate the student's overall understanding of the course learning outcomes as prescribed in the curriculum. The TEE assesses conceptual clarity, application skills, analytical ability, case-based reasoning, and professional presentation of answers.

Structure of the Term End Examination

- **Duration:** 2 hours
- **Total Marks:** 50 marks
- **Format:**
    - **Section A – Short Answer / Conceptual Questions**
        - Tests fundamentals, definitions, and core concepts.
    - **Section B – Application & Analysis Questions**
        - Practical problems, situational questions, and case-based analysis.
    - **Section C – Long Answer / Essay / Case Study**
        - Integrated, analytical, higher-order thinking questions.
- The question paper must align with the Course Objectives

Question Paper Setting and Approval

Faculty must ensure that the question paper:

- Aligns strictly with Course Outcomes (COs) and Bloom's Taxonomy levels.
- Covers the entire syllabus as per the lecture plan.
- Includes a balanced mix of conceptual, practical, and analytical questions.
- Includes at least one case study or scenario-based question.

- All Question Papers shall be uploaded by the faculty in the Campus Examination Room within the specified deadline in **2 different set and 1 set of 50 MCQ's only for Semester III and Semester IV**.
- Question paper must be moderated by the Academic Team before final approval.

Evaluation & Result Process

- Every answer scripts must be evaluated as instructed by the Examination in the examination room, Faculty shall not be allowed to carry the scripts outside the examination room.
- Faculty must ensure:
    - Fair and unbiased marking.
    - Clear marking scheme following the rubric.
    - Marks must be entered in the Marksheet and verified by the Examination Department.

Passing Criteria

- Students must secure a **minimum of 40%** in the Term End Examination.
- Students must secure a **minimum of 50%** overall.
- Final course grade will include:
    - Continuous Assessment (CA)
    - Mid-Term Examination
    - Term End Examination

Component	**Maximum Marks**	**Minimum Passing Mark**	**Weightage**
Continuous Assessment	50		50%
Term-End Examination	50	20 (40%)	50%
Aggregate for Passing	100	**50% Overall**	—

Re-Examination Policy

- Students who miss the TEE due to any reason shall be allowed too given exam in next scheduled exam only.
- Re-exam will carry the **same syllabus and structure**, but may include alternate question sets.

Term-End Examination Process

- All students must fill the **Term-End Examination Form along with the prescribed exam fees.**
- The form must be verified by the Academic Office for attendance eligibility.

- Late submissions shall not be accepted after the deadline.
- Students who have successfully submitted the Exam Form and meets the attendance criteria (more than 85% in individual subject) will receive their **Hall Ticket only for subjects in which the student have attendance of more than 85%.**
- Hall Tickets will be distributed to the students before the examination.

Result Processing and Record Maintenance

- Results will be processed by the Examination department within 21 working days.
- Hard copies and digital scans of answer scripts will be archived for one academic year
- All exam-related documents (attendance sheets, incident reports, question papers, mark lists) shall be stored securely.

4. Misconduct in Examination

4.1 Actions Considered Misconduct

Any of the following shall be classified as examination misconduct:

- Possession of unauthorized materials (mobile phones, chits, books, digital devices).
- Communicating with other candidates during the exam.
- Copying or attempting to copy from any source.
- Impersonation or allowing someone else to take the exam on their behalf.
- Disrespect or non-compliance with invigilator instructions.
- Tampering with answer sheets, hall tickets, or official documents.
- Attempting to remove answer sheets or question papers without permission.

4.2 Penalties

Depending on severity, the following actions may be taken:

- **Warning & noting of misconduct**
- **Confiscation of materials**
- **Cancellation of the exam for that subject**
- **Debarring from all exams in that semester**
- **Suspension from the program for severe violations**
- **FIR/Legal action** in cases of impersonation or document forgery

5. Centralized Assessment Process (CAP)

- All answer sheets will be **masked** before evaluation to maintain anonymity.
- CAP shall be conducted in a controlled area under Exam Department supervision.
- All evaluated scripts will undergo **double verification** to ensure accuracy.

- Marks shall be uploaded and verified on ERP before being frozen.
- Examination Department shall review results before publication to maintain consistency and fairness.

6. Grace Marks Policy

Grace marks are awarded to support students who narrowly miss the passing threshold, while ensuring academic standards and fairness are maintained. These marks are intended to help students who have demonstrated consistent effort and have no record of misconduct.

6.1. Eligibility Criteria

- Grace marks may be awarded only under the following conditions:
- The student has appeared for all required assessments (CA, Mid-Term, and Term-End).
- The shortfall to pass in a subject is not more than 3 marks.
- The student has maintained the minimum attendance requirement as per institutional rules.
- The student has no academic integrity violations or disciplinary actions recorded.
- Student failed in only one subject.

6.2. Maximum Grace Marks Allowed

- A maximum of **3 marks** may be awarded only in one subject.

7. Rechecking and Revaluation Policy

To maintain transparency and fairness, IMPERIAL allows students to apply for **rechecking or revaluation** of their examination results under the following guidelines:

1. **Eligibility:**
- Only students who have **failed** or are **unsatisfied** with their marks may apply.
- The application must be submitted **as per the instruction received from Examination Department**.
2. **Application Process:**
- Students shall apply in writing to the **Examination Department** using the prescribed form.
- A **non-refundable fee of ₹750 per subject** must be paid at the time of application.
3. **Revaluation Procedure:**
- The higher of the two marks (original or revaluated) will be considered final.
- Revised results, if any, will be declared within **14 working days.**

8. Backlog Examination Policy

- Backlog exams will follow the same procedure as regular exams.

- Students must clear all backlogs within **5 years** from admission.
- Backlog Exam Fee: **₹750** per subject.
- Schedule to be announced at least **15 days prior** to commencement.

9. Examination Result Process

- Results will be declared **within 30 days** from the last examination date.
- Mark sheets will be made available on ERP within **30 days** after result declaration.
- Consolidated mark sheets (PGDM I – Sem I & II; PGDM II – Sem III & IV) will be uploaded on the **National Academic Depository (NAD)**.
- Students must **acknowledge receipt** of their mark sheets.

10. Examination Code of Conduct

- Students must:
  - Carry their valid hall ticket and ID card.
  - Report **20 minutes before** the exam time.
  - Refrain from carrying mobile phones, smartwatches, or any electronic devices.
  - Maintain **discipline and decorum** throughout the exam.
  - Violations will attract **disciplinary action** as per institutional norms.

11. Academic Integrity and Plagiarism

- Academic dishonesty such as plagiarism, impersonation, or fabrication of data is strictly prohibited.
- Any detected case will result in cancellation of the assessment and may invite disciplinary action.
- Both faculty and students are encouraged to use **plagiarism detection tools** for submissions.

12. Document Retention Policy

All examination-related records — question papers, answer sheets, moderation reports, mark lists, and attendance sheets — shall be **retained securely for a minimum of 3 years** in both digital and physical form by the Examination Cell.

13. Grievance Redressal Mechanism

- All grievances related to examinations must be submitted **in writing** to the **Academic Committee**.
- The **Academic Committee** shall review and resolve the issue in the presence of the **Director**.
- If unresolved, the case shall be escalated to the **Examination Department**, whose decision shall be **final and binding**.

14. Review and Amendments

This policy shall be **reviewed annually in June** by the Academic Committee and approved by the Examination Department to ensure compliance with **AICTE regulations** and incorporation of **best academic practices**.