



# Chetana's

## Institute of Management & Research

(Approved by AICTE, New Delhi)

### Examination Guidelines

#### EXAMINATION & GRADING POLICY

##### Mid Term Examination

After 6 weeks of commencement of lectures, a mid-term examination could be conducted up-to the portions covered in respective syllabus. This would be a One-hour test of 20 marks for full credit subjects and 30 minutes test of 10 marks for half-credit subjects.

##### Mid Term Time Table:

Examination Committee shall meet Faculty Coordinators of different Divisions, Program Coordinators and HOD of different programs.

Time table for Mid-Term examination would be prepared to accommodate two papers in a day, one in the first half and another, so that major subject could be covered in 3- 4 days.

Time Table for Mid Term shall be displayed 10 days before the commencement of Mid Term Exam.

##### Mid Term Question Papers

Circular regarding Question Paper and exam related instruction shall be issued by Director, 15 days prior to the exam.

Question paper shall be submitted by concerned faculty to the Director at [exam@cimr.in](mailto:exam@cimr.in). As Chief Conductor of Examination only Director shall have access to the account ([exam@cimr.in](mailto:exam@cimr.in))

HODs, Exam Committee and Subject Expert shall moderate the question paper before it's sent for final printing. The portions mentioned in the syllabus and covered till the Mid- term examination date, would be covered in the question paper.

##### Eight Pages Main Answer Sheets

For mid-term examination, it would be sufficient to provide 8 pages' answer sheets as main Answer Sheet, instead of 16 pages. The necessary supplementary answer sheets would be made available to the

*Nand Lal Bhatia*

students as required in each class rooms. Admin shall ensure the availability of sufficient answer sheets in stock.

Exam Committee shall inform Admin Staff availability of Answer Sheets minimum two months in advance.

### **Mid Term Test Results**

Faculty shall submit the result within the prescribed time limit to the Director or to the person nominated by Director's office. The consolidated result would be displayed in the Notice Board.

The answer sheets could be shown to the students by the respective subject faculty so that the students would make a note of their performance and there could be scope for improvement in the final examination.

### **Failures in Mid Term / Internal Marks**

Students, who fail in the Mid Term or in the Internal Marks of 40, will take a re-test of entire 40 marks on the same day of the Final Exam, after a gap of 60 minutes or more.

The re-exam for internal is for 75 minutes.

In this case all the previous grades for internal assessment stand null and void.

### **End Term Examination - Circular to Faculty:**

A notice shall be circulated to all faculty, giving specific date within which they shall submit the following information / documents to the Director:

- 1) **Complete the Syllabus:** The respective faculty to complete their portion of syllabus within the prescribed date, leaving a gap of 10 to 15 days for study leaves for the students before the commencement of end term examination.
- 2) **Internal Assessment / Internal Marks:** The faculty shall complete the Internal Assessment (in the form of assignment, project, presentation, etc.) and submit the Internal Assessment marks to the Director, 7 days prior to the commencement of end term examination. This would be 40 marks for full credit subjects and 20 marks for half credit subjects.



3) **Question Papers and Model Answers:** The concerned faculty shall submit to the Director, 2 sets of question papers, clearly marking Set 1 and Set 2, in Microsoft Word. They shall also prepare Model Answers to those questions and submit along with the 2 sets of question papers. Model Answer shall contain the answer pattern & allotment of marks The Understudy shall mail the QP format to the respective faculty.

### PRE-EXAM

#### **Preparation of Time Table to Display**

The TT shall be displayed in the notice board at-least 15 days prior to the date of first examination.

#### **Stock Checking of Answer Sheets**

The Admin must ensure the availability of sufficient quantity of main answer sheets and supplement sheets. The average requirement would be as under -

For Semester I Mid Term	3000 answer sheets of 8 pages 3000 sheets of supplements
For Semester I and III End Term	6000 answer sheets of 16 pages 6000 sheets of supplements
For Semester II and IV End Term	4000 answer sheets of 16 pages 4000 sheets of supplements.

The printing order could be placed 60 days prior to the commencement of first examination. The stocks are maintained in the Examination Room.

#### **Stock Checking of Masking Stickers**

The masking is done for the Semester I and II end term examinations. About 5000 stickers are required in each end term examinations. The order shall be placed 20 days before the commencement of the first examination. The stocks are maintained in the Examination Room.

#### **Checking of Question Papers and Model Answers Received**

All faculty are requested to send their question papers in soft copy through mail to 'exams@cimr.in'. The question papers are marked in Set 1 and Set 2 and put them in 2 separate folders. Set 1 would be used for main examination and Set 2 would be used for 1<sup>st</sup> supplementary examination. Before taking print of the question papers, they are to be scrutinized with correctness of Logo, date, time, duration, maximum



marks, etc. and get it confirmed with the respective faculty. This would avoid any last minute correction / mistake in the question paper. If the question papers are not received before the specified date, the matter shall be brought to the director's notice. The director would call the respective faculty to speed up the question paper. All faculties are also required to provide model answers to their question papers. If the same is not received, the matter shall be reported to the director for necessary action.

### **Attendance and Debarred Cases**

Students' attendance is recorded on daily basis. No sooner the lecture is finished; the faculty would hand over the attendance sheet to the office. A fortnightly review is done about the number of absenteeism, frequency of absenteeism and the percentage of present and absent is reviewed by the director. Where there is shortage of attendance of any particular students, they would be called by the Director and warned them to maintain the attendance to the limit of 75% presence.

Before the mid-term examination, whose attendance is below 50%, they would be called again to improve upon the same in the next half of the term and meet the minimum requirement of attendance before the end term examination.

During the end term examination, whose attendance is below the 50%, they would be debarred from appearing for the examination. Those students would be asked to sit in the library and given assignments to write till the completion of each day's examination. They would be compulsorily attending the institute all the days during the examination to write assignments on the subject of that day's examination. A special tuition class would also be arranged on some of the subjects to enable them to prepare well in the subsequent supplementary examinations.

Additionally, whose attendance is much below 30% during any particular semester, a warning letter would be sent to their parents about the short of attendance and such students would be asked to take a drop in that semester and are not allowed to continue in the regular batch. They would be joining with the juniors in the next batch, without discontinuing their admission.

### **Allocation of Class Rooms**

*Nandini Mishra*

Each examination rooms are allocated for a group of 30 students. The students would sit one behind the other, as per roll numbers marked on the tables. One supervisor shall be allocated for a batch of 30 students.

### **Printing of Roll Numbers on the Class Room Tables**

Roll numbers of students are to be written in each table serially. The roll numbers in each class rooms are also to be mentioned in the blackboard and the printed roll number sheets are to be pasted on the doors of the every examination room. Each examination class rooms will have 30 students or less, with one supervisor on duty. If the examination class rooms are bigger and accommodate students in the range of 30 to 60, two supervisors shall be allocated.

### **Display of "Switch off Mobile" Signs and "Examination Rules & Guidelines" for students in each class rooms.**

A print out of 'Rules and Guidelines' of examination is to be pasted on the main doors of the each examination room. A print out of 'switch off mobile' sign would also be displayed on the blackboard in each examination rooms.

### **Preparation of Invigilation Chart**

All faculty are required to perform specific number of invigilation duties during the examination. They would accept a minimum number of duties as fixed by the Director and give their consent of availability. The Director would also finalize who shall be the Understudy and Senior Supervisor for the particular examination. All faculty are required to tick mark against their names, giving consent of their availability for supervision as per the minimum required quota of supervision that each faculty must accept. Once the faculty members are committed for the particular day/time schedule, he/she is liable to be present on the said day / time of the examination. While circulating the invigilation chart, the concerned faculty would be informed about the date and time of examination of their subject (may be by marking 'P' against their names) so that they would keep themselves free from supervision for that date/time, in order to enable themselves to attend students' query during the examination.

The consolidated invigilation chart would then be scrutinized by the Director. When there are excess faculties who have given consent for a specific examination, then the director would select the number of faculties required for the particular examination and the duties are adjusted where there is short of faculty on any particular day. The duties shall be equally distributed amongst the faculties.





In case of any emergency, at the last minute where faculty is unable to take up the supervision as agreed on the allocated date/time, they shall inform Director / Senior Supervisor (SS) well before the start of the examination. The SS would identify an alternate supervisor. The examination committee shall take note of this alternate arrangement and the concerned faculty may be given additional duty in the remaining examination or in the next forthcoming examination, with the consent of the director.

The Director may ask any faculty to go for supervision on emergency, even though the concerned faculty has given the consent or not, for that particular day. On any particular day of the examination, where there is shortage of availability of faculties, the Director may also identify any of the non-teaching staff members to go for supervision.

Since many of the examinations are of 3 hours duration, it would be necessary to allow the junior supervisors to take 5 to 10 minutes break while on supervision. For this purpose, one junior supervisor would act as a reliever and the reliever would go to all examination class rooms to relieve junior supervisors on rotation. The reliever on duty would also report to the Senior Supervisor at the time of commencement of examination. The relieving duty starts after one hour of commencement of examination. In case any junior supervisor arrives late for any reason, or held up in traffic, the reliever on duty would substitute the junior supervisor till he/she takes over after reporting for duty. The reliever's duty would be on rotation amongst junior supervisors so as to enable everyone to get reliever's duty, as applicable.

### **Supervision Chart**

A supervision chart is prepared on daily basis in accordance to the number of supervisors required for any particular examination. The JS will be informed about their duty a day before the examination and JS is supposed to be present at the examination room 20 minutes before the commencement of examination. The JS would sign on the supervision chart for being present for that day's duty and carry with them the answer sheets, students' attendance sheet, question papers, etc., while they proceed towards the examination hall.

### **Printing of Question Papers**

Once the question papers are confirmed, they would be sent for making multiple copies. The multiple copies are made according to the number of students arranged in each class rooms. The question papers

*Nandkishor*

are packed and sealed according to class-room wise, subject-wise and date-wise. All sealed envelopes shall contain the details like: Year, semester, date of examination, subject, timing, class room, name of concerned subject faculty, etc.

**Informing Concerned Faculty to be present on the day of Examination:**

The Understudy shall inform the concerned faculty about the date and time of examination of their subject and request them to be present at least for the first half-an hour of the examination to attend the queries if any, raised by the students.

**Arrangement of Answer Sheets and Q. Papers:**

Answer sheets, supplement sheets, attendance sheets and the question papers are arranged in the Examination Room according to the class room-wise. Junior Supervisors are required to report at the Examination Room immediately after the warning bell and carry with them the answer sheets, question papers, etc. and proceed to their respective allocated examination rooms.

**Distribution of Answer Sheets and Question Papers:**

All junior supervisors are required to be present and report to the senior supervisor / examination controller in Examination Control Room at least 20 minutes before the examination commences. A warning bell would be given at 10 minutes before the start of the Examination. All students are asked to occupy their seats. The Junior Supervisors would inform the students to switch off their mobiles and keep it in their bags. The bags would be kept away in the platform. All students are required to carry their ID cards during the examination. Once the students are settled in their seats, Junior Supervisor would distribute the answer sheets. The question paper is distributed after the long bell to start the examination. The JS may ask the late comers to wait outside till he/she completes the distribution of question paper and then ask the late comers to enter the examination room. Any student, who enters beyond 15 minutes of the commencement of the examination, would be asked to meet Senior Supervisor / Director, to explain the reason of his/her delay and get permission to enter the examination room. No extra time shall be given to the candidate to answer the papers. However, no student shall be admitted to the examination later than 30 minutes after the commencement of examination.

**Checking ID card and signing on the Answer Sheets and Attendance Sheets:**



The Understudy shall ensure circulation of attendance sheets and supervisory report to all the examination rooms. The Junior Supervisor (JS) would sign on all the answer sheets of the students during the examination and also check the ID card of the students while the student is signing on the attendance record. If any student is absent, JS would mark absent against his/her name and tally the number of students present with students' signature and ensure all student signs the attendance sheet. Those students, who do not carry ID cards, would be asked to write an application to director and obtain his permission to appear the examination. No students are allowed to return the answer sheet and go out of the examination hall within 30 minutes of the commencement of examination. There is no washroom break for any students – neither for two hours papers, nor for three hours papers.

### **Senior / Junior Supervisors**

- Senior Supervisor shall keep a strict vigilance during the time the examination is in progress. He / She shall go around the blocks as often as necessary to ensure that the Junior Supervisors are on the alert.
- The Senior Supervisor / Chief Conductor shall be present during the whole period of the examination and shall move around to various blocks to see that the Jr. Supervisors are vigilant and perform their duties properly.
- The Senior Supervisor / Chief Conductor shall be responsible to see to it that the answer books of the examinations are properly sealed and kept under lock, after the conclusion of the examination session of each day.
- No one other than those concerned with the conduct of the examinations shall be permitted to enter the examination rooms.
- Jr. Supervisors must instruct the candidates to occupy their correct seats as per the seat number pasted on the desk.
- Where the question paper of more than one sheet, Jr. Supervisors shall instruct the candidates to ensure that they have received all the pages of the full question paper.
- Where candidates with different options / streams are seated in one block, it is the duty of the Jr. Supervisor to make sure that every candidate gets the right question paper.
- While the Examination is on, Jr. Supervisors are required to move around the block as often as possible; and not supposed to – (a) sit continuously till the end of the examination; (b) read the answer-books; (c) give any explanation to candidates on the question papers; (d) engage in any office or private work, or read books / newspapers, talk on phones, etc.





**Handling Query during the Examination:**

All queries on the question papers during the examination period would be reported to the Senior Supervisor on duty, who will call the concerned subject faculty to take a round to all the class rooms and resolve the doubts. In case of Visiting Faculty who is unable to come during the examination time, the Senior Supervisor shall call them over the phone and get the doubts cleared and inform the class accordingly.

**Medical Cases**

It may so happen that after distribution of answer sheets and once the question papers are distributed, during the course of examination if any student is unable to write his/her paper due to sick, or for medical reason, and if he/she intends to leave the examination hall, he/ she is considered to be present for the examination. His/her answer sheet shall be sent for evaluation along with other answer sheets. During the supplementary Examination, he / she is liable to pay the fees for the supplementary examination.

In case any student is absent on medical ground, he/she is required to produce leave application together with medical certificate, so that the absent case would be considered during the supplementary examination for exemption of Fees.

**Copy Case Disputes**

If any student found copying or caught in copy case, the matter would be brought to the notice of Senior Supervisor (SS). The SS would take the concerned students out of the examination room and bring them before the Director. The Director may on hearing from the student and the SS, send them out of the examination hall without allowing them to continue writing further, or he may allow him/her to continue writing the examination. This depends upon the seriousness of the case and as per the discretion of the Director. If the Director allows the student to continue to write the examination, a fresh set of answer sheet shall be given to such student without giving any extra time.

The Junior Supervisor would make necessary copy case report along with the ceased answer sheet and submit to the Understudy. Then the papers are processed and sent to Unfair Means Committee (UMC). The Committee would fix up a date for enquiry with the concerned student and ask him to be present on



the particular date. When the Committee finds the student was guilty of action, he/she would be penalized with the Committees' decision. In such cases, the second answer sheets are treated as null and void and cannot be considered for evaluation. If the student is not found guilty, the second answer sheet's marks are considered for his result in that particular subject.

The UMC would give its report to the Director after completion of the enquiry. The normal decision would be to penalize Rs. 1000/- for the copy case and the concerned student would be allowed to appear for supplementary examination as and when takes place along with payment of supplementary examination fees of Rs. 500 per subject.

### **Collection of Answer Sheets**

The Junior Supervisors would collect the answer sheets from the students once the long closing bell rings, indicating the end of examination. The collected answer sheets shall be handed over to the Understudy in the examination room for scrutiny. The Understudy would check the correctness of the answer sheets and tallies with the attendance sheet. The shortage of answer sheets, or if any signature of student is missing in the attendance sheet, the same would be brought to the notice of junior supervisor. The collected answer sheets are neatly arranged roll number wise / division-wise and kept ready for masking.

### **Masking of Answer Sheets**

Masking stickers are used for hiding the identity of students in the answer sheet. Masking is done with the help of administrative staff and peons. Since there are common faculties in each subject, the answer sheets are shuffled after masking for distribution. It is necessary to ensure that masking is also done on the supplementary sheets and any other place where the identity of the student is disclosed in the answer sheet.

### **Dispatch of Answer Sheets**

After completing the masking process, the answer sheets are distributed to the faculty as decided by the Director. A covering letter duly signed by the Director, is issued to the concerned faculties, mentioning the number of answer sheets given, the date on which the assessment to be completed and returned to Director's office. The envelope would also contain Model Answers to the questions. On an average, 30 answer sheets are assessed each day. Accordingly, the submission dates are given to every faculty within which they shall return the answer sheets duly assessed.

### **Preparation of Supervisors Remuneration Chart**

*Nandita Mishra*

The Understudy shall prepare a statement of remuneration payable to the supervisors towards the invigilation duty done during the examination and send the same to the accounts after approval of director. A separate list would also be prepared for payment of remuneration Visiting Faculties towards evaluation of answer sheets of the end term examination.

## POST- EXAM

### **Central Assessment Programme (CAP)**

The assessment of the answer sheets are done under CAP system in the Examination Control Room. All faculties are distributed respective answer sheets. A minimum of 30 answer sheets are expected daily / regularly till the assessment is over, subject the number of days specified, within which they are required to complete the assessment. The concerned examiners are required to use only RED INK PEN for assessment of answer books. If the examiner suspect any candidate of having used unfair means or copying while answering the paper, or if a candidate has attempted to reveal his/ her identity, all such cases must be reported to the Director.

The examiners are required to enter the question-wise marks in the space provided for on the first page of the answer books. The examiners must assess all questions answered by the candidate, even if exceeds the number of question he/ she is expected to answer. Such of the excess question (with the least marks excluding compulsory questions) shall be encircled on the cover page entry of the marks, and must be ignored while making up the total for the Section / whole answer books.

Examiners are required to give their daily report of assessed answer books to the CAP in-charge.

### **Moderation**

When students are failing in border case marks, i.e. 5 or less marks, the director, if found necessary, would send these answer sheets for moderation. The moderation would be done by the different faculty, other than the one who has assessed originally. It is not compulsory that the moderator shall enhance the marks. Moderation is done only to check the possibility to revive the marks and do the needful wherever applicable.

### **Moderation Norms**

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100% Moderation	In case of candidates failing by 10% marks of the aggregate marks of that paper.
100% Moderation	In case of candidates secure 70% and above marks
5% Moderation	All candidates securing marks between minimum required for passing and award of First Class with Distinction or random basis.

The Chief Moderator must keep the necessary statistic and shall certify that the number of answer books moderated by the moderators is according to the aforesaid norms.

### **Collection of Assessed Answer Sheets and Mark List**

Only after completion of the assessment and moderation, the answer books are unmasked and the marks are entered by the concerned examiner in the mark list. On verification, if any unassessed part is noticed, or any discrepancies are observed in the mark list, the concerned examiner is called for corrections. The examiner shall specifically mention the name under his signature on the print page of the answer book.

Overwriting or use of white fluid / correcting fluid is strictly prohibited in the mark list. The examiner is also required to sign each of the pages of the mark lists filled in by them.

A control sheet is prepared to indicate faculty-wise date on which the answer sheets are issued and the date on which they are received back along with mark sheets. The faculties are also requested not to assign fraction-wise marks to the answers. When the answer sheets together with mark list are not received within the stipulated date, the matter shall be brought to the Director's notice who shall call the concerned faculty to speed up the process to submit the mark list at the earliest. In case any faculty sends the mark list in soft copy, the print out could be taken of such mark list and their signature would be taken at a later date when they are present in the Institute in the near future. When such answer sheets are brought after few days, the said mark list would be compared with the answer sheets for its scrutiny and correctness.

### **Discrepancies in the Mark List and Answer Sheet**

It may so happen that the marks shown in the answer sheets and the mark list may not be identical. On many occasions, it is observed that while entering the marks in the mark list, the professors inadvertently make some errors. Each answer sheets need to be checked for the correctness of the total and then, they are to be tallied with the marks shown in the mark list. The discrepancies if any are to be noted and brought to the notice of director. The concerned faculty shall be called and the same would be rectified in

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the presence of Director. The mark list would then be given to Admn( Marks Sections) for entering in the system for preparing the result.

### **Keeping back the Answer Sheets**

Once the answer sheets are cross-checked with the mark list, the answer sheets are to be arranged neatly in the examination room subject-wise and division-wise. This would help in taking out any particular answer sheet either for revaluation or verification at a later date.

### **Checking of Mark List**

Once the marks of all subjects are entered in the system, a consolidated division-wise result statement is to be printed. The same shall be cross checked with the mark list originally received from the faculty, for its correctness. The internal assessment marks are also to be added to the written examination marks and the total marks entered in the outer column shall be verified. When the student is passing in all the subjects, the total marks of all subjects put together would appear on the total column. In case of any failure in any one or more subjects, those failed subjects' marks would be highlighted in red colour and the total marks column is left blank without showing the total marks obtained. Any one of the Result Committee Member would check the overall result and discuss with Senior Supervisor / Academic Convener in respect of moderation and/or gracing wherever applicable.

### **Gracing of Marks**

Gracing could be done only for subjects of written examination. If any of the student has failed in one or more subjects, where he requires grace marks to obtain the minimum pass marks, there is a provision of adding grace marks for any two / three subjects, in that particular semester, at the discretion of the director. The grace marks are given only if the student passes in all the subjects after giving the grace marks. The Result Committee Member would identify the students who are eligible for such gracing.

- Gracing is given at 10% of the aggregate of marks in that semester.
- Spread over to 1 or 2 or 3 subjects, as required by the candidate, provided after giving the gracing, he passes in all subjects.
- If required only for half credit subjects, the gracing shall be given at 10% of the marks of that particular subject.

## **RESULTS**

### **Display of Result**

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After the grading and final checking of the result by the Result Committee member, a consolidated final result statement is to be printed. The marks of the failed subjects are shown in red colour. The final print would be shown to the Academic Convener for final scrutiny. The result would then be shown to Director for his approval, signature and display in the notice board.

**Revaluation / Verification - Revaluation of answer sheet -**

1. is applicable only for the End Term Written Examinations and two supplementary examinations.
2. is not applicable for mid-term written examinations.
3. is not applicable for internal assignment marks, presentations, projects, etc.

Students are allowed to apply for revaluation of their marks if they find any discrepancy over the marks obtained against what is expected by them. They can apply either only for failed subjects or even passed subjects, if they feel that they expect more marks than what is displayed. The students shall apply personally by filling up a requisition form, giving their name, roll number, subject in which they need revaluation, etc. and submit the duly filled form to the accountant along with the requisite fee, within the notified time period. Students shall read the guidelines for revaluation before applying.

**The students will have two options – (1) Revaluation and / or (2) Verification.** The student shall clearly mention their options in the requisition form and pay the fees accordingly.

**Option 1 – Revaluation:** The student may apply for revaluation of answer sheet in any particular subject. The respective answer sheets would be sent to the concerned faculty for re-assessing the answers. The revaluation fees payable for this option would be Rs. 500/- per subject. The student shall be ready to accept any marks declared after the revaluation i.e. it could be more or even less than already scored marks.

**Option 2 – Verification:** under this option, the student can opt for only rechecking of the total marks mentioned in the answer sheet. It may so happen that there could be totaling error. This would be checked and confirmed when the student opts for verification option. The answer sheets are not sent to the



concerned faculty for checking. This would be done by any of the examination committee member in the presence of director. The verification fees payable would be Rs. 200 per subject.

A notice for revaluation/verification is necessary to display in the notice board, simultaneously along with the end term examination result. The Notice of Revaluation / verification shall contain the closing date and time, fees applicable, and guidelines for students, etc.

### **Collection of Revaluation Requisition Forms and taking out answer sheets**

When the date and time for applying for revaluation/verification comes to an end, the requisition forms received at the counter would be collected by the Examination Committee Member. A consolidated statement needs to be prepared, showing provision for the following details:

1. Total number of revaluation/verification forms received.
2. Total number of students applied for revaluation/verification (Division-wise).
3. No. of subjects each student has applied for (Student-wise).
4. Total of number of students in each subject (Subject-wise).
5. Name of faculty who has assessed the original answer sheets.
6. Name of faculty to whom the A/sheets would be given for revaluation.
7. Date on which the answer sheets are given for revaluation.
8. Due date for submission.
9. Actual received date.

Once the above details are ready, the respective answer sheets are to be taken out from the original answer sheet bundles.

### **Distribution of Answer Sheets for Revaluation**

The respective answer sheets are to be sent for revaluation to the faculty other than those assessed originally. A covering letter is made while distributing the answer sheet, mentioning the number of answer sheets sent, subject, name of faculty, due date on which the answer sheets are to be returned and the acknowledgement of the concerned faculty is to be obtained while handing over the answer sheets.

### **Submission of 1 set of Question Papers to Library Copy**

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On completion of examination, the Understudy would collect one set of all question papers and send the same to Library for future reference.

#### **Collection of Revaluation Answer Sheets and Checking**

The faculty members are to be contacted for returning the answer sheets duly assessed which are sent to them for revaluation. When the same are not received within the specified time limit, the matter would be informed to director for necessary action. The received answer sheets are verified with the mark list and when they are found OK, the marks are sent to result department.

#### **Entering of marks and preparation of Revaluation Result**

The revaluation marks are entered in the system. Wherever gracing of marks is applicable to any students, it would be done in the presence of director and a consolidated result sheet would be printed for final checking, approval and display.

#### **Keeping back the Revaluation Answer Sheets into Original Packets.**

The revaluated answer sheets are then placed back into the original respective subject-wise and division-wise packets in the Examination Room.

#### **Answer Sheets in Store Room duly packed subject-wise**

After completing the revaluation process, the main end term examination answer sheets are to be placed in store room neatly – in the order of year-wise, semester-wise, subject-wise and division-wise.

#### **Preparation of Failure Student List – Subject-wise and Student-wise**

Once the revaluation process completes, a summary of failures – subject-wise, division-wise and student-wise is necessary to be prepared, after considering the students who passes during revaluation. From this statement, it would be easy to analyze the number of failures in each subject, subjects in which supplementary examinations are required to be held, roll number of students appearing for the particular subject, number of copies of question papers required to be printed, number of class rooms required, number of supervisors required, etc.

#### **Notice of Supplementary Examination**



After knowing the number of failures in each subject, a time table for supplementary examination is to be prepared, duly signed by Director and put up on the notice board. The notice shall also contain the instruction to the students to pay the examination fees before appearing for examination. The time table could be prepared taking into consideration the common lecture-free slots of all divisions across.

**Policy for Supplementary Examination and Revaluation:**

Any student, who failed in the end term examination, is allowed to apply for revaluation/verification. Meanwhile, he/she is supposed to register for supplementary examination. For any reason, if the revaluation result is not declared before the supplementary examination, the students are required to appear for the Supplementary examination. Meanwhile, when the revaluation result gets declared, and if the student passes in the revaluation, this mark would be considered. Otherwise, the Supplementary examination marks shall be considered. When the student applies for revaluation, he shall not be under the presumption that he would pass in revaluation and need not prepare and appear for supplementary examination. It is the duty of the student to appear for supplementary examination when the revaluation result is not declared. However, the Examination Committee shall, as far as possible, ensure that the revaluation result shall be declared before the supplementary examination date, to avoid confusion amongst the students.

**Payment of Supplementary Examination Fees**

The students are required to pay the supplementary examination fees before appearing for the examination. When the students are at the end of second semester and proceed towards Summer Internship, on many occasions, the students will have very less time to pay the supplementary examination fees before the examination. On such occasions, one faculty or admn. staff will go to the respective examination hall with the failure students' list and give the concerned student the registration form to fill up and collect the fees and pay to the cash section. The cashier will make a receipt to this effect and pass on the same to the examination committee along with the registration form.

Those students who did not appear for the end term examination –

- Due to their M.Com. examination falling on the same day;
- Due to medical reasons;
- Due to death in the family –



such students may fill the registration form and take approval from Director, duly attaching the supportive proof in lieu of M.Com Examination, or medical certificate, as the case may be, in order to avail exemption from paying supplementary examination fees in the respective subjects.

#### **Preparation of Invigilation / Supervision Chart**

After knowing the number of students appearing for the supplementary examination subject-wise, an Invigilation chart is to be prepared and circulated to Faculties, requesting them to opt for minimum number of duties as required and decided by the Director. Accordingly a Supervision Chart is to be prepared for the signature of junior supervisors confirming their acceptance of the duty on the specified time and date.

#### **Seating and Class Room Arrangements for supplementary examination**

As per the total number of students supposed to sit for the supplementary examination, the required number of class rooms are arranged. The students are made to sit one behind the other, leaving a gap of one table space in between. If the students are more than 30 in one class room, 2<sup>nd</sup> class room would be arranged and accordingly the required number of junior supervisors are appointed.

#### **Printing of Question Papers and arranging Answer Sheets**

The second set of question papers are used for KT examination. After incorporating the date of examination, time, marks allotted to each subjects, duration of the examination, etc., the required number of copies of the question papers are printed and packed. This would be kept in safe in the examination room. The required number of answer sheets are to be arranged a day before the examination. On the day of the examination, when the junior supervisors are ready on duty, the answer sheets, question papers, supplement sheets, etc. are handed over to them for conducting the examination.

Since the roll number of students will not be mentioned on the examination rooms, the junior supervisor shall make the students sit as per normal examination seating arrangements. They would also announce the students to go and pay the examination fees at the counter before appearing for the examination. For any doubt in the question paper, copy case matters, etc. same shall be reported to the Senior Supervisor or Chief Conductor. The duly collected answer sheets at the end would be handed over to the examination committee.





### **Distribution of Answer Sheets and Collection of Mark Sheets**

The Supplementary Examination answer sheets are distributed for evaluation amongst the core faculty members. When core faculty is not available for any particular reason, or for any specific special subjects, then the same would be sent to visiting faculties. The mark sheets will be compared with the answer sheets and when found correct, it is sent for entering in the system.

### **Display of Supplementary Examination Result**

- 1) On receiving the assessed answer sheets together with mark sheets, a consolidated result sheet duly signed by the Director, would be displayed on the notice board.
- 2) If any student remains absent without paying the examination fees, his/her name shall not appear in the supplementary examination result sheet.
- 3) If any student, having paid the supplementary examination fees duly filling the registration form, remains absent in the examination for any reason, the result of such student shall be shown in the result sheet and marked '**Absent**' in the result summary.
- 4) If any student failed in more than one subjects and filling the re-examination form for one particular subject, the result of that subject only will be declared. The result for not applied subjects will not be declared.

On display of the result, if any student wishes to apply for revaluation, he/she shall be permitted to apply for revaluation on payment of necessary fees.

### **Answer sheets in Store Room.**

The duly assessed all answer sheets are to be packed neatly subject-wise and to be stored in the Store Room. These bundles would be kept near to the main examination answer sheets of that particular semester.

### **Re-Registration (As mentioned in Prospectus)**



1. In order to pass in a subject in any semester, a candidate must obtain a minimum of 50% marks in that subject.
2. A candidate obtaining less than 50% marks in more than two papers in any one semester be deemed to have failed in that semester and shall not be permitted to proceed to the next semester. He will, however, be eligible to repeat the same semester programme in the following year.
3. A candidate obtaining less than 50% marks in two or less than two papers in the first semester examination are permitted to attend 2<sup>nd</sup> semester of the 1<sup>st</sup> year.
4. A candidate failing in two or less than two subjects in the first or second semester examinations be required to reappear in the supplementary examinations, as the case may be, to be held to the end of the first and the second semester.
5. In order to be eligible for admission to the third semester of the second year course, a candidate must have passed in all the papers of the first and second semester examinations.

#### **List of Failed students after 1<sup>st</sup> Supplementary Examination**

A list of failures in the 1<sup>st</sup> Supplementary Examination shall be prepared once the result is declared. Such students are be given two years' end term examinations' question papers, in the respective subjects in which they have failed, and they would be asked to write home assignments on all the questions given in such question papers. Such students are also advised to meet the concerned faculties for clearing their doubts and get thorough knowledge before appearing for the 2<sup>nd</sup> supplementary examination. On completion of such assignments, a second supplementary examination would be conducted. Such students are required to fill up the registration form and pay the examination fees of Rs. 500 per subject before they appear for the 2<sup>nd</sup> supplementary examination.

#### **Failures in 6 or more subjects in SEM II End Term Examination**

The student who fails in 6 (six) or more subjects in the end term examination of second semester, he/she will not be allowed to attend the 3<sup>rd</sup> semester lectures. His name would be deleted in the student attendance register. They are asked to appear for the examination along with juniors in the respective end term semester. On clearing these pending subjects, they would be admitted for second year, third semester. However, their admission will not be cancelled, but kept on hold till they clear their pending subjects.

#### **Xerox Copy of Assessed Answer Books**



The University has the provision to provide the Xerox copy of the assessed answer books to the student on a payment of non-refundable fee of Rs. 100 per answer book. This facility shall be available for theory papers only of the examinations held. The Xerox copies of practical examination, viva-dissertation, thesis, projects, presentation of field work, etc. shall not be supplied to the examinees. The candidate shall apply for photocopy of the assessed answer book/s on theory papers within a period of seven days from the date of declaration of the result.

Before giving the photocopy of the answer-book/s to the candidate, the verification of the assessed answer book/s will be done by the head of examination. If the results marks are changed due to verification, such a change shall be incorporated in the students mark sheet.

The photocopy so obtained by the examinee shall be for his/her exclusive and relevant use. If the applicant so desires, he/she can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the Institute under these rules. Any deviation from this procedure by the applicant shall be construed as an unfair act on the part of the examinee and shall make him/her liable for appropriate punishment by the Institute.

However, we at Chetana, have not yet implemented the system of giving the Xerox copy of the answer books of the end term examination, except for showing the mid-term test answer sheets to all the students in the class room by the respective subject faculty members.

#### **Old Students:**

On many occasions, some students of old batch who have failed in one or more subjects – either in written examination or completion of final project; and remained absent for very long, now come back to the institute with an intention to complete their degree.


In such cases –

- They would register themselves on payment of re-registration fee of Rs. 13,000/- per subject; either for written examination or project viva;
- They are advised to meet the concerned subject's profession for guidance;
- They shall write assignments of two years' end term examinations' question papers, so as to acquaint with and regain the subject knowledge;
- They would then write examination in case of written papers;
- In case of final project, they would be asked to prepare and come with project bound book for Viva.



Such students shall be given the mark list as on the current date / month / year, irrespective of their original batch.

### Guidelines for evaluating exam papers on Edmojo Platform

- Click on the link - <http://cimr.edmojo.in/>
- Login through the edmojo id and password
- Once you login, ensure the correct academic year (2020-21) is selected.
- Go to My Courses > Course > Assessments
- **Section 1 (MCQs) has already been assessed.**
- **Section 2 and 3 (Descriptive Questions) to be assessed as follows:**
  - Click on the respective assessment. (End semester Descriptive Questions)
  - Go to “Enter Response”  tab on the right top corner of the assessment page and select All.
  - At right top corner, click on “Assess online”. You would be directed to next page.
  - Again, at the right top corner, select the student from the dropdown. The corresponding answer sheet would appear on the screen. Verify the roll number written on the answer sheet. There is an option to download the file also if you wish.
  - On the left side of the page, kindly enter the marks for the respective answers. If the question is attempted but is completely wrong, then enter ‘0’. But if the question is not attempted and is left in choice, then leave the marks as ‘NA’ only.
  - **In a few cases, due to network issues, some students may not have uploaded their answer sheets on edmojo. Instead, they would have sent it to the exams mail id. We have shared a link to the folder containing such answer sheets with the respective faculty. You are requested to download the answer sheets, assess them and enter the marks against their roll numbers in edmojo.**
  - **Ensure that you enter marks only for 4 questions out of 6 and the remaining 2 questions should be marked NA.**
  - **Once the marks for all the questions are entered, click on “Update Marks” and select the next student from the drop down.**
  - After updating marks for all the students, you can click on the back arrow button to go to the assessment creation page and download the template. This would contain the entered marks.

***Examination Process: Standard Operating Procedure (Pre-Exam)***

- 1) Examination Schedule or Time-Table : As per our academic calendar, we prepare the Examination Time-table for all our courses ie PGDM, PGDM-Marketing and PGDM-Retail. The points to be considered are
  - a) The time-table should be released about 4 weeks before the commencement of examination to facilitate smooth preparation of exams work.
  - b) The time-table displays date, day, subject, examination timings
  - c) Ensure that the subject names are correctly written and allocate 3 hrs for full credit paper and 1½ for a half credit paper
  - d) The schedule is shared with students, so that if they want a rearrangement of sequence the same is accommodated
  - e) The timetable is also shared with CRKIMR as we have some common subjects and their dates/timings should be same
  - f) After the signature by the Director, the timetable is displayed on the notice board/ sent on the student mail ids.
  
- 2) After the Exam schedule is displayed to every one (notice – board), we have to send request for Question papers to paper setters. The key points to be covered are
  - a) The last instruction day for current semester
  - b) Request for 2 sets of question papers along with model answers and the mail id ([exams@cimr.in](mailto:exams@cimr.in)) (later upload in edmojo if online) Ensure that the faculty does not send the question paper to any personal mail ids
  - c) The format of the paper must be attached for both full credit and half credit paper
  - d) Time table of exams to be attached
  - e) The completion date of internal assessment work and submission of the same (upload in edmojo)
  - f) The internal marks to be uploaded on the edmojo platform. The internal assessment should be created by the faculty. Ensure that the assessment is prefixed by the word 'Internal'.
  - g) Ensure that all paper setters receive the mail i.e., core faculty as well as visiting faculties and key persons
  - h) General instructions like full syllabus coverage, COs to be mentioned, expected date of receipt of papers
  
- 3) Preparing for examination: The set up for examination
  - a) The examination work is assisted by staff (Ms Shilpa, Ms Jacintha and Ms Archana and office boys) who do the class-room set up including numbering on benches, door, stationery requirement, photo-copying, masking, attendance reports, answer-paper collection and counting work
  - b) Invigilation Chart preparation: Considering availability of faculties and our daily requirement of invigilators. The final list to be circulated to all
  - c) Question paper reviewer list: The list of subject experts who will review each question paper





- 4) Review of question papers: The papers should be sent for review to pre-decided subject experts Immediately after the question papers are received from paper setters. The Review format should be attached with paper. After receipt of reviewed paper, the reviewer remarks to be communicated to the paper-setter, who will incorporate the changes and send the final draft to the examination department. (or upload on edmojo)
- 5) Ensure that all papers are received. Check if all details like date, day, timing, subject name, font and size, etc are correct.
- 6) The Chairperson Examination will create the google meet links for the examination. The students will log in to the respective google meet . This also forms the basis for attendance. The exam committee may request the IT Lab in charge to generate the attendance for the entire exam duration and share the same with the Examination department. This has to be saved for our records.

No	Activity		Requirements
1.	MCQ paper in Edmojo	i ii iii iv v vi vii	Paper Loaded in Edmojo Name of paper should have End-Semester prefix Check date, start/end time, subject, marks matches with Exam TT Check if online mode is selected Check if MCQ paper shows QUIZ is selected Check if each question has COs and correct answer tagged to it Check if no of questions are as required
2.	Descriptive paper in Edmojo	i ii iii iv v vi vii	Paper Loaded in Edmojo Name of paper should have End-Semester prefix Check date, start/end time, subject, marks matches with Exam TT Check if online mode is selected Check if descriptive paper in pdf is uploaded in Edmojo and can be downloaded Check if each question has COs tagged to it Check if no of questions are as per the format given
3.	Examination Day		
	Releasing of Quiz and Descriptive paper	i ii iii iv v vi vii viii ix x xi	On Edmojo platform extract the paper/s based on exam date for releasing Select the Assessment Select the QUIZ/ descriptive paper ensuring the date is same as exam date Release the paper few minutes before the exam time (select ALL option) See that you get a "Successfully sent" display on screen Check from invigilators if papers are received & getting downloaded at exam time If any delay takes place in receipt of paper extra time can be given if required After QUIZ is submitted check if the scores are reflected in Edmojo Check if any students marks are showing NA, is actually present If NA is displayed, the student should be asked to resubmit the Quiz Students to be told to upload descriptive paper 20 minutes before end time

*Nanditesh*

	xii xiii	If some students face difficulty, time may be extended slightly to assist the upload As a last resort, students may be told to mail on exams@cimr.in
Invigilation	i ii iii	Check if all invigilators have logged in to their respective classrooms If any queries regarding QP the same may be resolved with the paper setter Students have their videos on and face visible
MCQ marks	i	MCQ marks to be downloaded from and sent to exams@cimr
Summary Report of the Day	i ii iii iv	Any deviation/observation/unfair practice may be noted If any Papers mailed in exams@cimr due to uploading problem List of absent students Concerned faculty/visiting faculty informed about the paper in Edmojo

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