

## JAIPURIA INSTITUTE OF MANAGEMENT INDORE

### ASSESSMENT AND EXAMINATION POLICY

#### 3.1 Assessment Structure

The institute follows a system of continuous assessment using multiple tools to monitor students' academic progression. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes. The course instructor assesses the understanding of theories, business practices and applications illustrated and discussed in the respective courses. In postgraduate programs, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

#### 3.2 Assessment Tools and Techniques

Various techniques/tools are used for assessment of academic performance of students. The basket of component and tools include the following:

- i. Mid-Term
- ii. End-Term
- iii. Class Participation
- iv. Quiz (Announced or Unannounced)
- v. Team Assignments
- vi. Research/Survey Projects
- vii. Individual/Group Presentations
- viii. Oral Examination (Viva)
- ix. Essay Writing
- x. Classroom Activities/Exercises
- xi. Case Analysis
- xii. Reflective Notes
- xiii. Participation in Online Discussion Forums

#### 3.3 Assessment Component Weightage

Assignment of weightage to different assessment components has been described in the table 3.

Table 3: Assessment Components and Proportion of Weightage

Component	Component Details	Weightage
Mid-term Examination	This component shall be conducted based on the first half of the syllabus of a course.	20%
End-term Examination	This component shall be based on the entire syllabus of the course. However, the first half and the second half of the syllabus has around 40% and 60% weightage, respectively.	40%

Continuous Assessment	The instructor selects various continuous assessment tools.	40%
	Total	100%

- i. No component, except End-Term examination, carries more than 20% weightage.
- ii. In Mid-Term and End-Term examinations, “open book” can be made an option (depends up on decision of course instructor and course framework)
- iii. No make-up quiz is conducted for any student in any course.

### 3.4 Examinations

The Office of Controller of Examination shall announce the schedule for Mid-Term and End-Term examinations. While the instructors of the respective courses shall decide the dates for other assessments. The Mid-Term examination shall be conducted in the fifth/sixth week of the term, while the End-Term examination shall be conducted during the twelfth/thirteenth week of the term. Towards the end of each term, the Office of Controller of Examination publishes the dates for End-Term examination for different subjects offered during that term.

#### 3.4.1 Duration Of Centralized Examinations

The duration of Mid-Term and End-Term examination is given in table 3.1.

**Table 3.1: Duration of Centralized Examinations**

Name of Examination	Mid-term	End-term
Duration	60 minutes	120 minutes

\* Duration may change as per the course requirement.

#### 3.4.2 Mid-Term

- i. Institute does not hold repeat Mid-Term examination for any course during the trimester.
- ii. If a student is unable to appear in a Mid-Term examination for any course he/she is awarded zero marks in the examination of the concerned course.
- iii. However, if a student is unable to appear in the Mid-Term examination due to some exceptional reasons he/she can represent his/her case in writing to the Program Chairperson along with supporting documents within 7 calendar days of completion of the scheduled Mid-Term examination.

#### 3.4.3 End-Term

- (i) Appearing in the End-Term examination of all the courses subscribed by a student during a trimester is mandatory.
- (ii) If a student is unable to appear in the End-Term examination of a course he/she is awarded 'permanent F' grade and is not allowed to appear in Repeat Examination, except under the provisions of section 3.7.

### 3.5 Exam Schedule and Notification

The Office of Controller of Examination prepares and publish a schedule of examinations (Mid-Term and End-Term) for each and every course conducted by the institute.

### 3.6 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 students. 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 3.2.
- 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 a 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 is computed as follows:

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

- iii. Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all the 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 consider the following points while awarding the letter grades.
  - a. A student who scores less than 35% numeric marks (overall) is given an 'F' grade in the course.
  - b. The cut off numeric marks for all other grades (other than F, FA and I grades) is decided by the course instructor based on the distribution of numeric marks in the course and the overall performance of the class.
  - c. Maximum grade drop can be done till "D" grade in case of any sub grading.

**TABLE 3.2: Grading Model**

Letter Grade	Grade Point	Remark
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

### 3.7 Repeat Examination

- (i) Repeat Examination is held within 15 days of declaration of the Provisional (Pre-Improvement Examination) Trimester Result. Normally, Repeat Examination shall be combined with the Improvement Examination mentioned under 3.8.
- (ii) No fee is charged for appearing in a repeat examination.
- (iii) Repeat Examination is 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 3.7(iii)-(a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Program Chairperson within 7 calendar days of completion of the End-Term examination. Subject to approval from the Director, such students are permitted to appear in the repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 3.4.3 (ii) stands.
- (v) In case of 3.7(iii)-(c) above, the student has to represent his/her case in writing to the Program Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Program Chairperson puts up the case before the Program Committee. The Program Committee examines the case to assess its merit/genuineness. If satisfied, the Program 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 3.4.3 (ii) stands.
- (vi) If a student does not appear in the repeat examination permitted under the section 3.7 (iii) or 3.7 (iv), the 'permanent F' grade awarded to him/her in the course in accordance with section 3.4.2 (ii) stands.
- (vii) Normal grade drop due to attendance criterion is applicable to repeat examination.

### **3.8 Improvement Examination**

- i. Improvement Examination commences 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' grade in any course in a trimester, he/she is 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. In case a student gets an 'FA' grade in more than two subjects then under these circumstances the student is allowed to appear in the Improvement Examination for anyone of the courses.
- iv. The student appearing in the Improvement Examination of a course has to surrender his/her grade obtained on the End-Term examination. The grade obtained by him/her after the Improvement Examination is his/her permanent grade.
- v. OCE notifies 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.
- vi. For appearing in Improvement Examination, a student has to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE. Fee for Improvement Examination in case of FA grades is Rs. 2,500/- (proposed) per course.
- vii. OCE announces the schedule of Improvement Examination.
- viii. 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 is assumed that he/she is not interested in appearing in the Improvement Examination.
- ix. Only one chance of appearing in Improvement Examination of a course is given.
- x. If a student appears in Improvement Examination of a course, the Mid-Term and End-Term marks originally obtained by him/her is treated null and void.
- xi. The marks scored in Improvement Examination is scaled up to the combined weightage of Mid-Term and End-Term components of the respective course (i.e., 60%). The resulting weighted

marks are added to the marks originally scored in continuous evaluation components to arrive at the final grade.

- xii. Grade obtained by a student in a course after the Improvement Examination is 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 is treated as final and 'permanent' grade in the course.
- xiii. TGPA obtained by a student after the Improvement Examination is 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 is treated as final and 'permanent' TGPA in the course.
- xiv. Grade drop due to attendance criteria is not applicable in case of Improvement Examination but the highest grade that a student can earn in the Improvement Examination is B+.
- xv. 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 is not applicable.
- xvi. 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.

### **3.9 Examination – Code of Conduct**

The institute notifies in writing a code of conduct during examinations for students; it is mandatory for students to abide by the same.

### **3.10 Plagiarism Policy**

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

### **3.11 Handling of Cases of Cheating in Hall Examination**

- (i) The invigilator seizes all the incriminating material/evidence from the candidate and then obtains a written statement, duly signed by the candidate. The invigilator then issues a new answer script and allows the student to continue to write his/her answers for the remaining period of that examination. The matter is reported to the Office of Controller of Examination with all relevant documents on the same day, which, in turn, refers it to the Examination Committee.
- (ii) The student reported using unfair means/possessing incriminating materials is 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 is expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/malpractice.

### **3.12 Penalties**

- (i) Any student found guilty of academic dishonesty may, for the first offence, receives 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.

### **3.13 Declaration of Results**

- (i) The Office of Controller of Examinations declares the Provisional Trimester Result within 30 days of the last day of End-Term examinations.
- (ii) Result of Repeat Examination and Improvement Examination, in form of final and permanent course grades, is declared within 7 days of the last day of repeat and /or Improvement Examinations.
- (iii) The Office of Controller of Examinations declares 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 is given to the students by the institute.
- (v) At the end of the program the institute declares the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issues to the student an official grade sheet of his/her performance.

### **3.14 Transcripts**

Transcript in printed format is issued to the students only after the completion of the course. Trimester-wise academic progress is issued to the students online. If such information is required for some official purposes like bank loans, summer internship, placements, etc. a provisional academic progress report is issued.