



ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

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PGDM (GENERAL MANAGEMENT) EXAMINATION POLICY AND PROCEDURES

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EXAMINATION POLICY AND PROCEDURES

1. INTRODUCTION:

i. About SFIMAR-PGDM (General Management)

- PGDM (General Management) is a two year full-time Programme approved & recognized by AICTE, New Delhi and DTE, Government of Maharashtra. The PGDM (General Management) at SFIMAR is a unique "Three Dimensional" Programme offering 'Functional Specialization', 'Sectorial Specialization' coupled with emphasis on transformational leadership.
- The purpose of the Examination is to assess the breadth and depth of the student's knowledge and critical analysis of major areas in the field of study. The Examination is also used as an evaluation tool to benchmark the students performance against pre-set eligibility criteria for award of the course/degree completion certificate.

ii. Purpose of Policy

- The Examination Policy of the SFIMAR-PGDM is designed to test systematically the student's progress in class, industry and field-work through continuous evaluation in place of the conventional evaluation system. Students are evaluated continuously through assignments, case studies, role plays, project work, management games, class participation, and term paper in addition to the examination at the end of each trimester.
- The purpose of this Policy and the associated procedures is to achieve coordinated and consistent examination practices across SFIMAR – PGDM.

iii. Policy Scope

- This Policy applies to all PGDM examinations at SFIMAR, and shall be observed by all Faculty, PGDM Admin Staff and Students.

2. EXAMINATION COMMITTEE

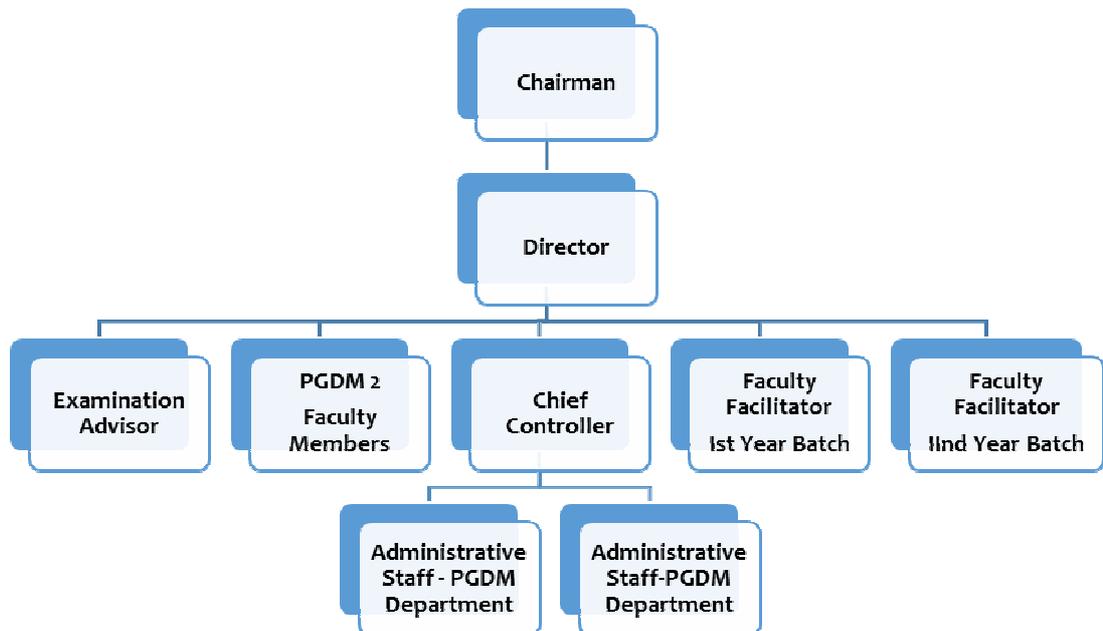
i. Overview

- The Examination Committee is an apex body of the Institute, which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system, are also the responsibilities of this Committee.

ii. Objective

- To conduct Internal Assessment and External Assessment Examination related all course work of PGDM as per guidelines set by Examination Committee.

iii. Examination Committee Members Structure



3. EXAMINATION SCHEDULING

- Examination Time Table is prepared by the Programme Head in consultation with the Director, and Faculty Members 3 weeks prior to the proposed date of commencement of the examination.
- The Examination Time Table is displayed on the notice board one week prior to the commencement of the examination by PGDM. It will be removed from Notice Board after the exam.
- A copy of the examination timetable is retained in the Examination File and a soft copy emailed to the Faculty members and the CMC department by PGADMN.

Examination Supervision

Examination supervisors are responsible for the conduct of examinations and for ensuring compliance with this policy. A student must comply with all directions given by the examination supervisor and the supervisor's decision is final.

A supervisor may require any person in the examination room to:

1. Confirm their identity and eligibility to be in the examination room through provision of an Identity Card;
2. Show that they are not in possession of any unauthorized device or material
3. Answer any question relating to their behavior whilst under examination supervision;
4. Leave an examination room if a supervisor considers that a candidate's behavior is such as to disturb or distract any other candidate;
5. Surrender any device or material, which the supervisor considers to be unauthorized, for the duration of the exam; and/or
6. Comply with any direction that the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

The Examination

A) Conduct of candidates

- a) A candidate must comply with the Academic Regulations, Student Conduct and Discipline Policy.
- b) Candidates will have their attendance recorded at every examination.

B) Examination conditions

I) Entry to Examination Room

- a) A person other than the supervisor, or other authorised person, may not enter or remain in an examination room during an examination, or during the period of 45 minutes immediately preceding or immediately following an examination session, without the permission of the Controller of Examinations or the Director.
- b) A candidate, on entering an examination room, must proceed to the place to which that candidate is directed by the supervisor. A candidate must not leave that place without permission or direction from a supervisor.
- c) A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with conditions as outlined by the supervisor.

II) Starting time

- a) The time listed on the examination timetable is the time when the examination commences.
- b) Candidates must not commence writing until the supervisor has given permission.

III) Late arrival

- a) Candidates who arrive within the first 30 minutes after the start of an examination will be permitted to undertake that examination but will not be allowed additional time.
- b) Candidates who arrive later than 30 minutes after the start of an examination will not be permitted to undertake that examination, unless they have a valid reason which is acceptable as per Institute's policy and permission will only accordingly be granted by the Supervisor with the consent of the Registrar/ Controller of Examinations or their delegated nominee.

IV) Early departure from examination rooms

- a) A candidate must not leave the examination room until 30 minutes after the commencement of, or during the final 10 minutes of an examination.
- b) Candidates who wish to leave the examination room prior to the scheduled finish time (and within the time limits specified above) must adhere to instructions provided by the supervisor.

V) Illness during examination

- If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the candidate to complete the examination. In this circumstance the candidate may submit an application for special consideration as per the *Assessment Policy and Assessment Procedures*. If the candidate decides to continue the examination, the Examination Supervisor may make a decision to move the student to an alternative location, to reduce disruption to other students. The time required for the move will be added to the student's allocated examination time. If an ill candidate cannot continue with the examination, the supervisor will note this and report the matter to the Controller of Examinations. If candidate becomes ill during an examination and is unable to continue the examination, the candidate may submit an application for a Re-scheduled Examination. If a Re-scheduled Examination is granted the original sitting of the examination will not be marked.

VI) Conclusion of examination

- At the conclusion of the examination all candidates must maintain examination conditions until all papers have been collected and the supervisor has given students permission to leave the examination room.

C) Materials in examinations

I) Materials permitted in examinations

- a) Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically approved by the Faculty member in charge and such materials will be listed on the examination paper cover sheet or in writing prior to the examination or on the notice-board in the examination hall.
- b) Where an examination is designated 'open book', the relevant text book and allowable materials may be taken into the examination.
- c) The supervisor or other authorised person will inspect any such materials to ensure that they comply with the approved list provided by the Lecturer in Charge and do not contain any unauthorised materials.
- d) The use of e-books is not permitted in any examination.
- e) Any malpractices observed during examination are to be reported to the Programme Head immediately and action would be taken as per examination rules of the Institute

II) Use of personal electronic devices in examinations

- Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Faculty member in Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination.
- Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.
- Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities
- A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

III) Mobile telephones

- Mobile telephones must not be used in an examination room. If a mobile telephone is brought into an examination room, it must be switched off and placed face down on the floor under the candidate's desk. Non-compliance will result in the mobile telephone being confiscated by the Examination Supervisor.

IV) Materials left within or outside examination room

- The Institute accepts no responsibility for the security of any personal materials of students left within or outside an examination room.

E. Interruption to Examinations

- a) Where an examination is affected by an unexpected interruption (for example, a power failure, computer/software malfunction, earthquake, security threat, fire alarm etc.) the supervisor will implement appropriate immediate action. Minor disruptions to an examination, for a period of 15 minutes or less, will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time by approval of the Controller of Examinations. The Controller of Examinations will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.
- b) In the event of an evacuation of an examination venue, the Supervisor in consultation with the Programme Head will determine which of the following outcomes will apply, with consideration to minimizing disadvantage to students:
- c) The examination may be declared void and a new examination scheduled for a date and time within the current examination period;
- d) Students' examination scripts may be marked and such marking will be valid with a percentage grace mark based on the time lost;
- e) Organizing examination venues;
- f) A new date may be set for the examination.

F. Examinations adjustments for students with disabilities or medical conditions

- The Institute will make arrangements for students with disabilities or medical conditions as per the Institute's Policy.

4. DECLARATION OF RESULTS:

- The results are declared with the consent of the Programme Head and the Director within 50 days of the completion of the Trimester End Examination.
- The fee for re-registration to appear for the performance improvement examinations is Rs. 500/- per subject.

5. STANDARD OF PASSING

- The learner to pass a course shall have to obtain a minimum of 50% marks individually and an aggregate of 50% for each course where the course consists of Continuous Internal Evaluation (CIE) & Trimester End Examination (Term End).

Evaluation Plan			
	Particulars	Marks	Marks
1	Semester End Examination		50/25
2	Internal Assessment Indicative		
	(a) Class Test	10/5	
	(b) Active Participation in Class Assignments	10/5	
	(c) Completion of Home Assignments & Library reading	10/5	
	(d) Active Participation in Discussion, Viva & Class Etiquettes	10/5	
	(e) Project/ field work any other activity	10/5	50/25
	Total		100/50

- The learners shall obtain minimum of 45% marks (i.e. 23 out of 50) in the Trimester End Examination and 45% marks in (i.e. 22 Out of 50) in the CIE separately. However to successfully complete a course, a learner must pass with an aggregate of 50%.

6. GRADES AND THEIR EQUIVALENT SYSTEM

GRADES AND THEIR EQUIVALENT SYSTEM			
MARKS OBTAINED	Grade Point	Grade	Performance
80.00 & Above	5	O	Outstanding
70.00 to 79.99	4	A+	Excellent
60.00 to 69.99	3	A	Good
50.00 to 59.99	2	B	Average
0 to 49.99	1	C	Fail

CUMMULATIVE GRADING AND EQUIVALENT GRADE

Grade Point	Grade
4-4.99	O
3-3.99	A+
2-2.99	A
1-1.99	B
0-0.99	C

POINT GRADE AND THEIR EQUIVALENT SYSTEM		
Attendance Percentage	Point Grade	
	Full Credit Paper	Half Credit Paper
90.00 & Above	6	4
75.00 to 89.99	5	3
50.00 to 74.99	4	2
Below 50.00	3	1

- i. **Condoning deficiency in attendance:**
 - In case the attendance of a candidate is less than 70% due to his own illness (duly certified by a registered medical practitioner) or due to any other reasonable and valid ground then the Head of the Institute may condone such deficiency at his discretion and permit the candidate to appear for examination, if he is otherwise eligible.
- ii. **Action against Defaulting Candidates:**
 - The candidate who does not fulfill the eligibility criteria (such as non-completion of satisfactory term work, deficient attendance etc.) to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination.
- iii. **Issuance of Duplicate Diploma Certificates**
 - A duplicate copy of the relevant Diploma shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit and indemnity bond, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the PGDM ADMIN of the Institute along with requisite fees. Further, the copy shall be marked as 'DUPLICATE' or 'TRIPLICATE' or 'QUADRUPPLICATE', as the case may be.
- iv. **Name corrections on documents:**
 - The candidates may apply for name correction in Mark sheet and Diploma certificate. The names must be as per merit list approved by competent admission authority and Certificate of passing of qualifying examination, as well as S.S.C. Board Certificate. If there is any correction in the name, it must necessarily get corrected immediately or within a month after result are declared. Name correction will not be entertained if reported after the above stipulated time period.
- v. **Issuance of Transcript:**
 - The Institute shall issue, on request, along with prescribed fees, the transcript for Trimester/year examination passed by a candidate.

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