

## Evaluation System: PGDM

### 1.0 Examination Guidelines-PGDM

Examination Fees of Rs. 1500/- Per Trimester is to be paid 15 Days before the commencement of each Trimester Examination.

#### 1.1 The broad components of evaluation for course/subjects are as under:

- 1.1.1 Total marks for a course 100 (Weightage 100)
- 1.1.2 Internal Continuous Assessment - ICA - 50 marks i.e. (Weightage 50%)
- 1.1.3 End-term examination – 50 marks (Compulsory) i.e. (50% Weightage)

#### 1.2 Duration of examination

- 1.2.1 Class test: 1 hour
- 1.2.2 End-Term Examinations: 2.5 hours

#### 1.3 Other guidelines related to ICA

- 1.3.1 The faculty shall show the answer sheets after evaluation, to the students. The answer sheets have to be taken back and sent to the Examination department.
- 1.3.2 The Examination department shall display the marks of the class test on the notice board.
- 1.3.3 The faculty shall submit the grade of all components of ICA, on the standard format, as per dates specified by the examination department.
- 1.3.4 In the component of Group assignments/presentations etc. the evaluation will be for individual students and not group as a whole.
- 1.3.5 The date once decided for class test and/or for submissions/presentation related to ICA or evaluation process, will not be changed for any reasons.
- 1.3.6 Course-wise marks obtained in the 'ICA' will be placed on the notice board, by the Examination Department.
- 1.3.7 The ICA marks once placed on the notice board cannot be modified later on.
- 1.3.8 The paper pattern for class test or term-end examination can be obtained from the Examination department.
- 1.3.9 Written final re-examination and/ or improvement in the internal assessment will not be allowed for the student awarded with 'D' grade due to non-fulfilment of the attendance criteria.
- 1.3.10 NO Re-examination of Class Test/ Internal Test under any circumstances.



#### 1.4 Grace Marks:

- 1.4.1 Grace marks can be awarded only when by awarding such marks the student will be passing the term end examination.
- 1.4.2 Grace marks not to be more than 10% of a subject marks (e.g.  $50 \times 10\% = 5$ ) for term end final examination or 1% of the total of all marks for all subjects/courses of the trimester ((e.g.  $800 \times 1\% = 8$ ) whichever is less i.e. 5 in this case.
- 1.4.3 Grace marks will be considered for maximum 2 subjects only. If student is to be allowed grace marks in 2 subjects the maximum marks will be divided like 3+3 or 3+2 or 1+3 i.e not more half of permissible maximum marks for one subject. In the example above, it shall be 3+2 or 3+1 only.

#### 1.5 Examination Grievance Redressal (Photo copies to the candidates and Revaluation)

- 1.5.1 The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations.
- 1.5.2 A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
- 1.5.3 Applicable only for the theory papers of the Trimester-End Examinations'.
- 1.5.4 Application form for redressal of grievance regarding revaluation can be obtained from the VESIM Examination Department.
- 1.5.5 If a student is not satisfied with the marks awarded to him / her in any course of the Trimester-end Examination', he/she may approach the 'Examination Department', and submit the application for obtaining the photocopies of the answer-book/s, for each course separately, within 3 working days or for verification of marks within 7 working days from the date of declaration of results. A student is not allowed to apply for both verification of marks and for photocopy of the answer-book.
- 1.5.6 On payment of Rs.500/- per answer-book, the photocopy, authenticated by the 'Examination Department' by way of a rubber stamp and initials of competent authority, will be supplied to the student within a period of 3 working days after receipt of the application, only for redressal mechanism and not for any other purpose. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Department'. Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student. Also, photo copy shall not be sent by post or by courier.



**1.5.7** Deviation from the above procedure by the student in any form shall be construed as an unfair act. The penalty for such an unfair act can be:

- a. Cancellation of his/ her appeal before the redressal committee
- b. Not allowing the student to appear at examination/s for a stipulated period of up to 2 consecutive examinations
- c. Cancellation of result of the examination for which he/she has applied for resolution of grievance.

**1.5.8** If after going through the copy of answer-book, the student is not satisfied with the marks obtained by him/ her from the first examiner, he/ she may apply for re-evaluation of the answer book within 2 working days from the date of receipt of photo copy, along- with a fee of Rs.100/- per subject / course to the Examination Department . Fees paid will not be refunded in any case.

**1.5.9** Application received shall be placed before an external/internal examiner for re-evaluation.

**1.5.10** The marks awarded by such external/internal examiner/s in revaluation shall be final and binding on the student but shall be considered for change only if there is a variations of more than 10% either side from original marks.

**1.5.11** The change of marks/grades, if any, shall be communicated to the student and a revised 'Grade Sheet' shall be issued on surrendering the original grade sheet.

**1.5.12** The whole process of redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application.

**1.5.13** Photo copies of re-evaluated answer-books shall not be provided to the student/s.

#### **1.6 Passing Standard & Re-Examination:**

**1.6.1** A student in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e. ICA and Trimester-end examination.

**1.6.2** Student/s, who do not obtain minimum 50% marks in each component i.e. ICA (Minimum 25 out of 50) and 50% in the Term-end Examination (Minimum 25 out of 50) and the aggregate minimum 50% marks in all subject(s)/paper(s)/course(s) both in ICA and the Term-end examination, shall be declared as "Fail".

**1.6.3** The students failing in more than 2 courses/subjects shall have to take re - admission and pay the prescribed fee, in next academic year.

**1.6.4** The students failing in upto 2 courses in a trimester or having 1 subject pending of last trimester and failing in one subject in current trimester i.e. maximum at any time having only such two subjects only, shall be permitted to appear in the re-examination.



- 1.6.5** The student shall have to clear/pass in the papers through re-examination in maximum three attempts including the original attempt and any attempt which he/she has missed after the original attempt.

The students who have been involved in unfair means and are required to appear in re-examination due to penalty for unfair means, will get C+ or actual grade whichever is lower in the re-examination.

### **1.7 Evaluation System**

- 1.7.1** Marking System for the Internal Evaluation and Term End Exam has been incorporated in the Syllabus itself
- 1.7.2** Credit Based Grading System has been adopted for the Program

### **1.8 Credit Point:**

- 1.8.1** A Credit Point denotes the quantum of effort required to be put in by a student, who takes up a course. In other words, it is an index of number of learning hours prescribed for a certain segment of learning.

#### **1.8.2 Credit Point Computation**

1 Credit is equivalent to 10- Hours of learning.

#### **1.8.3 Credit completion and Credit accumulation:**

- a. Each module of an academic program has been assigned specific credit points defining successful completion of the course under study.
- b. Credit completion or Credit acquisition may be considered after the student has successfully cleared all the evaluation criteria with respect to a single course.
- c. A student who successfully completes a 3 CP (Credit Point) course is treated to have collected or acquired 3 credits. His/her performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired.
- d. Credits will keep on accumulating more as student completes additional courses
- e. The Trimester wise breakup of Credit and hours for the course is as per the table given with course structure for each course .



## 1.9 Grading System

**1.9.1** A well designed evaluation system that integrates the aforesaid parameters having due attention to their relative importance in the context of the given academic program.

**1.9.2** Grading, in the educational context is a method of reporting the result of a learner's Performance subsequent to his evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the amount of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

### 1.9.3 The Grading Point System

The Institute (VESIM) would follow the following 'letter grades' and corresponding grade points:

Grades For PGDM  
4 Point Scale

Grade	Grade Point	GPA/CGPA Range
A+	4.00	3.76 – 4.00
A	3.75	3.51 – 3.75
A-	3.50	3.26 – 3.50
B+	3.25	3.01 – 3.25
B	3.00	2.76– 3.00
B-	2.75	2.51– 2.75
C+	2.50	2.26– 2.50
C	2.25	2.01– 2.25
C-	2.00	1.51– 2.00
D	1.50	1.00– 1.50
F	0.00	< 1.00

### 1.9.4 Method of calculation of letter grade and GPA/ CGPA

- a. For the calculation of grades, the following guidelines would be observed:
  - i. Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
  - ii. Difference between the maximum marks and 50 marks would be calculated.
  - iii. The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C- and D)
  - iv. 'F' grade will be assigned to students who obtained less than 50 marks



- b. Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades. Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of students:

Abbreviations and Formula's Used:-

G: Grade

GP: Grade Points

C: Credits

CP: Credit Points

CG: Credits X Grades (Product of credits & Grades)

$\sum$ CG: Sum of Product of Credits & Grades points

$\sum$ C: Sum of Credits points

GPA =  $\frac{\sum CG}{\sum C}$

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 $\sum C$

GPA: Grade Point Average shall be calculated for individual Trimester.

CGPA: Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the s taken together.

## 2.0 Lowering of grades in individual Course/s: PGDM

Students who are having attendance equal to or more than 60% and below 75%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below

Attendance % in each Course	Grade Revised
Less than 60%	D Grade
60% to 69%	2 Grade Less
70% to 74.9%	1 Grade Less

## 2.1 Discipline in the Examination Hall

### 2.1.1 Must know:

- a. Student must know Roll Number before entering the examination hall.
- b. Students, have to occupy their seats by the notified time and thereafter, will not be permitted to appear for the examination.
- c. Students to ensure that all bags, Mobile and other personal belongings are deposited in the specified area usually near the Supervisor's table, at their own risk. VESIM will not be responsible for the safety and security of the same.
- d. A student, who does not attend an examination will be deemed to have failed in that subject. He will be permitted for re-examination as per rules. No Re-examination for Class Test under any circumstances.
- e. Student should write required details in the space provided for the purpose on the answer-book. Students must have their Identity Cards and Hall ticket issued by VESIM and must produce these for verification. Every student present must sign the attendance sheet provided by the Room Supervisor.
- f. Students should go through the instructions given on the top of the question paper and on the front page of the answer book.
- g. Students should write on the front page of the answer book only the name of the program, specialization if any, trimester and course for which examination is being held, number of supplementary sheets attached. Any extra writing will be taken as act of unfair means.
- h. If there is a mistake/ anomaly in the question paper, the same should be brought to the notice of the examination hall supervisor
- i. Student may be permitted to leave the examination hall, only after submitting the answer book to the class supervisor, after half of the time permitted for the examination, after the start of the session, and not during the last ten minutes.
- j. Students will not be allowed to leave the examination hall, during the examination time, for any purpose under any circumstances, except after handing over the answer sheet at the end of scheduled time or as stated above.
- k. Students are forbidden to:
  - i. Bring any book, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things to avoid confiscation
  - ii. Smoke
  - iii. Bring eatables/ drinks
  - iv. Speak or communicate in any manner to any other student
  - v. Take with them any answer-book, written or blank, while leaving the examination hall.
  - vi. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book is strictly prohibited.
- l. Such acts amount to adoption of unfair means.
- m. The supervisors/ authorized persons can frisk the students.



- n. Underlining of answers and use of varied inks for illustrations and figures is permitted. Any symbol like encircling the question, using colour arrows for 'P.T.O', tearing any sheet/s from the answer-book or attaching unauthorized additional sheets are strictly prohibited.
- o. All answer-books / supplementary sheets, written or blank should be returned to the room supervisor.
- p. Nothing should be written on the question-paper.
- q. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

**2.1.2** Violations of the above mentioned, committed intentionally or unintentionally may be treated as "misconduct/unfair practices" to be dealt under Disciplinary procedure of VESIM.

**2.1.3** If anything is required, the students should approach the Room Supervisor. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

**2.1.4** A student who disobeys any instructions or who is guilty of rude or disobedient behaviour is liable for disciplinary action.

**2.1.5** Students involved in aforesaid acts will be allowed to write their examination after giving an undertaking in writing.

**2.2** Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations.

**2.2.1** A student who may have a permanent or temporary physical disability may apply to VESIM for appointing a scribe for the examinations.

**2.2.2** The student should submit an application along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with Doctor's rubber stamp.

**2.2.3** In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted namely:

- a. Hearing Impaired Students: Aliyavar Jung national Institute for the hearing Handicapped.
- b. Physically Challenged Students: All India Institute of Rehabilitation of physically handicapped
- c. Any other Government Authorized Agencies would be accepted.





- 2.2.4 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office. VESIM will make arrangement alternatively if possible.
- 2.2.5 The scribe if from the same stream, should be one grade junior in academic qualification than the student.
- 2.2.6 Since the student will be helped by a scribe, extra 10 minutes per hour will be allowed. E.g. for the examination of two hours, 20 minutes extra will be permitted.
- 2.2.7 The Examination in Charge of the centre will be empowered to make/ accept any last minute changes of scribe under exigencies.
- 2.2.8 The said student will sit in a separate room under supervision.

