

IILM - Standard Operating Procedures

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Procedures for Examination related activities will be the same across all term.

I. MID TERM Assessment

1. Share of mid-term assessments marks in total marks allotted must be in line with what has been laid down in the course manual)

Time Period: To be completed during the 6th week of the trimester (after completion of approx. half of the sessions allotted)

Activity involves: Faculty and Programme Office

- i. Mid term assessment to be conducted by the faculty in the 6th week of the term i.e. when faculty has completed half of the sessions allotted for the respective course.
- ii. Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- iii. Any resource requirement (Answer sheets, Printing, OMR sheets, requirements for online exams, rooms, invigilation) to be communicated to Program Office at in advance.
- iv. Corrected scripts with comments/suggestions to be distributed to the students as per the specified guidelines.

II. CONTINUOUS ASSESSMENT

1. Process for Continuous Assessment: (share of marks allotted for continuous assessment in total marks allotted must be in line with what has been laid down in the course manual)

Time Period: as detailed in the course manual

Activity involves: Faculty and Students

- i. If more than one continuous assessment is to be done, faculty to schedule them accordingly so as to spread them uniformly across the term
- ii. The faculty to provide the assessment as take-home assignment, project, quiz etc.
- iii. The assessment is to be evaluated and students informed about the performance within a week

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III. END TERM EXAMINATION

End term examination are conducted in the last week of the concerned trimester

End term examinations for core papers of trimester IV, V and VI will be scheduled in the last week of the respective trimesters.

Pre-examination activity

1. Process for Preparation and Announcement of Exam

Schedule: Time Period: At the beginning of the Program

Activity involves: Dean and Program Office

- i. Exam dates are already announced in the Academic Calendar which is communicated at the commencement of the programme.**
- ii. The Exam Schedule to be intimated to students and put on the notice board well in advance before scheduled date of examination by the Program Office.**
- iii. Any change in schedule to be intimated through email, notices sent from the Program Office.**

2. Process for Paper Setting & Submission

Time Period: 2 weeks before commencement of Exam

Activity involves: Module Leaders/Tutors

- i. Module Tutors and the Module Leader shall initiate discussion on the final evaluation question paper one month before the commencement of the examination.**
- ii. The pattern of questions, maximum marks and time allotted must be in line with what has been laid down in the course manual for the concerned paper.**
- iii. The final examination question paper must be in accordance to the assessment grid and program outcomes laid down in the course manual.**
- iv. In setting the final paper, module tutors and module leader shall exchange probable questions amongst themselves before the module leader finalizes the questions to be put into each set. The official mail id of the concerned faculty members are not to be used in exchanging any document relating to assessments.**

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- v. **2 sets of question papers are to be created. Each set must mention on top Set A or B as appropriate.**
 - vi. **On finalization of the sets, the module leader will get the paper approved from the program office.**
- 3. Process for submission of Final papers**
Time Period: 10 days before commencement of Exam
Activity involves: Program Office, Dean and Faculty Concerned
- i. **All questions papers are to be submitted in the sealed envelope to the Dean.**
- 4. Process for printing of papers**
Time Period: 2 days before commencement of Exam
Activity involves: Deans and Program Office
- i. **Vetted or Approved Question papers are to be printed in required numbers under the supervision of the Dean/Associate Deans.**
 - ii. **Printed papers are to be sealed and kept in a safe locked almirah/cupboard/ room, accessible to only the Dean and Director.**
- 5. Process for preparation of List of Eligible Candidates: Time Period: One week before commencement of Exam Activity involves: Program Office, Dean and Accounts Office**
- i. **Eligibility conditions for writing the end term for a paper includes:**
 - 1. **Student should have registered for that course**
 - 2. **His/her registration should be valid**
 - 3. **Have at least 75% attendance.**
 - 4. **Should have cleared academic/program fee dues.**
 - ii. **Based on the above Criteria, Program Office is to prepare list of eligible candidates.**
 - iii. **Any special case is to be handed over to the Director by the Dean of the Campus.**
 - iv. **The list of debarred students is to be communicated to the students by the Program Office.**
- 6. Process for Preparation of Seating Plan**
Time Period: Before commencement of Examinations
Activity involves: Dean, Program Office, and Administration
- i. **The seating plan for the entire set of examinations for each trimester is to be prepared by the Program Office based on the list of eligible candidates under the**

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supervision of the Dean at least four working days before the commencement of examinations.

- ii. The seating plan is to be displayed on
 - a. The student notice board
 - b. At the entrance of respective examination halls and
 - c. At an appropriate place inside each examination hall for students to see,
- iii. Displaying of seating plan must happen only half an hour before the commencement of the examination.
- iv. In case there arises any need to shift chairs or other furniture to or from one or more examination hall, the same must be communicated to the administration a day before such changes are to be made.

7. Process for preparation of Invigilation Schedule:

Time Period: Three working days before commencement of Exam

Activity involves: Dean, Program Office

- i. Invigilation schedule to be prepared at each center by the program office based on the pool of invigilators
- ii. The Invigilation schedule to be intimated to the invigilators by the Dean.

During Examinations Activities

1. Process for Conducting Examinations:

Time Period: During examination week

Activity involves: Director, Dean and Program Office

- i. Exams to be conducted under the guidance of the Director and Dean of the concerned institute.
- ii. Sealed packets of question papers will be opened at the program office in the presence of the Dean and Director, and distributed in smaller packets as required by the seating plan and rooms allotted for the paper.
- iii. Counted packets of question papers, answer sheets and seating plan will be handed over to the invigilator by the Dean/Program office at least 15 minutes before the scheduled commencement of the examination.
- iv. Attendance sheets for each examination class-room shall be handed over to the invigilator along with question papers and answer sheets.
- v. Invigilators are expected to obtain the signature of the candidate in the attendance sheet provided, match the details of the student mentioned in the admit card with the details filled in by the student on the answer sheet, and sign at the place provided on each answer sheet.

2. Process after Completion of Each Examination

Session: Time Period: After Each Examination

Session Activity involves: Dean and Program Office

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- i. Answer scripts to be counted and collected from Invigilators in the exact sequence (by roll number/registration number) as appropriate.
- ii. Program Office Staff to ensure that all records (Attendance sheets, etc.) are completed as per the communicated guidelines and signed by the invigilator.
- iii. The Program Office to ensure safe packing of all answer scripts.
- iv. Each bag of answer script should also have a copy of the question paper, and a hard copy of the award roll.

3. Process for Reporting Unfair Means Cases

Time Period: After Each Examination Session

In case of any Unfair Means case, the same is reported to the Examinations committee for suitable action.

Post Examination Activities

1. Process for Distribution of Answer Sheets for Correction

Time Period: Within one working day after the completion of examination

Activity involves: Program Office

- i. Answer copies to be dispatched to the subject teachers by the Program Office.
 - ii. A record of the day of receipt and no. of copies received by the subject teacher is to be maintained with the program office.
- 2. Time Period for completion of assessments: 10 calendar days for 60 answer scripts, 20 calendar days for 120 answer scripts from the day of completion of the concerned examination.**
- i. Assessment/evaluation of answer sheets are to be completed by the concerned tutor within the timelines mentioned above.
 - ii. The concerned evaluator shall prepare the grade sheet and summary statistics for the answer sheets she/he assessed.
 - iii. The answer sheets and (provisional) marks are to be shared with students, and corrections if any are to be incorporated.

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3. Process for Compilation of Results

Time Period: 7 calendar days from the date of submission of marks.

Activity involves: Program Office

- i. **Marks submitted to the program office will be compiled and hard copy score sheets will be generated by the program office within 7 calendar days of submission of marks.**

4. Process for intimating results to parents

Time Period: Within seven working days of compilation of marks

Activity involves: Program Office and Faculties

- i. **The mentors intimate the result to the parents.**
- ii. **A copy of the marksheet to be sent to the parents once after the completion of the first year.**

EXAMINATION NORMS

Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once. In the worst case, the student may be given an “F” Grade for the course.

Mid Term / End Term Examination norms for students of Post Graduate Diploma in Management

- 1. Students should report at the examination venue at least 15 minutes before the scheduled time.**
- 2. Students are expected to equip themselves with pen, pencil, ruler, calculator and all other relevant material the concerned faculty has informed the class prior to the examination. Scientific/programmable calculators are not allowed in the examination hall. Sharing of resources is not permitted in the examination hall.**
- 3. On entering the examination venue, each student should collect the answer booklet from the invigilator. Students are required to take their seats as per instructions. Answer booklets are not exchangeable.**

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4. Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used.
5. A student must not refer to any book, paper or other notes, unless it is an open book examination. Except for open-book examinations, all books and study material must be left outside the examination venue. The Institute will not be held responsible for the loss or theft of any material from within or outside the examination hall. Students are, therefore, advised to refrain from carrying important books, papers, bags or other belongings to the examination venue to avoid the risk of losing them.
6. Mobile phones are not allowed in the examination hall. Mere possession of a mobile phone may lead to expulsion from the examination hall and cancellation of the student's paper.
7. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited.
8. If any student is found resorting to unfair means, it would lead to cancellation of the exam paper & the concerned student will be awarded zero marks for the paper. Same applies in case a student is found to be misbehaving with the invigilator
9. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
10. Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator. It is the sole responsibility of the student to ensure that his answer book is promptly handed over to the invigilator on completion or at the end of the allotted time for the paper.
11. It is mandatory for all students to carry their Identity Card. Students will not be permitted to write the exam without the Identity Card.
12. Examination where case study has been sent/shared by concerned teacher earlier, a fresh copy of the same is to be brought in the exam hall without hand written notes scribbled on the document, highlights etc.
13. A candidate is expected to write her/his name and roll number on the question paper as soon as she/he receives it. Nothing else is to be written on the question paper. All rough works are to be carried out in the last page of the answer sheet and should be clear and legibly written for use by the concerned examiner.
14. For papers with duration of 90 minutes or less, the invigilator need not allow a candidate to go out of the examination hall even once. For duration of more than 90 minutes: The student cannot leave the hall during the first half hour and last half hour of the examination.